# Procedure to e-sign travel form

*Use the Adobe program for this procedure; you will not be able to e-sign if you open it in a browser. **If there are any revisions that need to be made, a new document will need to be created and then re-e-signed. For this reason, I strongly suggest that an unsigned copy is saved by the submitter as well as a signed copy.**

1. You will need to e-sign your completed travel form. Click on the "signature" box directly below the required "name" box.
2. If you do not have a digital signature, follow the preceding steps. If you do have a digital signature, skip to step 8 on page 3.
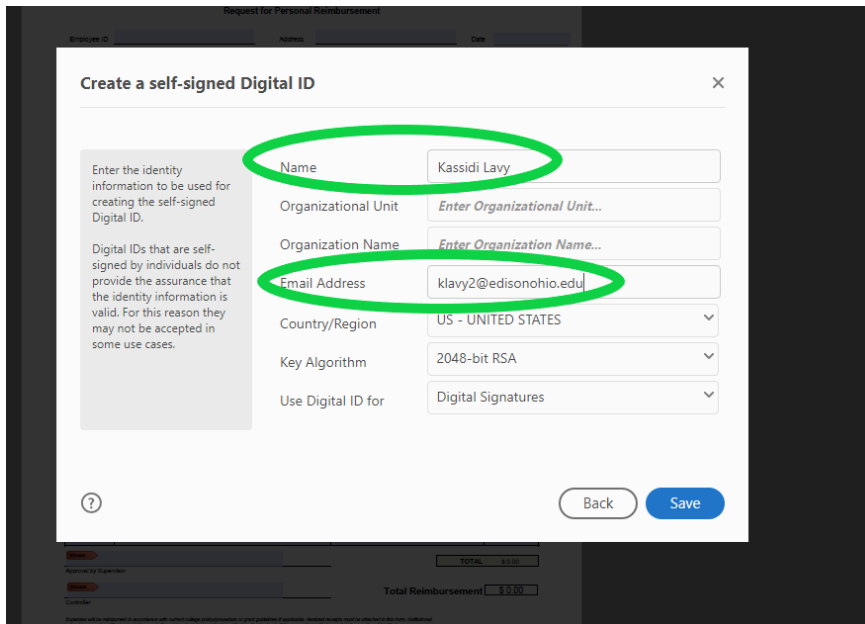3. Choose "configure digital id" (see screenshot below)
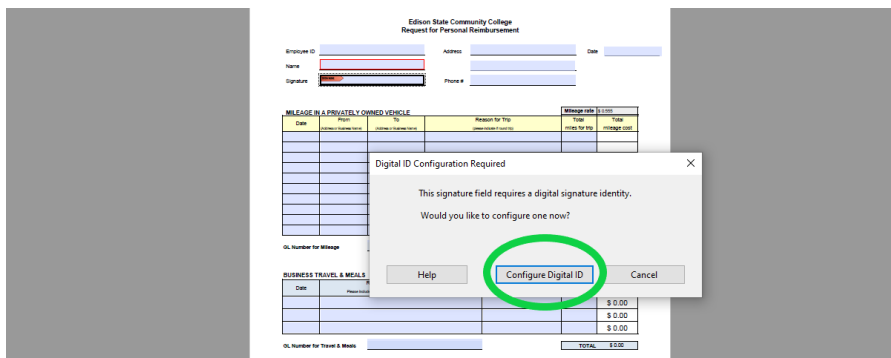
4. Choose "create a new digital id" (see screenshot below) & click "continue".
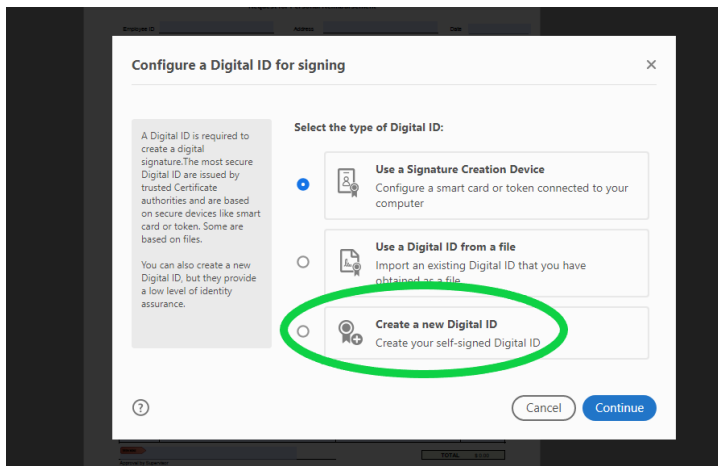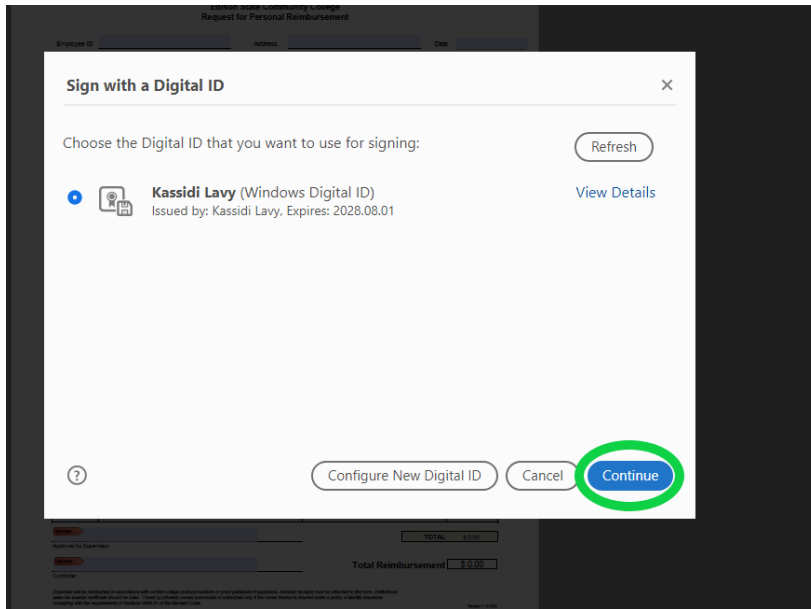
5. Choose "save to windows certificate store" (see screenshot below) & click "continue".
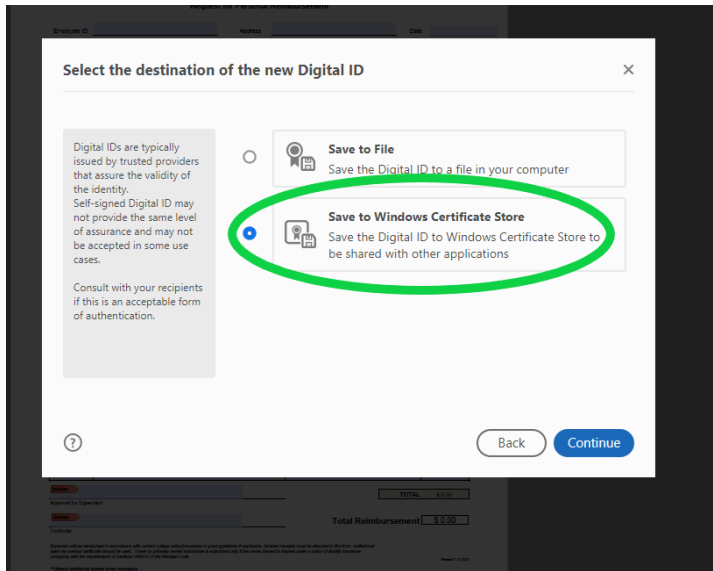
6. There are 2 fields required on this screen: name and email address. Type your name and email address in the appropriate boxes (see screenshot below) and click "save".
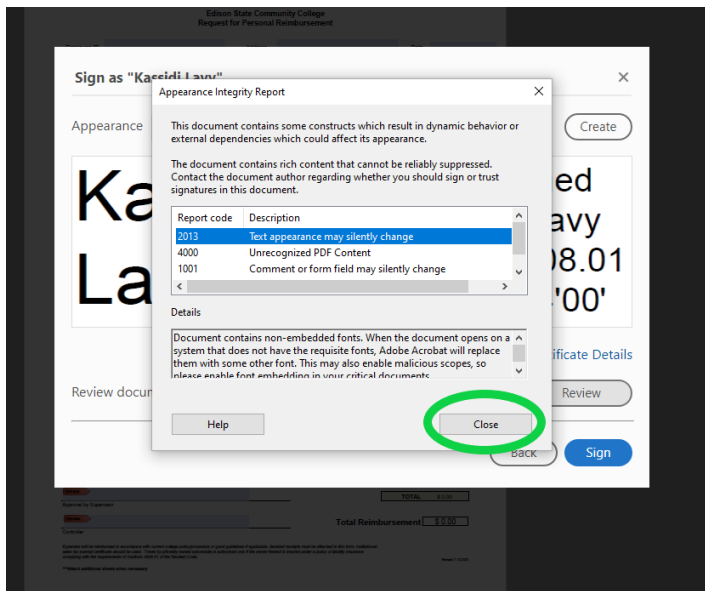
7. Click "continue" (see screenshot below) to continue with the newly created digital id.

8. If required, click "review" (see screenshot below) to review document content that may affect signing.
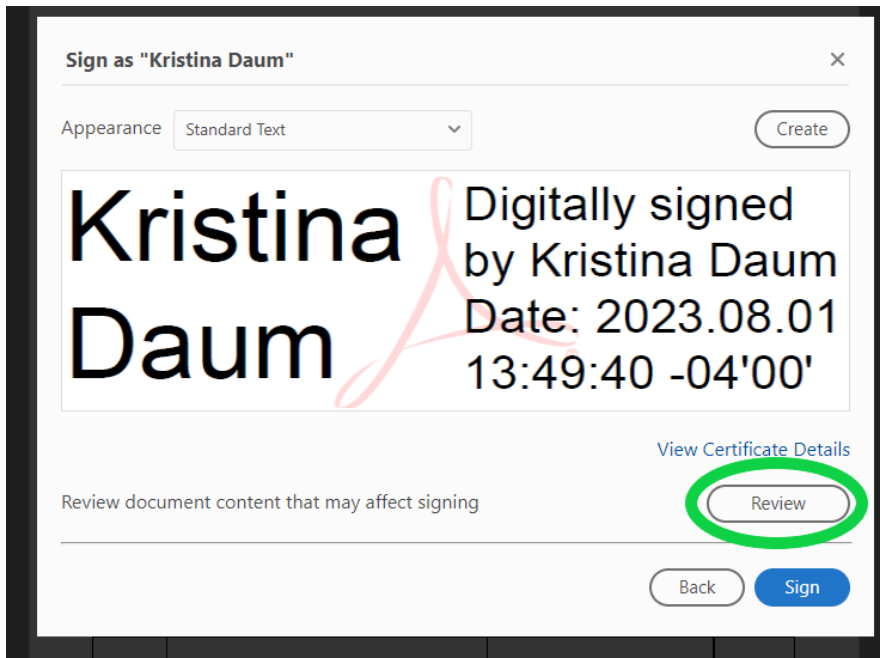
9. Click "close" after reviewing (see screenshot below).

10. Click "sign" (see screenshot below). Your digital signature is complete on this form!

11. You will now email this e-signed form to both your supervisor that would sign it and payables@edisonohio.edu. The Purchasing Coordinator will make sure there are no changes that need to be made by the submitter before sending it to both your supervisor and the Controller for e-signatures. If changes need to be made or there are questions, the Purchasing Coordinator will contact the submitter about them. **If there are any revisions that need to be made, a new document will need to be created and then re-e-signed. For this reason, I strongly suggest that an unsigned copy is saved by the submitter as well as a signed copy.**