



Indiana Department of Administration  
PROCUREMENT DIVISION

# Internal Signing





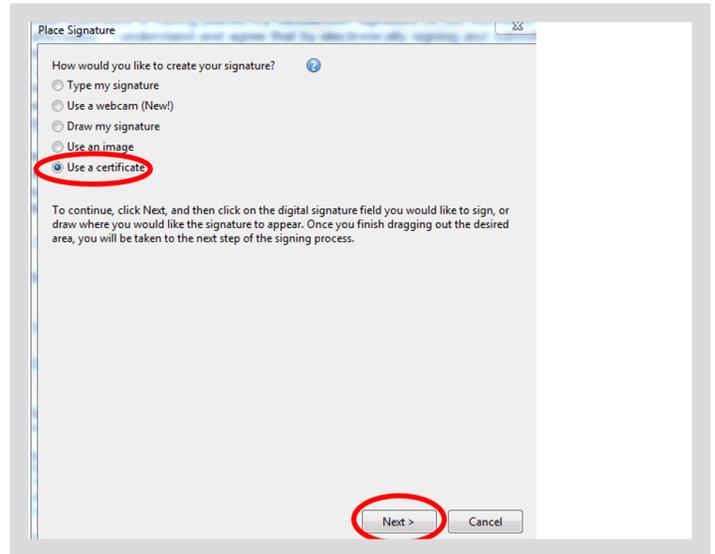


# eSign the .PDF Contract Document

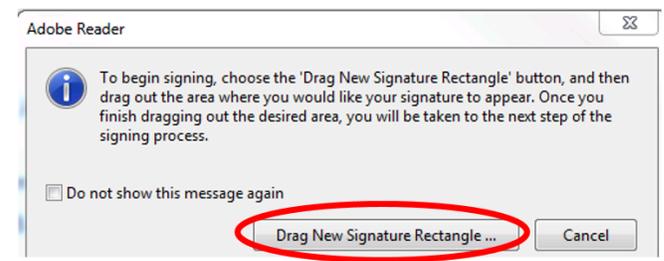
## Sign the Contract

The signature tool in Adobe Reader will allow placement of an electronic signature on the contract.

1. **Scroll to the place in the document where the signature needs to be placed**
2. **Open the Place Signature Menu**
  - a. Click **Sign (or Fill/Sign)** on the right hand column menu
  - b. Click the **Place Signature** Drop Down
  - c. Select **Use a Certificate**
  - d. Click **Next**

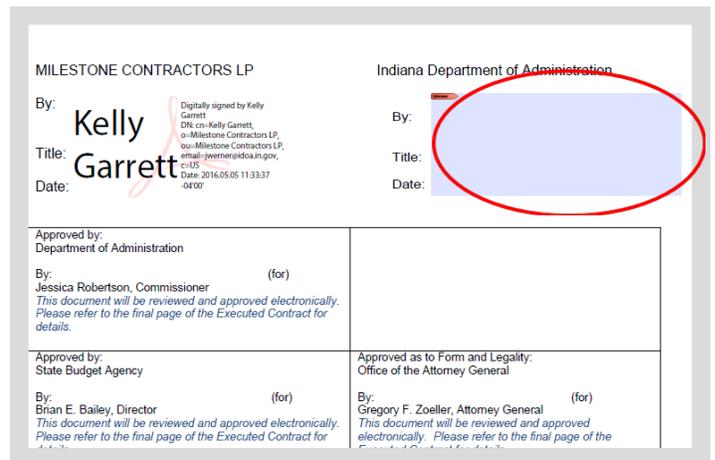


- e. Click **Drag New Signature Rectangle**



3. **Create the signature box**
  - a. Click **Drag New Signature Rectangle...**
  - b. **Draw** a signature box within the signature area (similar to the screen shot provided)

An Add digital ID pop-up box will appear



## Sign the Contract Cont...

- c. If it is the **first time** creating a digital signature, the **A new digital ID I want to create now**

*\*Next time signing...*

- d. Click **Next**

- e. Select **Windows Certificate Store**

- f. Click **Next**

- g. Complete the **fields** with the **correct information**

Make sure the **Use digital ID for:** drop down has **Digital Signatures** selected

- h. Click **Finish**

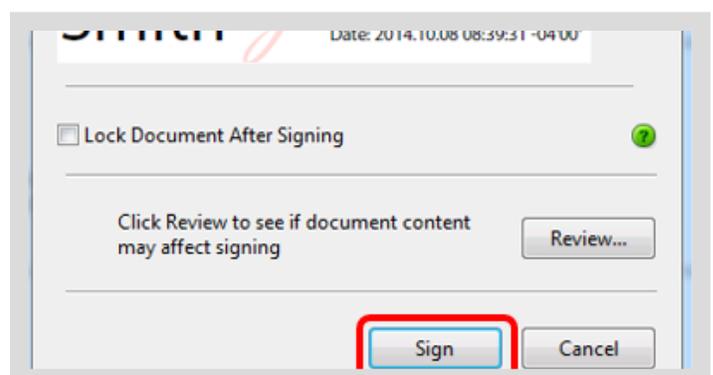
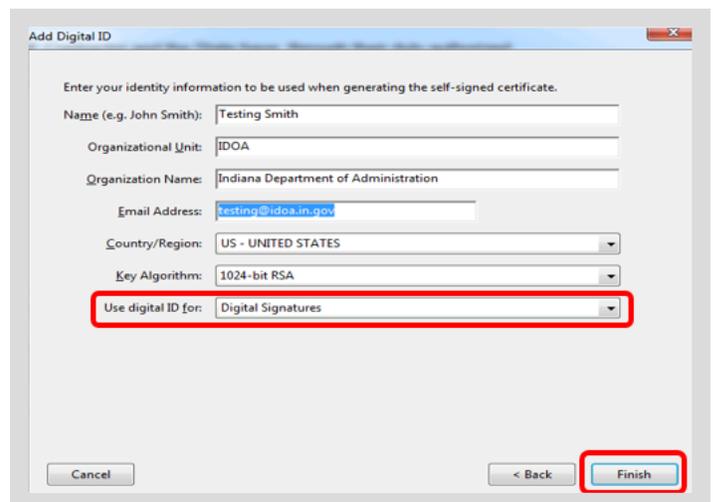
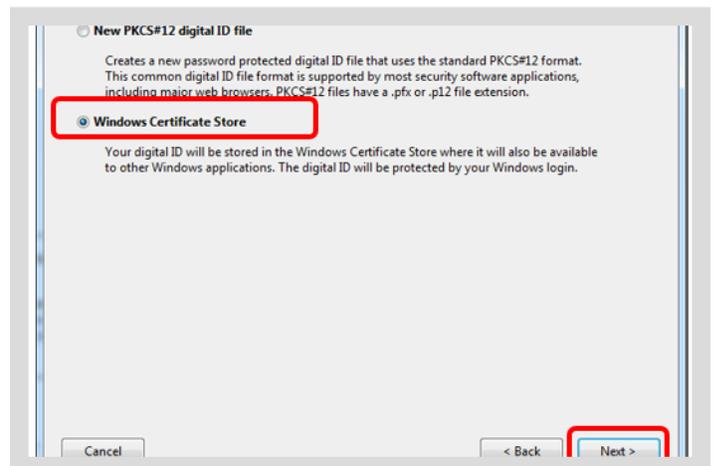
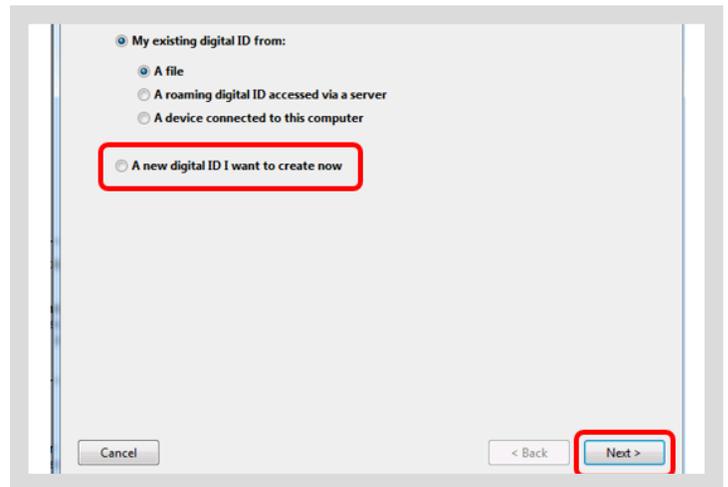
A sample of the digital signature will pop-up

- i. Click **Sign**

There will be a prompt to save the file (Save it to a proper location/ folder)

The signature with credentials will populate the box

*\*Tip...*



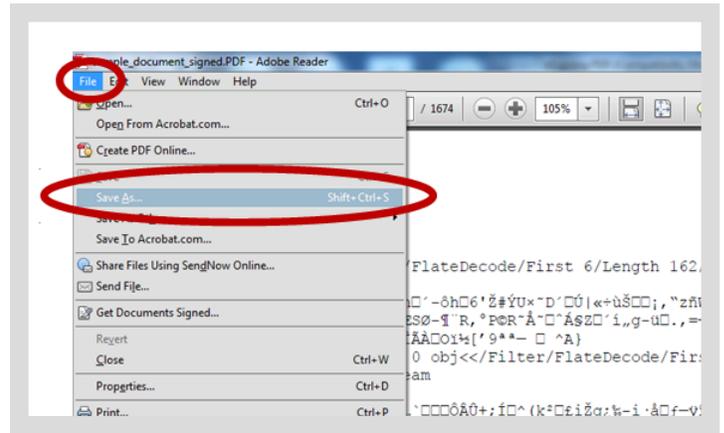
# Save the eSigned Contract Document

## Save the Contract

After reviewing and electronically signing the contract, the document needs to be saved.

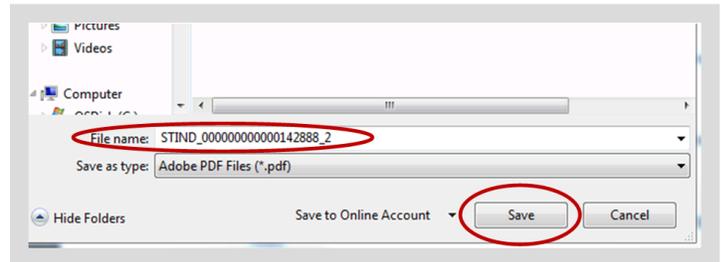
1. **Click File, Save from the top menu navigation**

This will open the window to complete the next steps

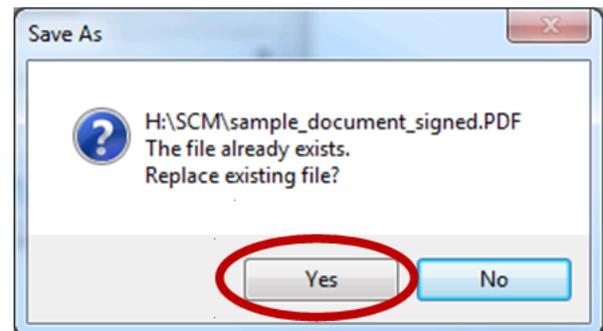


2. **Save the signed document in the same directory folder/location as the original file, replacing it.**

A pop-up message will warn that the file already exists and ask if replacing existing file.



3. **Click Yes**



# Upload the eSigned Contract Document

## Upload the Signed Contract

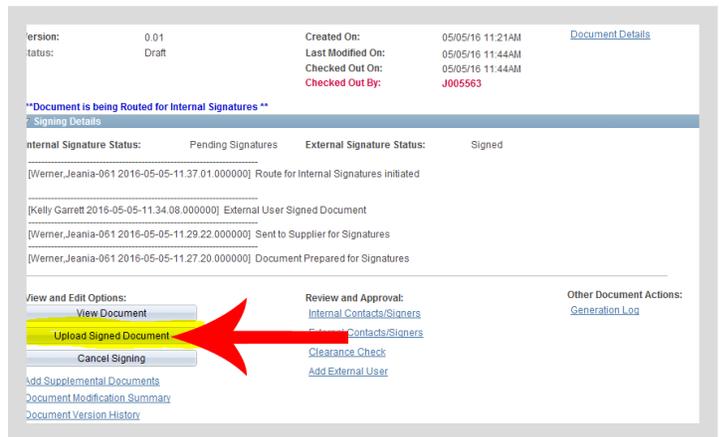
Once signed, the revised document (with the same name) must be uploaded back into PeopleSoft.

### 1. Login to PeopleSoft

See page 3 of this guide for navigation instructions.

### 2. Click Upload Signed Document

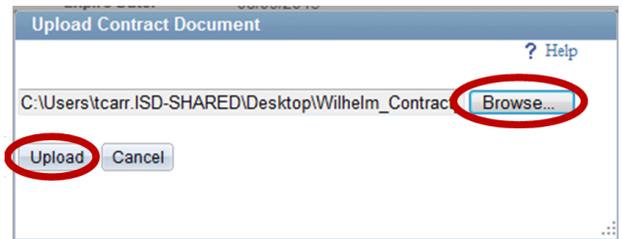
A pop-up window will open to locate the signed contract in the file directory where it was saved.



### 3. Click Browse to locate the document

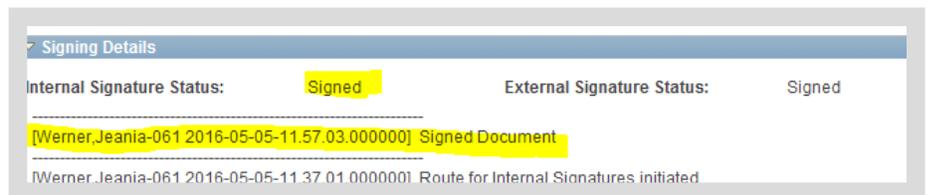
Select the appropriate file and click Open.

### 4. Click Upload



### 5. Notice the updated Signing Details

The Signing Details list will indicate that the document has been signed



### 6. Sign Out of PeopleSoft

This is the last step of eSigning a Contract in this phase of the contracting process. If other contract documents require action, use the Worklist to locate and fulfill the necessary tasks.

