



# Digital Signature Collection Instructions

In PeopleSoft Financials, from the Main Menu

URI Menu > Signature Collections > Signature Self Service

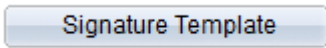


Signature

## Employee Signature Collection & Display

E	00043084	Signatures <span>Find   View All First 1 of 1 Last</span>	
Name:	Sullivan,Christine M	Effective Date	03/27/2020 <input type="text"/>
User ID:	cmsullivan	Status	Active <input type="text"/>
<a href="#">Signature Template</a>		Attached Document Name: <input type="text"/>	
<a href="#">Signature Template Instructions</a>		<a href="#">Attach Signature</a>	
Last Updated By:		Last Update Timestamp:	
<a href="#">Save</a>		<a href="#">Notify</a>	

Step 1 Download Signature Template



Step 2: Open in Adobe Reader

Step 3: Digitally Sign and Save Template

Christine M Sullivan

Digitally signed by Christine M Sullivan  
DN: cn=Christine M Sullivan, o=Office of the Controller,  
ou=University of Rhode Island, email=cmsullivan@uri.edu,  
c=US  
Date: 2020.03.27 15:02:11 -0400

Step 4: Attach Signature Template



Step 5: Save

