# Adobe PDF

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NOTE: If you are using Microsoft Edge as your default web browser Edge will override Adobe and these instructions will not be applicable. Please reach out to your technical services department to ensure that Adobe is the default application for .PDF documents.

Downloading a PDF for Signature

When you open a PDF in PeopleSoft, the file appears in your web browser and you need to download it to the appropriate file format for editing. This is the case with PurCard Reallocation Reports and Travel and Expense Reports that have a built in print option.

1. With the document open in your web browser, select the download button.
2. Choose a location and for the file that is memorable.
3. Navigate to the file location.
   a. Some web browsers show downloads in a bar across the bottom of the screen. When you click on the arrow icon, you have the option to "Show in folder".
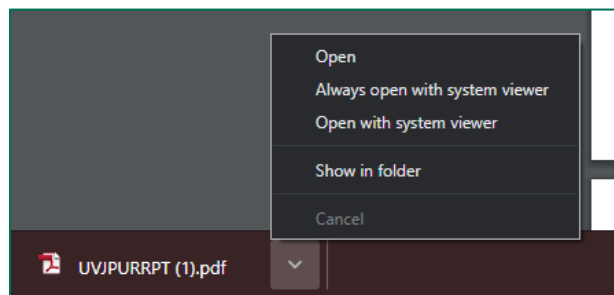
4. Open the file in Adobe.
5. If the file does not open in Adobe, you will need to change your default application for .pdf extensions. Please contact your technical support team for assistance with this.
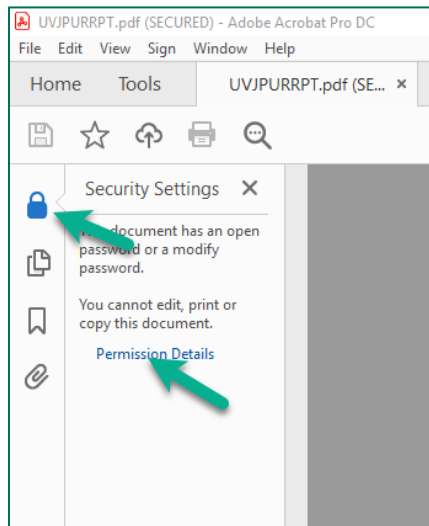
Unlocking a Secure Download

1. If a yellow banner appear that states "Protected View", you need to click the button on the right side of the banner ENABLE ALL FEATURES.
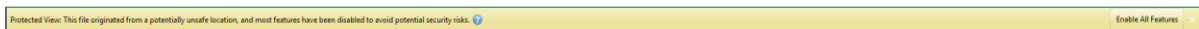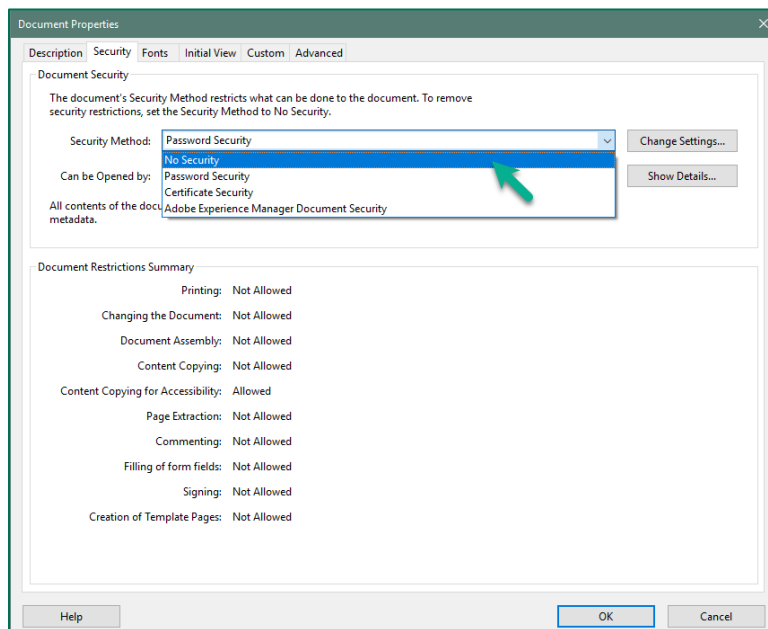

2. If the file is still secure, click on the **Lock** icon
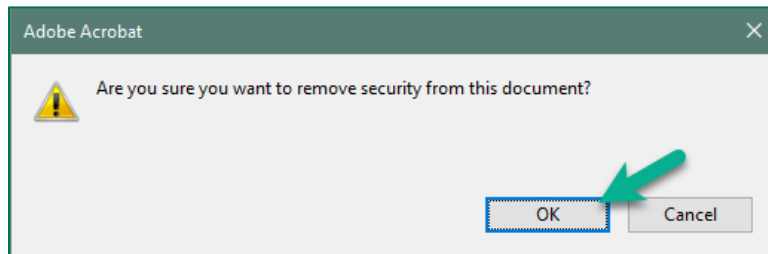
3. Select the hyperlink for **Permission Details**

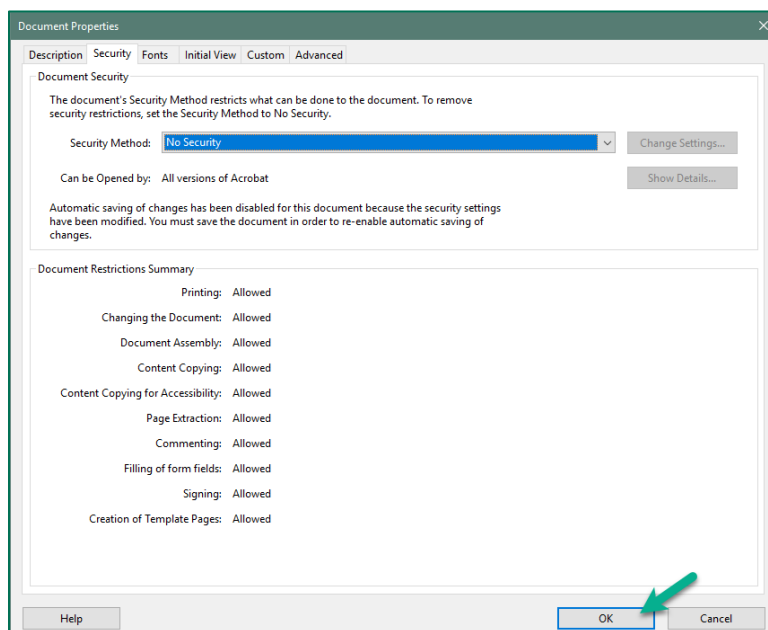4. Change Security Method from Password Security to **No Security.**

5. Click **OK** when you receive the popup for "Are you sure…."

6. Click **OK** to close Security Permission window and save settings

Electronically Signing a PDF
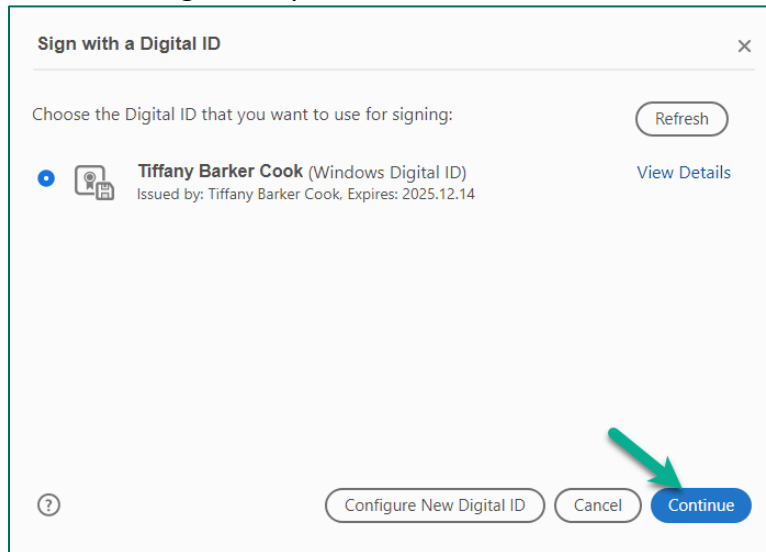
Signing in a Prepopulated Signature Field

1. Open Adobe PDF file and select the field to sign
    a. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for Creating a Digital Signature.

2. Choose the signature you wish to use. Click **Continue.**

3. Verify that your signature appears correctly
    a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for Deleting your Digital ID.
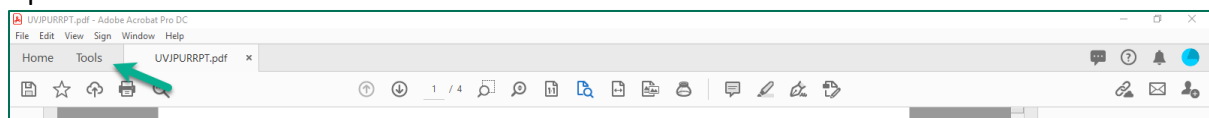
4. Select **Sign**
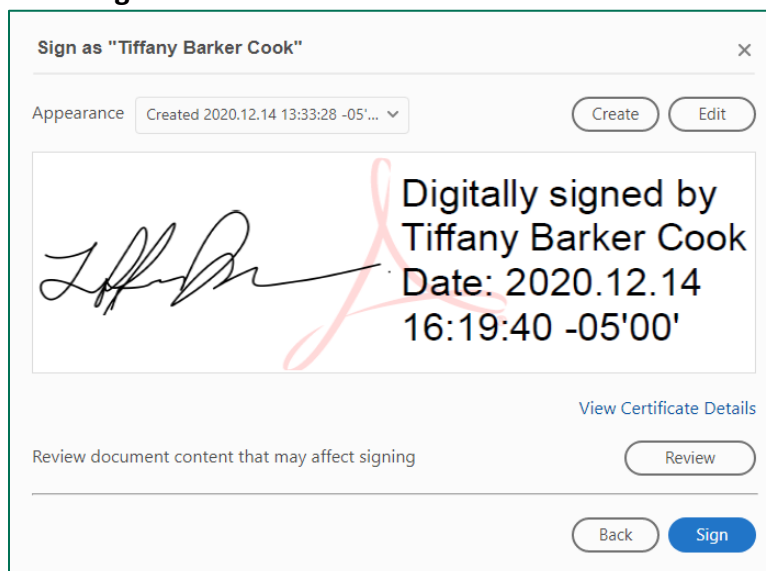
5. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.
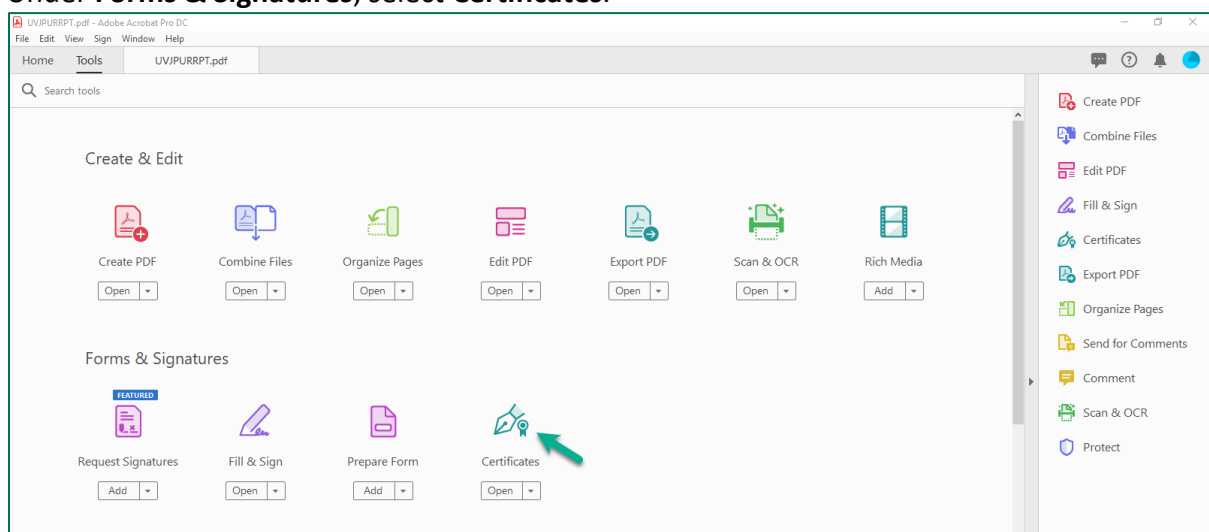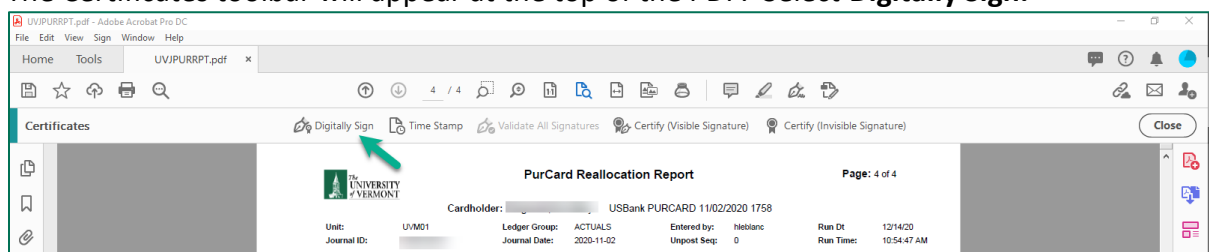
Signing a Blank Signature Line

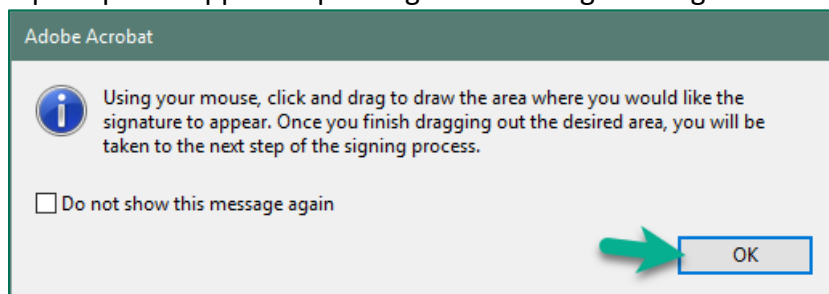1. Open Adobe PDF file and select **Tools.**

2. Under **Forms & Signatures**, select **Certificates**.

3. The Certificates toolbar will appear at the top of the PDF. Select **Digitally Sign.**

4. A prompt will appear explaining how to 'Drag New Signature Rectangle'. Select **OK**

a. Select the area above the appropriate signature line with you left mouse button. Hold the left mouse button and drag the signature rectangle to the end of the signature line then release the left mouse button.

I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Cardholder Signature: _____ Date:_____

Supervisor Signature:_____ Date:_____

   i. When you release the left mouse button the signature option will appear automatically.

   ii. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for Creating a Digital Signature.

5. Verify that your signature appears correctly
   a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for Deleting your Digital ID.

6. Select **Sign.**

Sign as "Tiffany Barker Cook"   ✕

Appearance   Created 2020.12.14 13:33:28 -05'... ⌄   Create   Edit

Digitally signed by
Tiffany Barker Cook
Date: 2020.12.14
13:33:28 -05'00'

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   Review
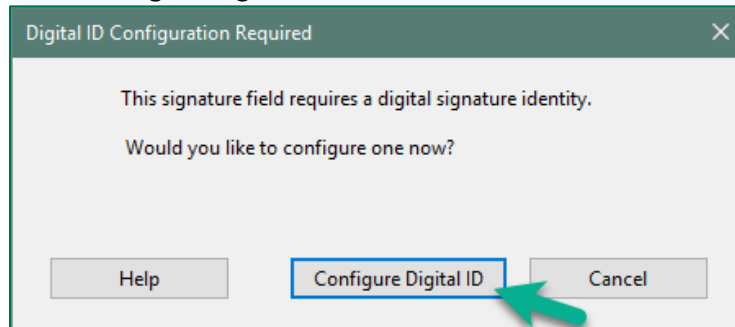
                                                        Back   Sign

7. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.
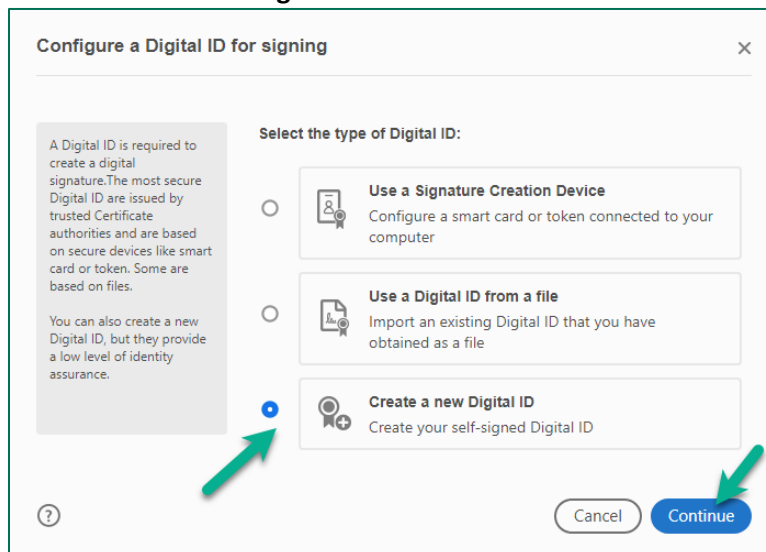
Creating a Digital Signature

1. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature
    a. Select **Configure Digital ID**.

2. Select **Create a new Digital ID** then **Continue**.

3. Select your preferred Digital Signature format then select **Continue.**

4. Enter your identification information you would like included in your signature the click **Save.**
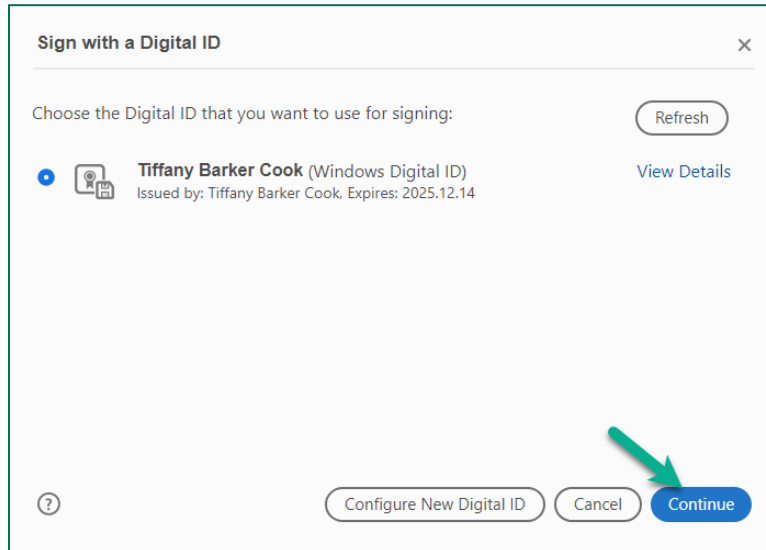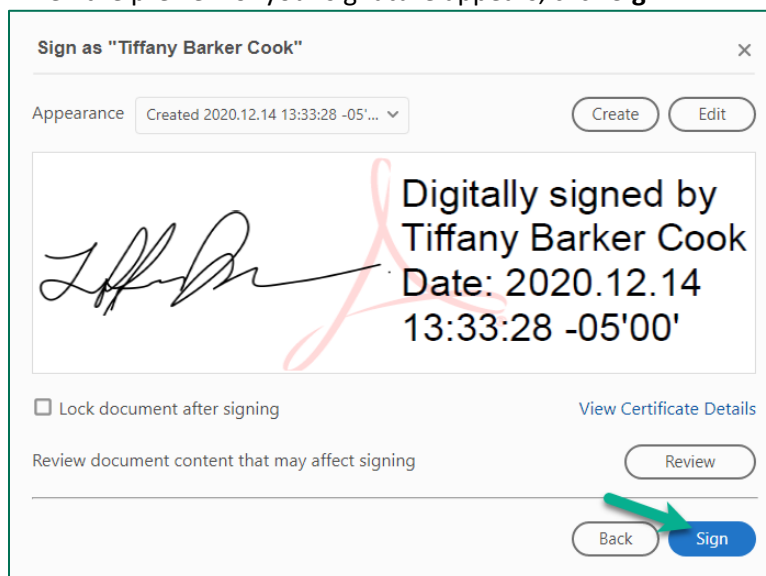   a. The minimum required information is Name and Email Address

5. You will now be able to preview and use your signature. Click **Continue.**

6. When the preview of your signature appears, click **Sign.**

Deleting Your Digital ID

When you delete a digital ID in Acrobat, you delete the actual PKCS #12 file that contains both the private key and the certificate. Before you delete your digital ID, ensure that it is not in use by other programs or required by any documents for decrypting.
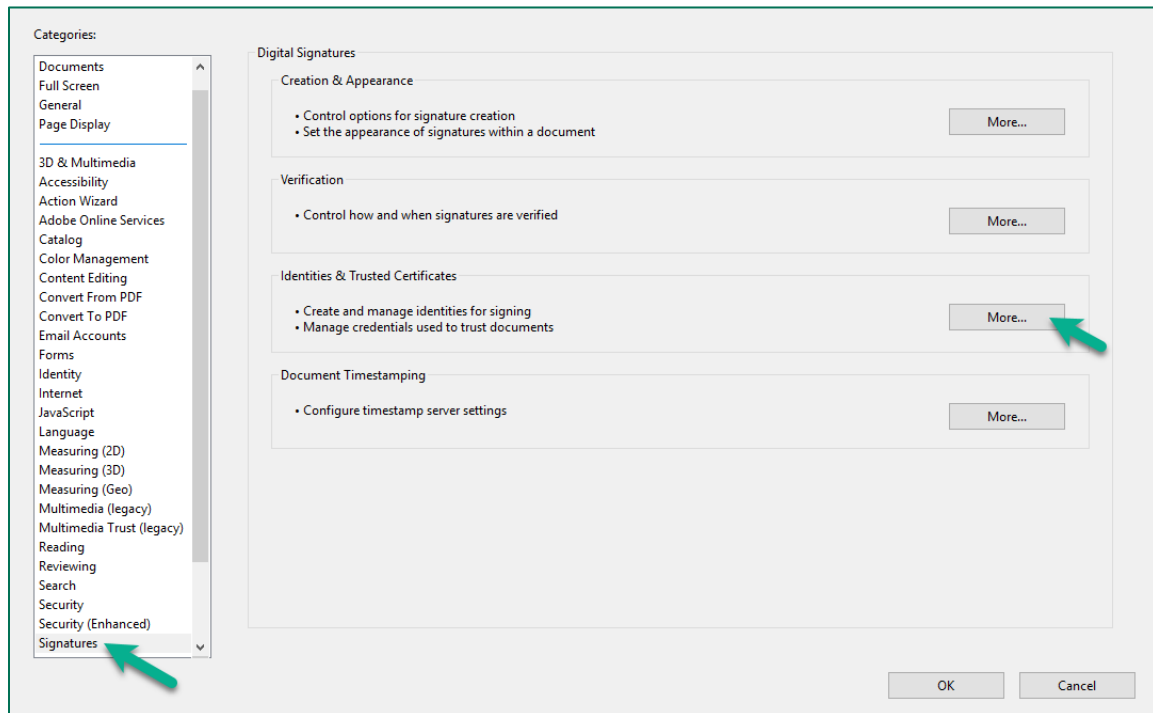
NOTE: You can delete only self-signed digital IDs that you created in Acrobat. A digital ID obtained from another provider cannot be deleted.

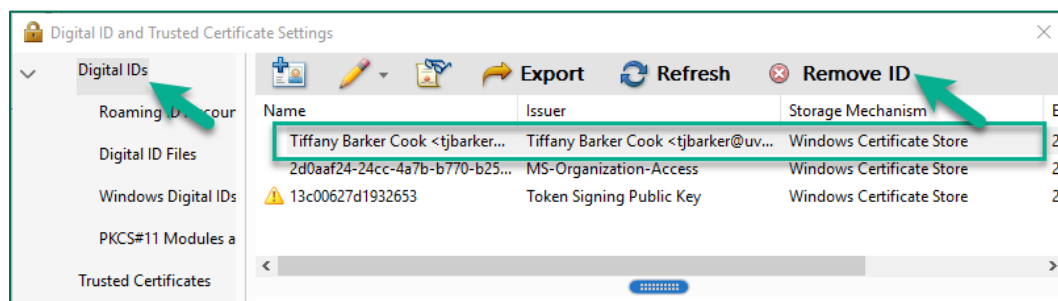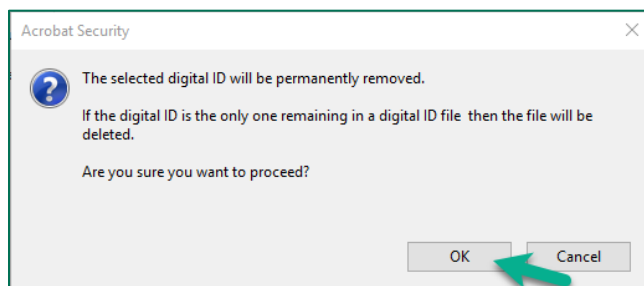1. Within Adobe, select **Edit > Preferences**
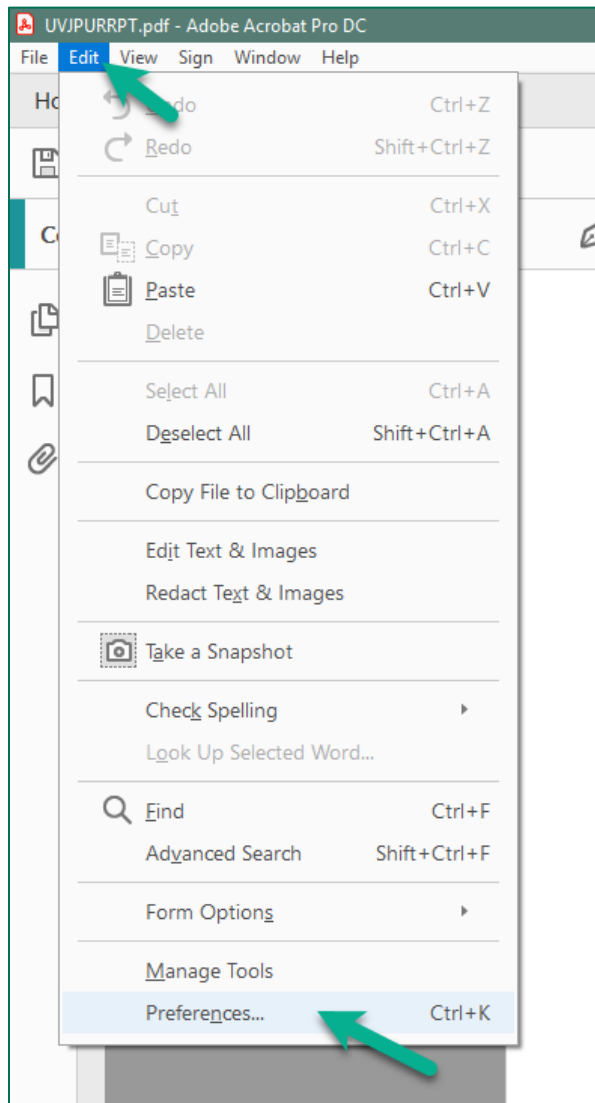
2. Under the Category **Signatures**
    a. Click **More** in **Identities & Trusted Certificates**

3. Select **Digital IDs** on the left, and then choose the digital ID you want to remove.
    a. Click **Remove ID**

4. Confirm your deletion by **OK**

Resources/Help

Help/Footprints

Log a PeopleSoft Helpdesk Footprint for assistance creating, inactivating, or working with Accounting Tags.

Relevant UVM Departments

- University Financial Services

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.