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: <u>https://get.adobe.com/reader/</u>

- 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. <u>METHOD #1</u> Click FILE > SAVE AS > SAVE AS TYPE:

select **PDF** (under "File Name")

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 b. <u>METHOD #2</u> Click <u>PRINT</u> > 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.

Instructions (Cont'd).

3. At the menu bar, click **VIEW** > **TOOLS** > **FILL & SIGN** > **OPEN**



4. Once the Fill & Sign menu has opened, click the quill "Sign" image and click ADD SIGNATURE



5. A box will open. You can choose to type out your name or draw/sign your signature. Once done, click **APPLY**



6. Place your new e-signature onto the PDF document in the field "Contractor's Authorized Representative's Signature."



7. Save the PDF, and email to us, as usual to <u>OWHInvoice@Ph.lacounty.gov</u>