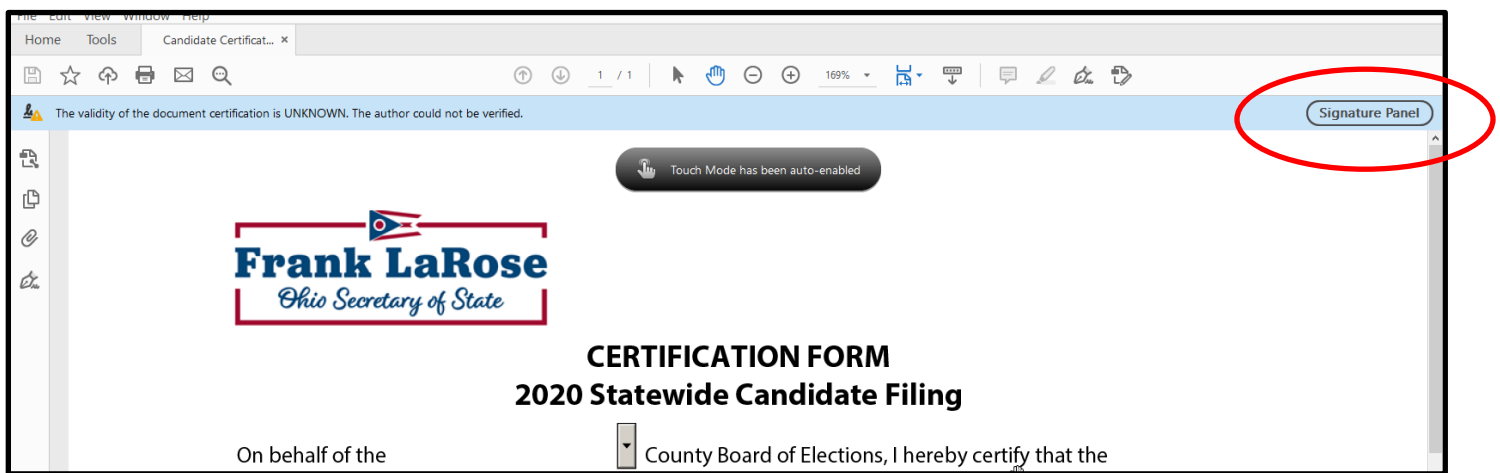


ElectCollect Submission Help

Trusting the Certificate

Instructions: When an ElectCollect Form is submitted, a time-stamp receipt will appear on the form. To ensure that the receipt appears, **before the board completes and submits the ElectCollect Form**, follow these instructions to trust the certificate. *Note that the form shown is only an example and may not be the actual form being submitted.*

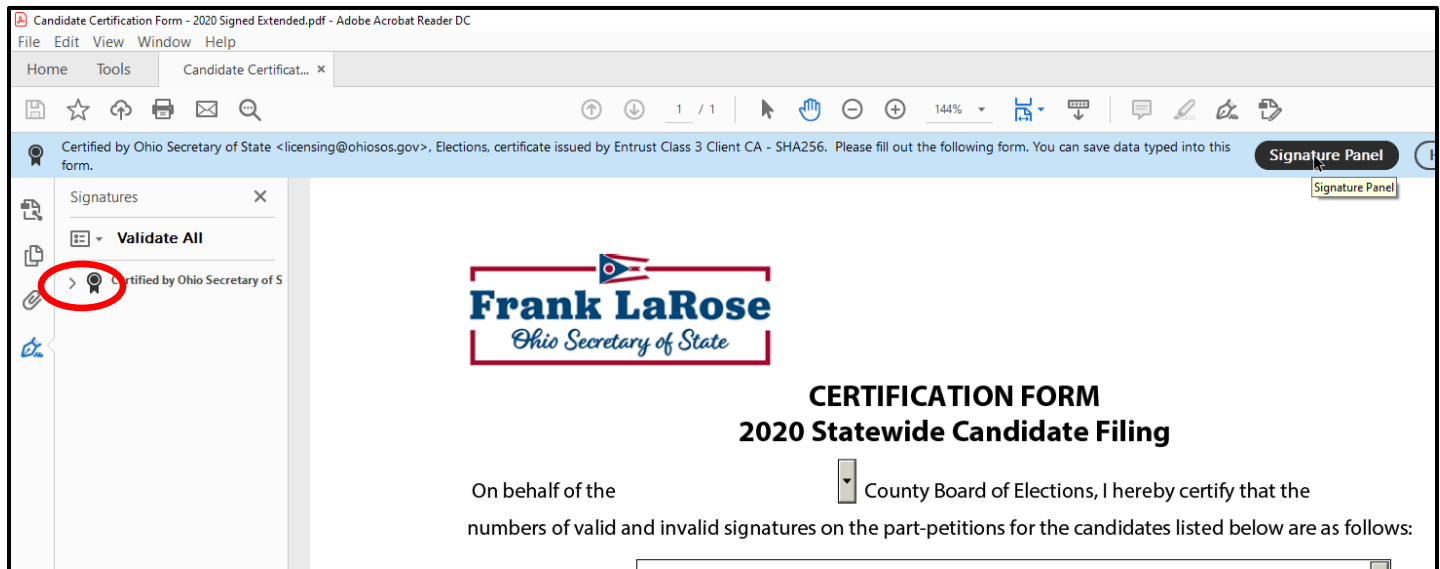
1. Open the uncompleted form.
2. **Select the “Signature Panel” button** at the top right of the screen.



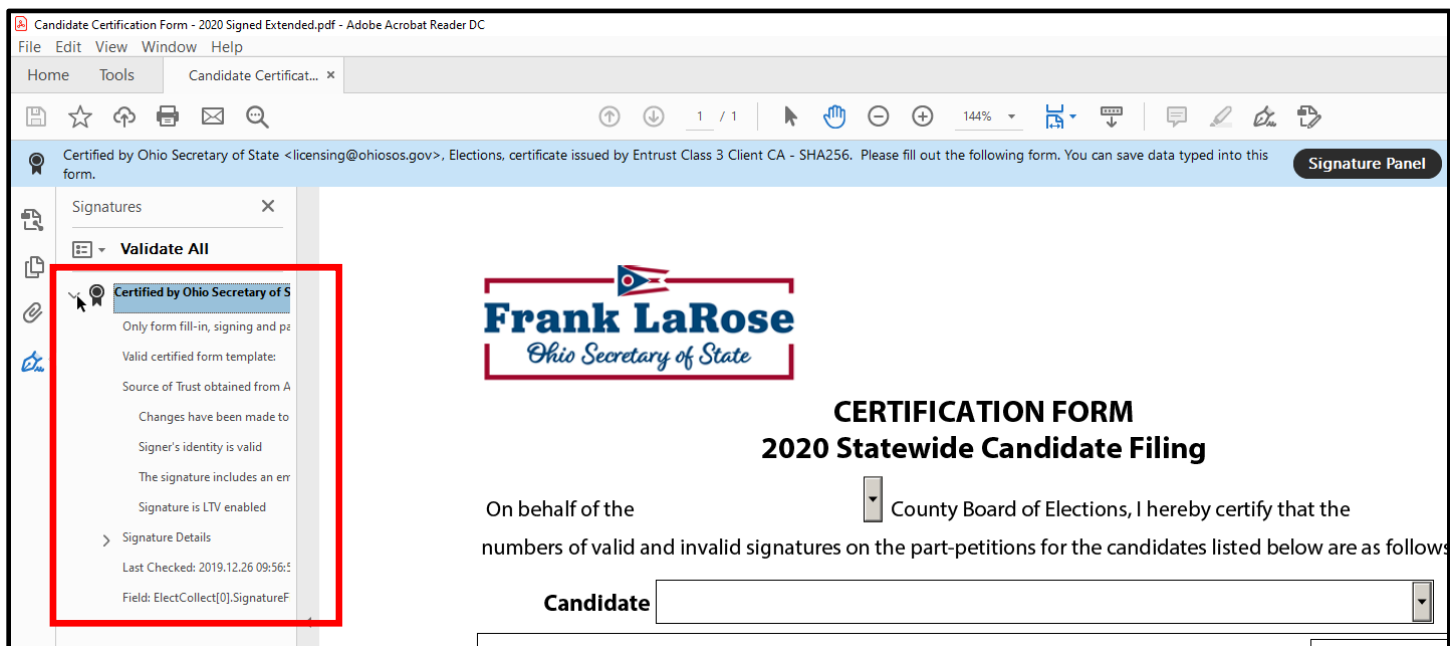
ElectCollect Submission Help

Trusting the Certificate

3. In the pane which appears to the left, **select the arrow next to the certificate icon**, as shown below.



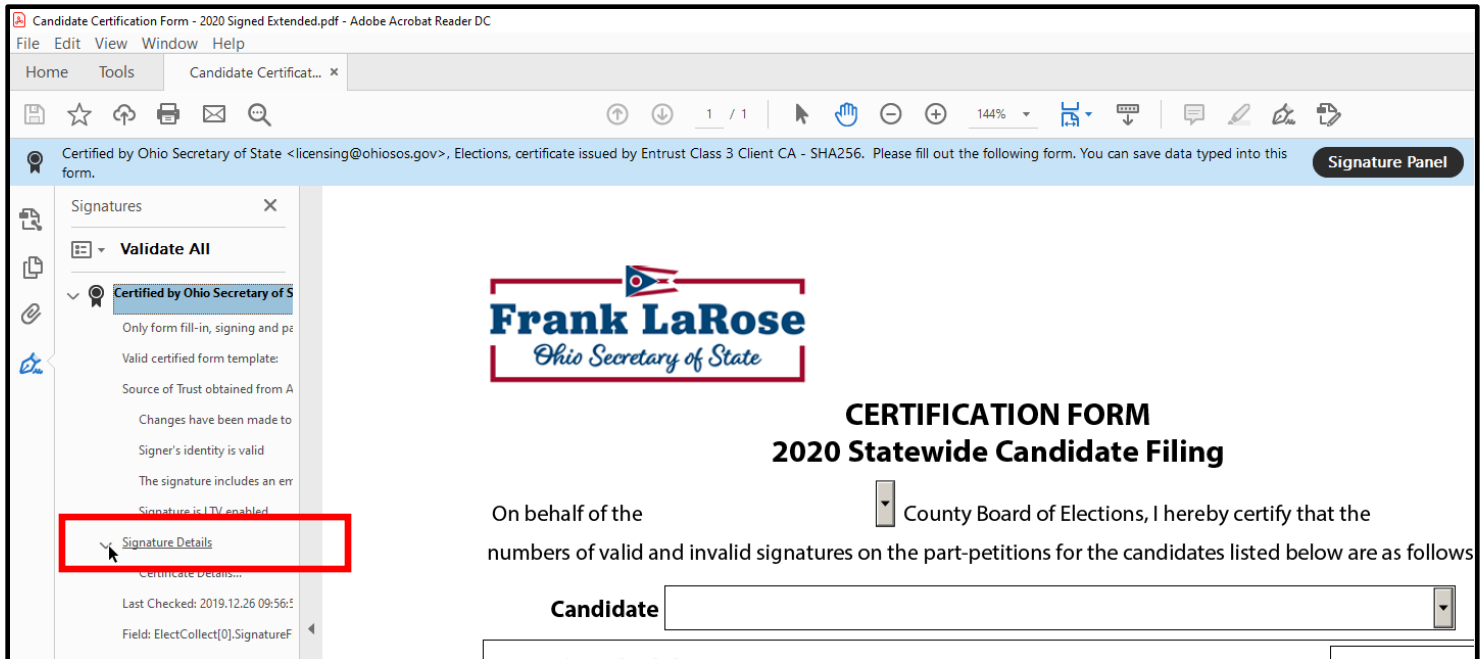
The following will appear beneath "Certified by Ohio Secretary of State."



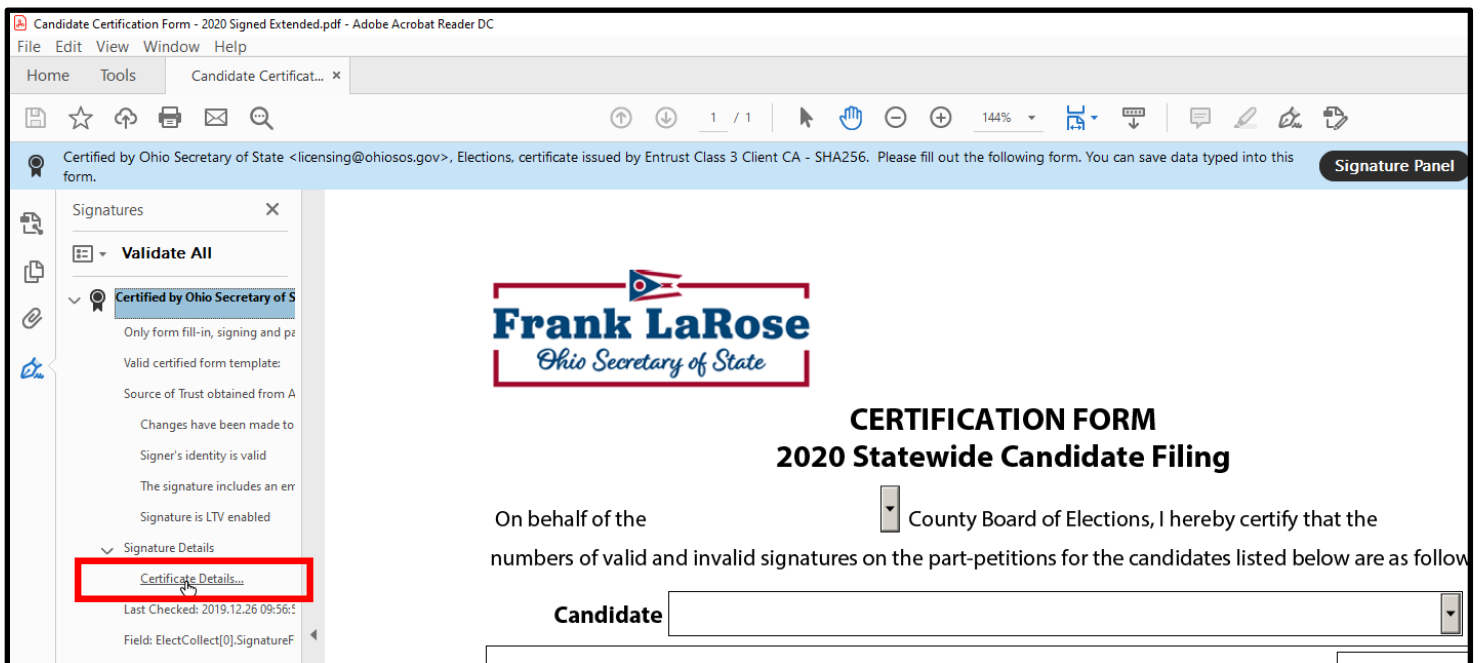
ElectCollect Submission Help

Trusting the Certificate

4. Select "Signature Details" as shown below.



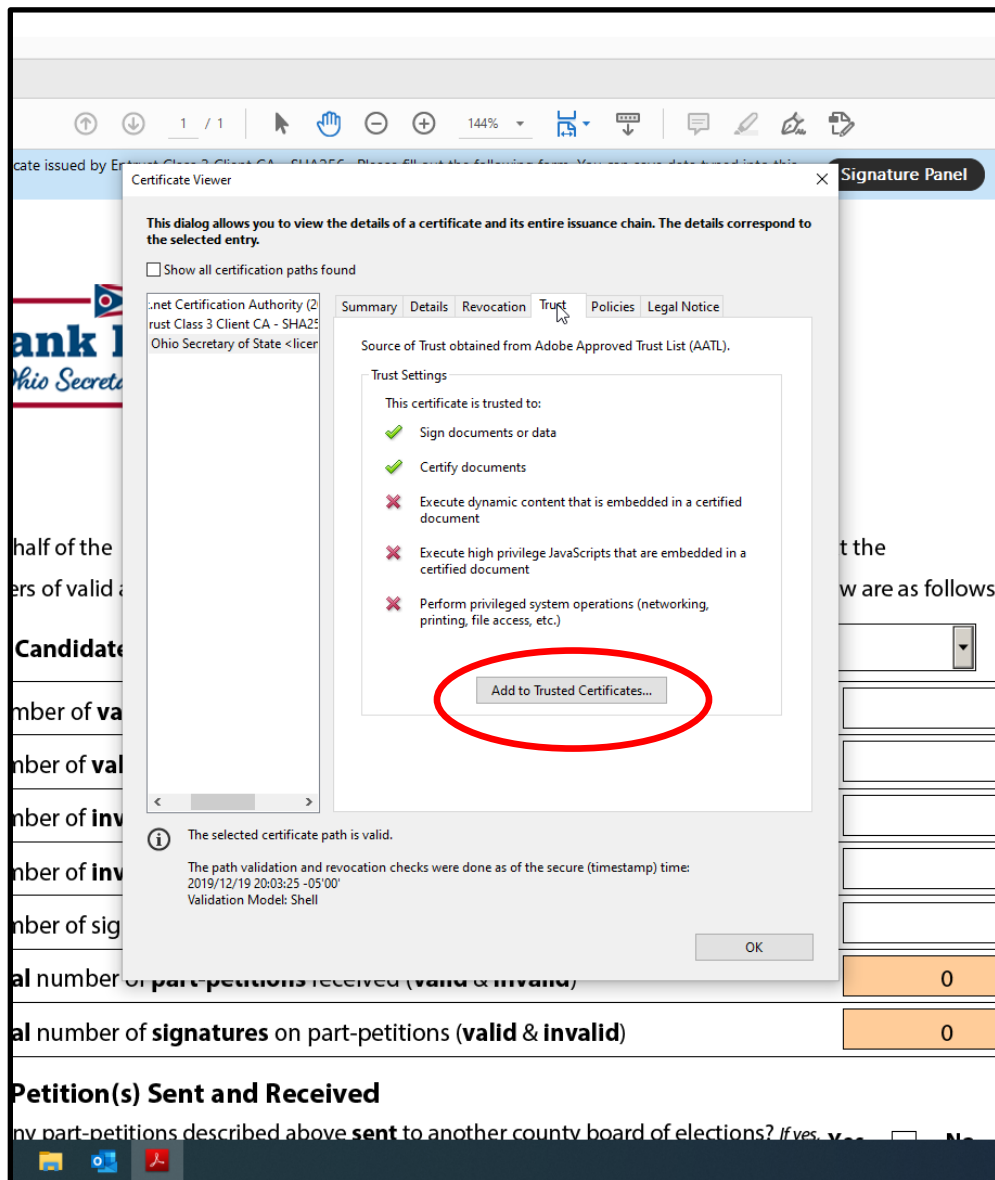
5. Select "Certificate Details" as shown below.



ElectCollect Submission Help

Trusting the Certificate

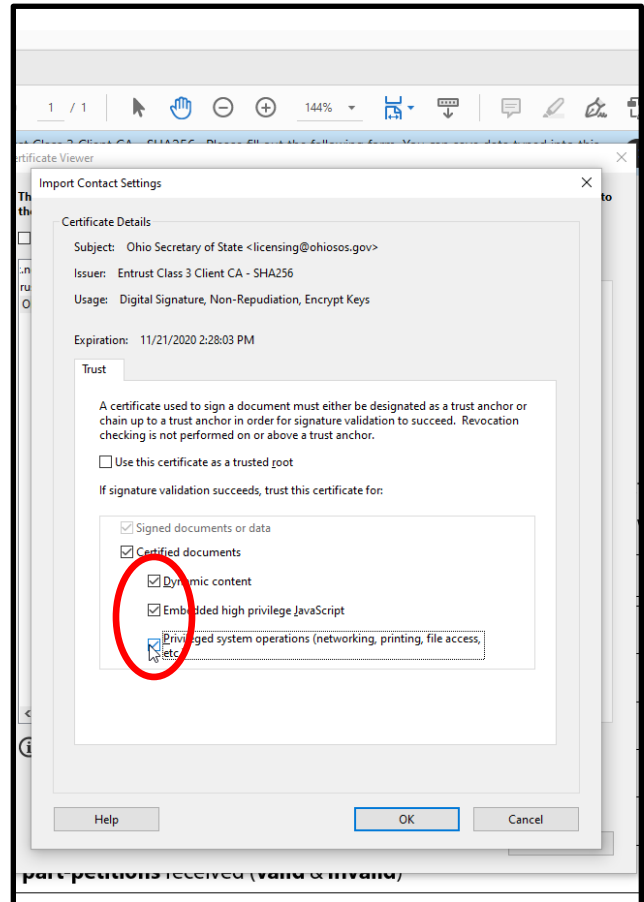
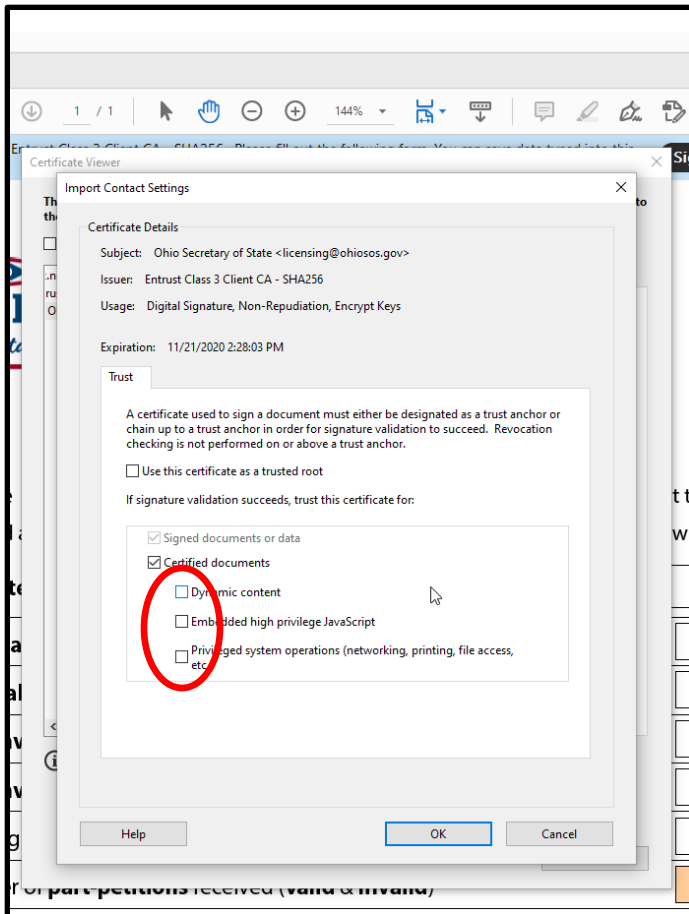
6. A window will appear with tabs along the top of the window.
 - a. **Select the "Trust" tab** as shown below.
 - b. **Select the "Add to Trusted Certificates" button** as shown.



ElectCollect Submission Help

Trusting the Certificate

7. Place a checkmark in the three boxes as shown. Then, click OK.



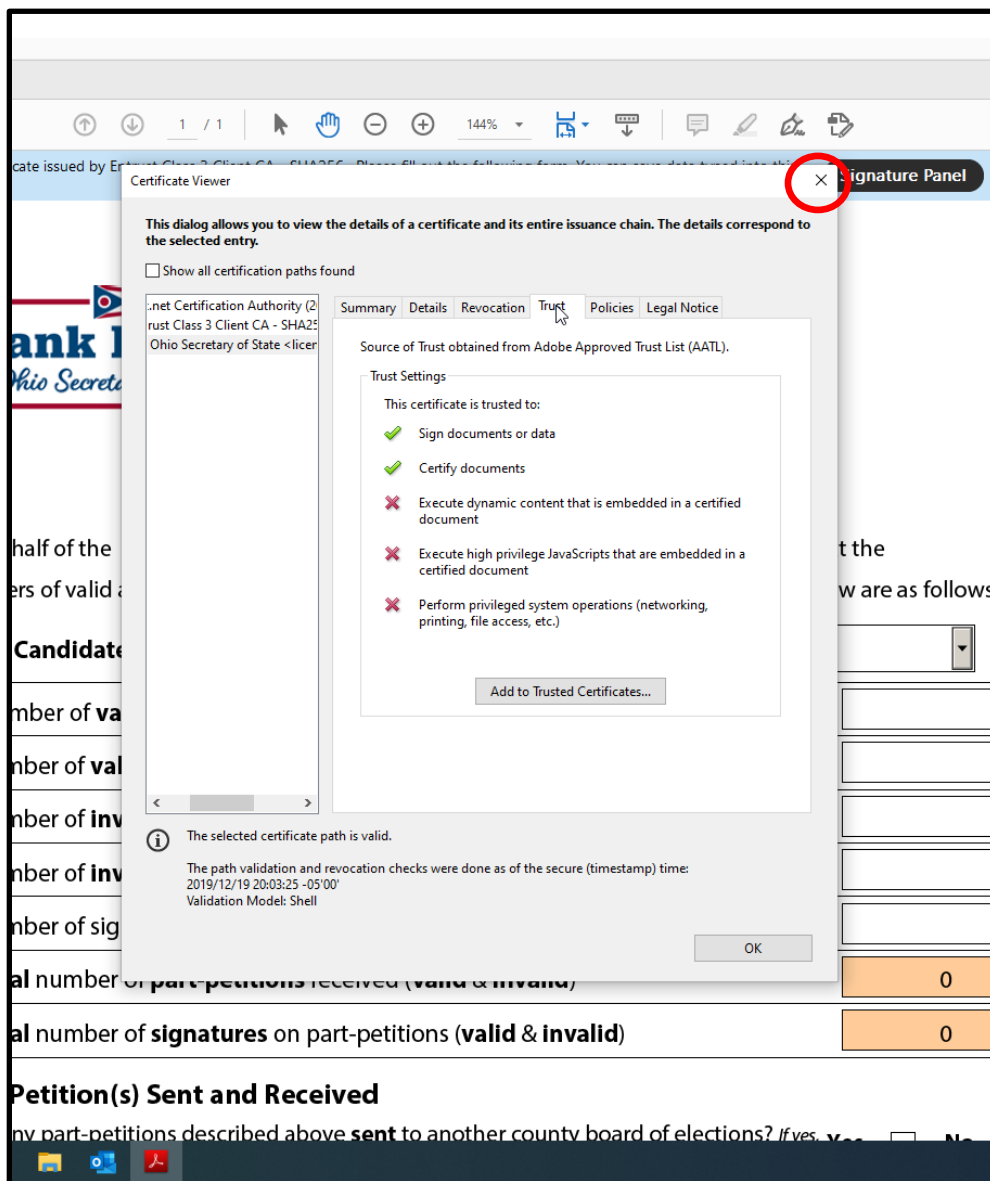
ElectCollect Submission Help

Trusting the Certificate

8. After selecting the OK button, the following screen will appear.

The red X's will still appear – this is okay.

Select the “X” in the top right corner of the window to close the window to return to the form.



Submit the form as normal. After submitting the form, a receipt will appear. If no receipt appears, please contact the SOS Help Desk at 1-614-466-8467.