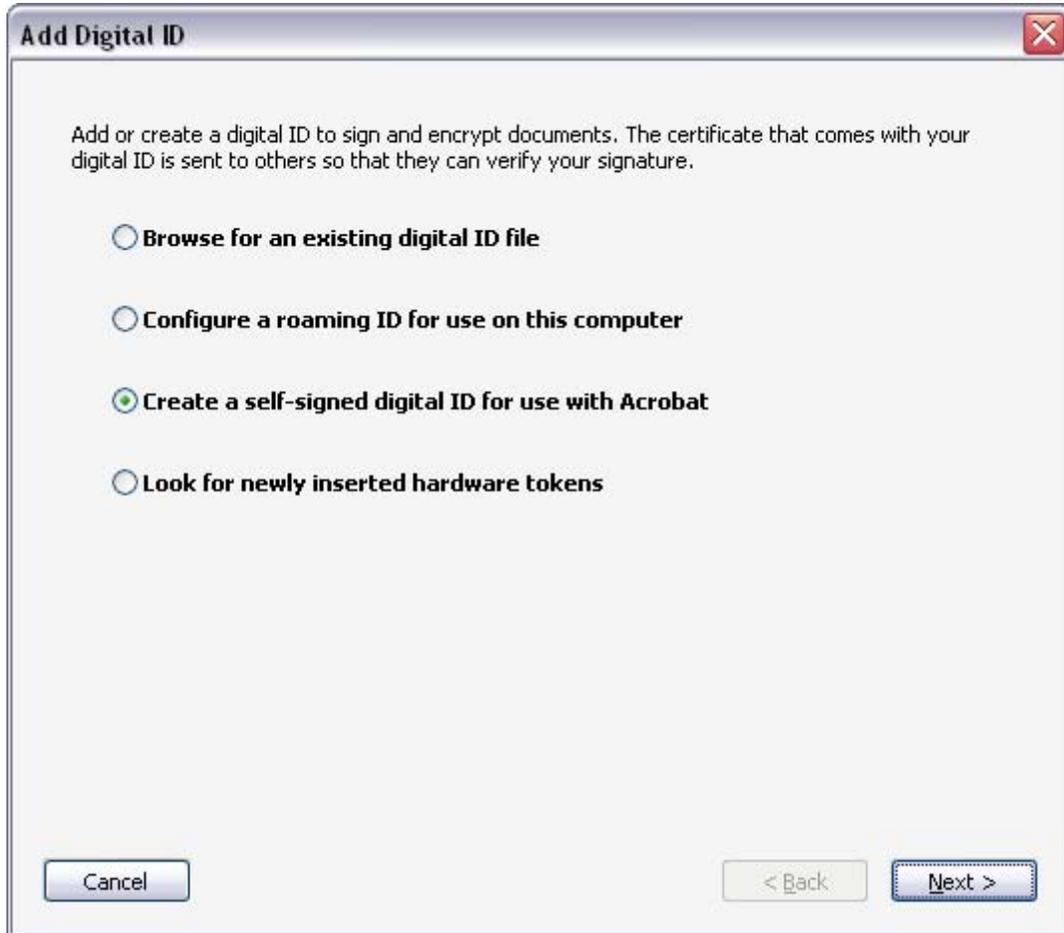


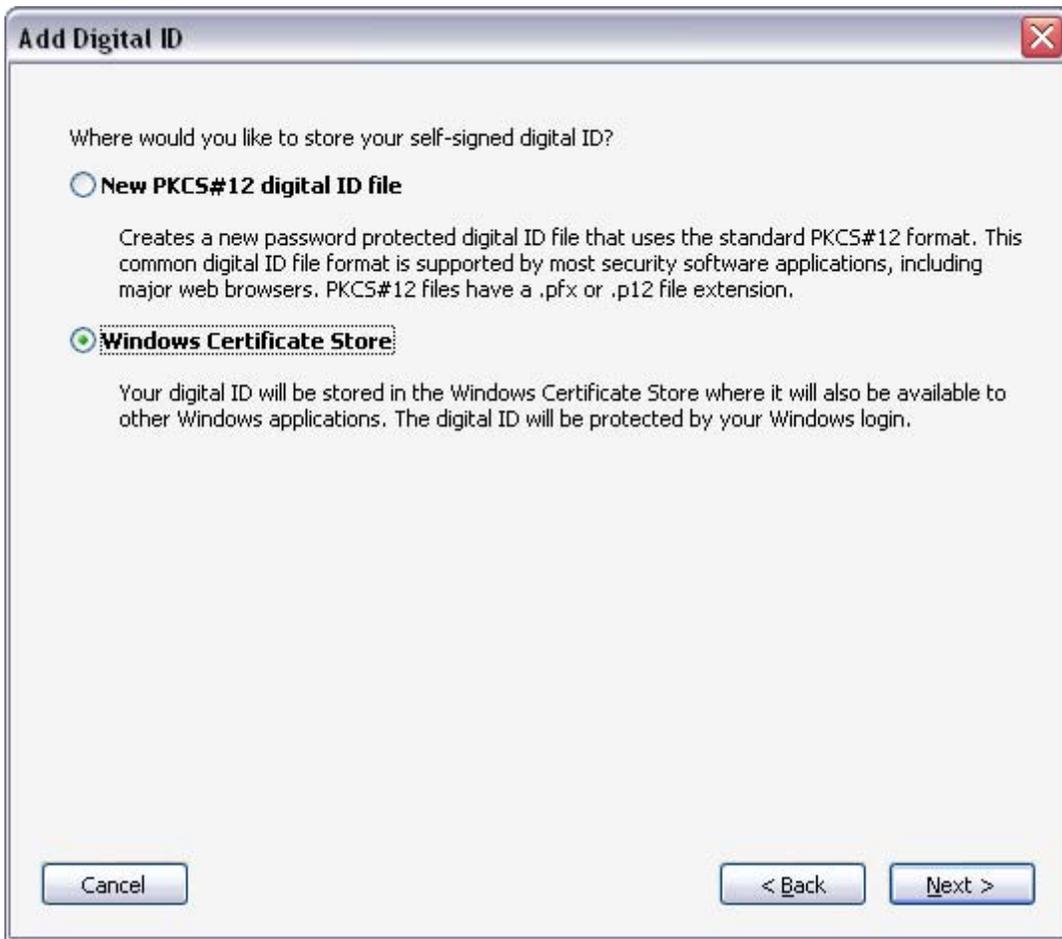
How to create an electronic signature in Adobe Reader:

Step 1: Click on the pen icon and select Sign Document or select from the menu Document, Sign, Sign Document.

Select choice shown below the hit Next:



Step 2: If you wish to NOT use a password each time you sign a document and have the signature security based on your Windows login, select the option below then hit Next (see Step 5 below if you wish to use a password each time you sign a document):



Step 3: The following box will appear on your screen.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Finish

Complete the information to identify yourself in the signature box which will appear on signed documents, then hit Finish.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Step 4: The following image will appear on your screen. Click Sign. You will be required to save the document.



Your new digital signature will appear on the document with a date and time stamp.

ExternallInvoice-Master-TEST1.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Sign Review & Comment Find

Please fill out the following form. You can save data typed into this form. Highlight Fields

Contact Phone: Ext: Must reference Invoice No. on Payment

| Quantity | Description of Services | Unit Amt | Total Amount |
|----------------------|-------------------------|----------|--------------|
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| TOTAL INVOICE AMOUNT | | | 0.00 |

UNIVERSITY DEPARTMENT USE ONLY

| All fields must be completed by issuing department | 6-Digit Banner Fund | 6-Digit Account No. | 5-Digit Org | Total |
|--|---------------------|---------------------|-------------|------------------|
| Issuing Dept: | | | | |
| Dept Contact: | | | | |
| Dept Email: | | | | |
| Dept. Telephone : (910) 962- | | | | |
| | | | | Total Due \$0.00 |



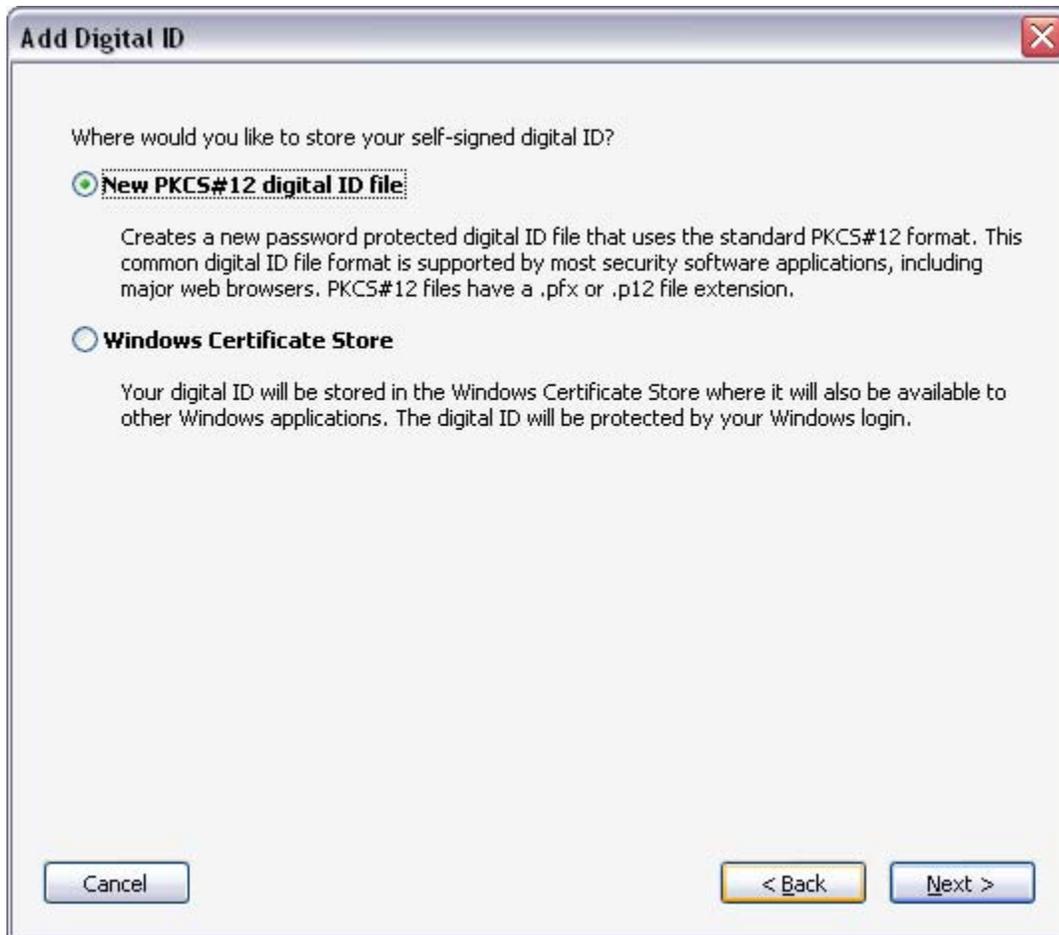
Digitally signed by Brent Hinnant
DN: cn=Brent Hinnant, o=NorthCarolina, postalCode=27513, email=bhinnant@nc.gov, c=US
Date: 2009.08.04 10:12:13 -0400

Submit to Billing

Budget Authority _____ Billing Manager _____

Per G.S. 147 -86.22 the State Controller, in conjunction with the Office of the Attorney General, has mandated that all state agencies establish policies and procedures to govern techniques for collection of accounts receivable. These techniques shall include use of credit reporting bureaus, judicial remedies authorized by law, and administrative setoff by a reduction of an individual's tax refund pursuant to the Setoff Debt Collection Act, Chapter 105A of the General Statutes, or a reduction of another payment, other than payroll, due from the State to a person to reduce or eliminate an accounts receivable that the person owes the State.

Step 5: Alternatively, if you would like to use a password each time you sign a document, when you get to Step 2 select the choice shown below:



Step 6: After Step 3, the following box will appear.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

Type in a password and confirm the password.

NOTE: Make sure you remember this for later use!

Add Digital ID

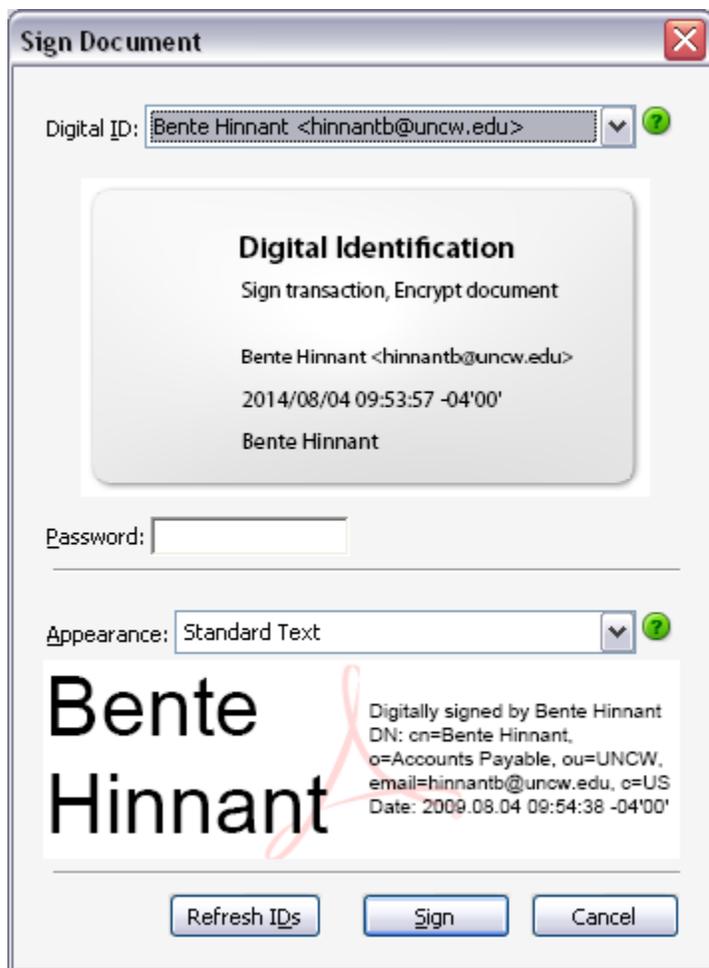
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

Confirm Password:

The following box appears requiring your password.



Enter your password in the Password box and click Sign. You will be required to save the document.

Your new digital signature will appear on the document with a date and time stamp.

ExternallInvoice-Master-TEST1.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 100% Sign Review & Comment Find

Please fill out the following form. You can save data typed into this form. Highlight Fields

Contact Phone: Ext:

| Quantity | Description of Services | Unit Amt | Total Amount |
|----------------------|-------------------------|----------|--------------|
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| | | | 0.00 |
| TOTAL INVOICE AMOUNT | | | 0.00 |

UNIVERSITY DEPARTMENT USE ONLY

| <i>All fields must be completed by issuing department</i> | 6-Digit Banner Fund | 6-Digit Account No. | 5-Digit Org | Total |
|---|------------------------|------------------------|-------------|------------------|
| Issuing Dept: | | | | |
| Dept Contact: | | | | |
| Dept Email: | | | | |
| Dept. Telephone : (910) 962- | | | | |
| | | | | Total Due \$0.00 |



Digitally signed by Bette Hinnant
DN: cn=Bette Hinnant, o=Accounts
Payable, ou=HICM,
email=hinnant@uncw.edu, ou=IS
Date: 2009.08.04 10:12:13 -0400

Budget Authority

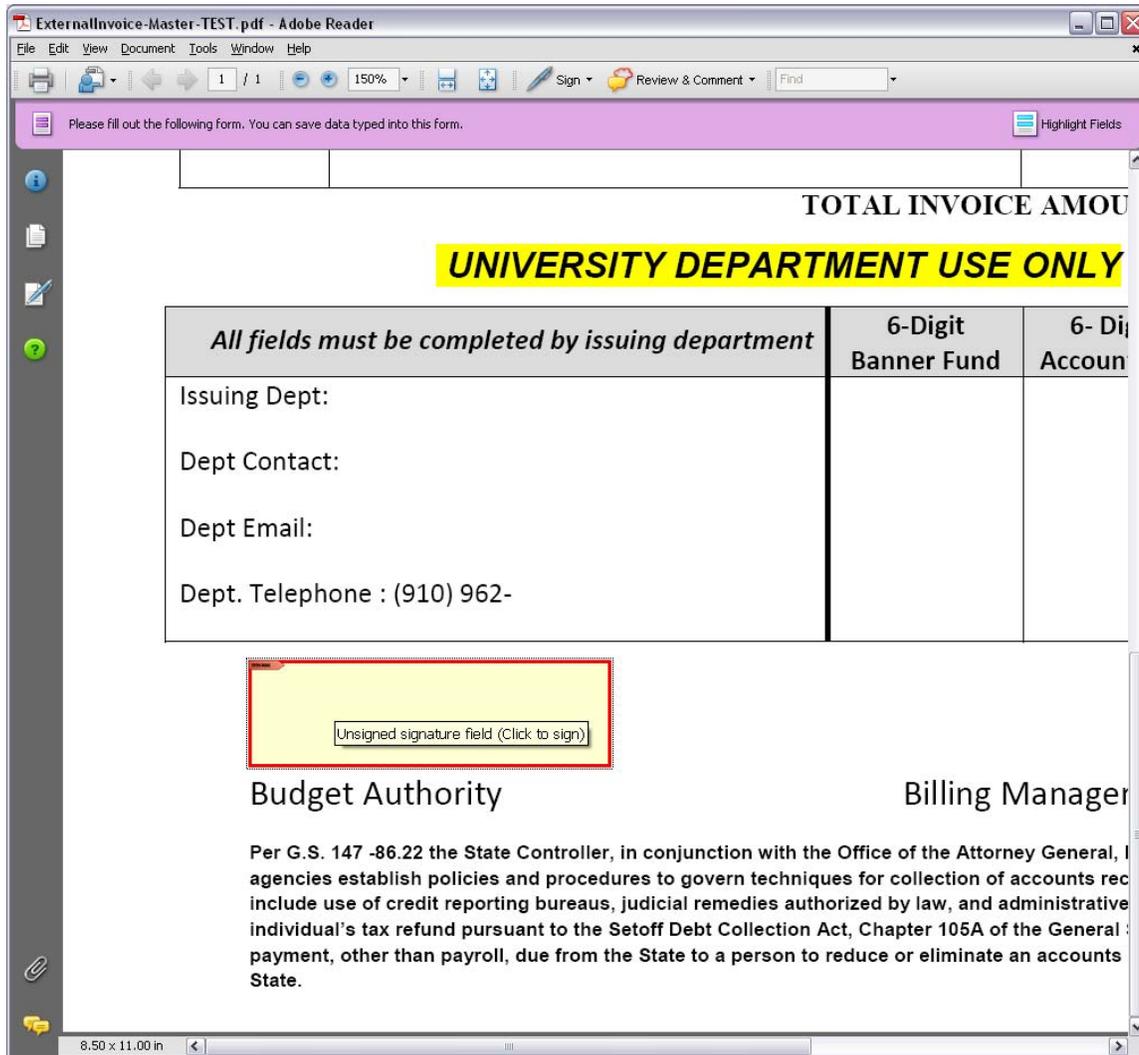
Billing Manager

Submit to Billing

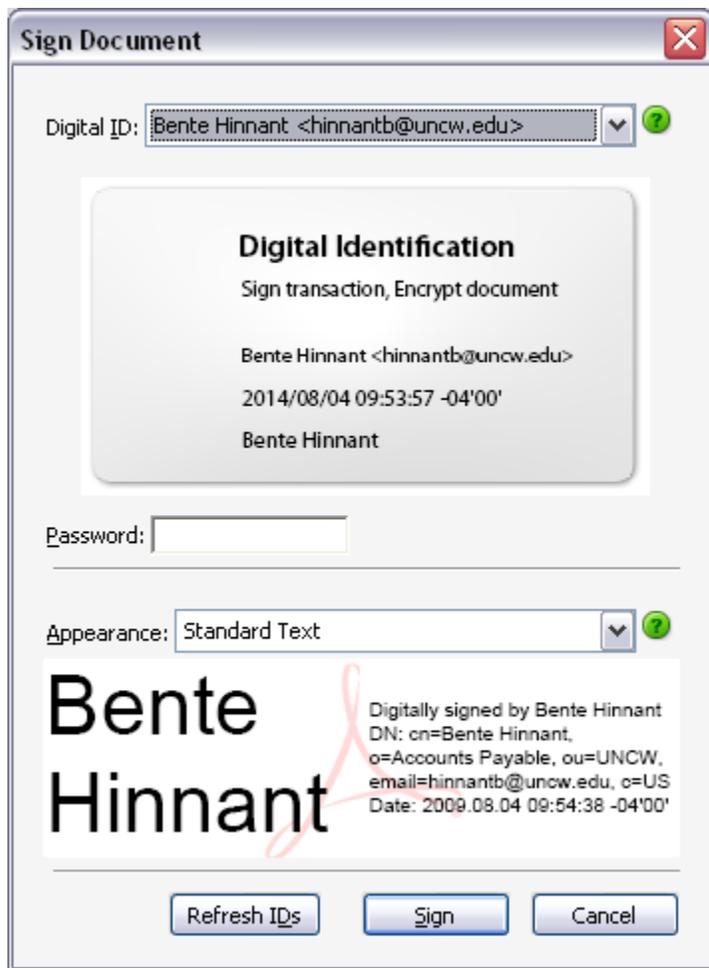
Per G.S. 147 -86.22 the State Controller, in conjunction with the Office of the Attorney General, has mandated that all state agencies establish policies and procedures to govern techniques for collection of accounts receivable. These techniques shall include use of credit reporting bureaus, judicial remedies authorized by law, and administrative setoff by a reduction of an individual's tax refund pursuant to the Setoff Debt Collection Act, Chapter 105A of the General Statutes, or a reduction of another payment, other than payroll, due from the State to a person to reduce or eliminate an accounts receivable that the person owes the State.

Step 7: In the future to sign a document do one of the following:

- click on the red signature flag as shown on the form below
- select the pen icon and select Sign Document
- select in the menu options Document, Sign, Sign Document.

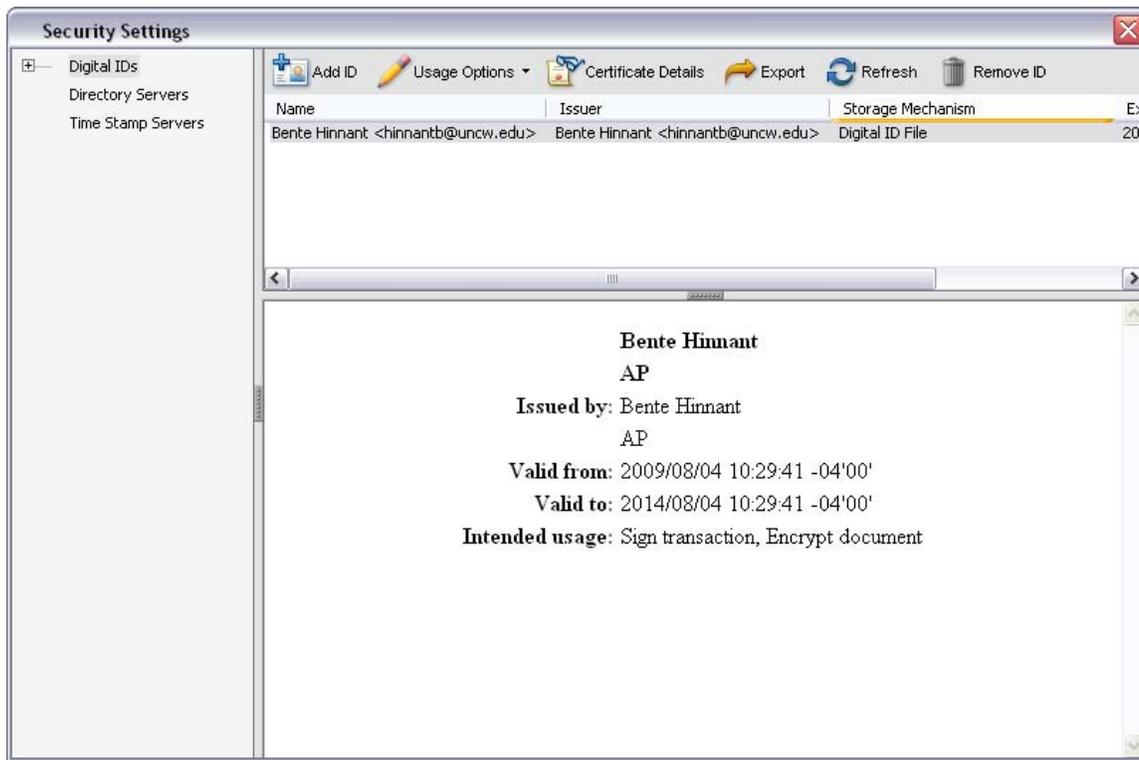


Step 8: If you do not need a password to sign, your signature or Digital ID will appear on the PDF form. If you do require a password then the following box will appear:

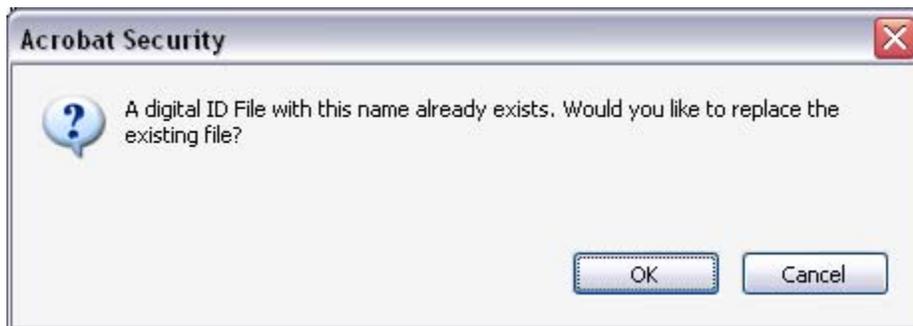


Enter your password you assigned to your Digital ID in Step 6.

Step 9: If you require a password and have forgotten it, select from the menu Documents and Security Settings. You will see the box below. Select Add ID from the menu and follow Steps 1, 5 and 6 above to create a new Digital ID with a password.

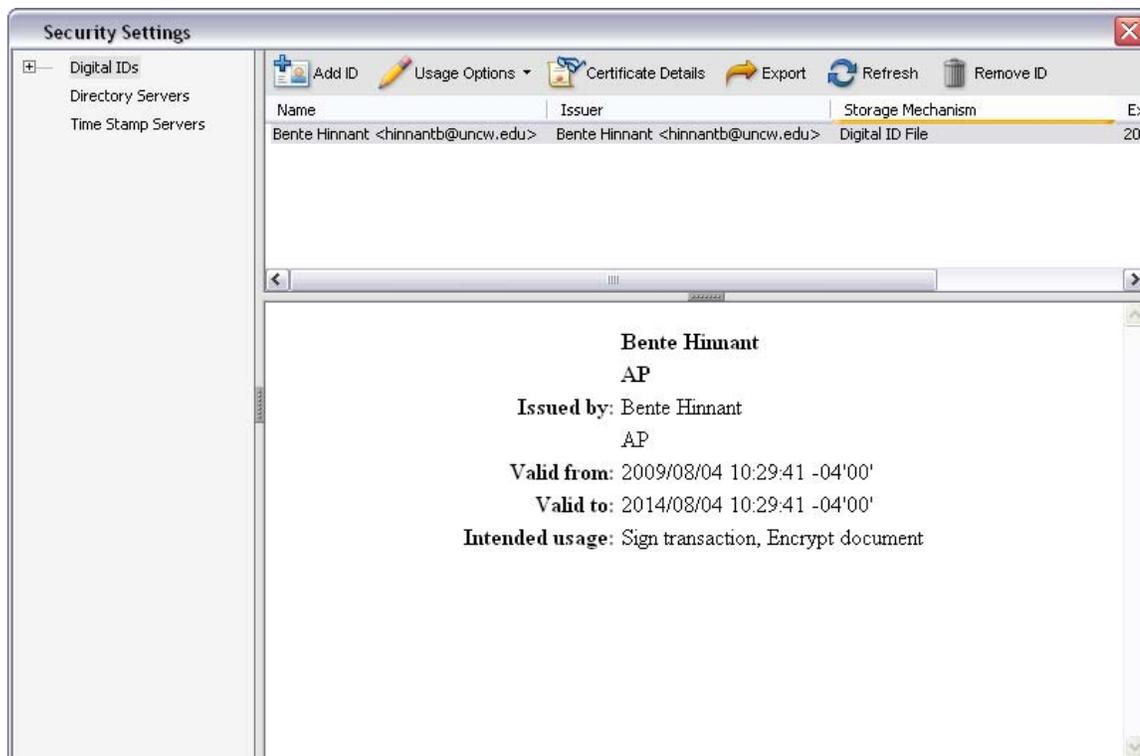


Step 10: Once you assign a new password and confirm it, you will see the following question:



Click OK and this new password will replace the old one that you had forgotten.

Step 11: If you do not require a password and you want to remove a Digital ID, select from the menu Documents and Security Settings. You will see the box below.



Select Remove ID from the menu. You will see the following question:



Click OK to remove the Digital ID. If you want to create a new one, you can follow the steps above for a Digital ID with a password or without.