

Digitally Signing Documents from Direct Access

Introduction This guide provides the procedures for digitally signing documents (orders, contracts, DD-214s, etc.) from Direct Access (DA). The user must have Adobe Acrobat DC to perform this task.

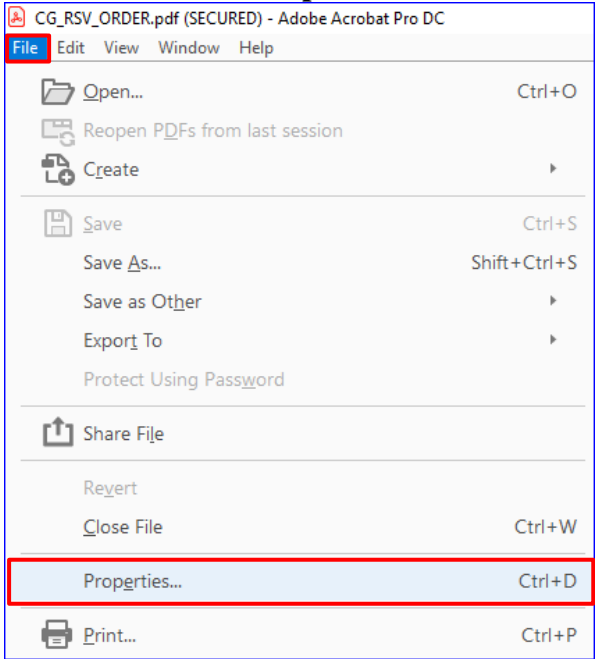
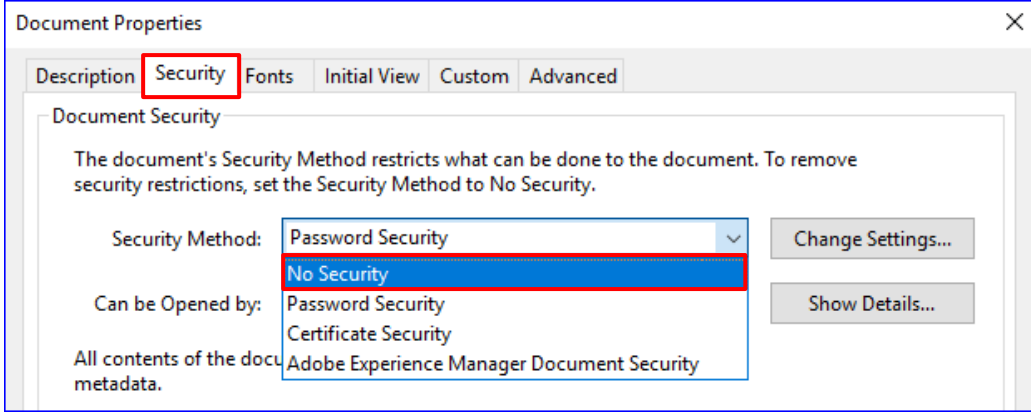
Procedures See below.

Step	Action
1	After downloading the document from DA, save it to your desktop.
2	<p>Right-click the PDF from the desktop. Click Open with, then select Adobe Acrobat DC (formerly Adobe PRO). Do NOT use Adobe Acrobat Reader DC.</p> 

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Digitally Signing Documents from Direct Access, Continued

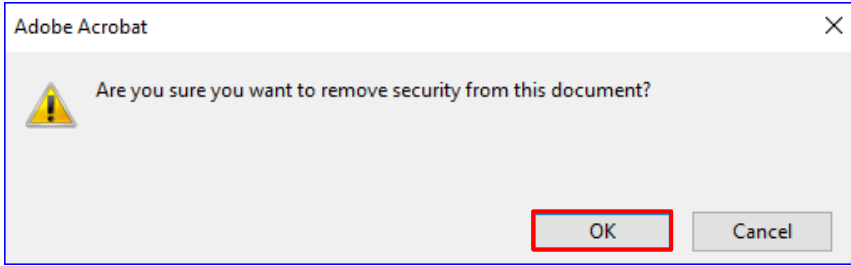
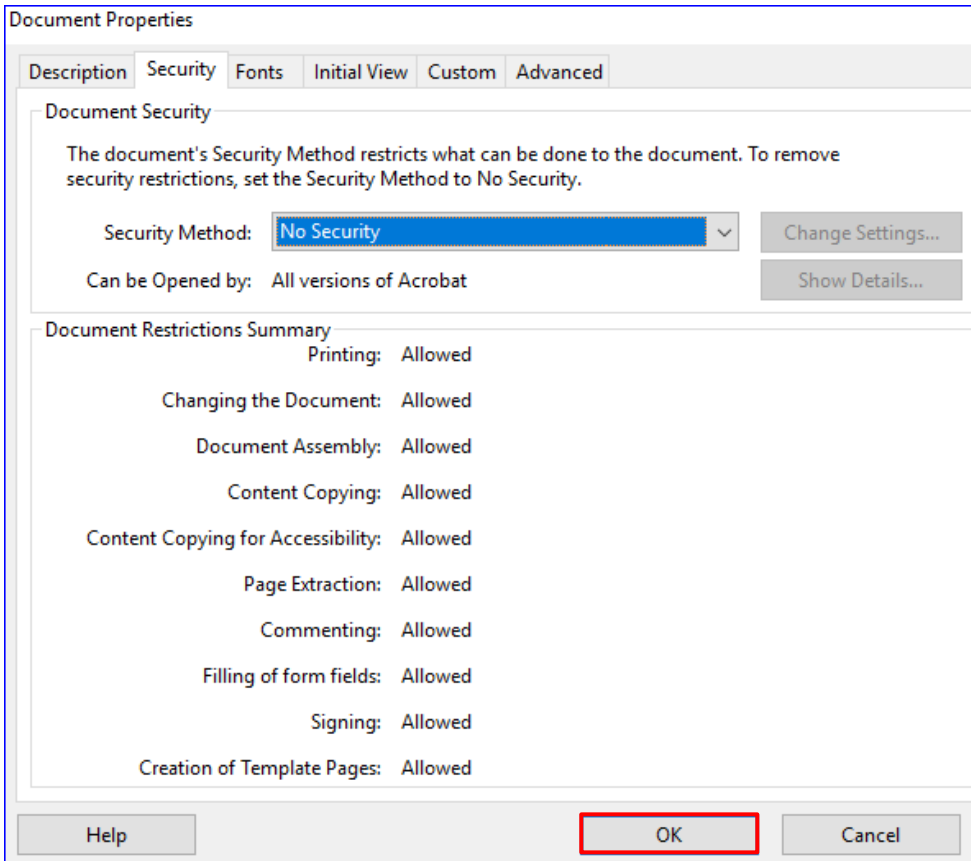
Procedures,
continued

Step	Action
<p>3</p>	<p>Click on File, then Properties.</p>  <p>The screenshot shows the Adobe Acrobat Pro DC File menu. The 'File' menu item is highlighted with a red box. The 'Properties...' menu item is also highlighted with a red box. Other visible items include Open..., Reopen PDFs from last session, Create, Save, Save As..., Save as Other, Export To, Protect Using Password, Share File, Revert, Close File, and Print... with their respective keyboard shortcuts.</p>
<p>4</p>	<p>From the Security tab, select No Security from the Security Method: drop-down.</p>  <p>The screenshot shows the Document Properties dialog box with the Security tab selected. The Security Method dropdown menu is open, and 'No Security' is selected and highlighted with a red box. Other options in the dropdown include Password Security, Certificate Security, and Adobe Experience Manager Document Security. The 'Change Settings...' and 'Show Details...' buttons are also visible.</p>

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Digitally Signing Documents from Direct Access, Continued

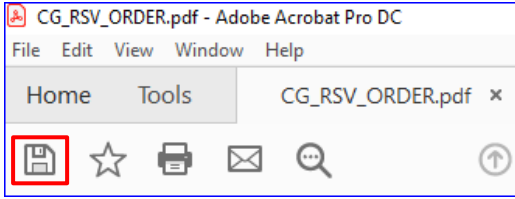
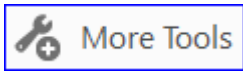
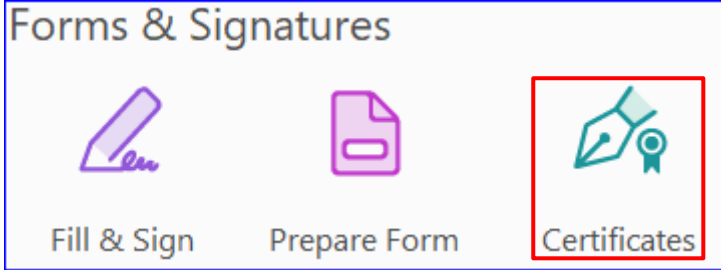
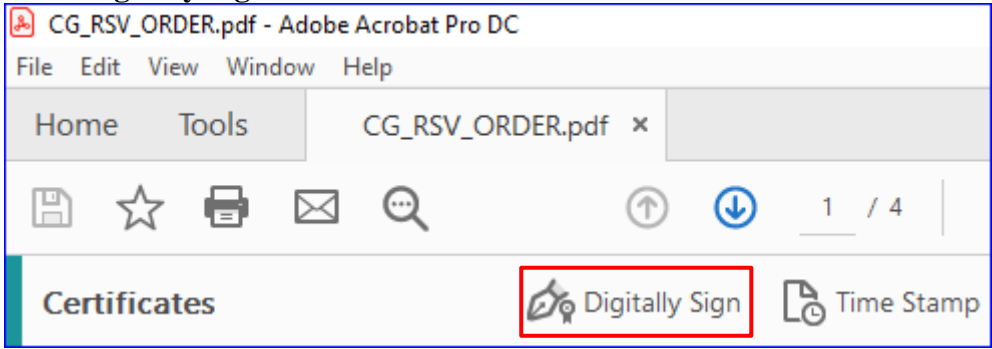
Procedures,
continued

Step	Action
5	<p>Click OK.</p> 
6	<p>Click OK.</p> 

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Digitally Signing Documents from Direct Access, Continued

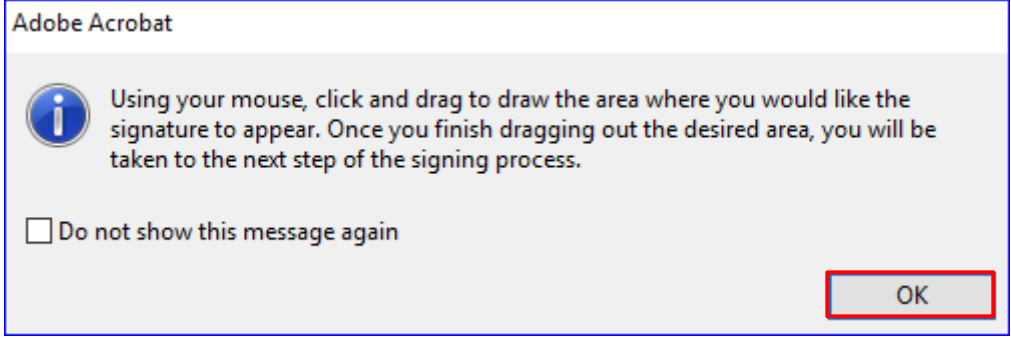
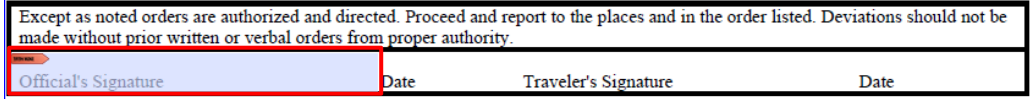
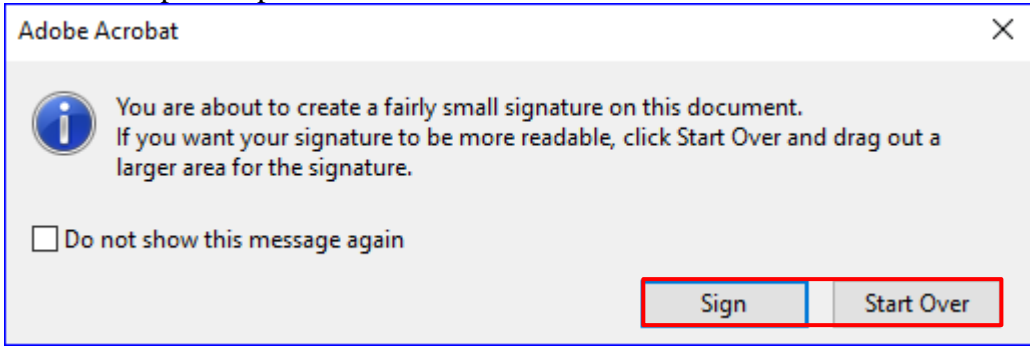
Procedures,
continued

Step	Action
7	<p>Click Save.</p> 
8	<p>Select More Tools from the toolbar on the right side of the page.</p> 
9	<p>Under Forms & Signatures, click Certificates.</p> 
10	<p>Click Digitally Sign.</p> 

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Digitally Signing Documents from Direct Access, Continued

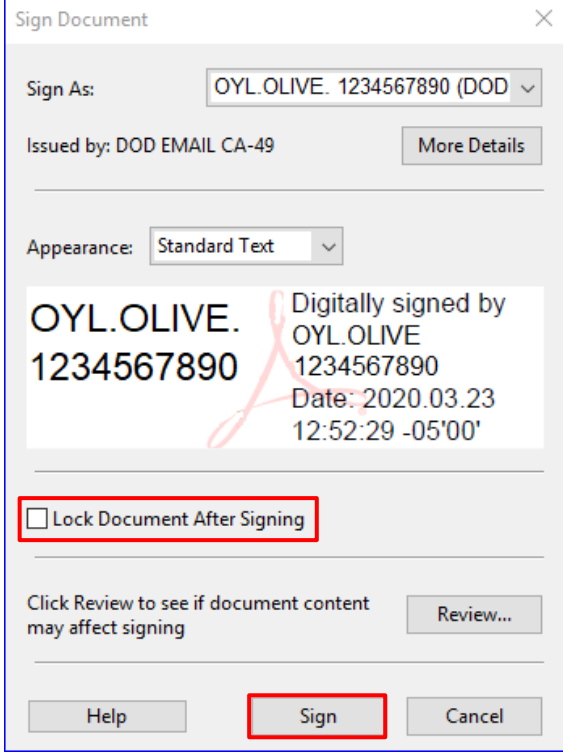
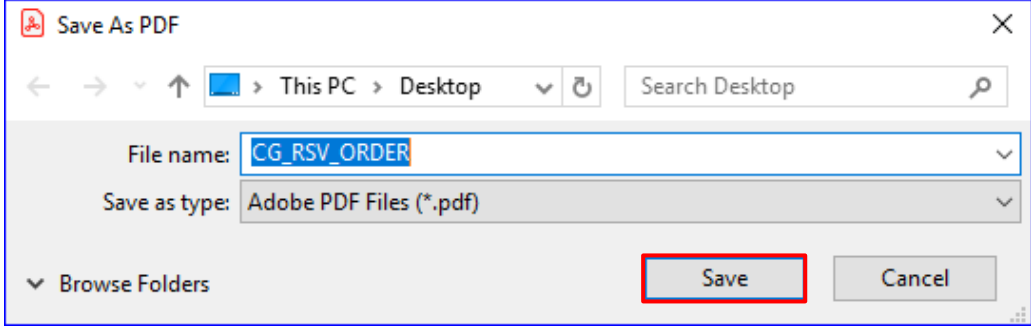
Procedures,
continued

Step	Action
11	<p>Click OK.</p> 
12	<p>Use your mouse to create a signature box in the Official's Signature block of the orders.</p> 
13	<p>If the box is where you want it, click Sign. If you want to try again, click Start Over and repeat step 12.</p> 

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Digitally Signing Documents from Direct Access, Continued

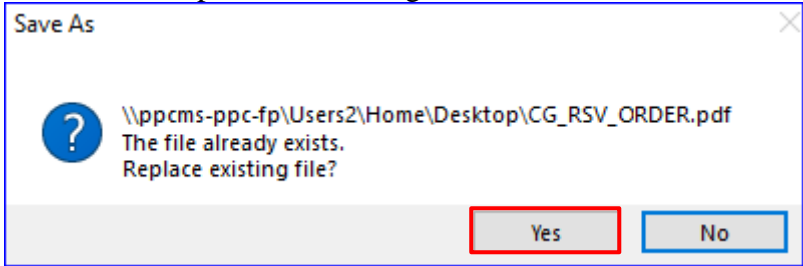
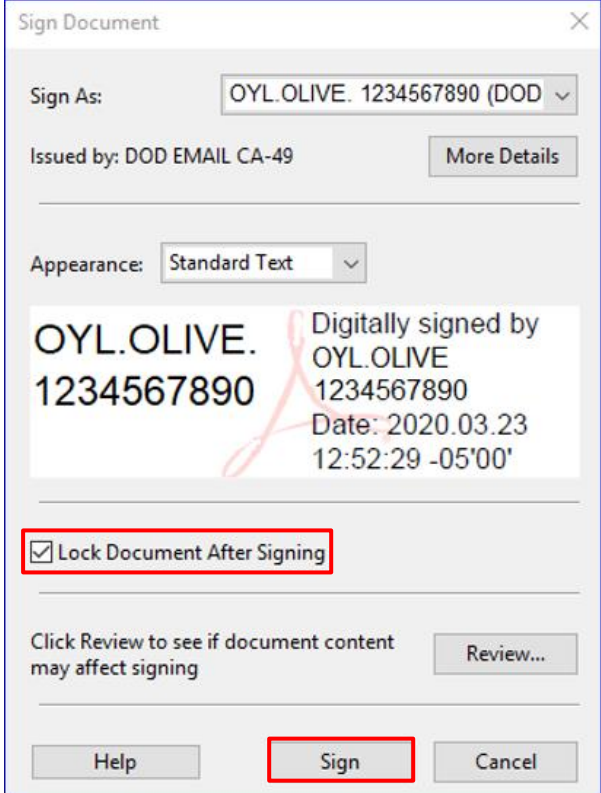
Procedures,
continued

Step	Action
<p>14</p>	<p>If this is the only signature, check the Lock Document After Signing box first, then click Sign. If adding the digital signature to multiple pages, just click Sign.</p> 
<p>15</p>	<p>The document will force you to save the signed copy. Change the file name, if needed, then click Save.</p> 

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Digitally Signing Documents from Direct Access, Continued

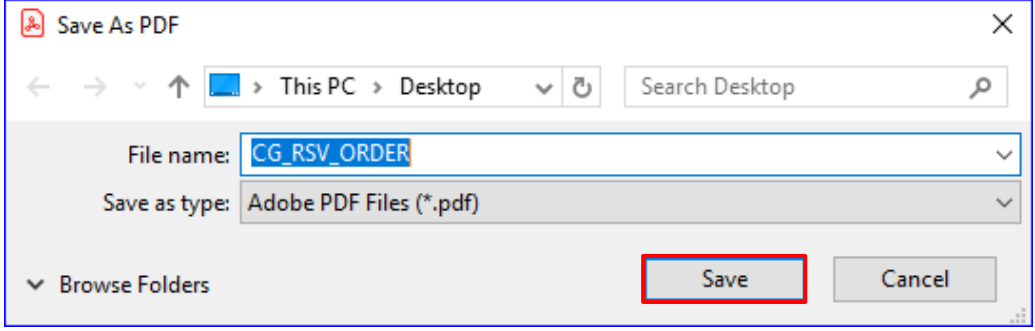
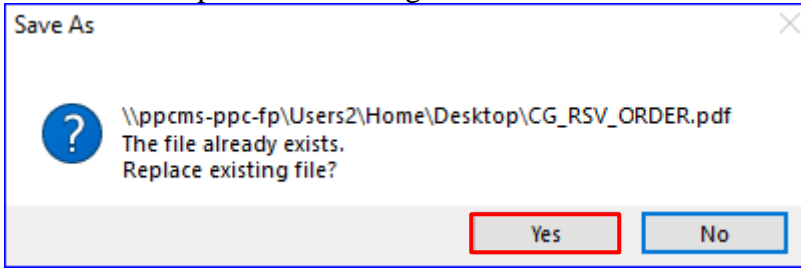
Procedures,
continued

Step	Action
<p>16</p>	<p>Click Yes to replace the existing file.</p> 
<p>17</p>	<p>Repeat steps 12-16 for each page of the document, saving it each time with the same name. On the last signature, check the Lock Document After Signing box, then click Sign.</p> 

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Digitally Signing Documents from Direct Access, Continued

Procedures,
continued

Step	Action
18	<p>The document will force you to save the signed copy. Click Save.</p>  <p>The screenshot shows a 'Save As PDF' dialog box. The title bar reads 'Save As PDF'. The navigation pane shows 'This PC > Desktop'. The file name field contains 'CG_RSV_ORDER'. The 'Save as type' dropdown is set to 'Adobe PDF Files (*.pdf)'. At the bottom, there are 'Browse Folders', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangular box.</p>
19	<p>Click Yes to replace the existing file.</p>  <p>The screenshot shows a 'Save As' dialog box with a question mark icon. The text reads: '\\ppcms-ppc-fp\Users2\Home\Desktop\CG_RSV_ORDER.pdf. The file already exists. Replace existing file?'. At the bottom, there are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red rectangular box.</p>
20	<p>The signed document is now locked and can be forwarded.</p>
