



ADOBE SETUP FOR ELECTCOLLECT FORM TIME STAMPS

BACKGROUND

ElectCollect is an internal application created and maintained by Secretary of State staff. There have been several enhancements made to this system. Many boards of elections have experienced submitting a form but not given a time stamp as expected. The data on the form, including the time stamp, was transmitted to SoS staff, but not displayed at the board of elections side to be signed and returned.

INSTRUCTIONS

Please carefully follow the two processes below. These steps must be followed regardless of the version of Adobe your board utilizes. Example screenshots are provided and referenced in the steps.

Following the steps for "Privileged Locations" and "Trusting a Certificate" will ensure a time stamp is received on documents submitted by the board of elections.

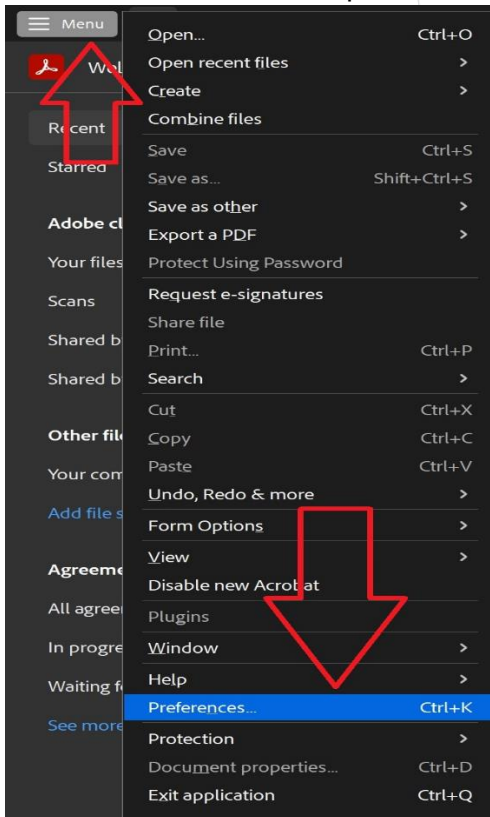
If a board is ever unable to submit a time stamp, please contact Laura Walter in the Elections Division at lwalter@ohiosos.gov or 614-696-8885.

Process 1 of 2

Privileged Locations

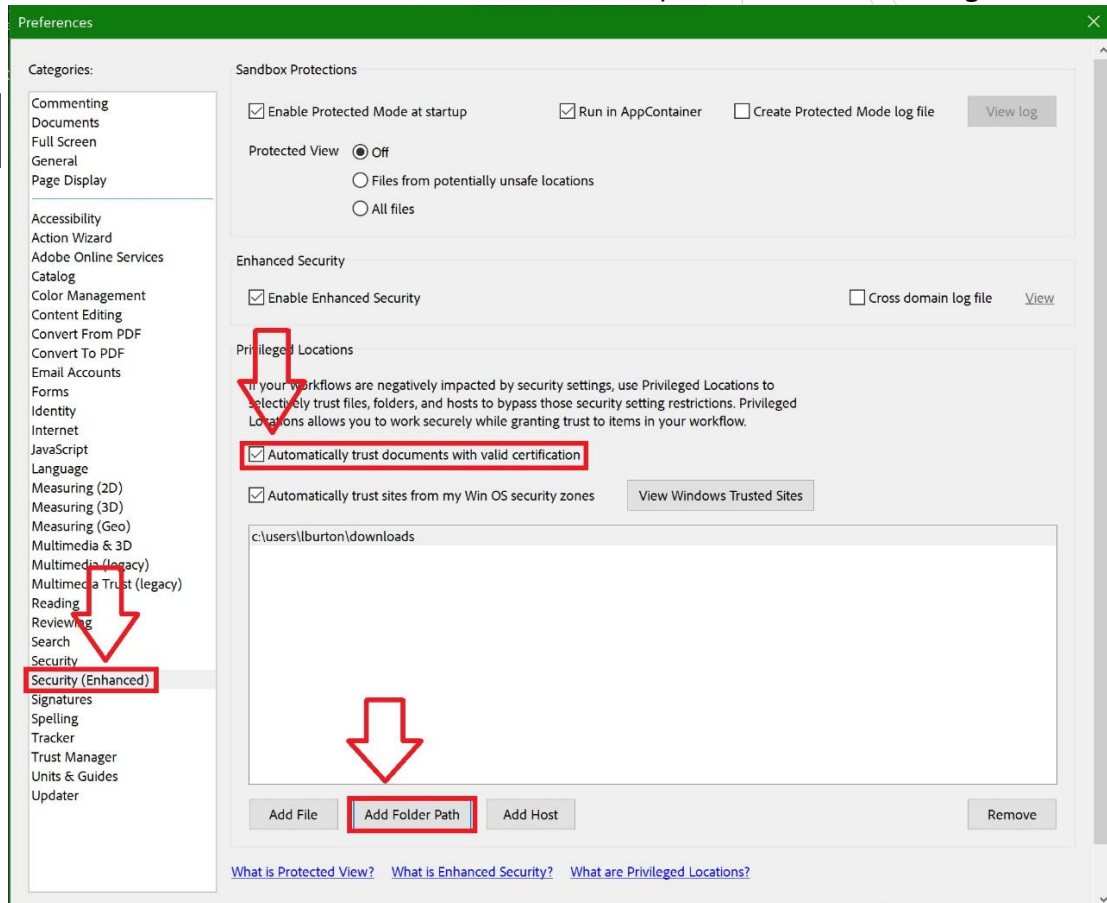
1. Open Adobe (Acrobat or Pro or Reader).
2. Select "Menu" at the top left of the screen. Fig 1
3. Select "Preferences" near the bottom of the dropdown menu. Fig 1

Fig 1



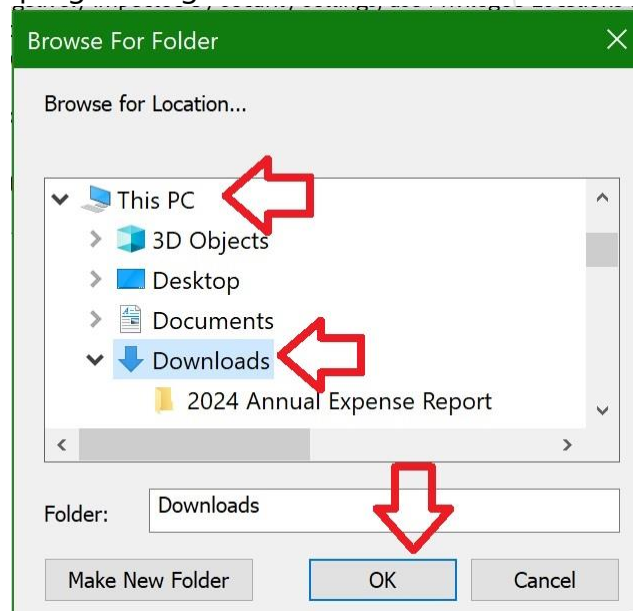
4. Select "Security (Enhanced)" under Categories. Fig 2
5. Ensure the box is checked by "Automatically trust documents with valid certification". Fig 2
6. Select "Add Folder Path" at the bottom of the preferences screen. Fig 2

Fig 2



7. Select a folder or file location to work out of when submitting an SoS form. The example shown uses the "Downloads" folder. Once a folder is chosen, select "OK". Fig 3
8. Select "OK" at the bottom of the preferences screen. Fig 3
9. Close the Adobe program. Fig 3

Fig 3



Process 2 of 2

Trusting the Certificate

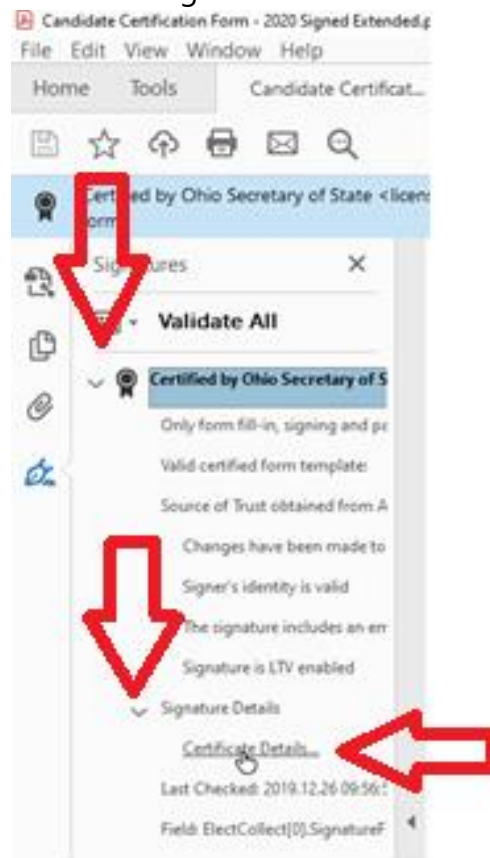
1. Ensure the PDF is in the "Privileged Location" folder identified in previous steps.
2. Open the PDF document to be submitted.
3. Select "Signature Panel" at the top right. Fig 4

Fig 4



4. Select the arrow next to "Certified by..." to expand the list. Fig 5
5. Select "Signature Details". Fig 5
6. Select "Certificate Details". Fig 5

Fig 5



7. The "Certificate Viewer" window appears. Select the "Trust" tab" Fig 6
8. Select "Add to Trusted Certificates". Fig 6

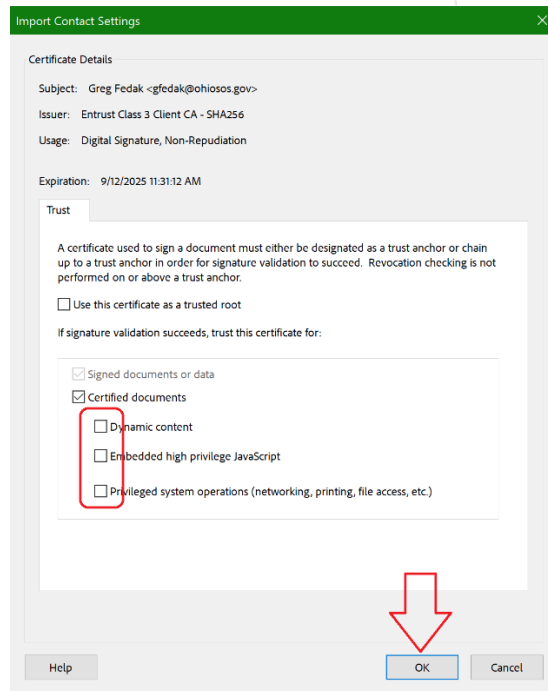
Fig 6



9. Place a checkmark in the three boxes pictured. Fig 7

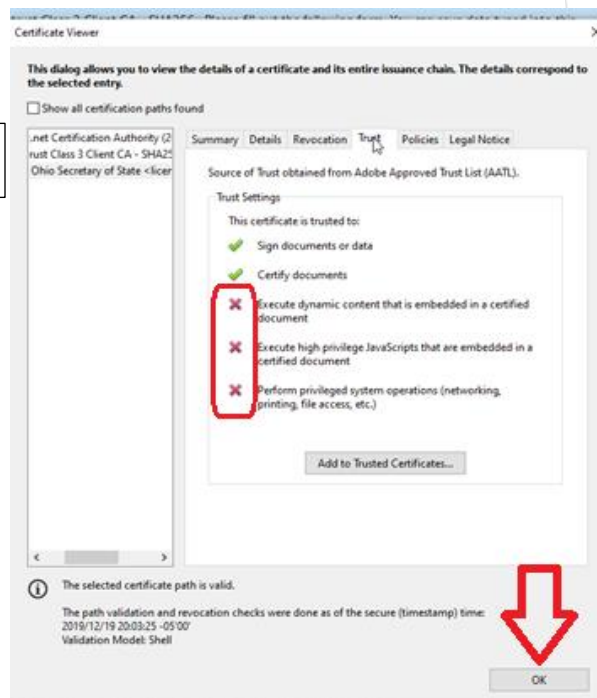
10. Select "OK". Fig 7

Fig 7



11. Select "OK" Fig 8

Fig 8



12. The form is ready to be submitted as normal. If a board is unable to submit a time stamp, please contact Laura Walter in the Elections Division at lwalter@ohiosos.gov or 614-696-8885.