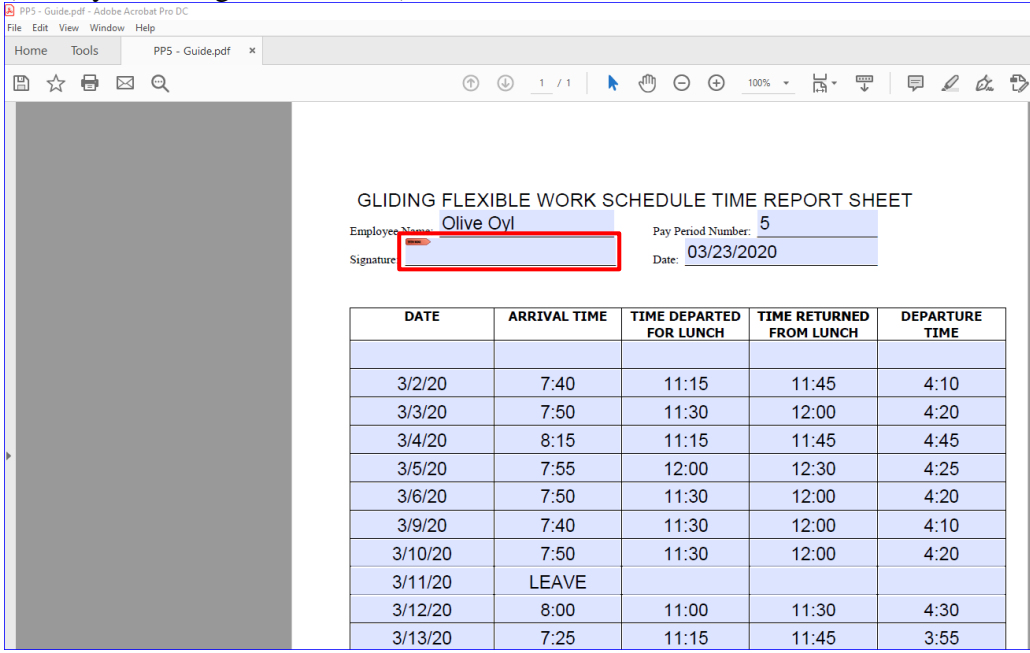


Digitally Signing a PDF (Electronic Signature)

Introduction This guide provides the procedures for digitally signing a PDF.

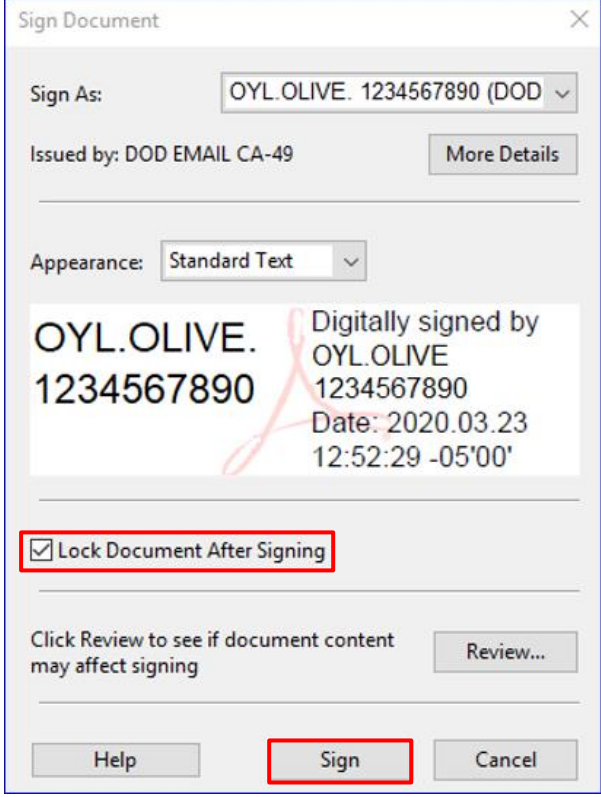
Procedures See below.

Step	Action																																																							
1	Open the PDF that requires a signature.																																																							
2	<p>Complete the form/document as needed, then click the Signature block (usually has a Sign Here arrow).</p>  <table border="1" data-bbox="684 983 1345 1328"> <thead> <tr> <th>DATE</th> <th>ARRIVAL TIME</th> <th>TIME DEPARTED FOR LUNCH</th> <th>TIME RETURNED FROM LUNCH</th> <th>DEPARTURE TIME</th> </tr> </thead> <tbody> <tr> <td>3/2/20</td> <td>7:40</td> <td>11:15</td> <td>11:45</td> <td>4:10</td> </tr> <tr> <td>3/3/20</td> <td>7:50</td> <td>11:30</td> <td>12:00</td> <td>4:20</td> </tr> <tr> <td>3/4/20</td> <td>8:15</td> <td>11:15</td> <td>11:45</td> <td>4:45</td> </tr> <tr> <td>3/5/20</td> <td>7:55</td> <td>12:00</td> <td>12:30</td> <td>4:25</td> </tr> <tr> <td>3/6/20</td> <td>7:50</td> <td>11:30</td> <td>12:00</td> <td>4:20</td> </tr> <tr> <td>3/9/20</td> <td>7:40</td> <td>11:30</td> <td>12:00</td> <td>4:10</td> </tr> <tr> <td>3/10/20</td> <td>7:50</td> <td>11:30</td> <td>12:00</td> <td>4:20</td> </tr> <tr> <td>3/11/20</td> <td>LEAVE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3/12/20</td> <td>8:00</td> <td>11:00</td> <td>11:30</td> <td>4:30</td> </tr> <tr> <td>3/13/20</td> <td>7:25</td> <td>11:15</td> <td>11:45</td> <td>3:55</td> </tr> </tbody> </table>	DATE	ARRIVAL TIME	TIME DEPARTED FOR LUNCH	TIME RETURNED FROM LUNCH	DEPARTURE TIME	3/2/20	7:40	11:15	11:45	4:10	3/3/20	7:50	11:30	12:00	4:20	3/4/20	8:15	11:15	11:45	4:45	3/5/20	7:55	12:00	12:30	4:25	3/6/20	7:50	11:30	12:00	4:20	3/9/20	7:40	11:30	12:00	4:10	3/10/20	7:50	11:30	12:00	4:20	3/11/20	LEAVE				3/12/20	8:00	11:00	11:30	4:30	3/13/20	7:25	11:15	11:45	3:55
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Digitally Signing a PDF (Electronic Signature), Continued

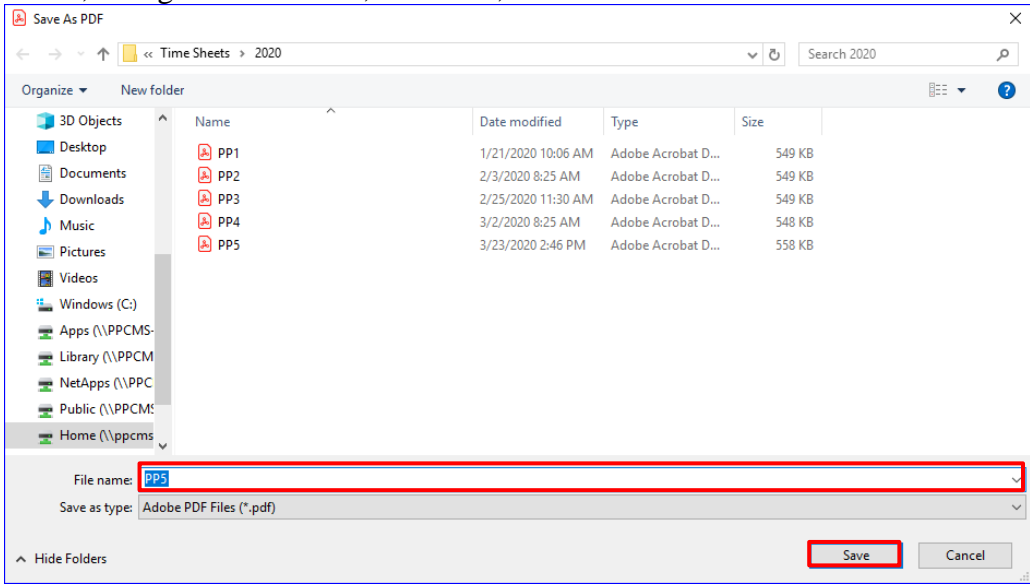
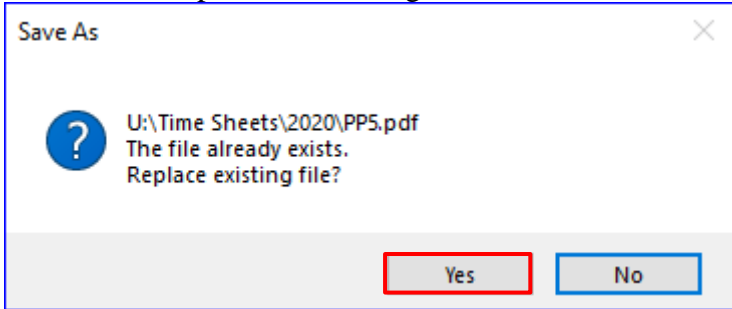
Procedures,
continued

Step	Action
3	<p>The Sign Document box will display. Check the box next to “Lock Document After Signing,” then click Sign.</p>  <p>The screenshot shows the 'Sign Document' dialog box with the following details:</p> <ul style="list-style-type: none"> Sign As: OYL.OLIVE. 1234567890 (DOD) Issued by: DOD EMAIL CA-49 Appearance: Standard Text Preview: Digitally signed by OYL.OLIVE 1234567890 Date: 2020.03.23 12:52:29 -05'00' Lock Document After Signing: <input checked="" type="checkbox"/> (highlighted with a red box) Buttons: Help, Sign (highlighted with a red box), Cancel

Continued on next page

Digitally Signing a PDF (Electronic Signature), Continued

Procedures,
continued

Step	Action
4	<p>The document will force you to save the signed copy. Find the appropriate folder, change the file name, if needed, then click Save.</p> 
5	<p>Click Yes to replace the existing file.</p> 
6	<p>The document is now signed and locked.</p> 