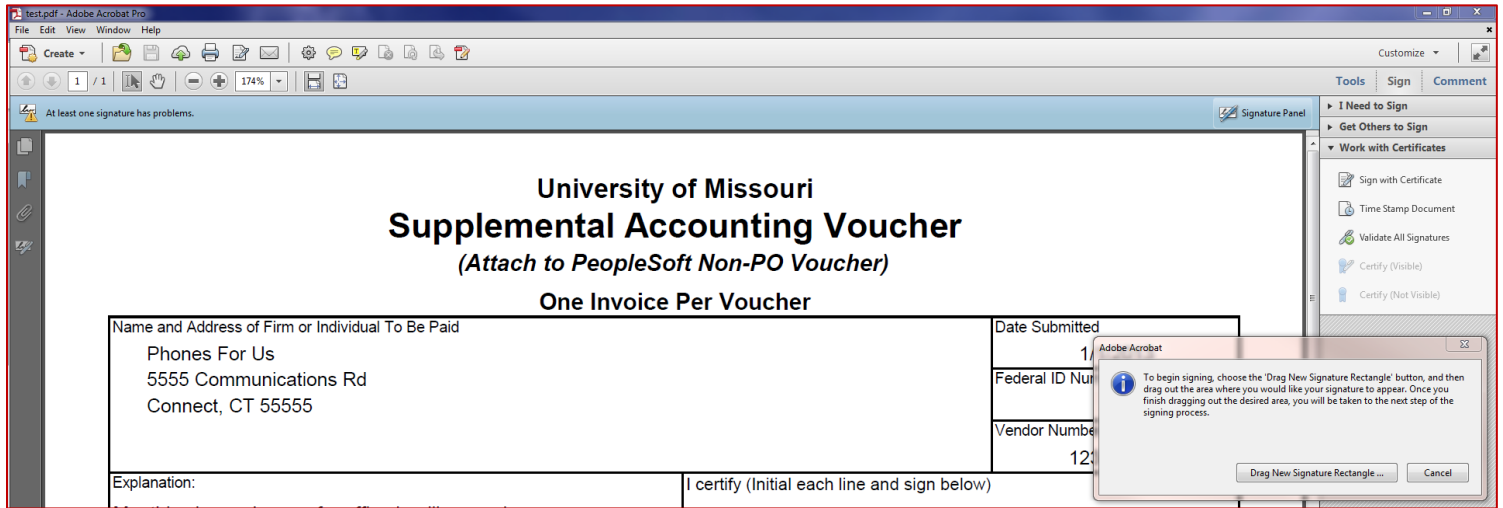
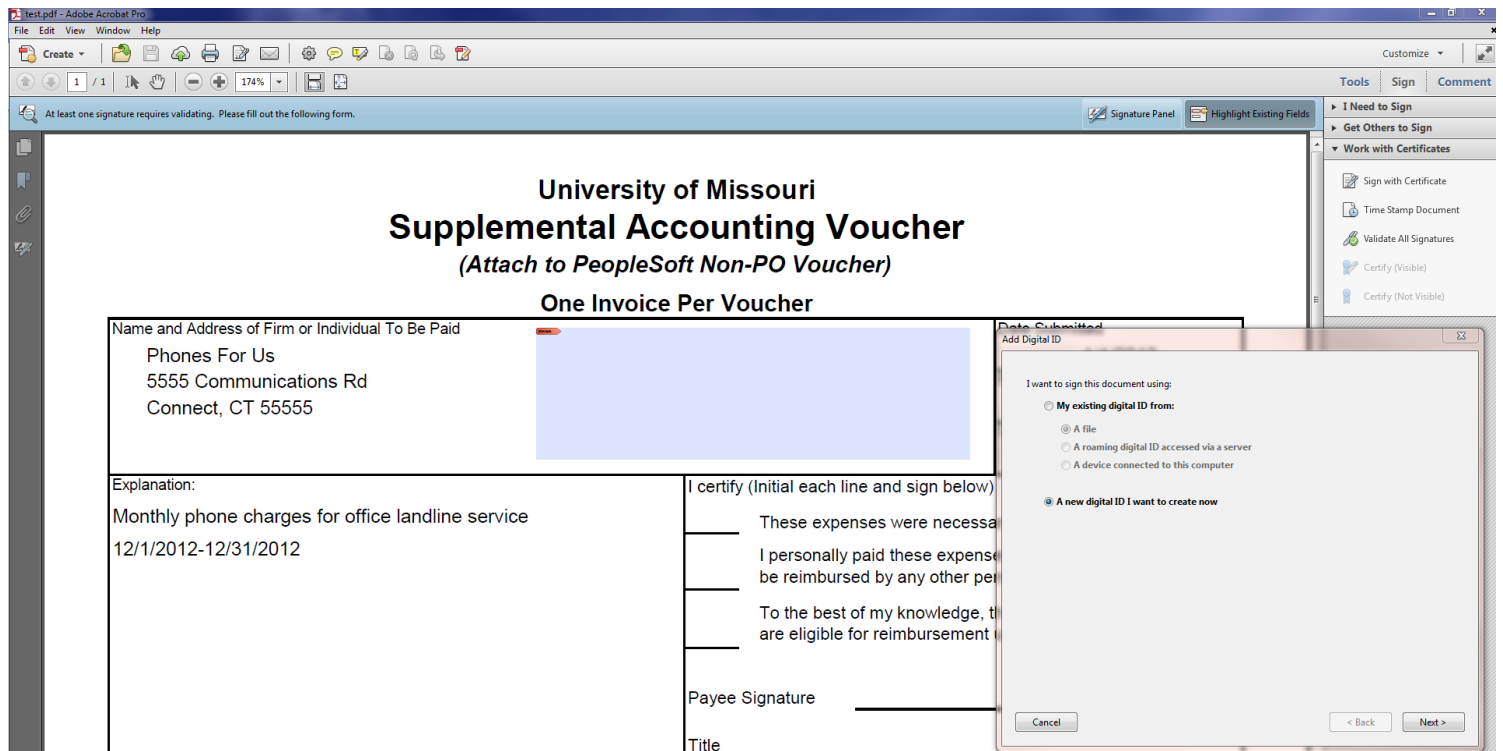


Instructions for setting an Adobe Acrobat Electronic Signature

- 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*.

The screenshot shows the Adobe Acrobat Pro interface with a PDF form titled "University of Missouri Supplemental Accounting Voucher (Attach to PeopleSoft Non-PO Voucher) One Invoice Per Voucher". The form contains the following text:

Name and Address of Firm or Individual To Be Paid
Phones For Us
5555 Communications Rd
Connect, CT 55555

Explanation:
Monthly phone charges for office landline service
12/1/2012-12/31/2012

I certify (Initial each line and sign below)
____ These expenses were necessary
____ I personally paid these expenses
____ be reimbursed by any other person
____ To the best of my knowledge, these
____ are eligible for reimbursement

Payee Signature _____
Title _____

The "Add Digital ID" dialog box is open, showing the "New PKCS#12 digital ID file" option selected. The dialog text reads: "Where would you like to store your self-signed digital ID? Create 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. 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." Buttons for "Cancel", "< Back", and "Next >" are visible.

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

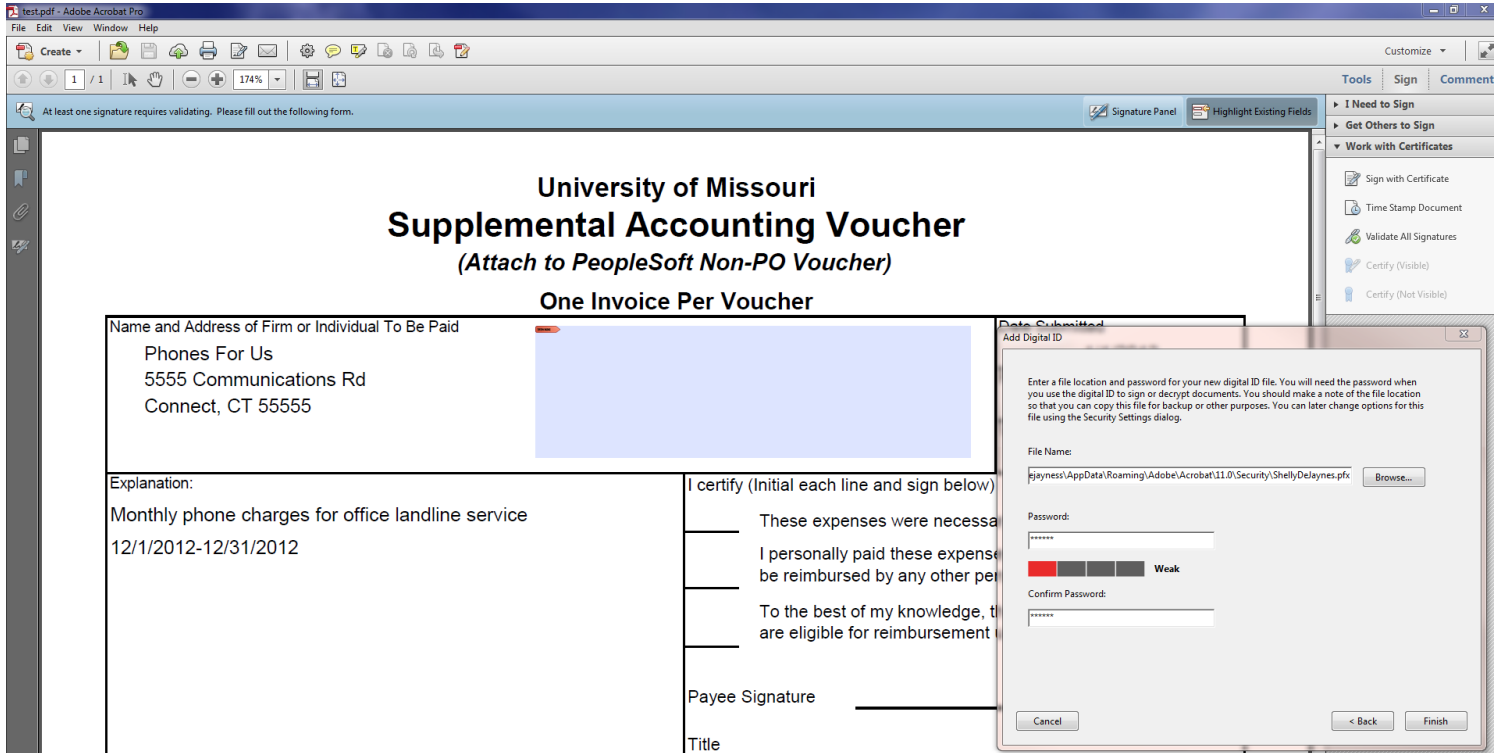
This screenshot is identical to the previous one, but the "Add Digital ID" dialog box now contains the following information:

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

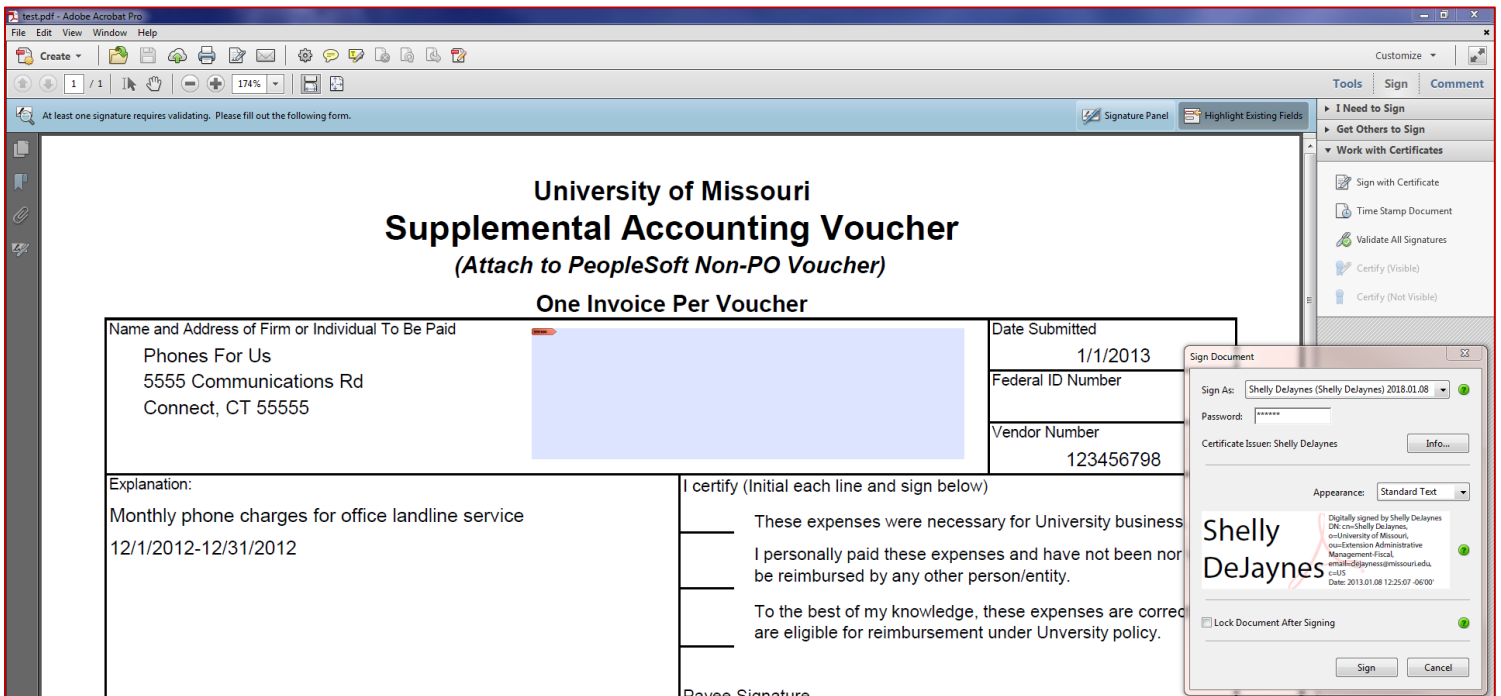
Name (e.g. John Smith): Shelly Delaynes
Organizational Unit: Extension Administrative Management-Fiscal
Organization Name: University of Missouri
Email Address: dejaynes@missouri.edu
Country/Region: US - UNITED STATES
Key Algorithm: 1024-bit RSA
Use digital ID for: Digital Signatures and Data Encryption

Buttons for "Cancel", "< Back", and "Next >" are visible.

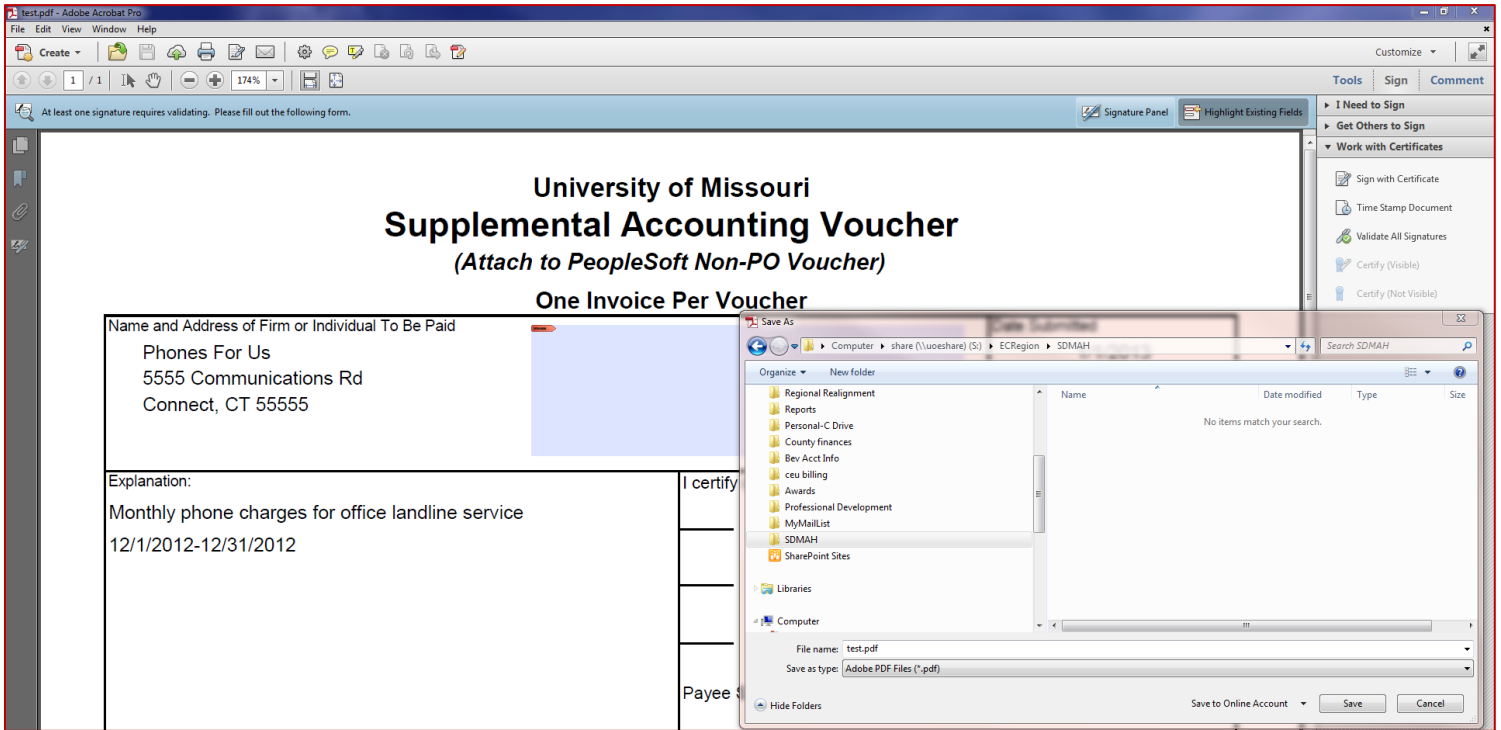
- 5) The next box will prompt you for the password you had just set up. Enter it and click *Finish*. If for some reason your dialog box will not allow you to see the “confirm password” line, type your password in the “password” line, hit tab, then type your password again (even if you cannot see what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



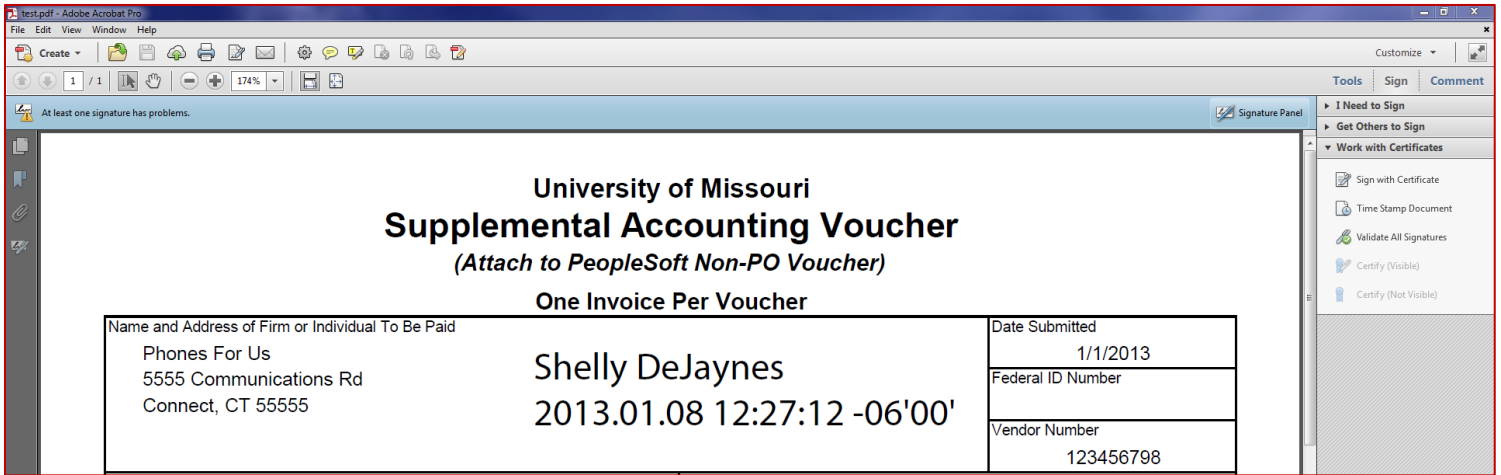
- 6) Click *Sign*.



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, Actcing has confirmed it needs the other parts of the Adobe electronic signature.

