

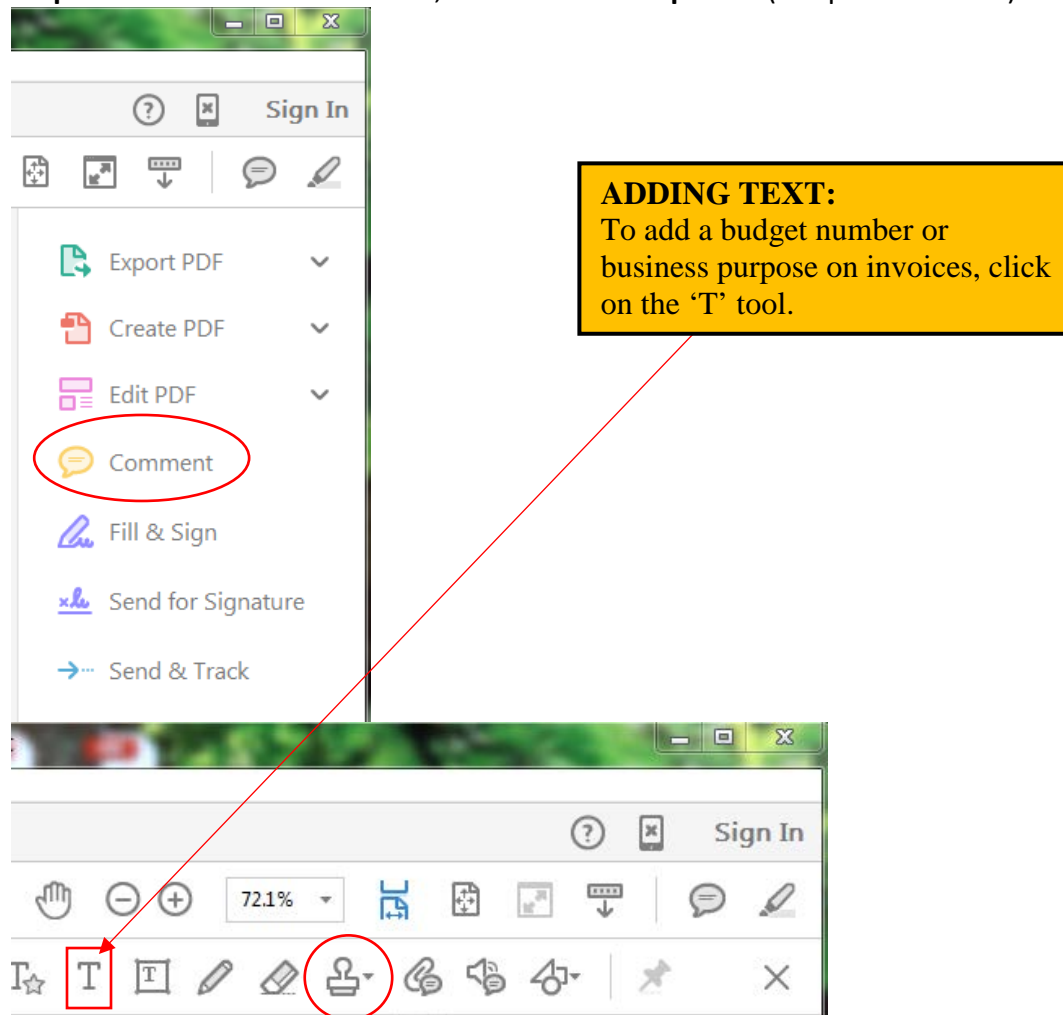
STAMP APPROVAL INSTRUCTIONS – ADOBE READER

Use the following instructions to approve internal forms such as Invoices, Hiring Authorizations, Status Change Forms, Missing Receipt Forms etc.

Step 1: Open up an invoice or form as a PDF file.

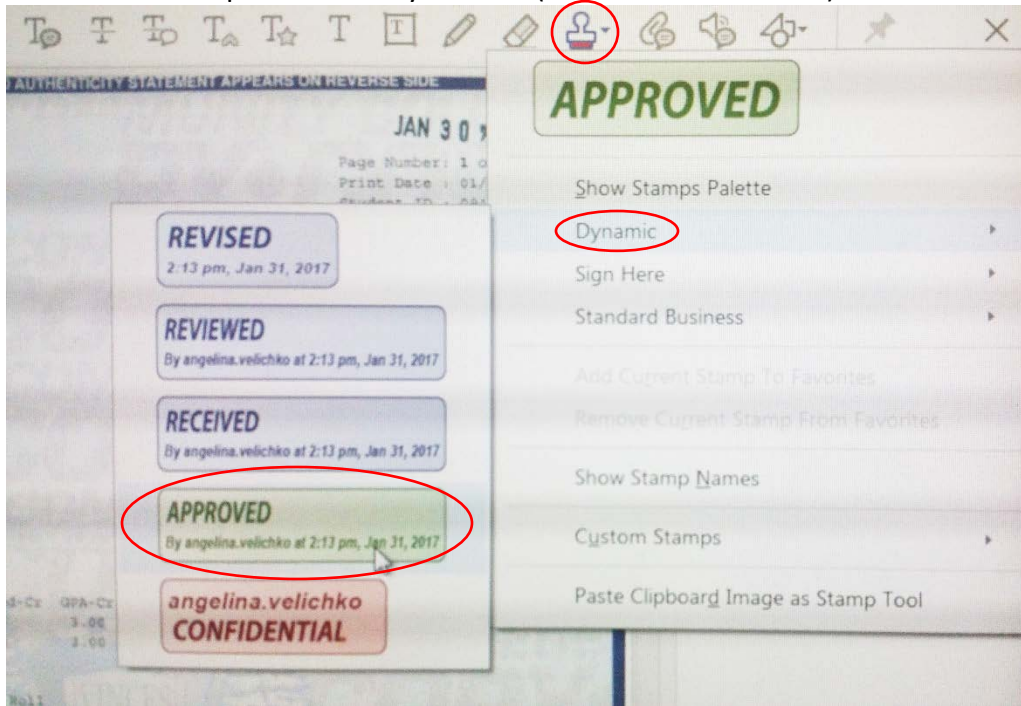
Step 2: Click on **Comment** located on the right hand panel. (see picture below)

Step 3: In the comment tool bar, click on the **stamp icon**. (see picture below)



Continue to the next page for additional instructions.

Step 4: Click **Dynamic**, then click the **Approved stamp** and then you can **drag it over** to the invoice and stamp it wherever you want (see the invoice below).



Step 5: The first time you use the dynamic stamp you will need to fill out the 'Identity Setup' dialog box (below), with your work information. Click the 'Don't show again' box and then click 'complete'.

A screenshot of the 'Identity Setup' dialog box. The title bar says 'Identity Setup' and there is a close button. The main text reads: 'Please enter the identity information that will appear on your digital identity stamps.' Below this is a section titled 'Identity' with several text input fields: 'Login Name: swpsych', 'Name: KiKi Hadden', 'Title: Executive Assistant to John Jordan, CFO', 'Company: Northwest University', 'Department: Administrative Services', and 'Email Address: kiki.hadden@northwestu.edu'. At the bottom, there is a checkbox labeled 'Don't show again' which is unchecked, and two buttons: 'Complete' and 'Cancel'.

Step 6: Click on the **envelope and email**. This will open up an email in your outlook and automatically attach the file for you. On occasion, you may be asked to save the document before it will allow you to email it. This is normal and a good practice to get into.

