## **Online Application Procedure**

- **1.** FeraDyne Outdoors recommends using the latest version of both Internet Explorer and Adobe Reader to complete the online application.
- 2. Go to www.fieldlogicnews.com
  - a. Click on the "**Opportunities**" tab towards the top
  - b. Click on the link entitled "Click here for current jobpostings."
  - *c.* Click on "**Application**" to open up the online application *and choose "save" to save a copy on your computer.*

**NOTE**: You will need the latest version of Adobe Reader installed

	HOME	PRODUCTS	OPPORTUNITIES	EMPLOYEE
	Current Caree	r Opportunities		
	This page displays Application Proced 'save" to begin. P Reader to fill out th Logic: 101 Main St.	Field Logic's current ca ure below. Right-click lease note that you v e application. You are Superior, WI 54880	areer opportunities. Please on "Application" below a vill need the latest version also welcome to apply on s	refer to our nd choose a of Adobe site at Field
	Application			
(	Online Application	Procedure		

**3.** Open the application. You should now see a screen similar to the following. Begin to fill out the application as normal.

	FeraDyne Outdoors is committed to pr All prospective employees will be ask conditional offer of employme An offer of employment by FeraDyne testing negative for illegal substances.	viding a drug-free, healthfu d to submit to Non-DOT DF nt has been extend Outdoors is contingent on th	ul and safe workplace. RUG SCREENING once a ded and accepted. he prospective employee		
	Must he submitted by email to joboons@fie	dlogic.com or to 1230 Poplar <i>F</i>	Avenue Superior, WI 54880		
Employment Application-	Please complete entire application & guestionnaire. Incomplete submissions will NOT be considered.				
Please complete entire	application & questionnaire. Incomplet	submissions will <u>NOT</u> be	considered.		
Please complete entire	application & questionnaire. Incomplet Applicant Inform	e submissions will <u>NOT</u> be ation	considered.		
Employment Application-I Please complete entire Full Name:	application & questionnaire. Incomplet Applicant Inform	e submissions will <u>NOT</u> be ation	considered. e:		
Full Name:	application & questionnaire. Incomplet Applicant Inform First	a submissions will <u>NOT</u> be ation Dat	considered. e:		
Full Name: Address:	application & questionnaire. Incomplet Applicant Inform First s	e submissions will <u>NOT</u> be ation Dat Dat	considered. e:		
Full Name: Address: Street Address	application & questionnaire. Incomplet Applicant Inform First s	e submissions will <u>NOT</u> be ation Dat 	considered. e:		
Full Name: Address: City	application & questionnaire. Incomplet Applicant Inform First s	e submissions will NOT be ation Date M.I. Apartment/Unit # State	e:		
Full Name: Address: City Phone: (	application & questionnaire. Incomplet Applicant Inform First s E-mail Ad	e submissions will NOT be ation Dat Apartment/Unit # State	considered. e: ZIP Code		

**4.** Once you get towards the bottom, you will be required to construct a digital signature. To do so, click on the Signature field to begin the process.



## **5.** This will bring up the following screen.

- a. Select "A new digital ID I want to create now" and click next (recommended)
- b. If you have an existing digital ID, select "My existing digital ID from:" Then select where you have it located.

Add Digital ID	×
I want to sign this document using:	
My existing digital ID from:	
A file     A f	
A roaming digital ID stored on a server	
○ A device connected to this computer	
A new digital ID I want to create now     A  A     A	
Cancel	< Back Next >

6. Next select "New PKCS#12 digital ID file", then click next.

Add Digital ID	×	
Where would you like to store your self-signed digital ID?		
New PKCS#12 digital ID file		
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.		
🔿 Windows Certificate Store		
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.		
Cancel < <u>B</u> ack <u>N</u> ext >		

7. Fill out all the information as accurately as possible. This information will be tied to your digital signature to prove who you are. Then click next.

Add Digital ID		×
Enter your identity inform	ation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	John Smith	
Organizational <u>U</u> nit:	× unit	
Organization Name:	× organization	
<u>E</u> mail Address:	x@x.com	
<u>C</u> ountry/Region:	US - UNITED STATES	•
En <u>a</u> ble Unicode Suppo	rt	
<u>K</u> ey Algorithm:	1024-bit RSA	1
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	/
Cancel	< <u>B</u> ack <u>N</u> ext >	

- 8. Next click browse and select a location you will not forget on your computer. The location you pick is where your secure digital signature will be stored. You then can use this signature over again any time you fill out an online secure form.
  - a. Then type in a secure password for your digital signature. Then click finish.

Add Digital ID	X
Enter a file location and password for your new digital ID file. You will need the password the digital ID to sign or decrypt documents. You should make a note of the file location so copy this file for backup or other purposes. You can later change options for this file using Settings dialog.	when you use that you can 9 the Security
<u>F</u> ile Name:	
C:\Documents and Settings\tom\Desktop\JohnSmith.pfx	Browse
Password: ******* Confirm Password:	
*****	
Cancel < <u>B</u> ack	Einish

**9.** This will then bring up the Sign Document window. Type in your password for you digital signature, and click sign.

Sign Document	×
Sign As: John Smith <x@x.com></x@x.com>	7
Certificate Issuer: John Smith	
Appearance: Standard Text	*
John Smith	<b>?</b>
Lock Document After Signing	0
Sign Cancel	

## **10.** Your online application has now been signed with your digital signature. You should see something similar to the screen below.



## **11.** Now save a copy of your online application.





**12.** Now attach the .PDF job application file to an email, and send to <u>jobopps@feradyne.com</u>.

**13.** Congratulations you have now applied for a job at FeraDyne Outdoors.