# Utilizing Electronic Signatures

Utilizing Adobe Acrobat Reader DC to electronically route documents for signature within NEFEC.
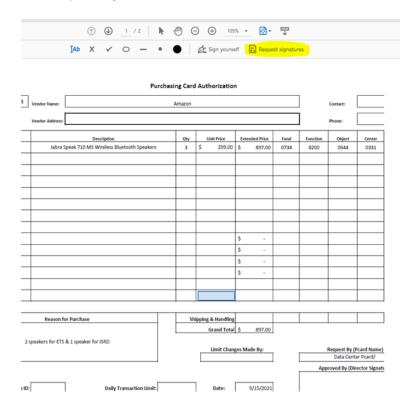
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## Generate Pcard Authorization

Fill out Purchasing Card Authorization form in MS Word.  Print to Microsoft PDF and save it with a file name of your choice.

Open in Adobe DC Pro.

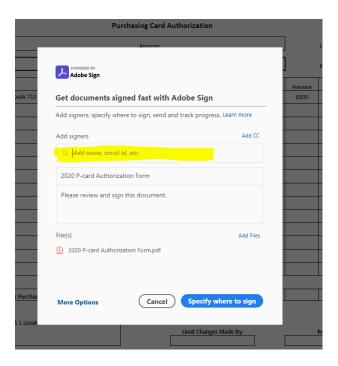## Select Signers and Route for Electronic Signature

Set signatures for those who need to sign the document.
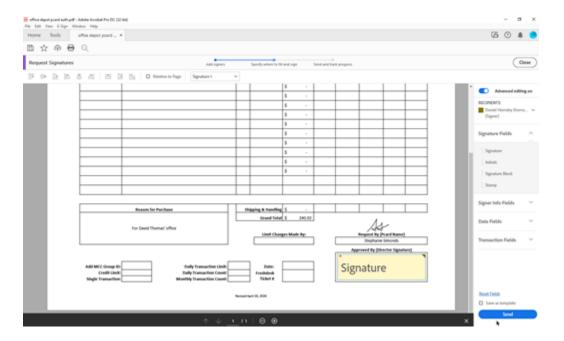
Click Request Signatures



Start adding the name of person who needs to sign document.   If multiple people are needed, type each person's name in the box.   Then click the "Specify where to sign" button on bottom right.
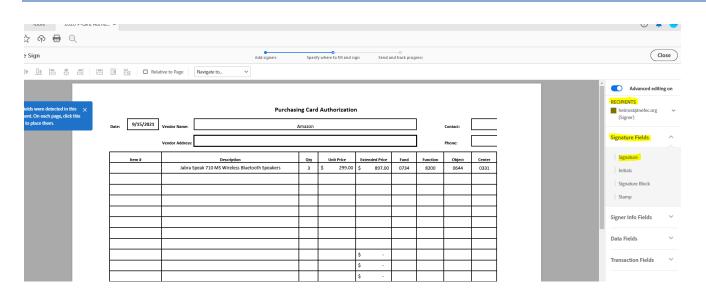
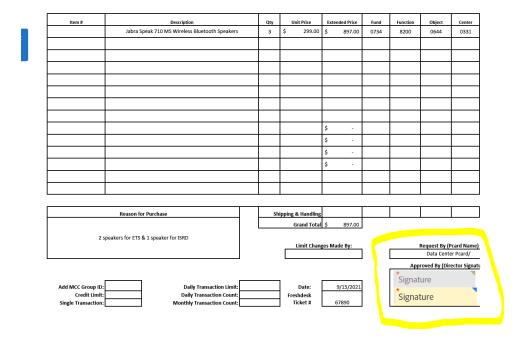Click Advanced Editing, turn it on. Found on upper right-hand corner.



On the right-hand side you will see the recipient names and the signature field. Always use signature.

Once you have selected the person click the word signature and drag it to where you want the person to sign. Each person will be in a different color.
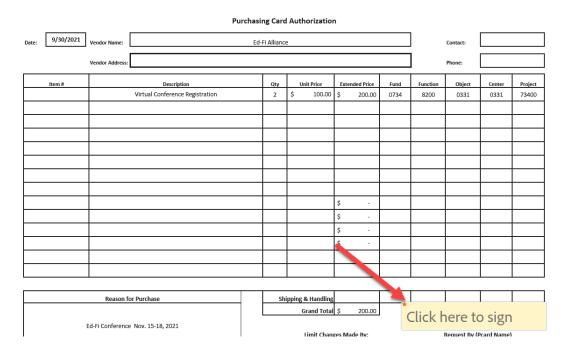


## Set Official Signature Initiate a Document for Routing with Electronic Signature

Electronic signature must be actual electronically written signatures – keyboard 'typed' signatures are not valid.
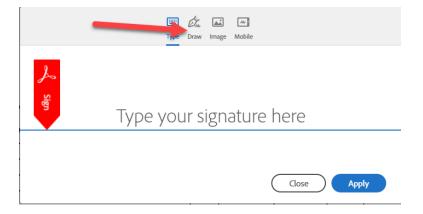
The best way to set your signature is to write it the very first time your signature is electronically requested.
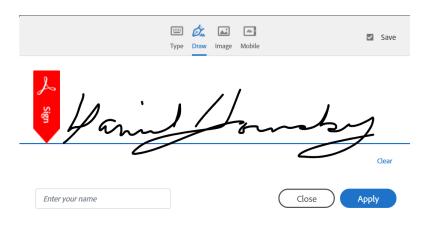
When you receive an email requesting your signature, click the link and the document to be signed will appear (see example below).



Click the Draw button and using a stylus, your mouse, or your finger, sign your name. If you already have an electronic written signature, you can select it.

Click Apply.

Then click the blue "Send" button at the bottom right.