a. <u>Once all fields are complete</u>, convert file into PDF by going to Acrobat tab – Create PDF.



- b. Save file and Word will convert to PDF. Wait until PDF file opens.
- c. Once PDF file opens, click "Enable All Features" on the top right corner.

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|------------------------|---------------------------------------|------|
|                        | Enable All Features                   | ×    |
|                        | Enable All Features                   | Q    |
|                        |                                       | Eo   |
| NATIONAL ACTIONS>      |                                       | Q.   |
| RPA Checklists are Obs | olete                                 | 8    |
| Liaison                |                                       | C.   |
| LTE Extension NTE:     | yrs. OR Click or tap to enter a date. | B    |
| Other - Choose an iter | n.                                    | Đ    |
|                        | Signature                             | D    |
| proving Official Name  |                                       | 1.00 |
| pproving Official Name |                                       | Ģ    |

d. Click on "More Tools" at the bottom of the tool bar on the right hand side.





## f. Click on "Digitally Sign" in the top banner

| (1) (2) (1) (2)  |
|--|
| Digitally Sign 🕃 Time Stamp 🖉 Validate All   |
| Apply a visible digital signature. Place the signature fie<br>the right position. Click and drag the cursor to resize it |

<RPA CHECKLISTFOR

16 November 2021 – All Pr

| Section A – Completed by the Selecting Official, Organ |  |  |  |  |
|--|--|--|--|--|
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Recruit/Fill (LTE) NTE: Vrs. OR Click or tap to enter a da

## g. Click OK on pop-up. ing Official, Organization Liaison

|  |  | LTE  | Extensio   | n NTE: |
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| e Using your is signature to signature to the taken to the Do not show this under the taken to the taken taken to the taken ta | nouse, click and d<br>appear. Once you<br>next step of the si<br>message again | rag to draw the area when<br>finish dragging out the d<br>gning process. | re you would like the<br>lesired area, you will be |        |
| Manpower:  |  |  |  |        |
| ar FILL action   | s)   |  |  |        |

- h. Hover over signature block in Section A for Approving Official, left click and drag to draw a signature box.
  - Use Section A for Approving Official signature and Organization's Manpower signature when applicable
  - Use Section B for FSR signature for IHA actions

|   | RPA CHECKLIST FOR LO<br>16 November 2021 – All Previo<br>2011 – All Previo | CAL NATIONAL ACTIONS><br>ous RPA Checklists are Obsole | te                      |  |
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| Recruit/Fill  | he Selecting Official, Organizat   | LTE Extension NTE:                                     | yrs. OR Click or tap to |  |
| Recruit/Fill (LTE) NTE: yrs. OR Click or tap to enter |  | te. Dother - Choose an item.                           |                         |  |
| Approving Official                                    | Signature  | Manpower Office (if applicable)                        | Signature               |  |
| Section B - Completed by t<br>RPA# in DCPDS:          | he Selecting Official, Organizat   | tion Liaison<br>proving Official                       | Signature               |  |
|   | Funds are available:   |  |                         |  |

## i. Release the left click and click "Sign" on pop-up.

|      | Accelerat           |   |                                       | Γ                    | ~                                |                      | ~         |
|------|---------------------|---|---------------------------------------|----------------------|----------------------------------|----------------------|-----------|
| -    |                     |   |                                       |                      |                                  |                      |           |
|      | You are<br>If you w | about to creat<br>ant your sign<br>rea for the sign | te a fairly small<br>ature to be more | signatur<br>e readab | e on this doc<br>le, click Start | ument.<br>Over and d | rag out a |
|      | larger a            | co tot the sig                                      | nacare.                               |                      |                                  |                      |           |
| C De | not show            | this message  | again                                 |                      |                                  |                      |           |

## Aanpower:

- j. Click "Continue"
- k. Click "Sign"
- I. Save the file
- m. Click "Yes" to replace file

|     | 5/3/2021 1:25 PM<br>5/21/2021 8:33 AM    |                            | LIEE           | xten       | S |
|-----|--|----------------------------|----------------|------------|---|
| Cor | firm Save As                             |                            |                |            | C |
|     | (Attach 1) RPA Che<br>Do you want to rep | cklist_Nov 162<br>lace it? | 2021.pdf alrea | dy exists. | a |
| _   |  | C                          | Yes            | No         | - |
| Sav | e Cancel                                 |                            |                | n<br>      |   |

n. Once your signature appears in the signature block, right click on signature and click "Clear Signature".

|              |  | La |
|--------------|--|----|
| Signature    | SUZUKI.TOMOKA Digitally regreed by<br>9/2/30/10/2009/12/20       |    |
|              | Clear Signature  | -  |
|              | <u>V</u> alidate Signature                                       |    |
| Signature    | View Signed Version<br>Compare Signed Version to Current Version |    |
| то           | Add Verification Information                                     |    |
| ose an item. | Show Signature Properties  |    |

o. You have created a blank signature block to have your Approving Official sign.



p. Repeat k. through s. to create more signature blocks as needed.