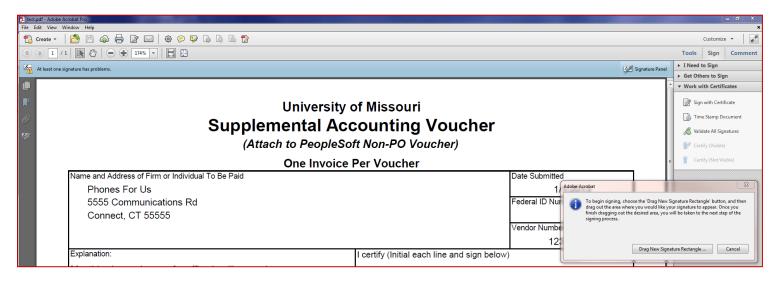
## Instructions for setting an Adobe Acrobat Electronic Signature

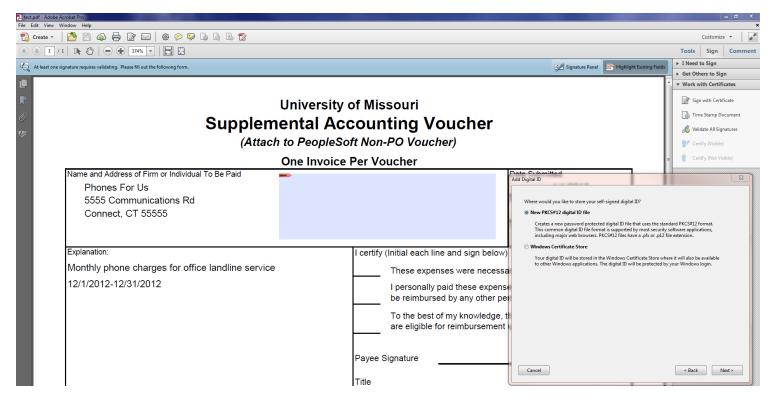
 Click "Sign" and then from the drop-down menu "Work with Certificates", choose Sign with Certificate. You can also click "Sign" and then "Place Signature" under the "I Need to Sign" drop-down menu. A box will pop up to start the process of creating a signature box. Click the *Drag New Signature Rectangle*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



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.

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	University of Missouri		
	Supplemental Accounting Voucher		Time Stamp Document
			🔏 Validate All Signatures
	(Attach to PeopleSoft Non-PO Voucher)		👷 Certify (Visible)
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	Connect, CT 55555	My existing digital ID from:	
		<ul> <li>A file</li> <li>A roaming digital ID accessed via a server</li> </ul>	
		A device connected to this computer	
	Explanation: I certify (Initial each line and sign below	()	
	Monthly phone charges for office landline service These expenses were necess		
	12/1/2012-12/31/2012 I personally paid these expen	se	
	be reimbursed by any other p		
	To the best of my knowledge,	+	
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3) Choose how you would like to store the digital ID. Click Next.



4) Enter in your information. Click Next.

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	Phones For Us		Add Digital ID		
	5555 Communications Rd		Enter your identity information	on to be used when generating the self-sign	ed certificate.
	Connect, CT 55555		Name (e.g. John Smith): SI		
				xtension Administrative Management-Fiscal	
	Explanation:	I certify (Initial each line and sign below)	Organization Name: U		
		r certity (initial each line and sigh below)	Email Address: d	ejayness@missouri.edu	
	Monthly phone charges for office landline service	These expenses were necessa	<u>C</u> ountry/Region: U	JS - UNITED STATES	<b></b>
	12/1/2012-12/31/2012	I personally paid these expense	Key Algorithm: 1	024-bit RSA	•
		be reimbursed by any other per	Use digital ID <u>f</u> or: D	Digital Signatures and Data Encryption	•
		To the best of my knowledge, t			
		are eligible for reimbursement			
		Payee Signature			
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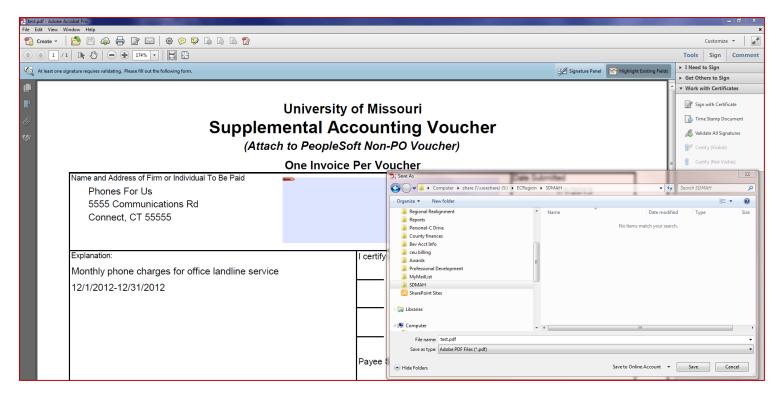
5) The next box will prompt you for the password you had just set up. Enter it and click *Finish*. If for some reason your dialog box will not allow you to see the "confirm password" line, type your password in the "password" line, hit tab, then type your password again (even if you cannot see what you are typing), and then hit enter.

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	Name and Address of Firm or Individual To Be Paid		Data Submitted	X
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	5555 Communications Rd Connect, CT 55555		Enter a file location and password for your new digital ID file. You will ne you use the digital ID to sign or decrypt documents. You should make a soft why our acropy this file to backup or other purposes. You can late file using the Security Settings dialog. File Name:	note of the file location
	Explanation:	I certify (Initial each line and sign below)	ejayness\AppData\Roaming\Adobe\Acrobat\11.0\Security\ShellyDeJayr	Browse
	Monthly phone charges for office landline service	These expenses were necessa	Password:	
	12/1/2012-12/31/2012		*****	
		I personally paid these expense be reimbursed by any other pe		
			Confirm Password:	
		To the best of my knowledge, t		
		are eligible for reimbursement		
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## 6) Click Sign.

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		One Invoice Per Voucher		E Certify (Not Visible)
	Name and Address of Firm or Individual To Be Paid		Date Submitted	
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	5555 Communications Rd Connect, CT 55555		Federal ID Number	Sign As: Shelly DeJaynes (Shelly DeJaynes) 2018.01.08 💌 🕖
			Vendor Number	Password:
				Certificate Issuer: Shelly DeJaynes Info
			123456798	
	Explanation:	I certify (Initial each line and sign below	/)	Appearance: Standard Text
	Monthly phone charges for office landline service 12/1/2012-12/31/2012	These expenses were necess I personally paid these expense be reimbursed by any other pu To the best of my knowledge,	ses and have not been nor erson/entity. these expenses are correc	DeJaynes Bergenetinstein DeJaynes Bergenetinstein Bergenetinst
		are eligible for reimbursemen Pavee Signature	t under Unversity policy.	Sign Cancel

7) A "Save As" box will appear so the PDF can be saved.



## 8) Success!

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\*\*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.
Shelly Delaynes

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Connect, CT 55555	Password:	
	Vendor Number Certificate Issuer. She	elly Delaynes
	123456798	any Delaynes
Explanation:	I certify (Initial each line and sign below)	Appearance: Standard T
Monthly phone charges for office landline service	These expenses were necessary for University business	Digitally signed by Shelly DeJ DN: cn=Shelly DeJavnes.
12/1/2012-12/31/2012	Shelly	o=University of Missouri, ou=Extension Administrative
12/1/2012-12/31/2012	I personally paid these expenses and have not been nor be reimbursed by any other person/entity.	Management-Fiscal, email=dejayness@missouri.ec c=US
		Date: 2013.01.08 12:25:07 -06
	To the best of my knowledge, these expenses are correct	fter Signing
	are eligible for reimbursement under Unversity policy.	
		Sign
	Pavee Signature	