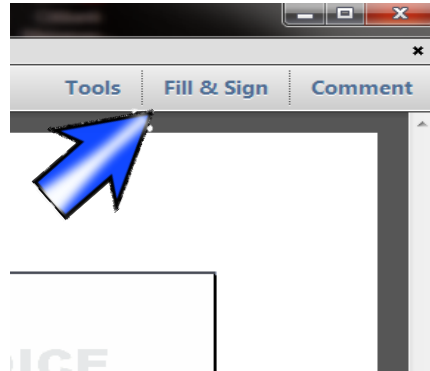
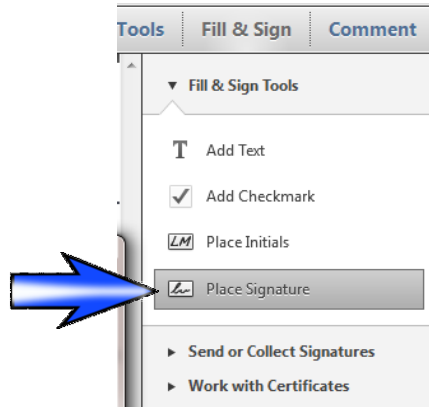


# How to electronically sign a PCard Invoice

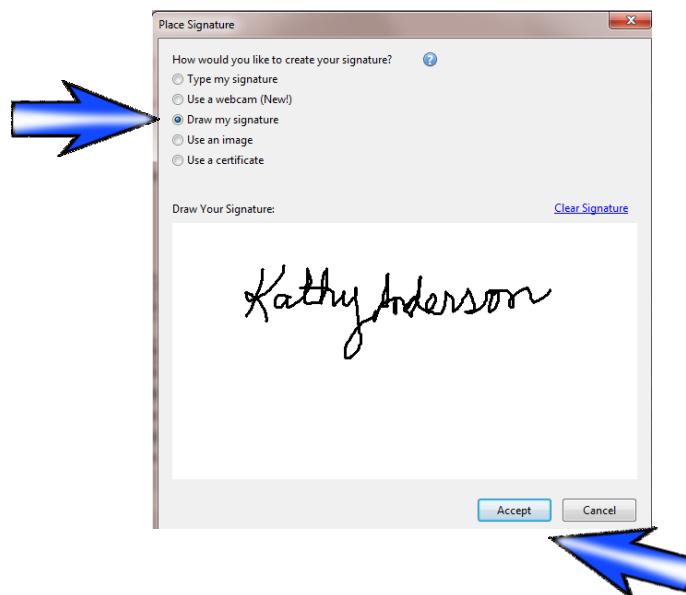
1. Open your PDF file in Adobe.
2. Click on the Fill & Sign Tab in the upper right corner.



3. Choose "Place Signature"



4. Choose "Draw My Signature" and then use your mouse to draw your signature in the space provided. Click "Accept".



5. Now you can place the signature on your invoice.

**Logo** **Your Company Name** **INV**  
Street Address  
City, ST ZIP Code  
Phone Number, Web Address, etc. **DATE:**  
**INVOICE #**

**Bill To:** C1007  
ABC Company  
123 Big Forest Valley  
Ottawa, On Z12345  
Canada

**Ship To:**  
SH Name 1  
SH Address 1  
SH CityState 1  
USA

*Kathy Anderson*

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms
0200612005	Sales1	11/17/2006	UPS	

Product ID	Description	Quantity	Unit Price
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6. Your signature will be saved. Next time you will simply click “Fill and Sign” and Select “Place Signature” and your signature will be ready to use.

**Tools** **Fill & Sign** **Comment**

▼ **Fill & Sign Tools**

- T** Add Text
- Add Checkmark
- LM** Place Initials
- LM** Place Signature

► **Send or Collect Signatures**

► **Work with Certificates**