Contra Costa Community College District **ELECTRONIC VOUCHER LABEL**

Invoice # _____ Invoice Date _____

Vendor # _____ BC/PO/BPO # _____

GL # _____

GL # _____

Mgr. Approval _____

Location Business Officer Approval _____

Voucher No. _____

How to Sign Using a Digital ID (You must have Acrobat DC to use this)[1]

1. **Create** a Digital ID (with password) by following the steps below. If you already have a Digital ID, skip to Step 2.

    a. Open Acrobat DC and **Click** Edit → Preferences → Signatures → More in Identities and Trusted Certificates → Add ID → Add a new digital ID I want to create now → follow wizard and create password → Save and exit Preferences

       For detailed instructions and screen shots use link below:
       https://helpx.adobe.com/acrobat/using/digital-ids.html

2. **Open** pdf document to sign → **Click** on a flagged signature line

3. When the "Sign as "Jane Doe"" box opens, enter your password and **Click** "Sign"

4. Choose where you want the signed document saved and forward as needed for processing.

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[1] Go to adobe.com and sign in using "@email.4cd.edu". This will take you to your District log in to download Acrobat DC if you don't already have it.