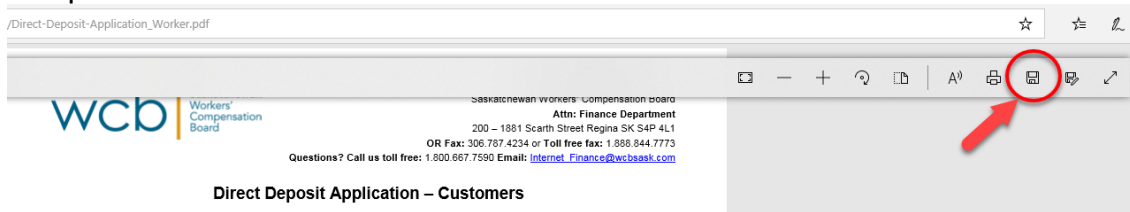


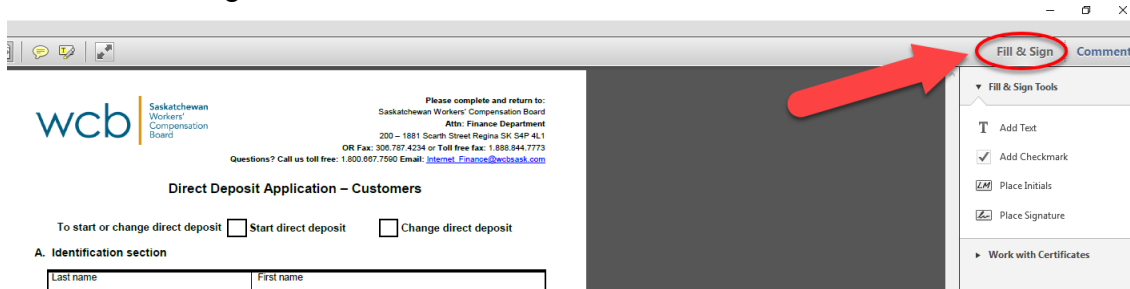
How to use Adobe Reader to fill and sign your direct deposit form

You can use Adobe Reader to fill and sign the WCB's direct deposit forms online.

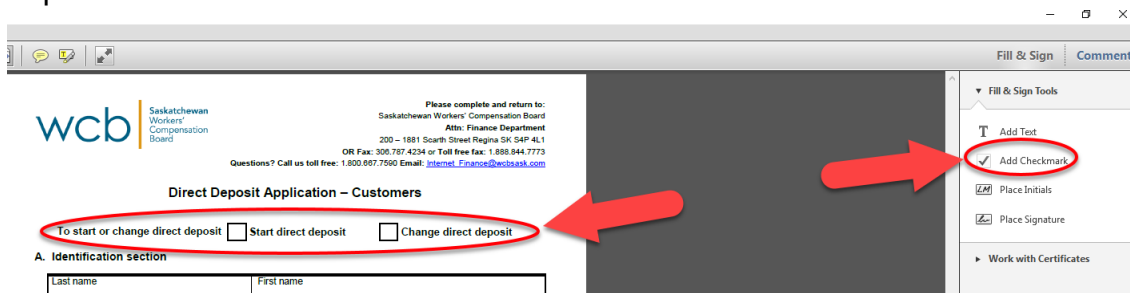
1. Download the PDF file of the direct deposit form and save the PDF to your computer.



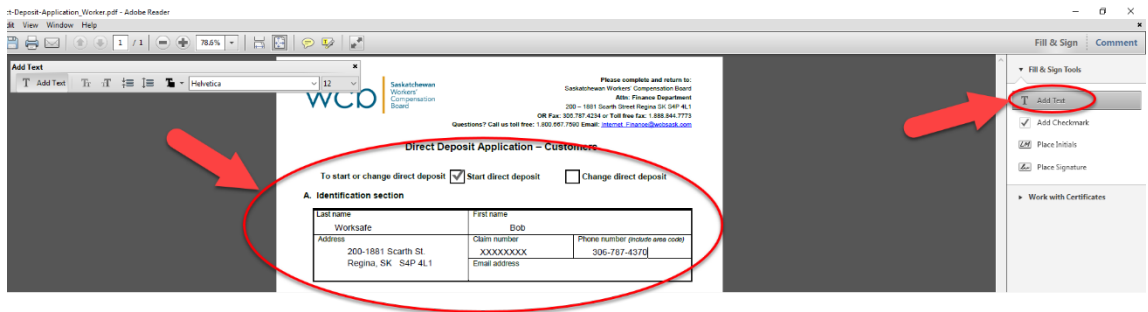
2. Open the file with Adobe Reader. At the top right hand corner of the document, click "Fill and sign".



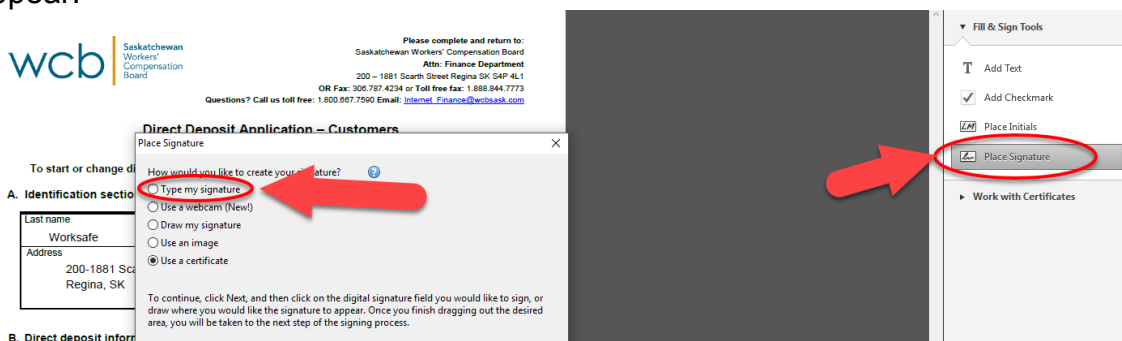
3. Once you have opened the "Fill and sign" option, click on the "Add Checkmark" box to add a check mark to either "Start direct deposit" or to "Change direct deposit."



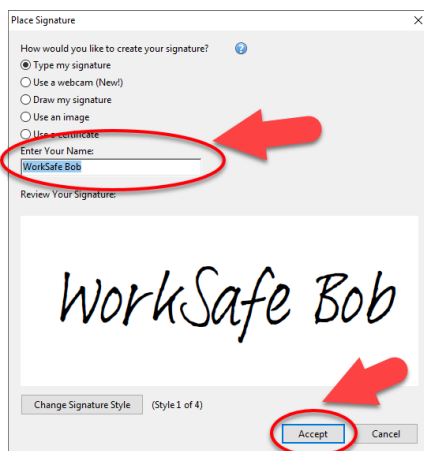
4. Next, you will need to choose the "Add text" option to fill in the remaining information in the form. Once you have chosen "Add text", you can place your cursor on the fields in the form and start typing.



To complete the form, you will next click on the “Place Signature” option to sign the form. Once you click on the “Place Signature” option, a dialogue box will appear with five options. Choose the “Type my signature” option. Then a box will appear.



5. Type your name into the box and click “Accept”.



6. Click on the signature field to place your signature on the form.

Dollars

Signature

Customer signature: WorkSafe Bob Date (mm-dd-yyyy)

Personal information on this form is collected for the purposes of administering a workers' compensation claim by the Saskatchewan WCB in accordance with The Workers' Compensation Act, 2013 and The Freedom of Information and Protection of Privacy Act. For further information, please contact the Saskatchewan Workers' Compensation's Privacy Officer at the address listed above or call 1.800.667.7590.

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7. Next, you will need to save the file. On the top right-hand corner of the document, go to the "File" option and click "Save" to save the form.

8. A dialog box will open. Notice where the file will be saved on your computer. Then click "Save".

9. Now you can email the form to the WCB at Internet_Finance@wcbask.com. You must print the completed form if you want to fax or mail it to the WCB. For mailing and fax information, see the top of the form.