



Louisiana CAREWare Access Network (LaCAN)

Request to Remove User Access

Instructions: This form is to be completed by the user's supervisor and emailed to the agency's designated LaCAN Partner for review and approval. Keep a copy of this form on file at your agency.

Remove Account

Agency Name	
User's Name	
User's Job Title	
Date of employee's last day at agency or last day in position	

Supervisor Name (Print): _____ **Supervisor Signature:** _____ **Date:** _____

Agency Supervisor: EMAIL THIS DOCUMENT AND THE SIGNED USER AGREEMENT TO YOUR DESIGNATED LACAN PARTNER

For LaCAN Partner Use Only

Date Received by LaCAN Partner _____	Date Received by SHP _____
LaCAN Partner Initials _____	Date Account Removed by SHP _____
	User Name _____

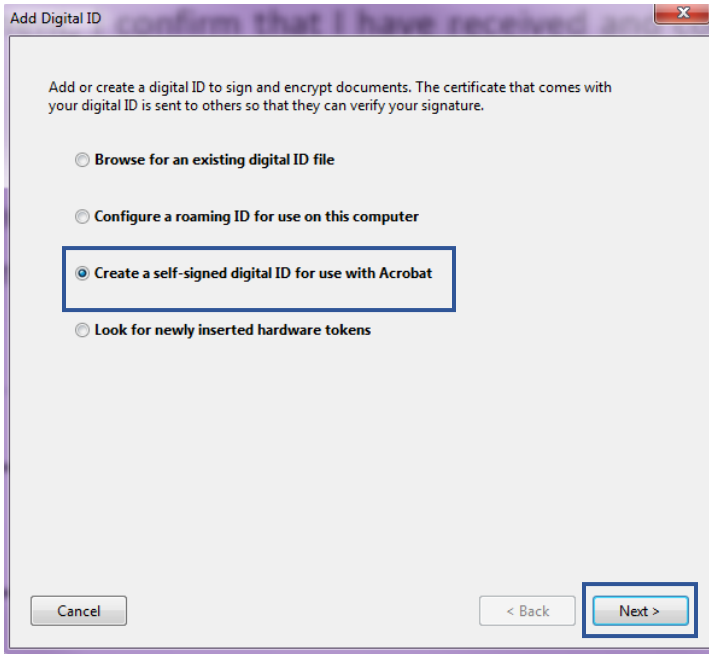
Creating a Digital Signature in Adobe

1.) Click on the “Sign Here” Tab

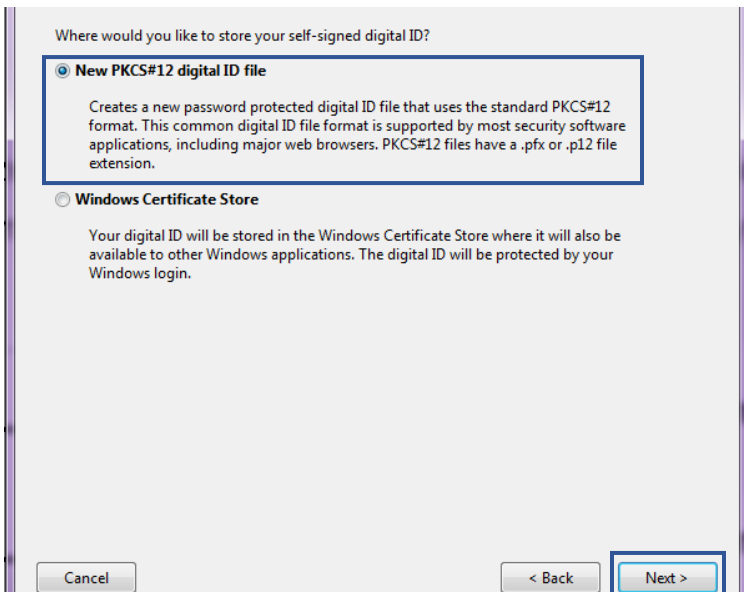
Employee Signature:



2.) Click “Create a self-signed digital ID for use with Acrobat” then click Next



3.) Click “New PKCS#12 digital ID File” then click Next



4.) Enter your name and email address and click Next

Add Digital ID confirm that I have received...

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

5.) Find a location to save the signature and create a password

Add Digital ID confirm that I have received...

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

6.) Enter your password and click Sign

Sign Document

Digital ID: User Name <user.name@agency.com>

Digital Identification
Sign transaction, Encrypt document

User Name <user.name@agency.com>
2022/06/07 08:53:29 -05'00'
User Name

Password:

Appearance: Standard Text

User Name

Digitally signed by User Name
DN: cn=User Name, o, ou,
email=user.name@agency.
com, c=US
Date: 2017.06.07 08:53:41
-05'00'

Refresh IDs Sign Cancel