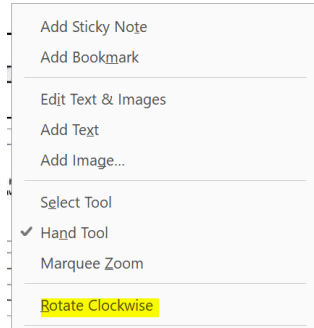


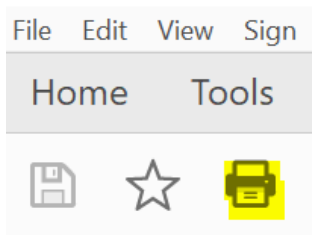
Contractor Tips for PDFs

Steps for Flipping PDF

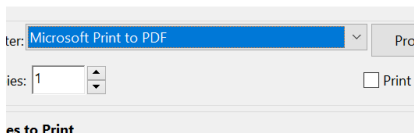
1. Download and save invoice PDF on your own hard drive from the invoice email.
2. Open the PDF file.
3. Rotate as needed using the “Rotate Clockwise” selection. Right Click on the PDF for the below menu to appear.



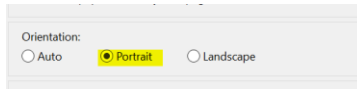
4. Once you have the PDF rotated to portrait, click ‘Print’ in the upper left-hand corner.



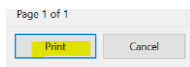
5. A window properties window will appear. Select the printer ‘Microsoft Print to PDF’.



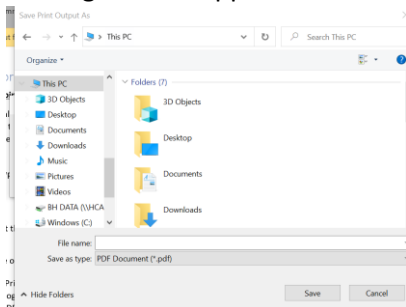
6. In the same window, select ‘Portrait’ in the ‘Orientation’ section.



7. Click Print.



8. A dialog box will appear. Select the desired folder and click ‘Save’.



9. The PDF will then be produced by Adobe and saved to your selected folder location.

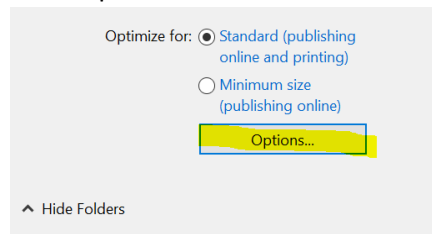
Contractor Tips for PDFs

Steps to ensure all columns are visible in your PDF

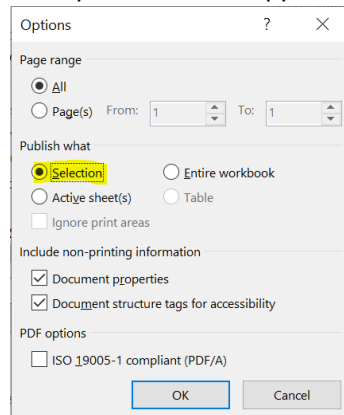
1. Complete A-19 invoice.
2. Select the columns you would like to print by clicking and holding on column 'A' and dragging cursor across all columns you want shown.



3. Once your columns are selected. Click 'File' > 'Save As'.
4. A dialog box will appear.
 - a. Select the desired folder.
 - b. Select PDF from the 'Save as Type' dropdown menu.
 - c. Click 'Options' in the lower left-hand corner.



- d. An 'Option' box will appear. Select 'Selection' under 'Publish What'.



- e. Click 'OK'.
 - f. Click 'Save'.
5. Open PDF to ensure all data is legibly contained in the new PDF file.

Options for signing the PDF:

- If allowed under local agency policy, while we operate under statewide restrictions due to COVID:
 - HCA will accept an electronic signature on the PDF. This can be accomplished multiple ways using free programs such as Adobe Reader.
 - HCA will accept an email approving an invoice for signature granted the approver have the authority to do so for their organization.
- If you are unable to sign electronically or submit an approval email your other option is to print the PDF, obtain hand signature from the respective party and scan.

Contractor Tips for PDFs

Steps for ensuring legible PDFs

- Here are some tips on how to ensure your scanned PDFs remain legible:
 - Make sure the document is flat (i.e., no binder clips or paper clips) when scanning.
 - Ensure that the lid is fully closed when scanning.
 - Use a document feeder when available.
 - Double check your scan is legible before sending to HCA.
- If you are still having issue obtaining a legible scan the use of a scanning application on a cellular phone may mitigate the issue. Some applications are (please follow all local guidelines when determining scanning options):
 - [Adobe Scan](#)
 - [Abby FineScanner](#)
 - [Genius Scan](#)
 - [Scanbot](#)
 - [CamScanner](#)
- If you are still having issues obtaining a legible scan using the resources listed above you may insert a Text Box into the PDF clarifying illegible charges. Please be sure that the Text Box does not cover any other charges. See below for an example image of what this should look like.

