

How to create an electronic signature in Adobe Reader:

It is easiest to open a pdf file with an existing signature block such as ORSP's [Effort reporting Form](#) or WCU's [Internal Cover Sheet](#) in [Adobe Reader](#). (Please note: save these blank forms to your computer, and then open the saved file before completing)

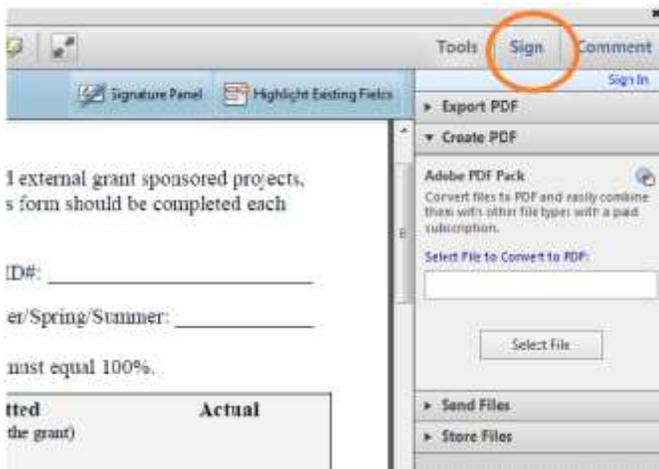
Step 1: You may either click on the appropriate signature box, tagged with a red flag, in the report form or select Sign from the upper right toolbar.

I confirm that I have direct knowledge of the employee's compensated activities and that the distribution of effort represents a reasonable estimate of the actual work performed by the employee during the period covered by this report.

Employee Signature: _____ Date: _____

PI or Responsible Official Signature: _____ Date: _____

Certifying Official (Dept Chair): _____ Date: _____



After selecting the red flag or the toolbar: sign document, select the choice shown below then hit Next:



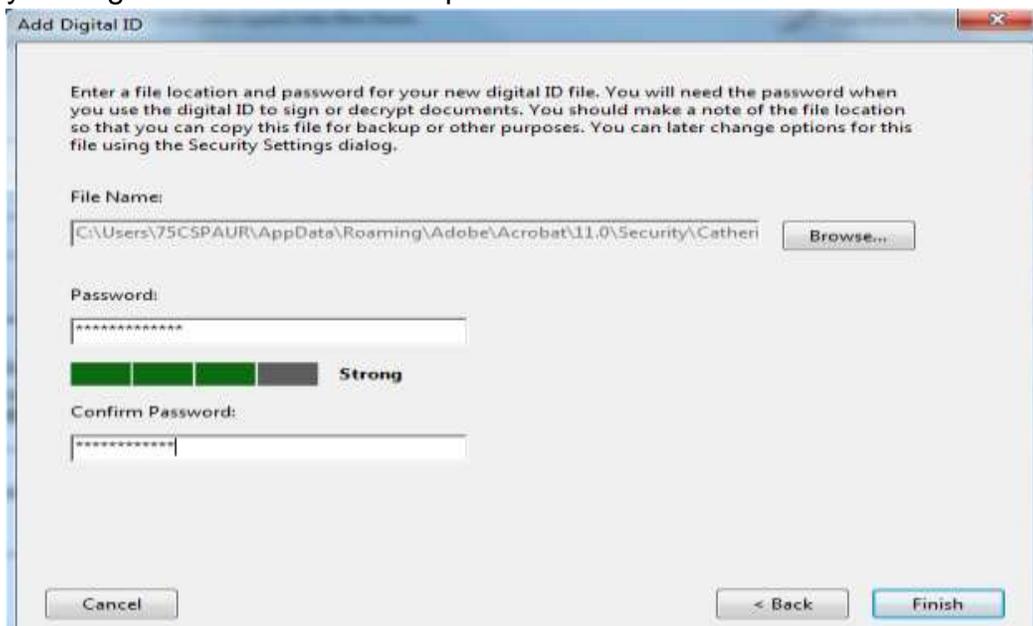
Step 2: To use a password each time you sign a document, select New PKCS#12 digital ID file as choice shown below. Then click next



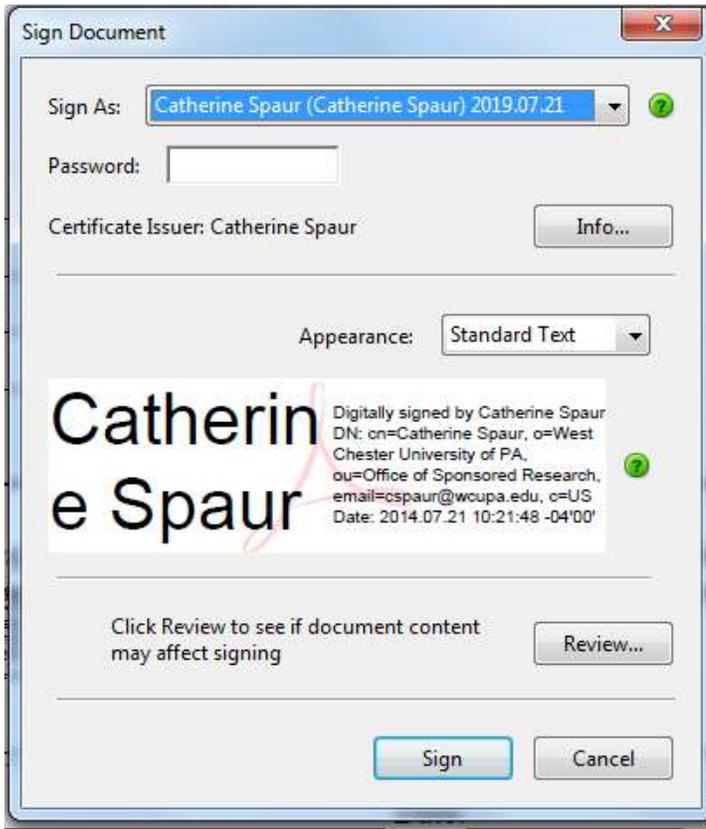
Step 3: The following box will appear on your screen. Complete the information to identify yourself in the signature box which will appear on signed documents, then select Next.



Step 4: use Browse to select a folder to store your Digital ID file. Be sure you remember where you store your file. Type in a password and confirm the password. Make a note of your Digital ID file location and password. Then click finish



Step 5: The following box appears requiring your password. Enter your password in the Password box and click Sign. You will be required to save the document. Save the document in your computer files as you save any other document.



Your new digital signature will appear on the document with a date and time stamp.

_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
TOTAL		100 %

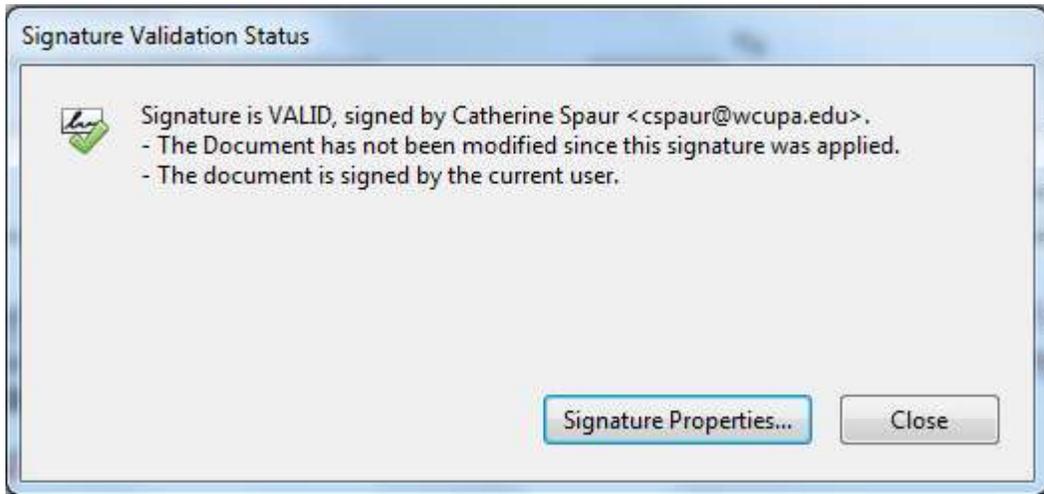
I confirm that I have direct knowledge of the employee's compensated activities and that the distribution of effort represents a reasonable estimate of the actual work performed by the employee during the period covered by this report.

Employee Signature: Catherine Spaur Digitally signed by Catherine Spaur, DN: cn=Catherine Spaur, o=West Chester University of PA, ou=Office of Sponsored Research, email=cspaur@wcupa.edu, c=US, Date: 2014.07.11 14:34:14 -04'00' Date: _____

PI or Responsible Official Signature: _____ Date: _____

Certifying Official (Dent Chair): _____ Date: _____

To verify that a signature is valid, click on the signature in a pdf document and the following screen will appear



Note: Once your signature has been created, you can electronically sign **any** Adobe PDF document. Just click Fill and sign in the upper right hand corner (or in older versions of Adobe, choose Advanced > Sign & Certify and then select Approval), then click place signature, and place your signature anywhere in the document.

