Instructions for setting an Adobe Acrobat Electronic Signature
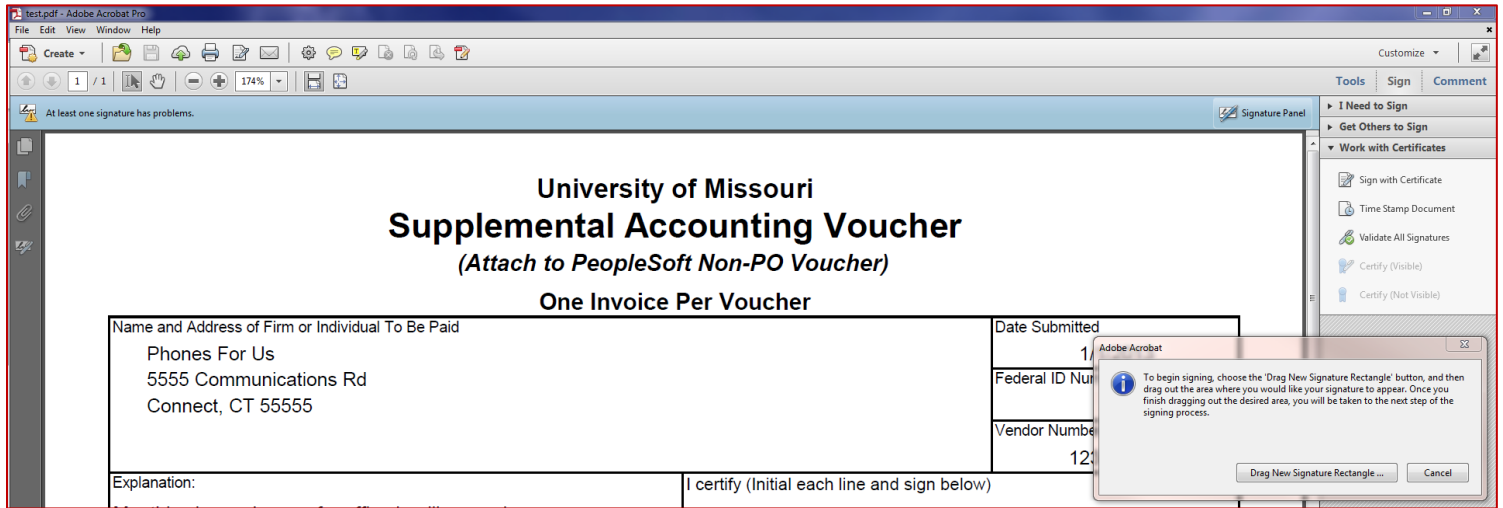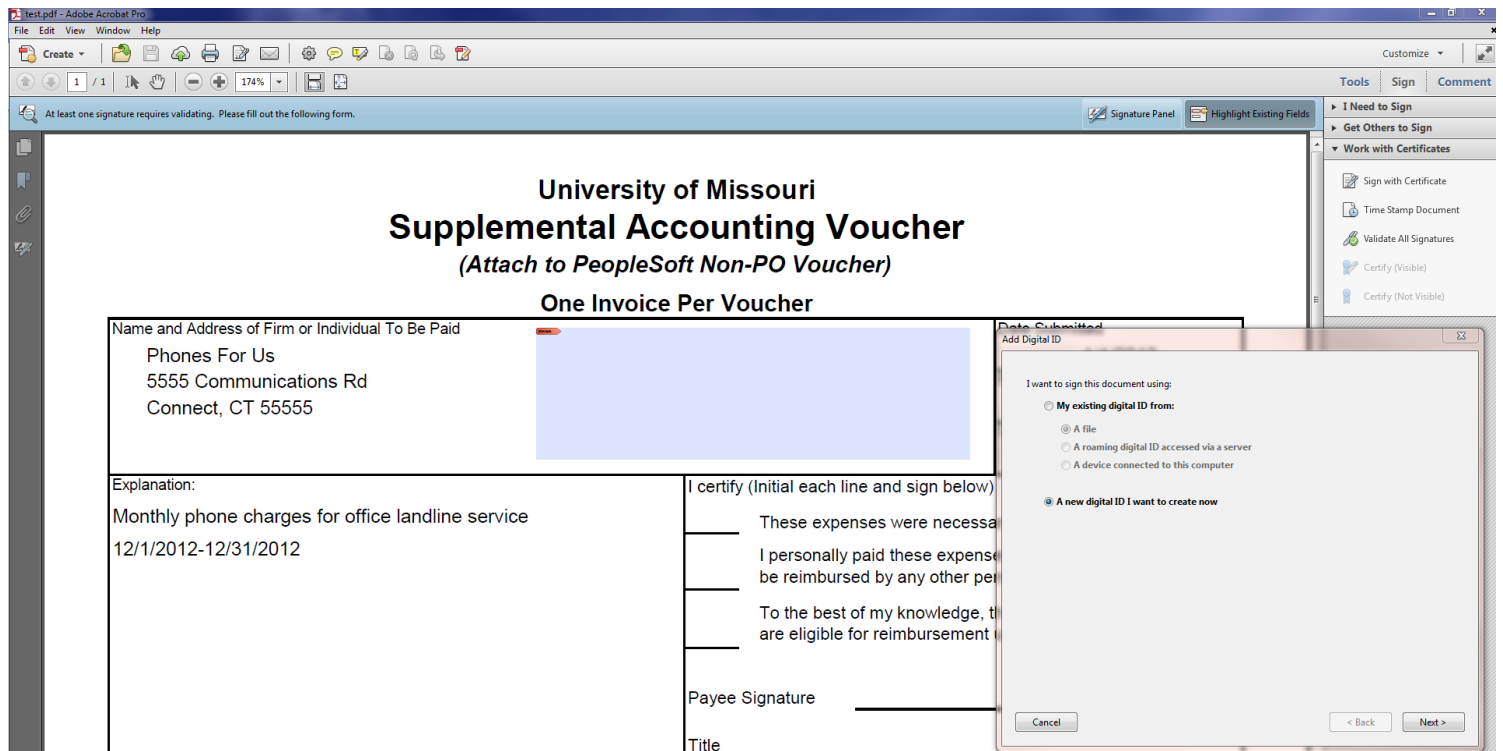
1) Click "Sign" and then from the drop-down menu "Work with Certificates", choose Sign with Certificate. You can also click "Sign" and then "Place Signature" under the "I Need to Sign" drop-down menu. A box will pop up to start the process of creating a signature box. Click the *Drag New Signature Rectangle* button and then click & drag to make box on your document.

2) Once the box is created, the wizard will prompt you for info. The first time thru choose the second option. Click *Next*.
   Please create the signature box in the part of the voucher that it belongs. This example has the box in the wrong place.
   **All the boxes in red you will see each time. The other images are only for the first time the electronic signature is set up.*

3) Choose how you would like to store the digital ID. Click *Next*.

4) Enter in your information. Click *Next*.

5) The next box will prompt you for the password you had just set up. Enter it and click *Finish*. If for some reason your dialog box will not allow you to see the "confirm password" line, type your password in the "password" line, hit tab, then type your password again (even if you cannot see what you are typing), and then hit enter.
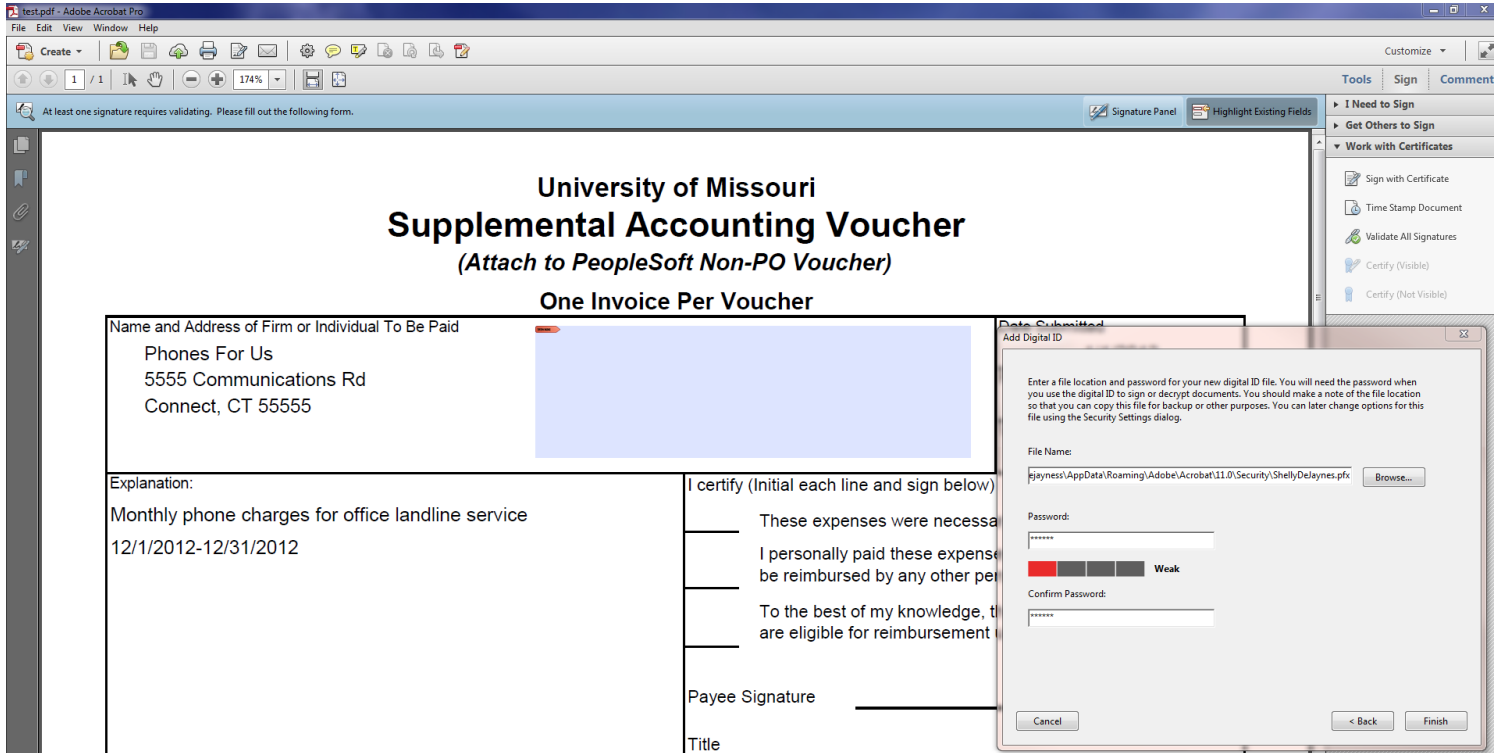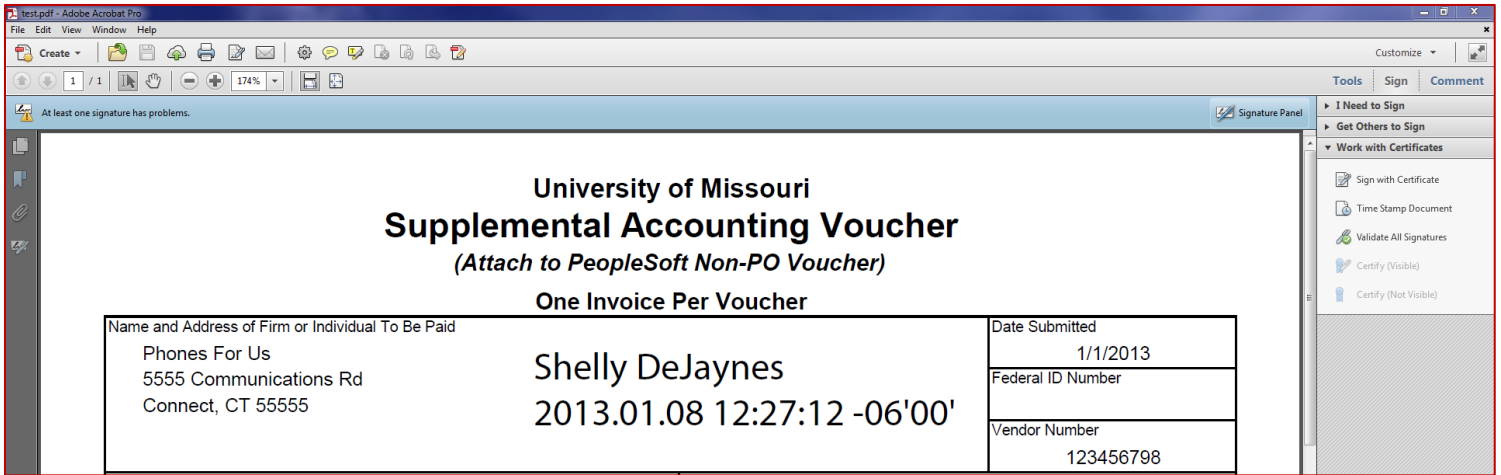

6) Click *Sign*.
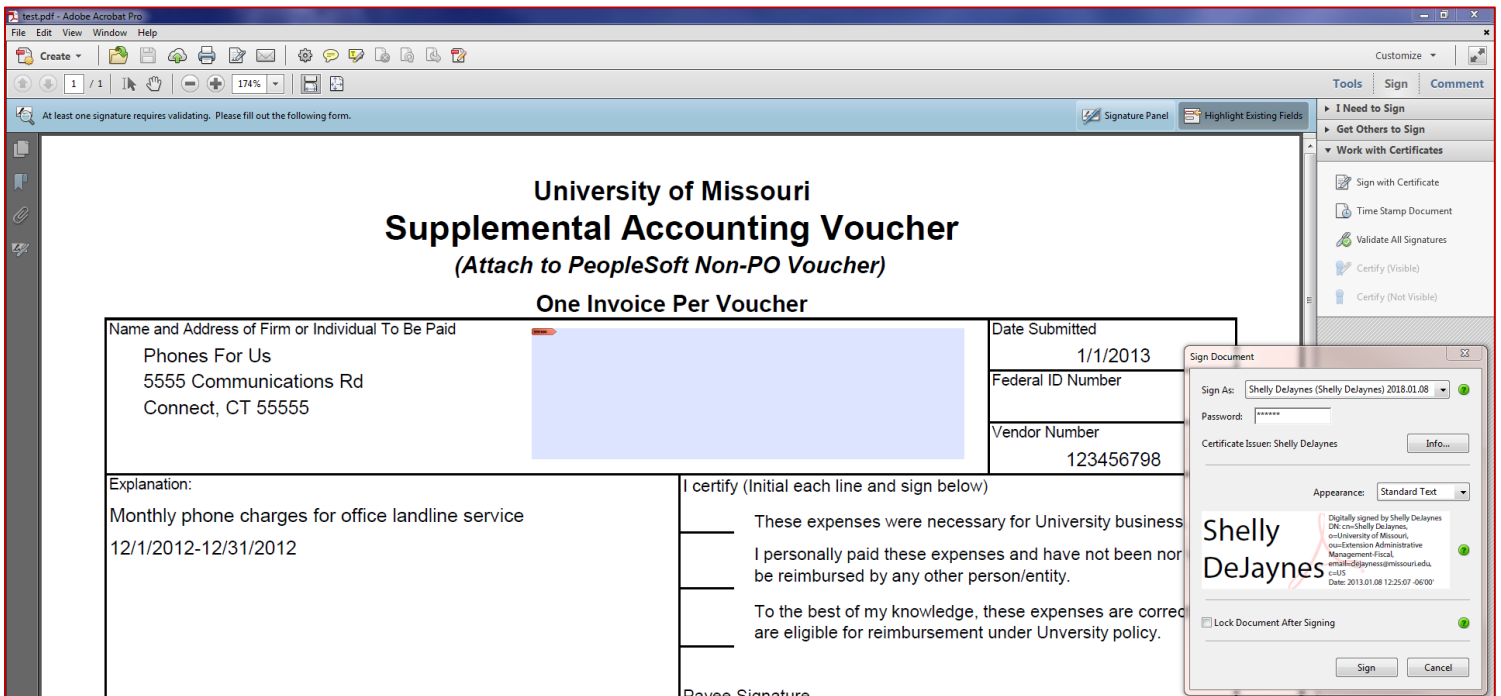
7) A "Save As" box will appear so the PDF can be saved.
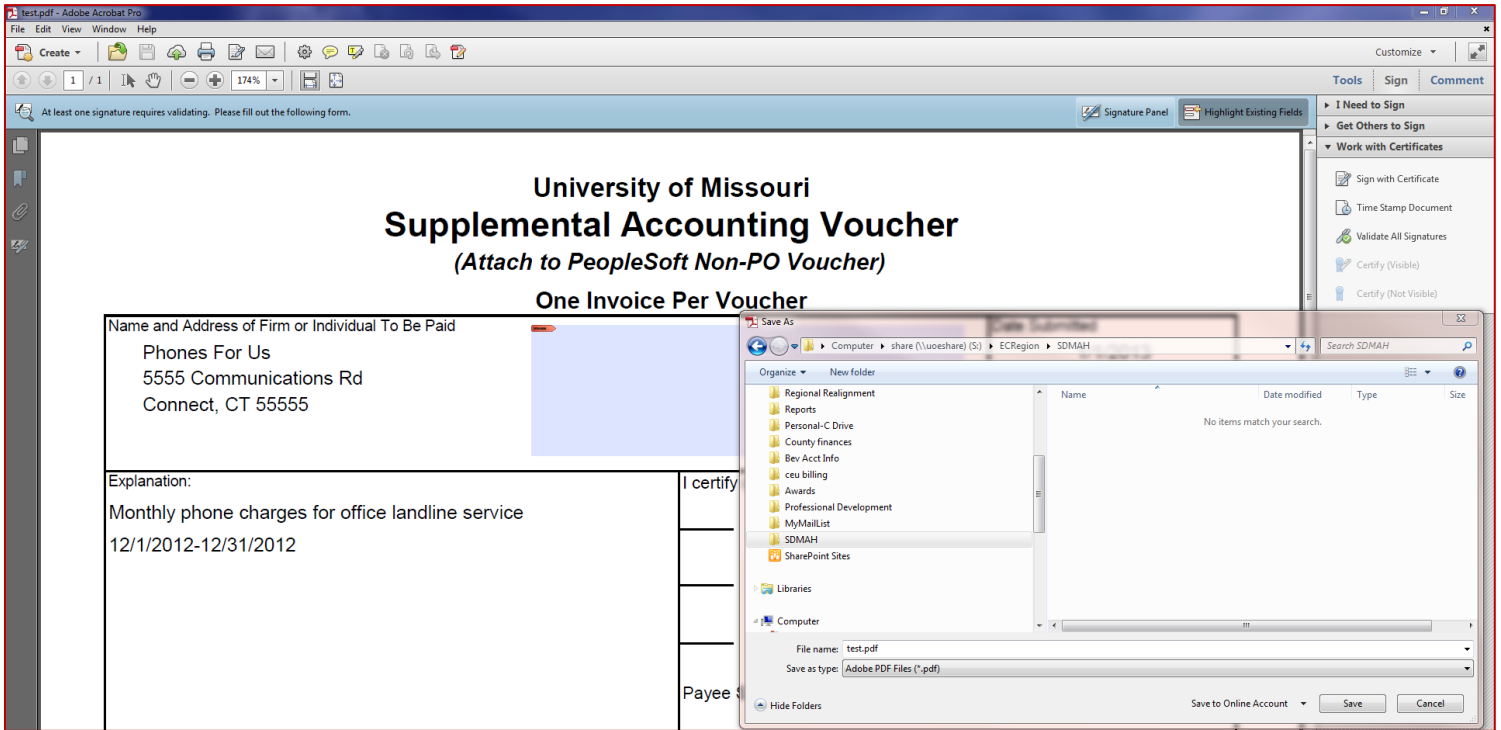
8) Success!

**When this option became available in Jan 2013, it was communicated that only the electronic name was needed. In Aug 2013, Accting has confirmed it needs the other parts of the Adobe electronic signature.