

PDF Tips for Contractors

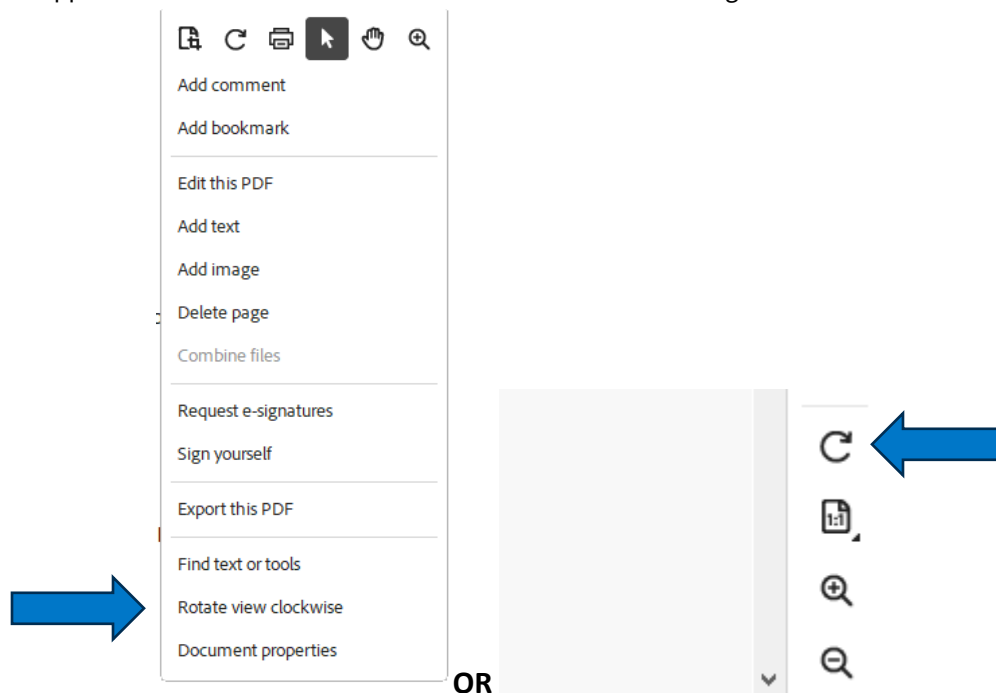
Background and Purpose

This document will provide useful tips on how to complete the PDF version of the A-19 invoice, including avoiding common errors such as the illegibility of the invoice and ensuring all template columns are included.

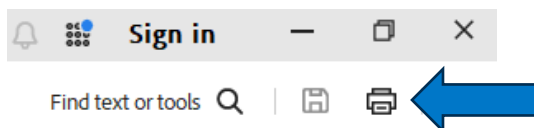
Please Note: These directions are if you are using Adobe Acrobat Reader to edit PDF documents. If you use another software or different version of Adobe, please consult software resources accordingly or contact your IT support person.

Steps for Orienting the PDF to Portrait Mode

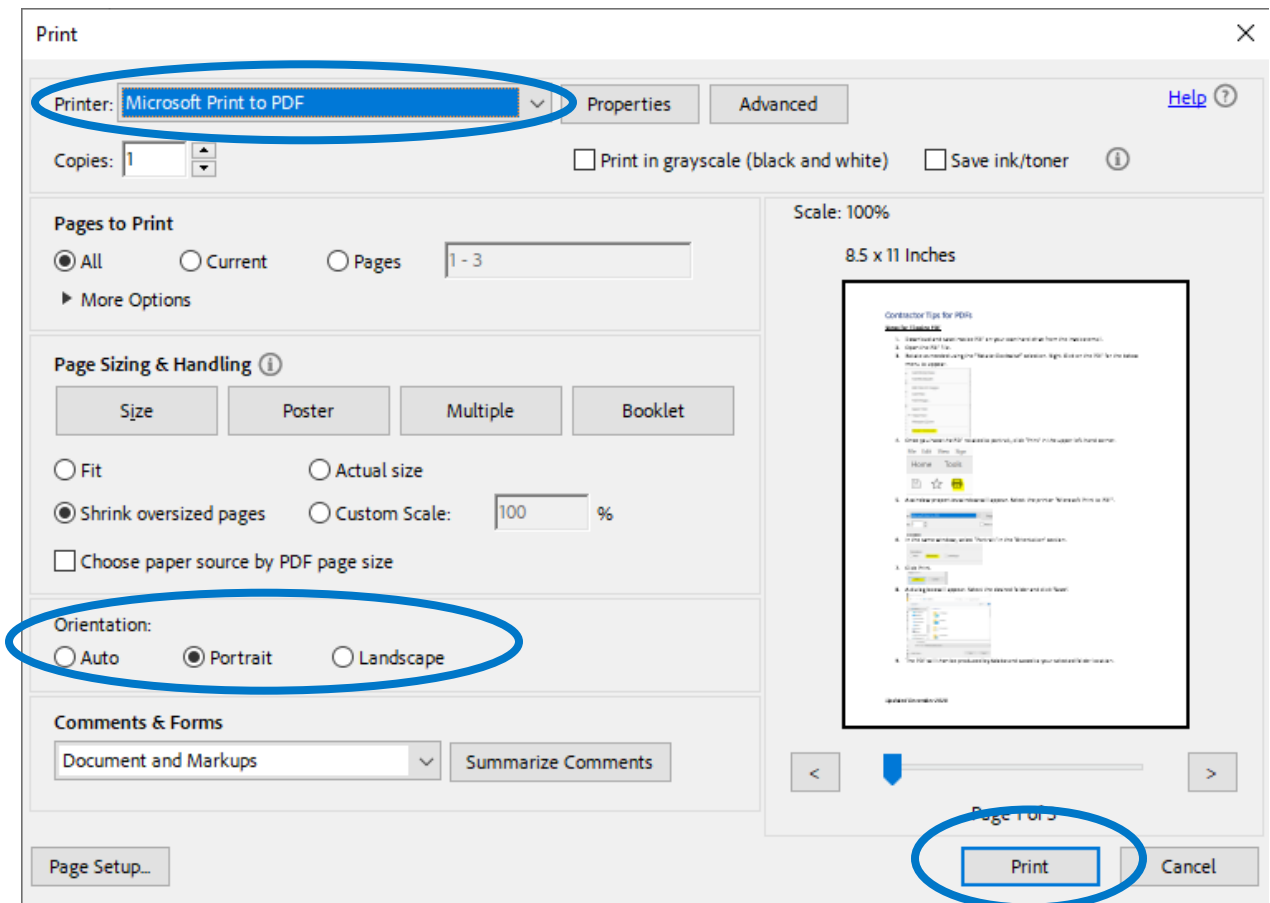
1. Download and save the PDF file of the invoice on your own hard drive.
2. Open the PDF file.
3. Rotate as needed using the “Rotate Clockwise” selection. Right Click on the PDF for the menu illustrated below to appear. You can also select the clockwise arrow in the lower righthand corner.



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



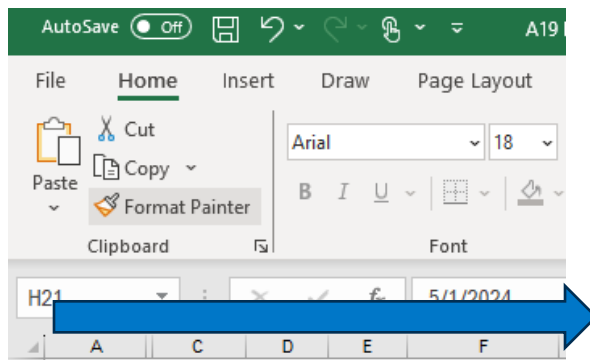
5. A window properties window will appear. Select the printer 'Microsoft Print to PDF'.
6. In the same window, select 'Portrait' in the 'Orientation' section.
7. Click Print.



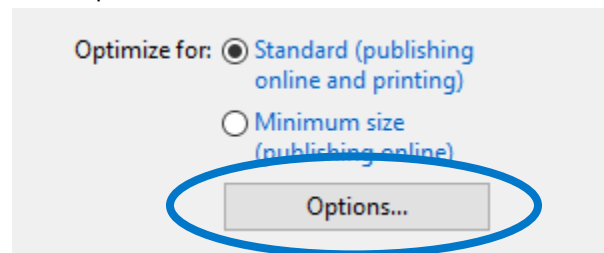
8. A dialog box will appear. Select the desired folder, name the PDF with the proper invoice naming convention outlined in the Billing Tips for Contractors guidance document, and click 'Save'.
9. The PDF will then be produced by Adobe and saved to your selected folder location.

Steps to Ensure All Columns are Visible on your PDF

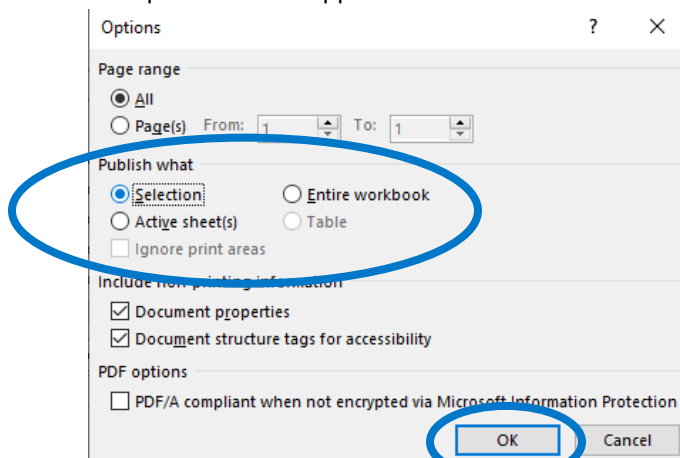
1. Fill out the A-19 invoice using the DBHR invoice Excel template.
2. Select the columns you would like to print by clicking and holding on column 'A' and dragging cursor across all columns to the Total column on your invoice template. On FY26 invoices, this should be Column X.



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



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



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

Last updated: July 2025

Questions? Please contact your Contract Manager

Options for Signing the PDF

HCA will accept the following signature options PDF file of the invoice:

- If allowed under local agency policy, HCA will accept an electronic or digital signature on the PDF. This can be accomplished multiple ways using free programs such as Adobe Reader. Please review the **Digital Signature Set-Up** or **Electronic Signature Set-Up** guidance documents provided by HCA at <https://theathenaforum.org/providers/contractor-fiscal-and-billing>.
- If you are unable to sign electronically or virtually, you may print the PDF, obtain a “wet signature” (an ink signature) from the respective party and scan.

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 of the scanner 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 issues 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):

- [Abbyy FineReader](#)
- [Adobe Scan](#)
- [CamScanner](#)
- [Genius Scan](#)
- [SwiftScan](#)

More information about each scanning application can be found here: [Best document scanning apps of 2024 | TechRadar](#)

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 the 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.

