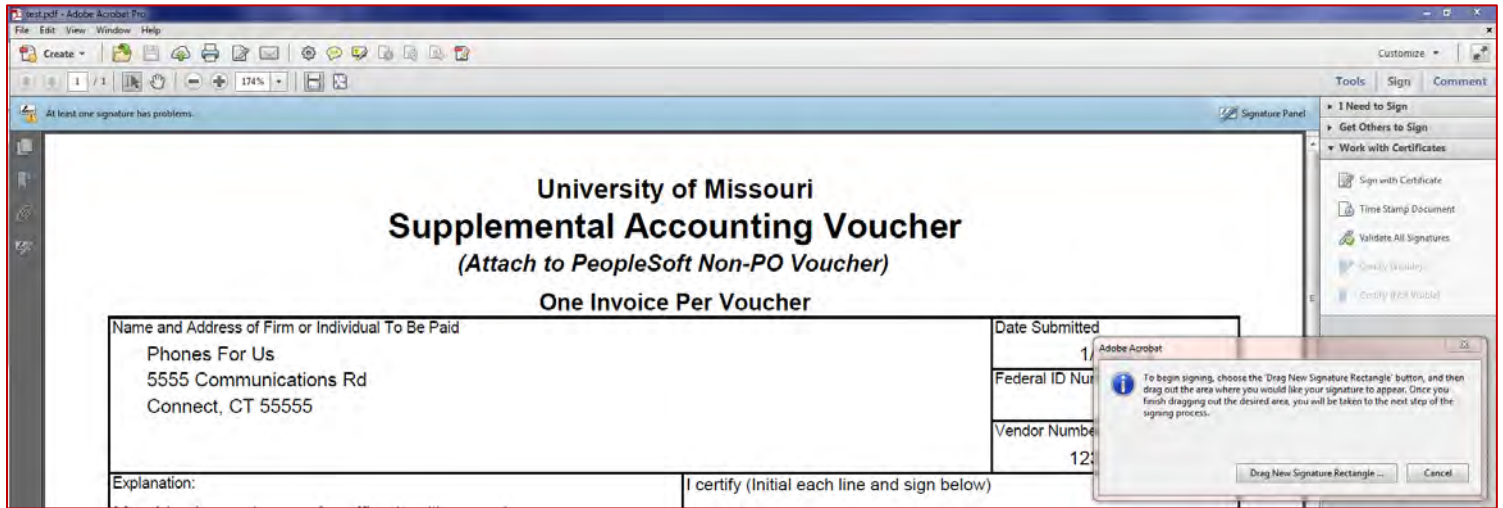
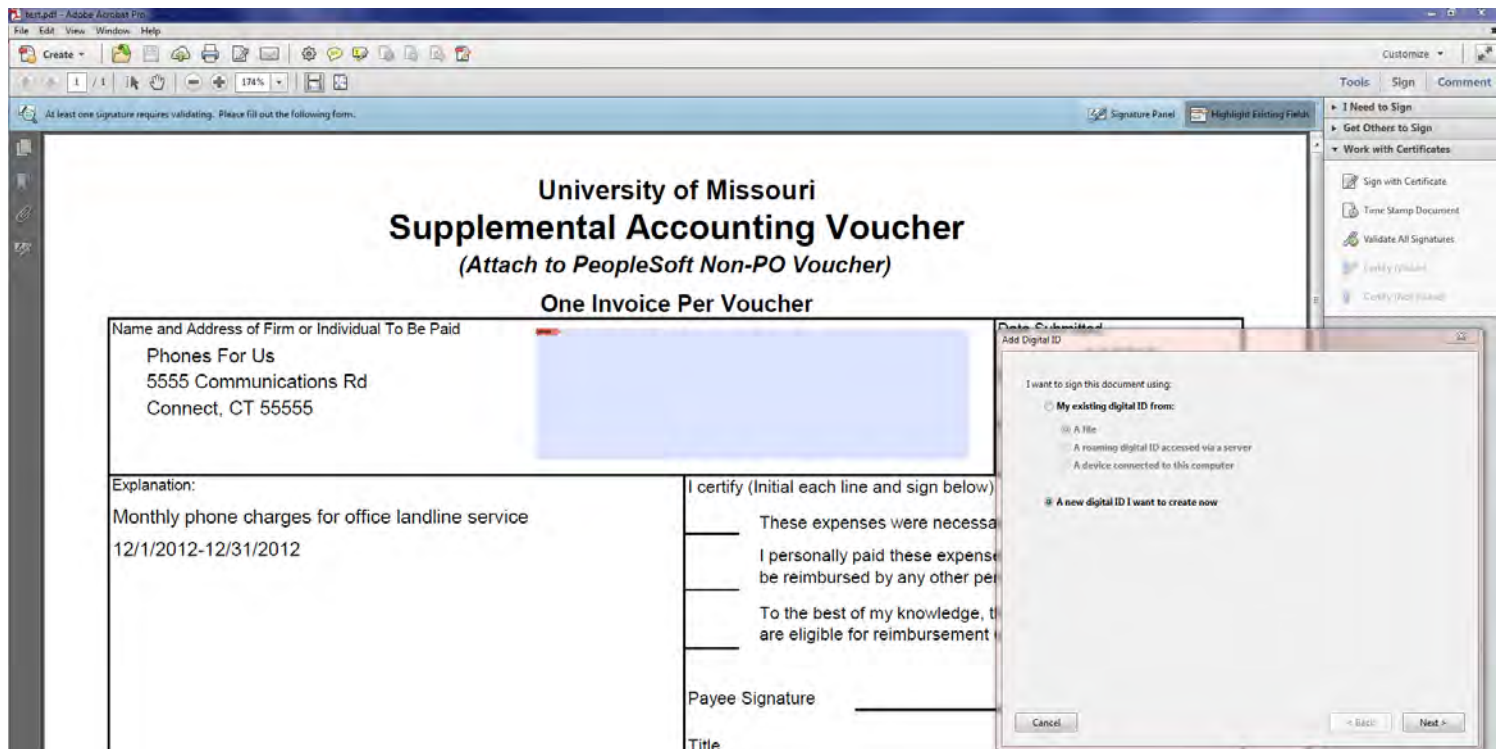


Instructions for setting an Adobe Acrobat Electronic Signature

- 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*.

test.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 174%

At least one signature requires validating. Please fill out the following form.

Signature Panel Highlight Existing Fields

Tools Sign Comment

I Need to Sign
Get Others to Sign
Work with Certificates
Sign with Certificate
Time Stamp Document
Validate All Signatures
Cancel/Withdraw
Certify (Sign Validity)

University of Missouri
Supplemental Accounting Voucher
(Attach to PeopleSoft Non-PO Voucher)
One Invoice Per Voucher

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 for the University of Missouri.

I personally paid these expenses and they will not be reimbursed by any other person.

To the best of my knowledge, these expenses are eligible for reimbursement.

Payee Signature _____

Title _____

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 < Back Next >

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

test.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 3 174%

At least one signature requires validating. Please fill out the following form.

Signature Panel Highlight Existing Fields

Tools Sign Comment

I Need to Sign
Get Others to Sign
Work with Certificates
Sign with Certificate
Time Stamp Document
Validate All Signatures
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Certify (Sign Validity)

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I personally paid these expenses and they will not be reimbursed by any other person.

To the best of my knowledge, these expenses are eligible for reimbursement.

Payee Signature _____

Title _____

Add Digital ID

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

Name (e.g. John Smith): Shelly Delanyes

Organizational Unit: Extension Administrative Management-Fiscal

Organization Name: University of Missouri

Email Address: delanyes@missouri.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back 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.

University of Missouri
Supplemental Accounting Voucher
(Attach to PeopleSoft Non-PO Voucher)
One Invoice Per Voucher

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 for University business

I personally paid these expenses and have not been reimbursed by any other person/entity.

To the best of my knowledge, these expenses are correct and are eligible for reimbursement under University policy.

Payee Signature _____

Title _____

Digital ID - Add Digital ID

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: Browse...

Password: Weak

Confirm Password:

Cancel Back Finish

- 6) Click *Sign*.

University of Missouri
Supplemental Accounting Voucher
(Attach to PeopleSoft Non-PO Voucher)
One Invoice Per Voucher

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 for University business

I personally paid these expenses and have not been reimbursed by any other person/entity.

To the best of my knowledge, these expenses are correct and are eligible for reimbursement under University policy.

Payee Signature _____

Title _____

Sign Document

Sign As: Shelly Delajnes (Shelly Delajnes) 2010.01.08

Password:

Certificate Issued Shelly Delajnes

Appearance: Standard Text

Shelly Delajnes

Digitally signed by Shelly Delajnes
DN: cn=Shelly Delajnes,
o=University of Missouri,
ou=Extension Administration,
Management-Fiscal,
email=shellydelajnes@missouri.edu,
c=US
Date: 2013.01.08 12:29:57 -0500

Lock Document After Signing

Sign Cancel

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

The screenshot shows the Adobe Acrobat Pro interface with a 'Save As' dialog box open. The dialog box is titled 'Save As' and shows the file path 'Computer > share (\\uwoeshare) (S:) > ERegion > SDMAH'. The file name is 'test.pdf' and the file type is 'Adobe PDF Files (*.pdf)'. The background is a 'University of Missouri Supplemental Accounting Voucher' form. The form has a title 'University of Missouri Supplemental Accounting Voucher (Attach to PeopleSoft Non-PO Voucher) One Invoice Per Voucher'. It contains fields for '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), and a signature line with the text 'I certify' and 'Payee'.

8) Success!

The screenshot shows the completed 'University of Missouri Supplemental Accounting Voucher' form. The form has a title 'University of Missouri Supplemental Accounting Voucher (Attach to PeopleSoft Non-PO Voucher) One Invoice Per Voucher'. It contains fields for 'Name and Address of Firm or Individual To Be Paid' (Phones For Us, 5555 Communications Rd, Connect, CT 55555), 'Date Submitted' (1/1/2013), 'Federal ID Number' (2013.01.08 12:27:12 -06'00'), and 'Vendor Number' (123456798). The form also includes a signature line with the text 'I certify' and 'Payee'.

**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
DeJaynes

The screenshot shows the Adobe Acrobat Pro interface with a 'Sign Document' dialog box open. The dialog box is titled 'Sign Document' and shows the file path 'Computer > share (\\uwoeshare) (S:) > ERegion > SDMAH'. The file name is 'test.pdf' and the file type is 'Adobe PDF Files (*.pdf)'. The background is a 'University of Missouri Supplemental Accounting Voucher' form. The form has a title 'University of Missouri Supplemental Accounting Voucher (Attach to PeopleSoft Non-PO Voucher) One Invoice Per Voucher'. It contains fields for 'Name and Address of Firm or Individual To Be Paid' (Phones For Us, 5555 Communications Rd, Connect, CT 55555), 'Date Submitted' (1/1/2013), 'Federal ID Number' (2013.01.08 12:27:12 -06'00'), and 'Vendor Number' (123456798). The form also includes a signature line with the text 'I certify (Initial each line and sign below)' and 'Payee'. The signature line contains the text 'These expenses were necessary for University business. I personally paid these expenses and have not been nor be reimbursed by any other person/entity. To the best of my knowledge, these expenses are correct are eligible for reimbursement under University policy.'