Procedure for Signing Invoices and MIS Reports Using Adobe Acrobat Reader

To download Adobe Acrobat Reader DC go to https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html. Select Adobe Acrobat Reader DC which is the free version.

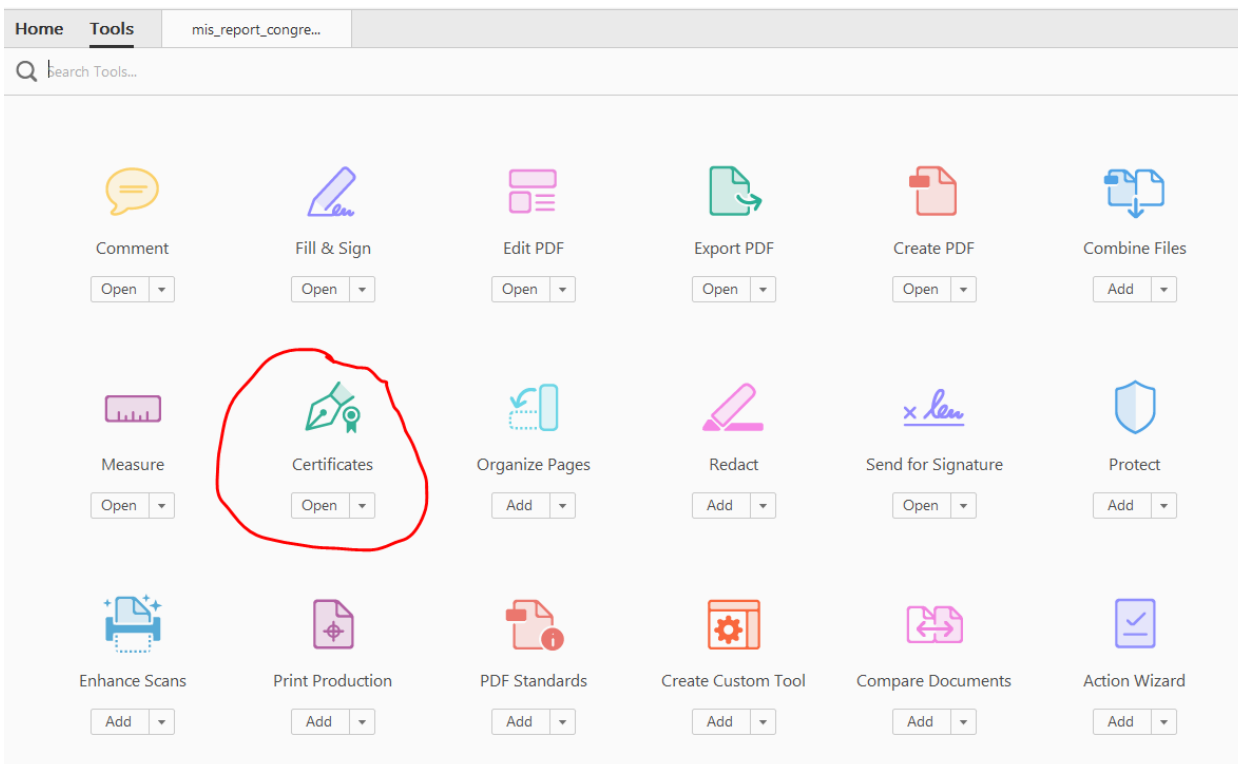**Saving Invoices and MIS reports as PDFs:**

Step 1: When invoices and MIS reports have been completed, save the Excel (Invoice) or Word (MIS) file as a PDF. Click File, then Save As and then select PDF. After it is saved in PDF format please follow the steps below.
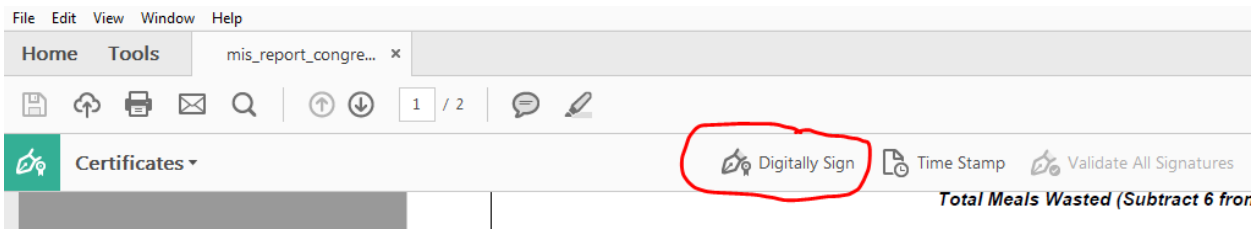
How to sign PDF forms:

Step 1: Click on Tools.
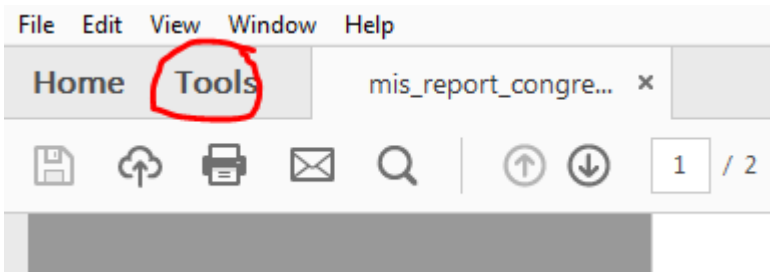

Step 2: Click on Certificates.

Step 3: Select Digitally Sign.

Step 4: Using your mouse, click and drag the area where you would like the signature to appear.

Please note: If this is the first time that you are doing this, you will be asked to configure a signature identity after you have selected the signature area. Please follow the following steps. If you have already set this up before, please move to Step 5.
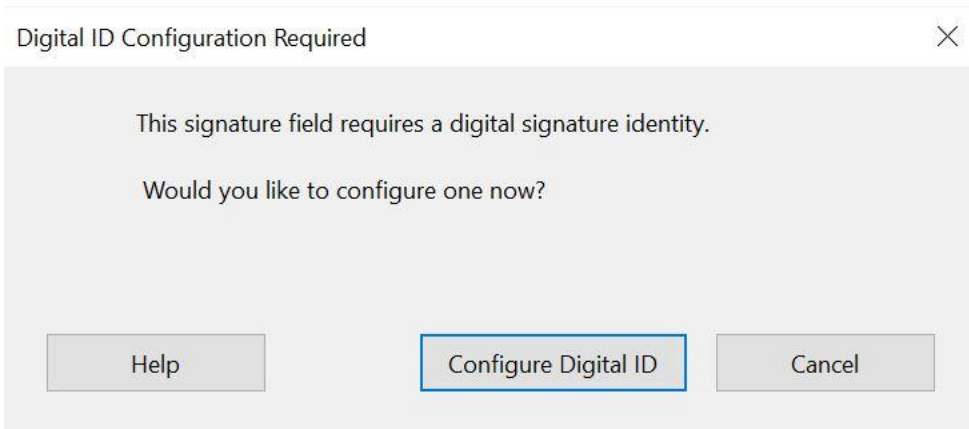
To create a signature Identity from scratch, select "Create a new Digital ID"

Configure a Digital ID for signing   ✕

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

(?)   Cancel   Continue

Save to file for easier access.

Select the destination of the new Digital ID   ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

● **Save to File**
Save the Digital ID to a file in your computer

○ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

(?)   Back   Continue

Fill out at least your name and email address.

Create a self-signed Digital ID   ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

(?)   Back   Continue

Select a password

Save the self-signed Digital ID to a file   ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\garfa\AppData\Roaming\Adobe\Acrobat\DC\   Browse

Apply a password to protect the Digital ID:

Confirm the password:

(?)   Back   Save

Please do <u>NOT</u> select the "Lock document after signing" feature.

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   (Review)

Enter the Digital ID PIN or Password...   (Back) (Sign)

Please select at least your name, date and labels. Then save.

Customize the Signature Appearance   ✕

    ⌨   ✎   🖼   ⊘
   Text   Draw   Image   None

| <your common name here> | Digitally signed by <your common name here> Date: 2020.04.01 12:03:06 -07'00' |

Include Text

☑ Name   ☐ Distinguished Name
☑ Date   ☐ Adobe Acrobat Version
☐ Logo   ☐ Location
☐ Reason   ☑ Labels

Text Direction

| Auto | ≡ | ≡ |

Digits format

| 0123456789 | ⌄ |

Preset name [   ]   (Cancel) (Save)

Step 5: Enter password and click sign.

11. NON-SENIOR (UNDER AGE 60) MEALS SERVED TO STAFF,
12. NUMBER OF DAYS MEALS WERE SERVED THIS MONTH
13. NUMBER OF MEALS DENIED TO PARTICIPANTS
14. NUMBER OF NUTRITION EDUCATION SESSIONS
15. NUMBER OF NUTRITION EDUCATION SESSION ATTENDEES
16. DOLLAR AMOUNT OF VOLUNTARY SENIOR CONTRIBUTION
17. DOLLAR AMOUNT OF FEES RECEIVED FROM NON-SENIOR

18. COVID-19 Total Meals Served

I CERTIFY THIS REPORT IS CORRECT AND COMPLETED   DA
TO THE BEST OF MY KNOWLEDGE

SIGNATURE:

Sign Document

Sign As: Diane Madriz (Diane Madriz) 2024.02.07   ▼

Issued by: Diane Madriz   More Details

Appearance: Standard Text   ▼

Diane
Madriz   Digitally signed
by Diane Madriz
Date: 2020.04.01
10:33:54 -07'00'

☐ Lock Document After Signing

Click Review to see if document content
may affect signing   Review...

Enter certificate password and click the 'Sign' button

[   ]

Help   Sign   Cancel

Step 6: Signature, date and time will appear.

16. DOLLAR AMOUNT OF VOLUNTARY SENIOR CONTRIBUT
17. DOLLAR AMOUNT OF FEES RECEIVED FROM NON-SEN

18. COVID-19 Total Meals Served

I CERTIFY THIS REPORT IS CORRECT AND COMPLETED
TO THE BEST OF MY KNOWLEDGE

Diane Madriz Digitally signed by Diane Madriz
Date: 2020.04.01 10:36:46 -07'00'
SIGNATURE: