You may either complete the form and submit it online or download the form to your computer, fill it out, save it, print it, and take/send it to the OHA office.

To complete and submit the form online, follow these steps:

1) Click on the form you wish to complete. It will open the form in a new browser window.
2) Type your application information into each field on the form.
3) If you need to save the application to finish later, click on the disk icon in the top left corner to save the document to your computer.
4) When you are ready to sign the document, you can do so electronically by clicking in the signature box. If you already have an Adobe digital ID, you may choose the first option. **If you do not have an Adobe digital ID, click on the option to use <u>A new digital ID I want to create now</u>**.
5) On the next screen, you may choose where you want to store your new digital ID. The first option, a **New PKCS#12 digital ID file**, creates a file that you save to your computer and is the easiest option. However, if you are a Windows user, storing your ID there is the second option.
6) Next, you will fill in your name and email address.
7) On the next screen, choose a password for your digital ID (which keeps others from using your digital signature even if they have access to your computer where the file is stored). Click Finish.
8) A new screen will pop up containing your name as a digital signature. Type in your password, and the document will be digitally signed. Be sure to add your signature to each required area on the application.
9) To submit the completed and signed form to Ord Housing Authority, click on the envelope icon on the top left side of the screen. You can email the form to oha@ordhousing.net .