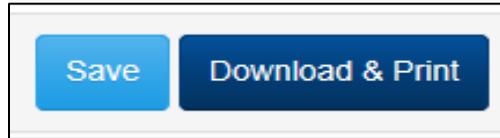


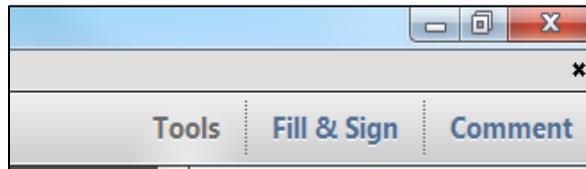
KY Green: Electronic Signatures

If your agency allows the use of electronic signatures and is utilizing PDF Pro, take advantage of another time saving feature now offered in KY Green. On a blank sheet of copy paper, write your signature. Scan a copy of that signature to your e-mail address, open and save the document.

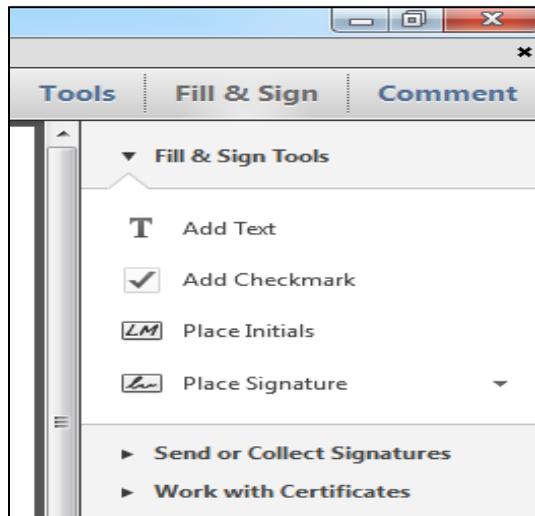
1. In your DOE or LIHEAP 702/Invoice, select "Download & Print"



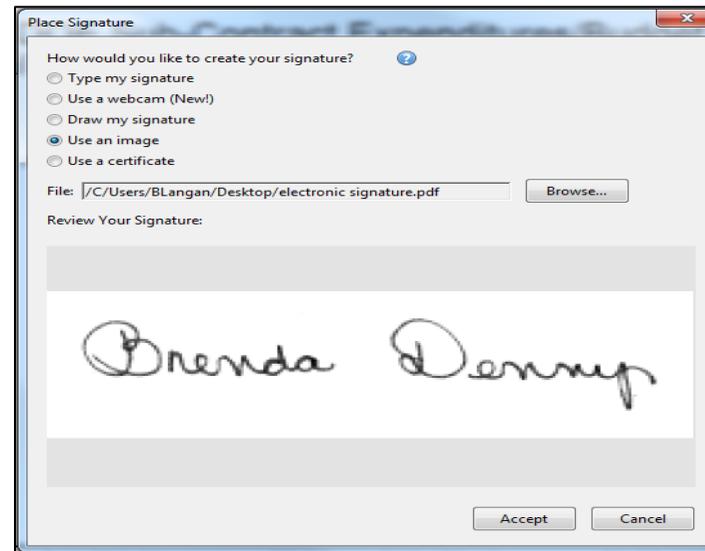
2. In the PDF 702/Invoice, Select "Fill & Sign"



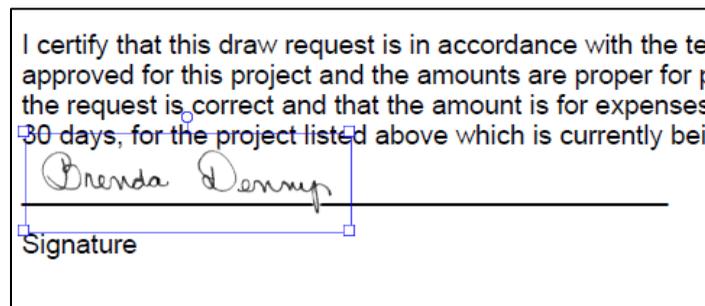
3. Select "Place Signature"



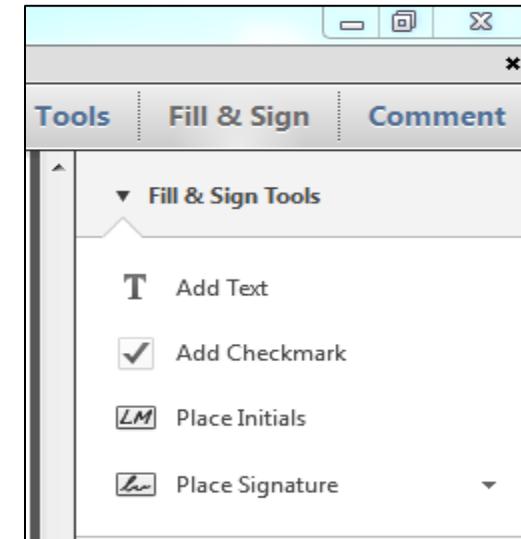
4. Select "Use an Image", "Browse" and "Accept"



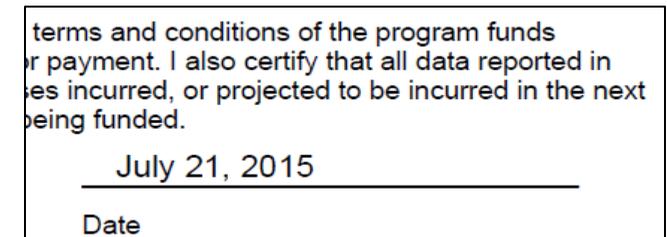
5. Drag signature image to Signature line and drop



6. Select "Add Text"



7. Drop cursor in Date line and type in today's date



8. Print or Save in your electronic file library