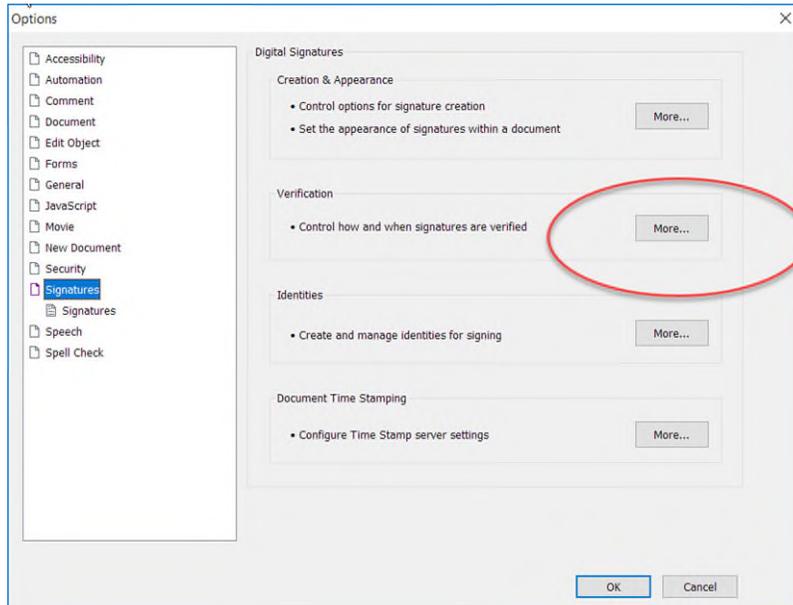
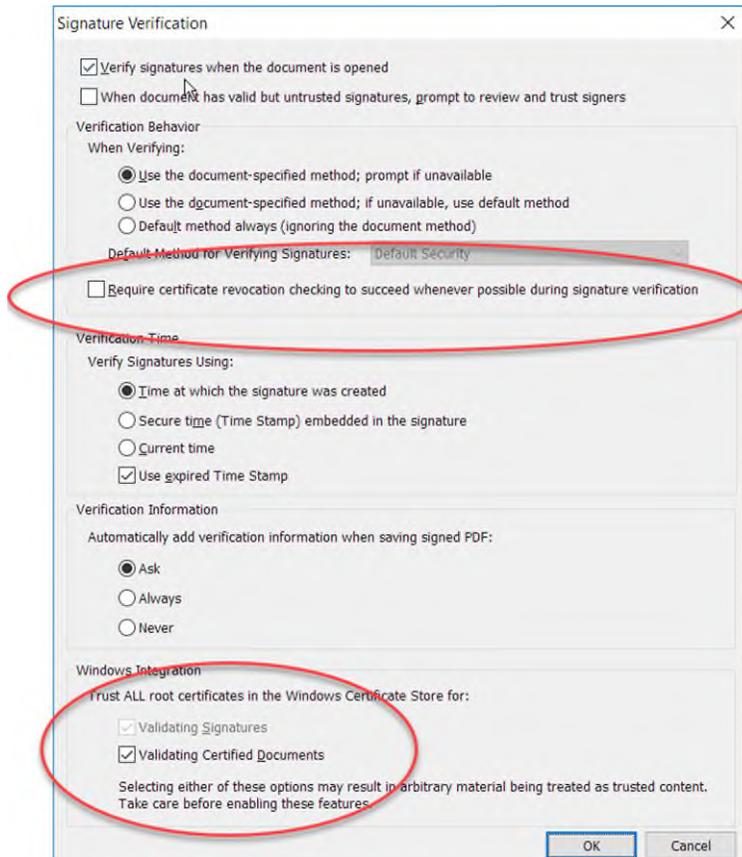


# Setting up and Using Kofax Power PDF for DocuSign SA Users

1. Open Kofax Power PDF and choose **File>Options**
2. Choose *'Signatures'* from the list of categories.
3. On the signatures screen select *'More'* next to the *'Verification'* option.



4. Uncheck the box labelled *"Require certificate revocation checking..."*
5. In the *'Windows Integration'* area, check both options (one will be greyed out after doing so)



**To sign a PDF document using Power PDF, follow these steps:**

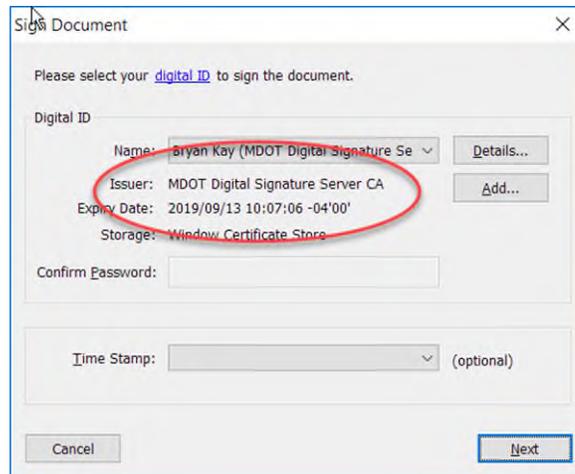
1. Open the document that you would like to sign and Select **Security>Sign>Sign Document**
2. Draw your signature field.

**CERTIFICATION AFFIDAVIT:**

The undersigned affirms all information provided on this form is true and correct. I agree to supply and receive information electronically. I agree to utilize MDOT's current digital signing software as the legal equivalent of my hand-written signature on all required transactions. I also understand by signing below, the digital signature certificate assigned will be used exclusively for State of Michigan contracting and/or authorized use only.

PRINT OR TYPE NAME, SAME AS SIGNATURE BELOW	TITLE
APPLICANT SIGNATURE	DATE

3. Verify that the correct digital ID is selected with the certificate issuer 'MDOT Digital Signature Server CA'. *If you do not see this certificate as an option, contact the MDOT e-Sign help desk at [MDOT-eSign@michigan.gov](mailto:MDOT-eSign@michigan.gov)*



4. Click 'Next'
5. Choose 'Save' or 'Save as' to your desired location.

**NOTE:** If the only digital ID that is available shows an issuer named 'MS-Organization-Access' with a long string of numbers and characters displaying in the name field), this may indicate an issue with your registry settings. Contact the digital signature help desk at [MDOT-eSign@michigan.gov](mailto:MDOT-eSign@michigan.gov) if you encounter this issue.

