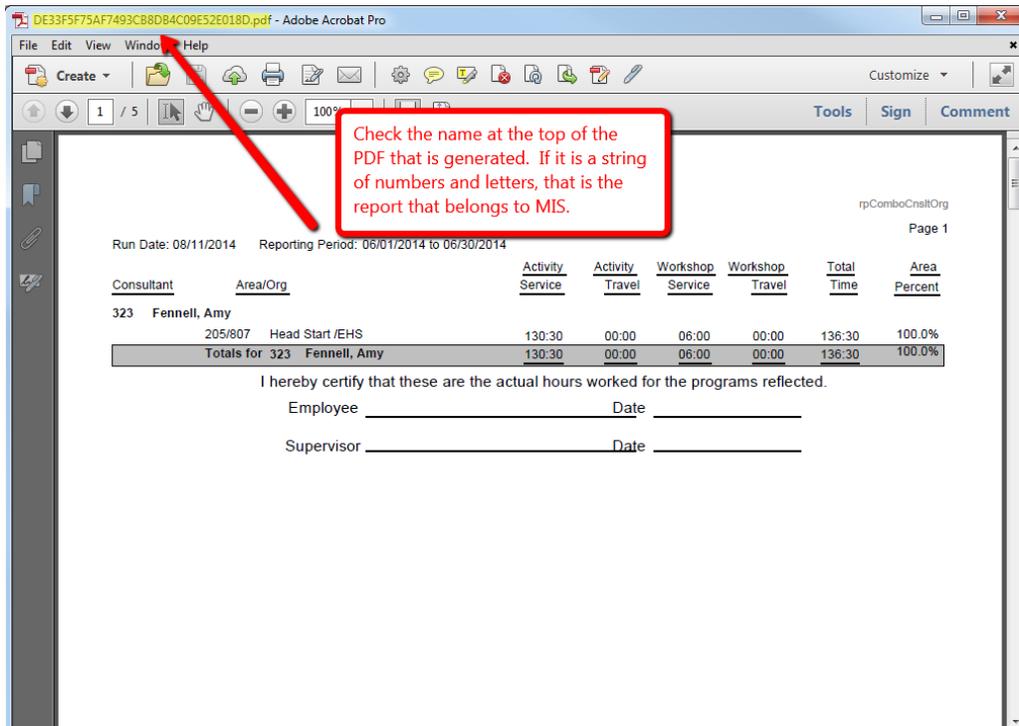
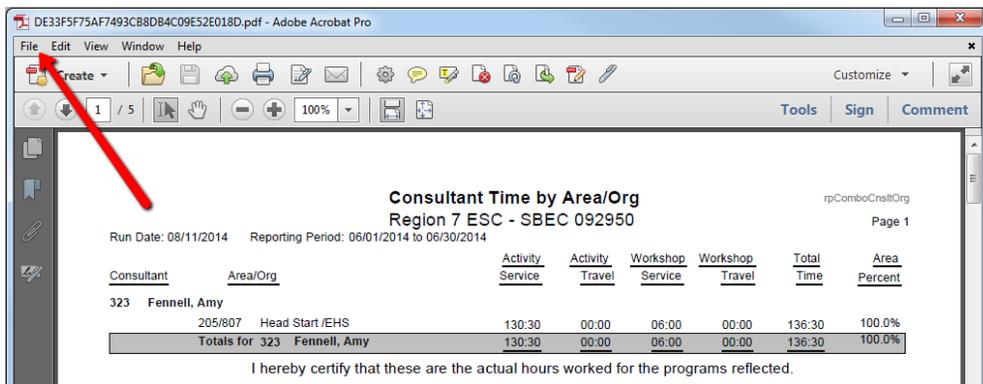


## Instructions for signing MIS

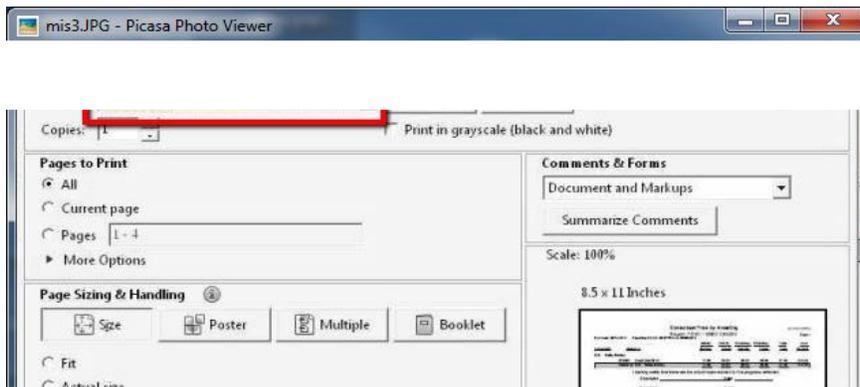
1. Complete MIS as usual
2. Generate the Monthly Composite Report- DO NOT ATTEMPT TO SIGN AT THIS POINT!



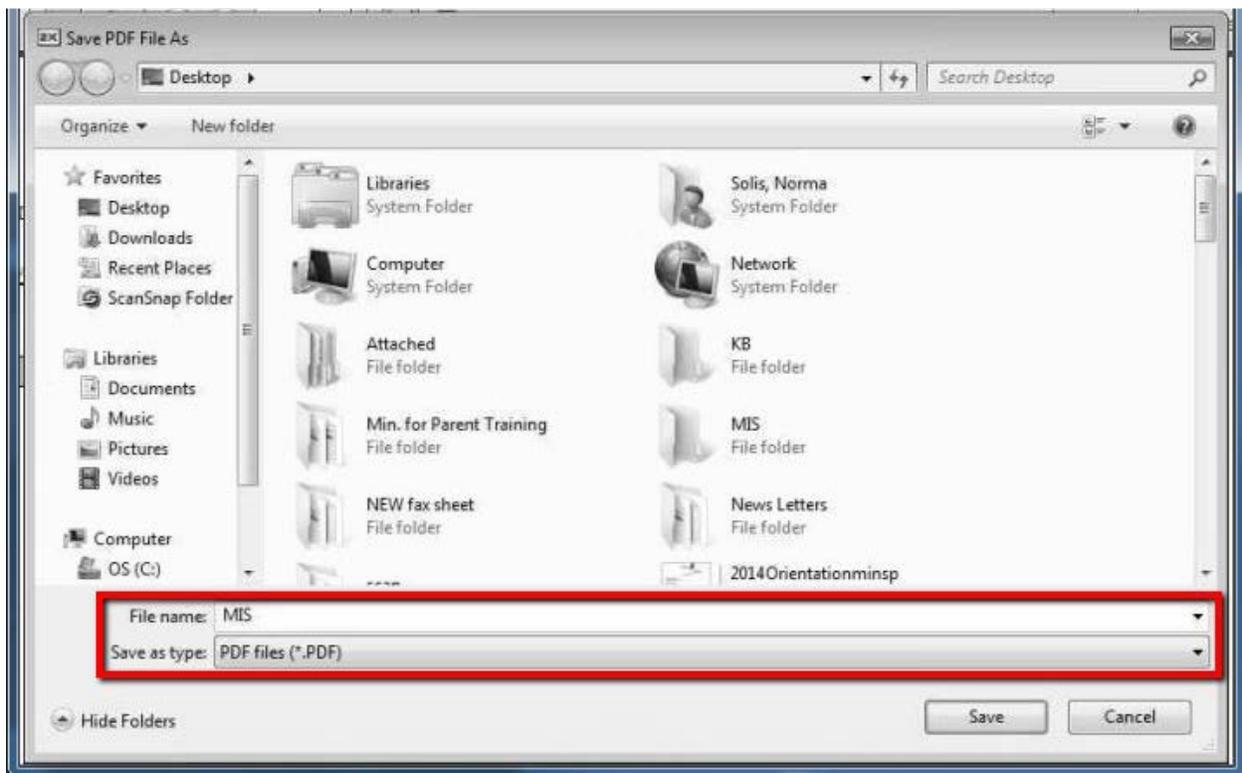
3. Choose *File*, then *Print*



4. Choose *Adobe PDF(redirect...)*



5. On the next screen name your file and choose PDF for Save As Type



6. The new PDF document will be generated and appear on TOP on your screen.
7. Be sure that the document you are adding your signature has the name that you gave in the bar at the top of the document.
8. After you save the document you can close it.
9. Follow the instructions below to complete signing.

## How to sign MIS using the pDocSigner

As many of you know signing MIS has had to change due to a recent update in Adobe.

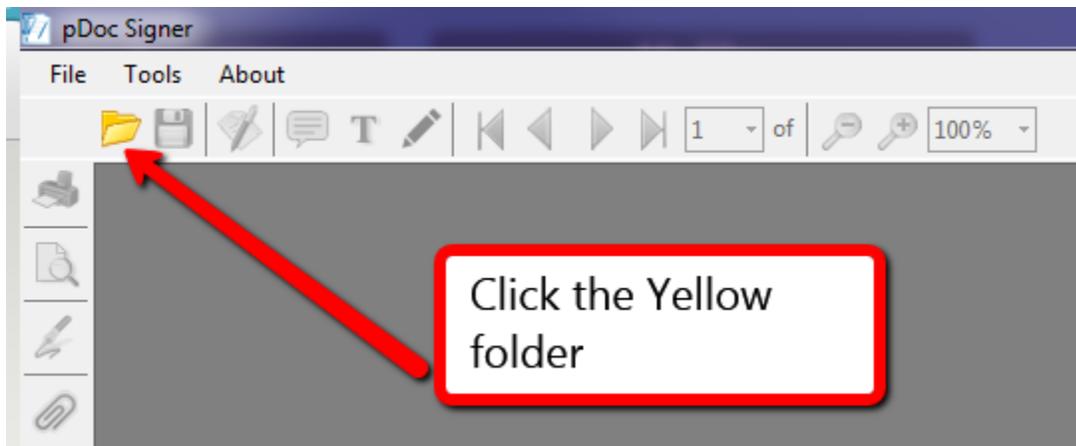
Please follow the directions below to sign your MIS from this point forward.

After you print your MIS to Adobe PDF(redirected) you will do the following:

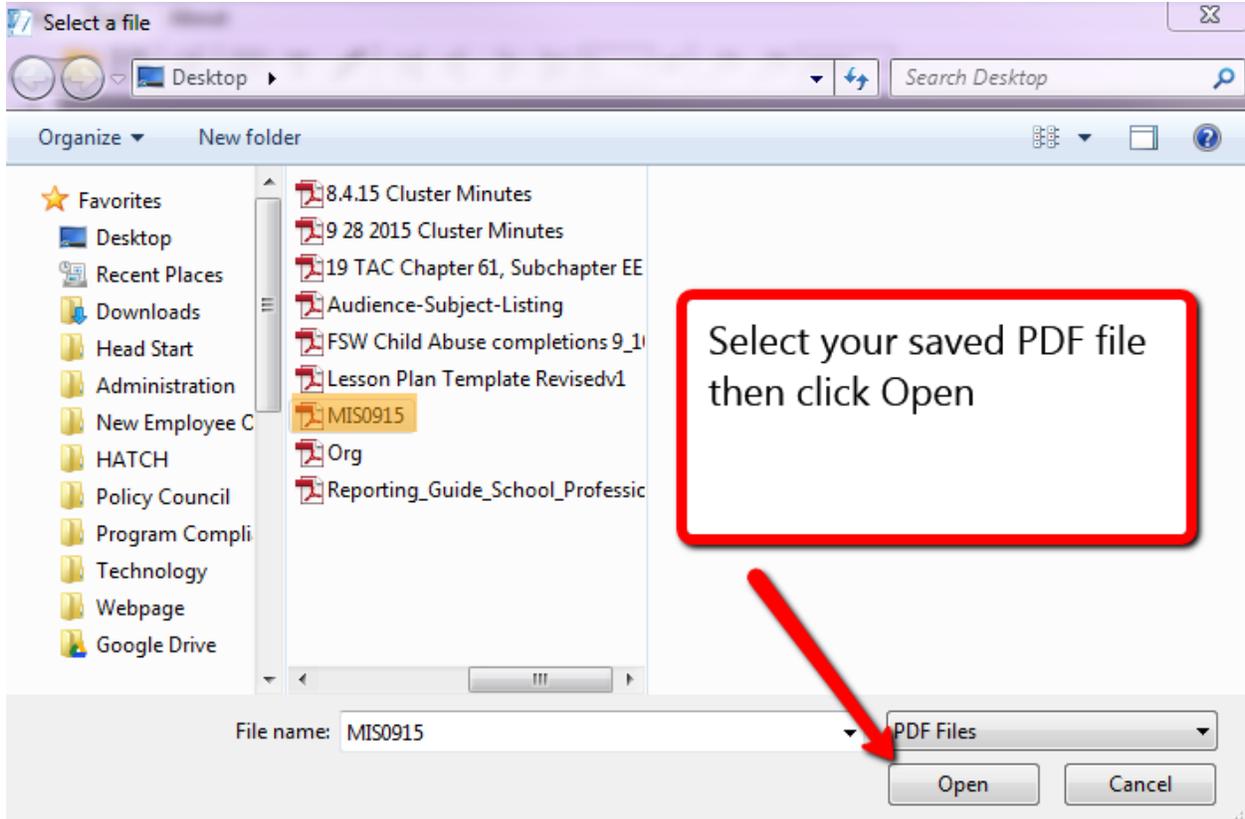
Find this icon on your desktop:



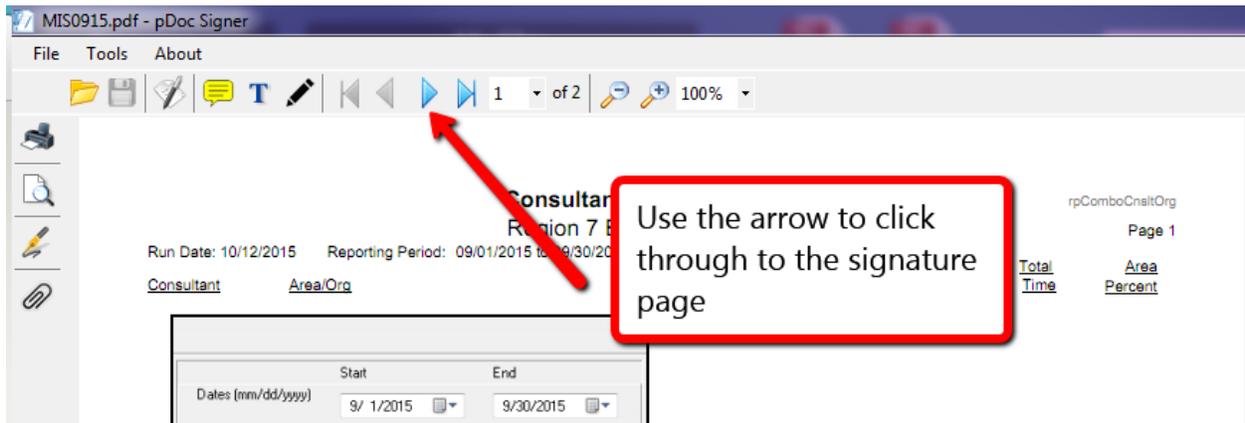
Click twice to open the program



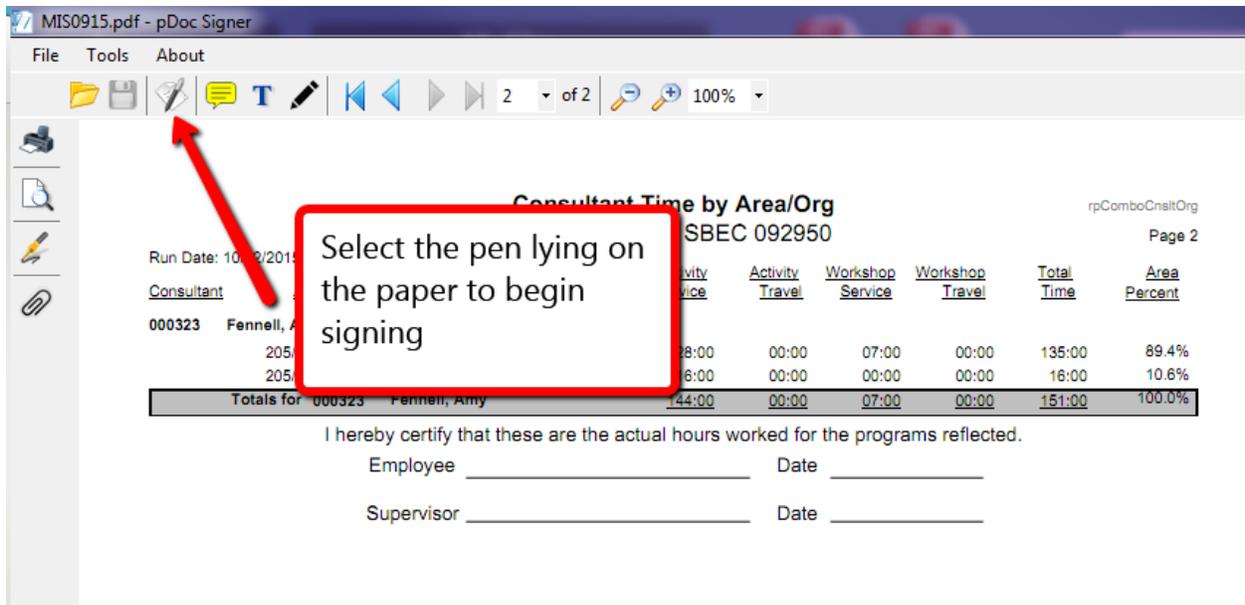
Click the Yellow Folder icon to open your saved MIS



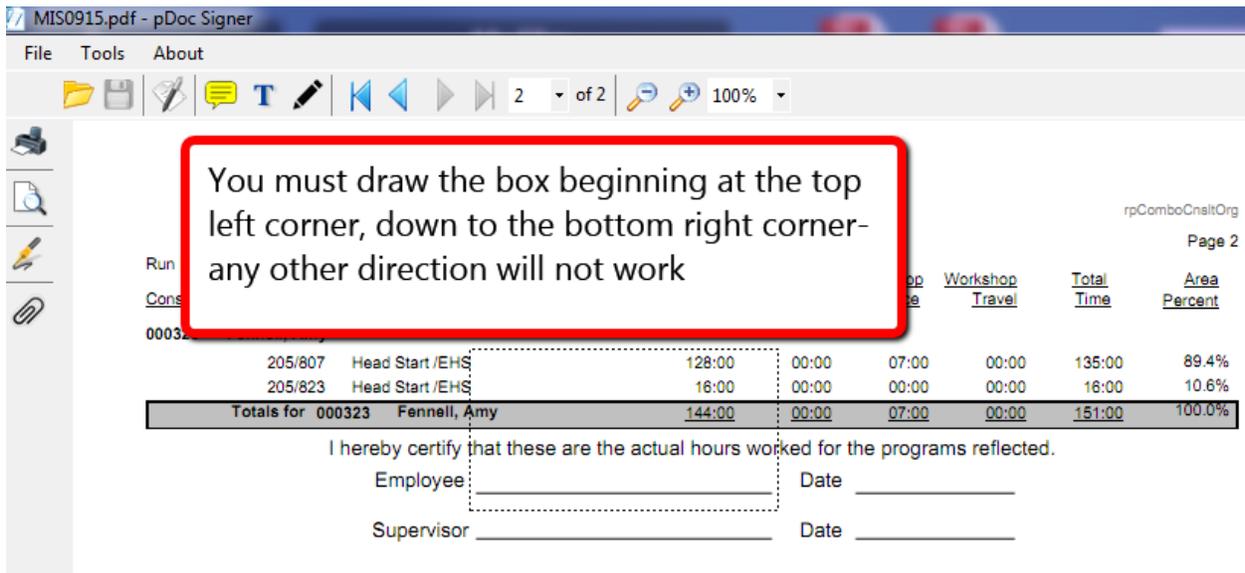
Select your saved PDF file and then click open



Use the arrow to click through to the signature page



Click the icon of the pen lying on the paper to initiate signing. Once you click the icon, when you move over the document you will see a crosshair (+), use this to draw your signature box on the signature line.



You must draw the box as indicated above, or you will have to start over. Look at the box that I drew and note that I drew a little below the line. You will need to play around with it to determine exactly where to draw the box.

Signature Capture

Signature Information

First Name(s):  Last Name:

Email:

Select Signer:

Signature Pad initialized properly. Start signing...

Clear OK Cancel

This signature box will appear. Sign your name, using the signature pad, in the space provided.

Signature Capture

Signature Information

First Name(s):  Last Name:

Email:

Select Signer:

Signature Pad initialized properly. Start signing...

Amy Terrell

Clear OK Cancel

Then select OK

Repeat the signing process to insert the date.

MIS0915.pdf - pDoc Signer

File Tools About

2 of 2 100%

Click the save icon to save the document

Consultant Time by Area/Org  
 on 7 ESC - SBEC 092950  
 09/30/2015

Run D	Activity Service	Activity Travel	Workshop Service	Workshop Travel	Total Time	Area Percent
00032	128:00	00:00	07:00	00:00	135:00	89.4%
	16:00	00:00	00:00	00:00	16:00	10.6%
<b>Totals for 000323 Fennell, Amy</b>						
	144:00	00:00	07:00	00:00	151:00	100.0%

I hereby certify that these are the actual hours worked for the programs reflected.

Employee Amy Fennell Date 10/12/15

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Click the Disc save icon to save the document. You may then close the program.

You have successfully signed your MIS and you can attach it to an email to send in.

10.