



Process for Completing the CG-2070 to Request Orders

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Tools Required



- Computer (ask a friend for help if you do not have a computer because tablets and phones will not work)
- Adobe Acrobat DC (free download from <https://get.adobe.com/reader/otherversions>)
- Form CG-2070 pre-filled with certain information from the Director's office



Process to Fill the 2070



1. Save the CG-2070 emailed to you to your computer (do not fill in the form while open in your web browser)
2. Open the CG-2070 provided to you using Adobe Acrobat DC
3. Complete the highlighted blocks on the form
4. Be sure to complete the one-way mileage from your departure location to the destination
5. Add any notes needed by the Director's office to complete the orders such as:
 - "Staying an extra day at own expense"
 - "COMO requested that I attend a day earlier"



Signing the CG-2070



- Member's signature block must be digitally signed by the traveller using Adobe Acrobat DC
- To sign, click on the red signature note box to the right of "MEMBERS SIGNATURE"
- This will cause Adobe Acrobat DC to ask you to choose or create the "Digital ID" for your signature
 - If you have a Digital ID in your name that has not expired, then select it and click on "Continue"
 - If you do not have a Digital ID in your name that has not expired, then you will have to click on "Configure New Digital ID"
 - Easiest no-cost method is to select "Create a new Digital ID" then follow the prompts to complete the creation
 - Then use the new Digital ID to sign the 2070. The signature block will be filled in with your name, "digitally signed by [Your name]", date and time so that it looks like this:

MEMBER'S SIGNATURE

Richard Miles Digitally signed by Richard Miles
Date: 2020.02.04 20:17:02 -06'00'

- Save the signed 2070 file to your computer with your name added to the filename
- Open the saved file to confirm that the signature block is now digitally signed



Email the CG-2070



- The signed 2070 must be emailed to your director's office by following the instructions given to you
- A paper printout of the CG-2070 is not acceptable because paper cannot contain and transmit the data embedded within the digital signature