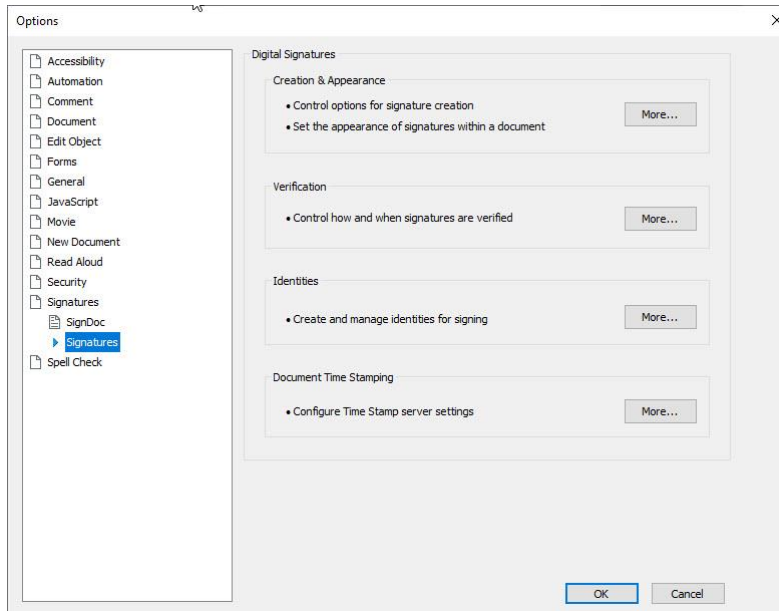
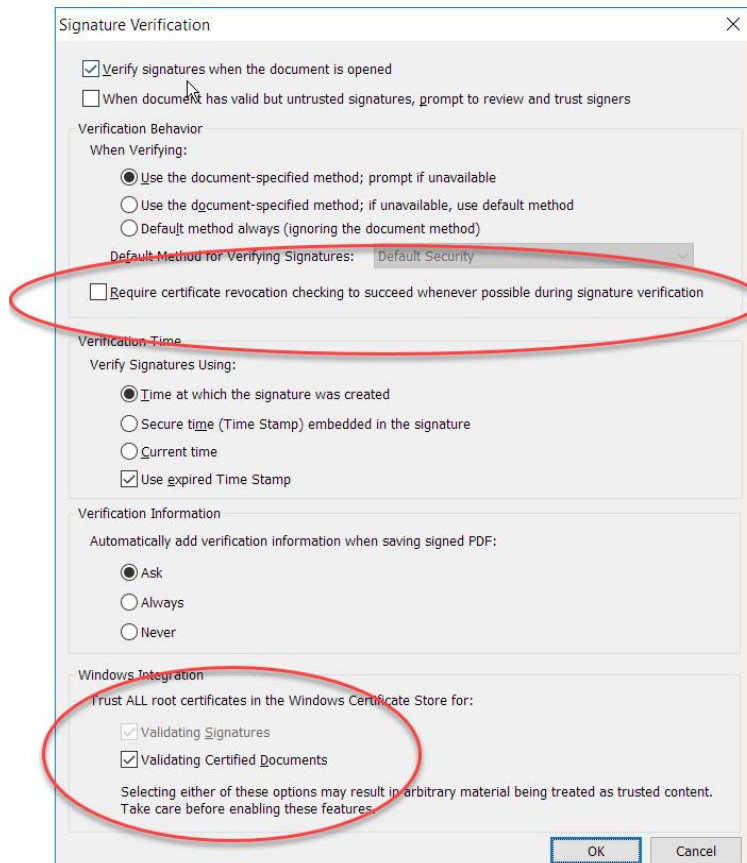


## Setting up and Using Kofax Power PDF for DocuSign SA Users

1. Open Kofax Power PDF and choose **File>Options**
2. Choose *'Signatures>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:**

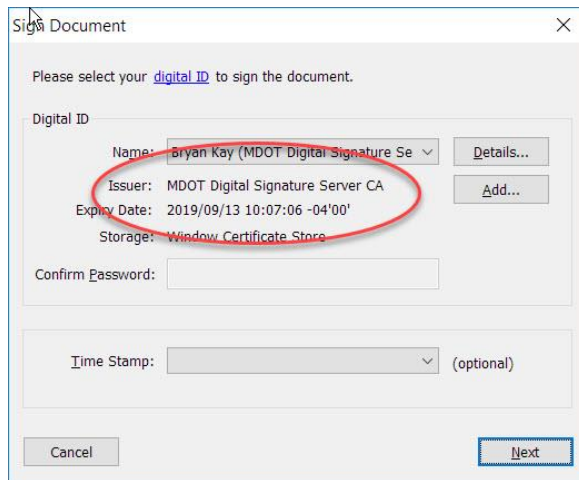
1. Open the document that you would like to sign and Select **Security>Sign>Sign Document**
2. Draw your signature field.

**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
<input type="text"/>	<input type="text"/>
APPLICANT SIGNATURE	DATE
<input type="text"/>	<input type="text"/>

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.

