

Domestic Violence Housing & Support Services

How to:

Save & Electronically Sign your DVHSS Invoices

Due to the difficulties in viewing invoices that are scanned, the following instructions should allow you to efficiently save your invoices as PDFs and provide an electronic signature (e-signature) for easy submission. This process would **eliminate** your need to print out your invoice, manually sign and scan.

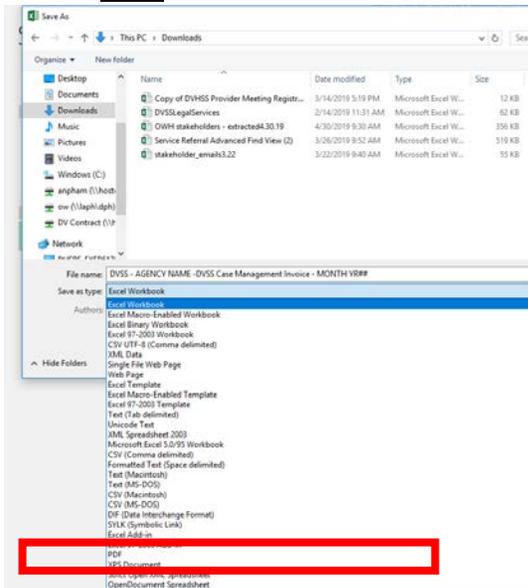
If you need to download Adobe Acrobat Reader (free), visit: <https://get.adobe.com/reader/>

1. After completing your monthly invoice, **save it as a PDF.**
It should be saved in Legal size paper (8.5"x14")

There are 2 ways to do this:

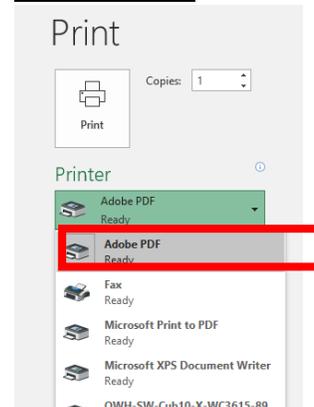
a. **METHOD #1**

Click **FILE** > **SAVE AS** > SAVE AS TYPE:
select **PDF** (under "File Name")



b. **METHOD #2**

Click **PRINT** > under Printer, select
ADOBE PDF



2. Once it is saved as a legal sized PDF, open the PDF. You will now need to e-sign the PDF.

