

## A-19 Invoice Template: Electronic Signature Set-Up

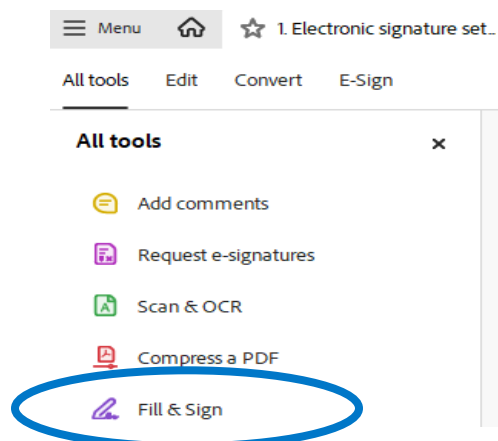
### Background and Purpose

This document will guide you on how to set up a digital signature to sign your A-19 PDF document, which is one of three allowable signature formats. If you would like to sign digitally, please see the Digital Signature Set-Up document located on the Contractor fiscal and billing page on The Athena Forum. In order to sign documents electronically, documents need to be saved first as a PDF.

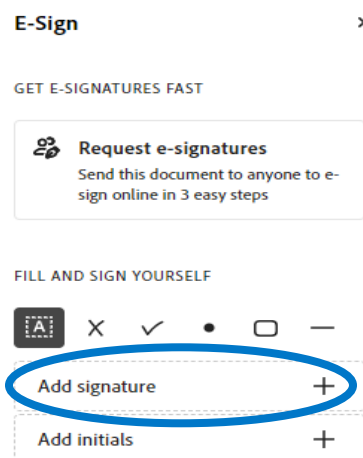
*Please Note: These directions are if you are using Adobe Acrobat Reader to edit and sign PDF documents. If you use another software or different version of Adobe, please consult software resources accordingly or contact your IT support person.*

### Steps for Creating an Electronic Signature

1. From the **All Tools** window, select **Fill & Sign**.



2. On the **E-Sign** tool bar, under **Fill and Sign Yourself**, next to the **Add Signature** option click on the “+” symbol to add your signature.



3. A signature box will appear, select the **Draw** option. Using the laptop's cursor, or if you have a mouse or stylus, sign your name in the designated area.
  - a. If you need to redo your signature, click **Clear**.
  - b. Note that selecting "Type" does not create an allowable signature type. Typed font signatures are not an allowable signature type.

Signature drawing interface showing the 'Draw' option selected in the toolbar. The signature 'Isaac' is visible in the designated area. The 'Clear' button is also visible.

4. Click **Apply**.
5. Once you hit **Apply**, your signature will be visible in place of the arrow (or another symbol) of your mouse cursor. Move the signature to the desired section of your document and left click on your mouse to place your signature.

Signature box showing the signature 'Isaac' and the label 'Signature'. The 'Date' field is also visible.

6. Click the exit button in the E-Sign toolbar when you are done signing the document.

*Note: Now that you've added your signature, it will be listed under the Sign drop down anytime you open/view a PDF.*