

Go to www.gacfhc.org

Click the **Employees ONLY** Link and enter the password* to enter the secure page.

*If you do not have the password please contact the IS Department

You will now be entered in the GACFHC Cyber Office

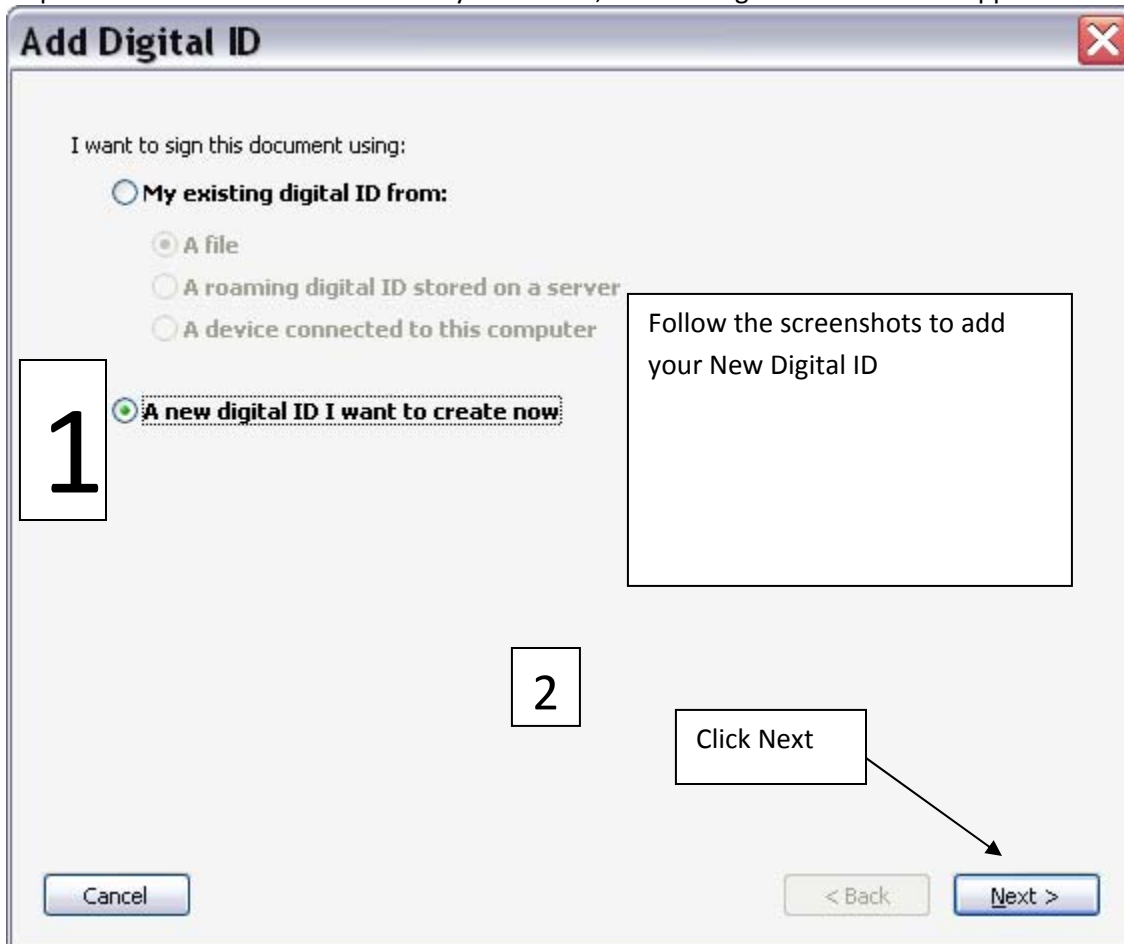
Scroll down to the bottom of the page and click on the Link GACFHC Electronic Leave Request

The Electronic Leave Request will open in Adobe Reader.

Complete the following fields: Name, Center, Date

The next field is the signature field. Follow these steps to create a signature to sign the document.

Step 1: Left click into the section with your mouse, the Add Digital ID Wizard will appear.



Add Digital ID



3

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

4

Click Next

Cancel

< Back

Next >

Add Digital ID



Enter your identity information to be used when generating the self-signed certificate.

5

Name (e.g. John Smith):

Enter your name

6

Organizational Unit:

Enter your Department

7

Organization Name:

Enter: GACFHC

8

Email Address:

Enter your email address

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

9

Click Next

Cancel

< Back

Next >

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: 10

Documents and Settings\alove\Application Data\Adobe\Acrobat\9.0\Security\AprilA_Love.pfx

Password:

Confirm Password:

11

Click the Browse button to store the Digital ID. Preferably My Documents create a New Folder Named Leave Request

Enter a password to be used to sign all electronic requests

12

Sign Document

Sign As: April A. Love <alove@gacfhc.org>

Password:

Certificate Issuer: April A. Love

Appearance: Standard Text

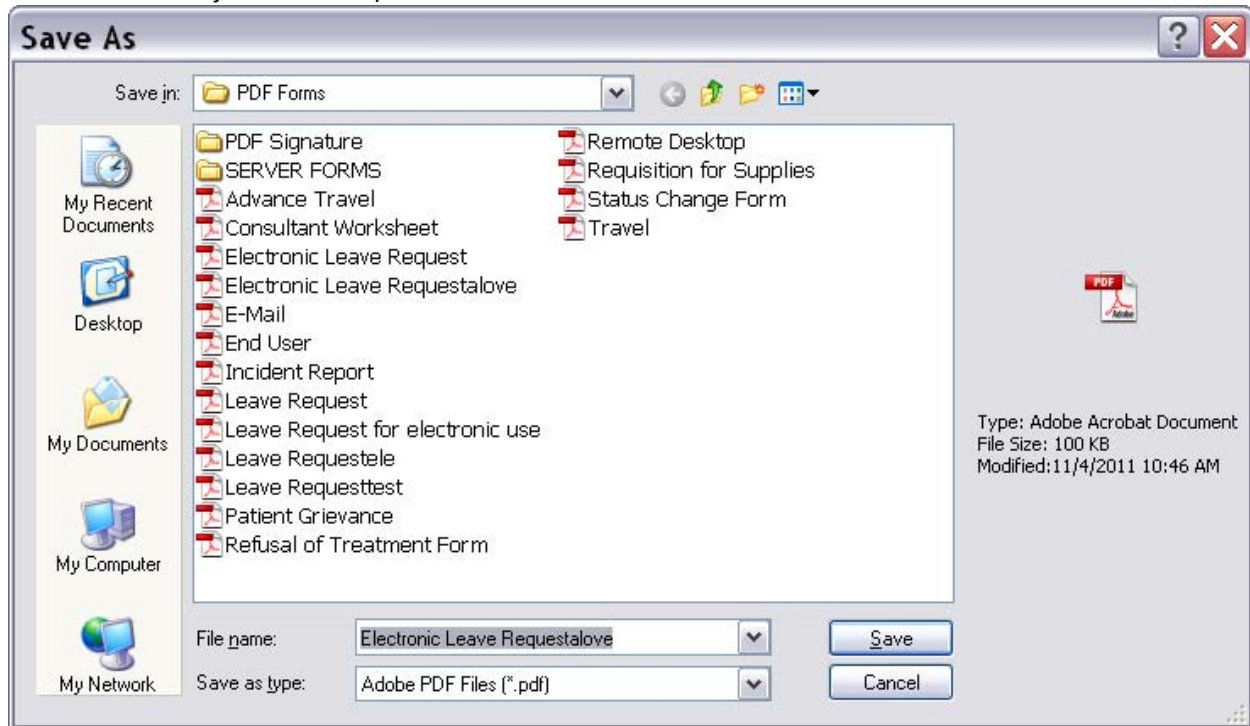
**April A.
Love**

Digitally signed by April A. Love
DN: cn=April A. Love, o=GACFHC,
ou=Information Systems,
email=alove@gacfhc.org, c=US
Date: 2011.11.04 13:07:45 -05'00'

- 13** Verify that your name and email address is in the Sign As Field:
- 14** Enter the password created to sign your Electronic Leave
- 15** Click Sign

After Clicking Sign, a Save as Dialogue Box will appear.

Save the Document in the Leave Request Folder Created on your system or Flash Memory Drive and click Save. Try to name the document using first initial last name and date of leave (Example of document name: jdoe11-14-11)



Create a signature to Electronically Sign the Leave Request.

Complete the Electronic Request online and click Submit Request Button at the bottom of the Form

You will also need to electronically save all leave requests for your reference. This can be done on the computer using My Documents or you can use a Flash Memory Drive.

SAVING THE ELECTRONIC REQUEST IS YOUR RESPONSIBILITY AND IS FOR YOUR TRACKING PURPOSES. IF YOU ARE NOT ABLE TO SAVE THE REQUEST YOU CAN ALSO PRINT THE COMPLETED REQUEST FOR YOUR FILES.

TO SUBMIT THE FORM

CLICK THE SUBMIT FORM BUTTON AT THE BOTTOM RIGHT CORNER OF THE LEAVE A WINDOW WILL APPEAR