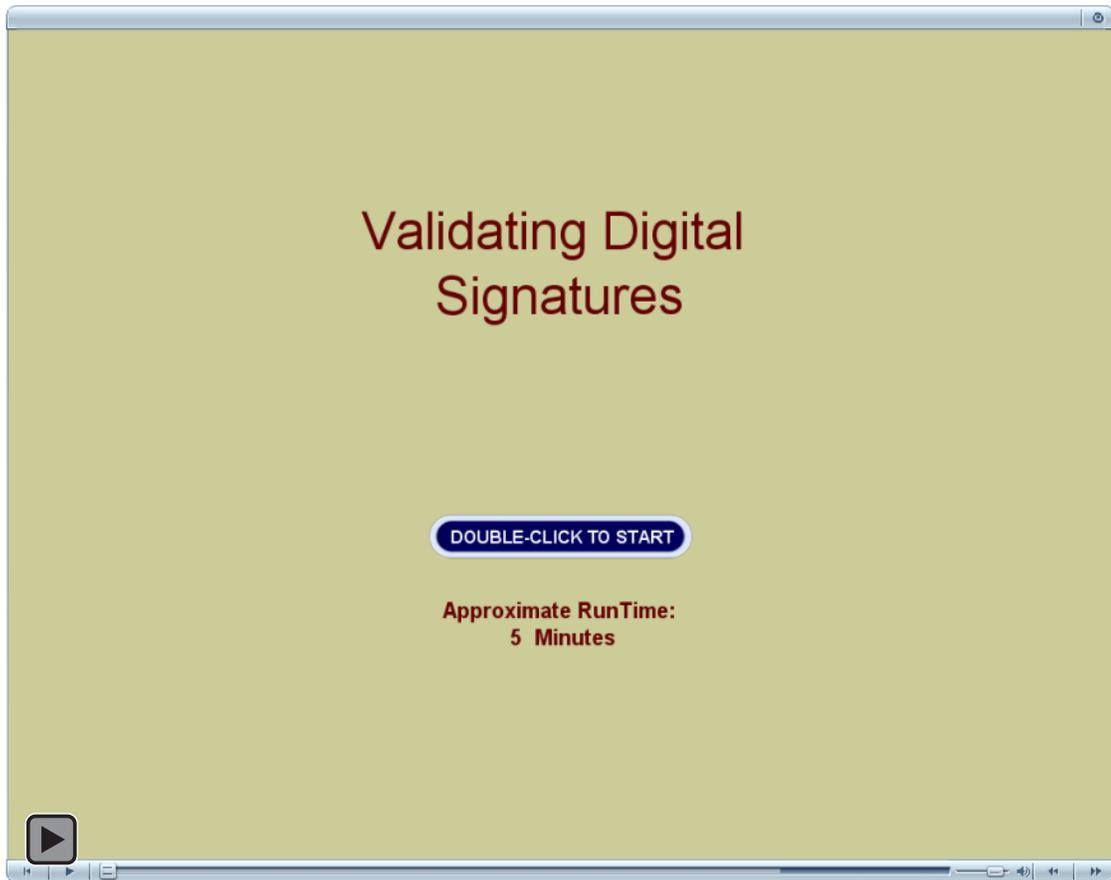


Validating Digital Signatures

Immediately below is a brief tutorial that will demonstrate how to Validate Digital Signatures and some errors to look for.

To begin the tutorial, click anywhere on the tutorial and then *double-click* the Start button. After viewing the tutorial, you will find a printable version at the end of this document.

Note: Using the Adobe Scroll Bars while the tutorial is playing may end the tutorial.



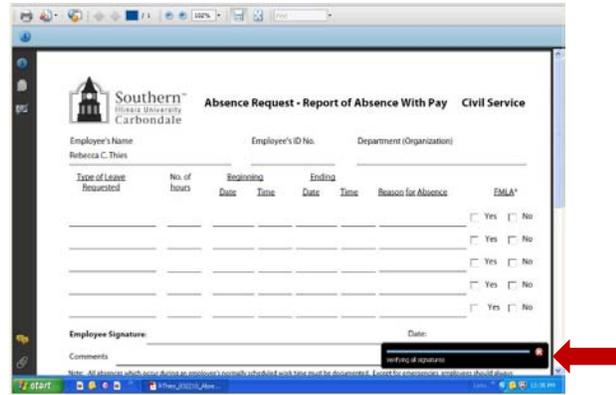
Validating Digital Signatures

When you receive an electronic document that has a digital signature affixed, it is your responsibility to make sure that the signature on the document is a valid one. Instructions for validating an e-form are provided in this document.

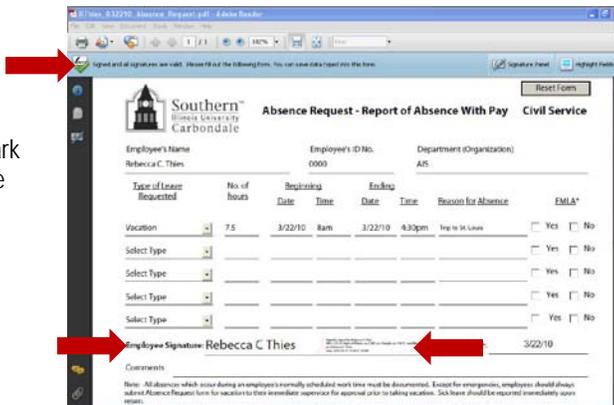
The instructions are written with the assumption that the originator of the e-form has completed, signed and forwarded it to you for approval.

Valid Signature

- When you open a digitally signed document, you should see a message bar in the lower right corner of your screen that indicates the signatures are being verified.
- While this is occurring, the form will not be fully populated.
- The Message Bar should look like this and will appear only briefly.

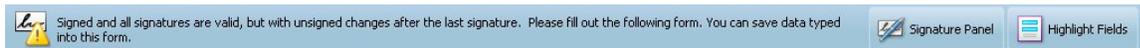


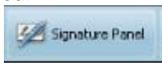
- A form that has been filled out correctly, meaning **dated first and then signed**, will have several identifiable elements.
- The Message Ribbon will have a Green checkmark with the message: "Signed and all signatures are valid."
- The Signature will be applied and certified by the State of Illinois.



Invalid Signature

- **HOWEVER**, if the form was **signed first and then dated**, you will see a Yellow Warning icon  in the Message Ribbon.
- The message states: "Signed and all signatures are valid, but with unsigned changes after the last signature."



- In order to see what those changes are, you will have to look at the **Signature Panel**.
- You can access the Signature Panel several ways; two are recommended.
 - Use the button  located at the top of the form.
 - Or, the icon  located on the side panel.

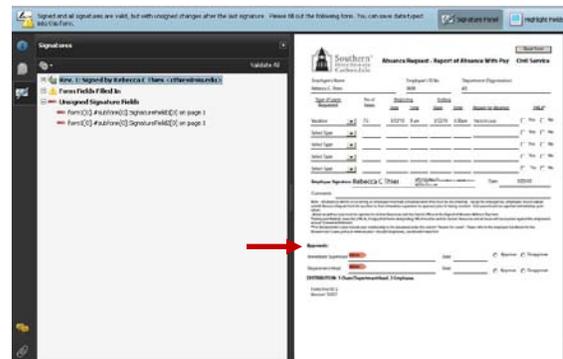


Signature Panel

- After opening the Signature Panel, you will see information similar to the following:
 - Green Checkmark icon signifying the Revisions were made by the person that originally signed the form.
 - Yellow Warning icon signifying fields were filled in after the signature was applied.
 - Pink Right-Arrow signifying there are still unsigned Signature Fields.



- The Unsigned Signature Fields, referenced above, simply refers to the **Approvals** section of the document.



- From the Signature Panel, click the + sign to view the Yellow Warning message, **Form Fields Filled In**.



- The message indicates that the form was dated after it was signed.

Remember: The date **must** be applied first.

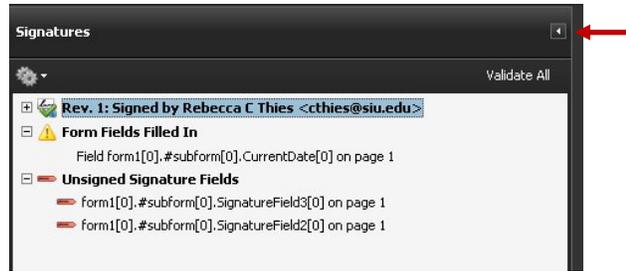


IMPORTANT

- When approving an Absence Request, the fact that the Date field was populated after the signature was applied is not problematic.
- Ultimately, it is the Approver's choice whether to accept this document or reject it.

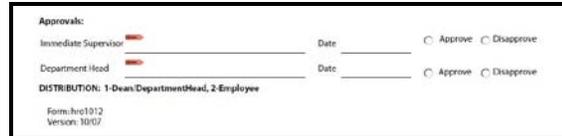
However, if this were a Purchase Order or another document of the same or greater magnitude, changes after the signature has been applied would not be acceptable.

- After completing the review, collapse the Signature Panel by clicking the  small arrow in the upper right corner of the panel



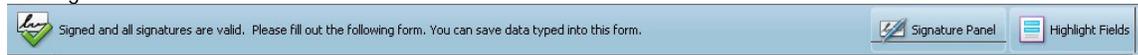
Approving the Document

- After reviewing the document, it's time to Approve it.
- Scroll to the bottom of the form and locate the **Approvals** section.
- Moving from right to left, click the **Approve** radio button, **Date** it, and then **Sign** it.
- Once you click on the appropriate Signature line, the same steps are followed as when the initiator signs the form; we won't go into all of those details again.



Note: If you are not familiar with these steps, please review the tutorial: **How To: Date the E-form & Apply Your Digital Signature.**

- After the first Approval, the Approvals section will look similar to the one on the right.
- Once the Supervisor's certified signature is applied, the Green Checkmark appears on the Message Ribbon again.



- The screenshot on the right shows you what the Signature Panel will look like after approval.
- Notice there is no Yellow Warning icon under the initiator's signature line; just the note field remains.
- Look at **Rev. 2**; that signature is also valid and the document has not been modified since this signature was applied.



Important: A lot more information is contained in the Signature Panel than is addressed here. As an Approver, you should become familiar with this information and its importance.

- You are now ready to forward the form to the next approver, if further authorization is required by your department.
- Also, a best practice would be to send a signed copy of this form to the initiator, confirming the approval status.