

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.

1. Open the uncompleted form.

2. Select the “Signature Panel” button at the top right of the screen.

The screenshot shows the top of the ElectCollect form. The header bar includes a menu icon, a home icon, a star icon, and a tab labeled '2026 Statewide Candida...'. Below the header, there are buttons for 'All tools', 'Edit', 'Convert', and 'E-Sign'. The main content area displays a certificate from the Ohio Secretary of State. On the right side of the form, there are two buttons: 'Signature Panel' and 'Highlight Existing Fields'. The 'Signature Panel' button is circled in red.

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

The screenshot shows the ElectCollect form with the 'Signatures' pane open on the right side. The pane contains a list of items, including a certificate icon, a warning icon, and a list of unsigned signature fields. The certificate icon is circled in red. The main content area of the form shows the '2026 Statewide Candidate Petition Certification' form, which includes a section for the Secretary of State to certify the numbers of valid and invalid signatures on the part-petitions for the candidates listed below.

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

The screenshot shows the ElectCollect form with the 'Signatures' pane open. The pane displays the following information:

- Certified by Ohio Secretary of State's Office <aalex@ohiosos.gov>**
- Only form fill-in, signing and page adding actions
- Valid certified form template:
- Source of Trust obtained from Adobe Approved Tr
- Changes have been made to this document th
- Signer's identity is valid
- Signing time is from the clock on the signer's c
- Signature is LTV enabled
- Signature Details**
- Last Checked: 2026.02.05 14:03:52 -05'00'
- Field: ElectCollect[0]SignatureField2[0] (invisible
- Trusted Content**
- Form Fields Filled In**
- Unsigned Signature Fields**
- ElectCollect[0]SignatureField[0] (invisible signa

The main content area of the form shows the '2026 Statewide Candidate Petition Certification' form, which includes a section for the Secretary of State to certify the numbers of valid and invalid signatures on the part-petitions for the candidates listed below.

ElectCollect Submission Help

Trusting the Certificate

4. Select "Signature Details" indicated in the red box below.

2026 Statewide Candidate Petition Certification

Secretary of State

On behalf of the

County Board of Elections

, I hereby certify that the numbers of valid and invalid signatures on the part-petitions for the candidates listed below are as follows:

Candidate

Number of valid part-petitions (do not include sent to another county board of elections)	
Number of valid signatures on valid part-petitions	
Number of invalid signatures on valid part-petitions	
Number of invalid part-petitions	
Number of signatures on invalid part-petitions	

Certified by Ohio Secretary of State's Office <aale

Only form fill-in, signing and page adding actions...

Valid certified form template:

Source of Trust obtained from Adobe Approved Tr...

Changes have been made to this document th...

Signer's identity is valid

Signing time is from the clock on the signer's c...

Signature is LTV enabled

Signature Details

Certificate Details...

Last Checked: 2026.02.05 14:03:52 -05'00'

Field: ElectCollect[0].SignatureField2[0] (invisible)

5. Select "Certificate Details" indicated in the red box below.

2026 Statewide Candidate Petition Certification

Secretary of State

On behalf of the

County Board of Elections

, I hereby certify that the numbers of valid and invalid signatures on the part-petitions for the candidates listed below are as follows:

Candidate

1. Number of valid part-petitions (do not include sent to another county board of elections)	
2. Number of valid signatures on valid part-petitions	
3. Number of invalid signatures on valid part-petitions	

Certified by Ohio Secretary of State's Office

Only form fill-in, signing and page adding ac...

Valid certified form template:

Source of Trust obtained from Adobe Approv...

Changes have been made to this docume...

Signer's identity is valid

Signing time is from the clock on the sign...

Signature is LTV enabled

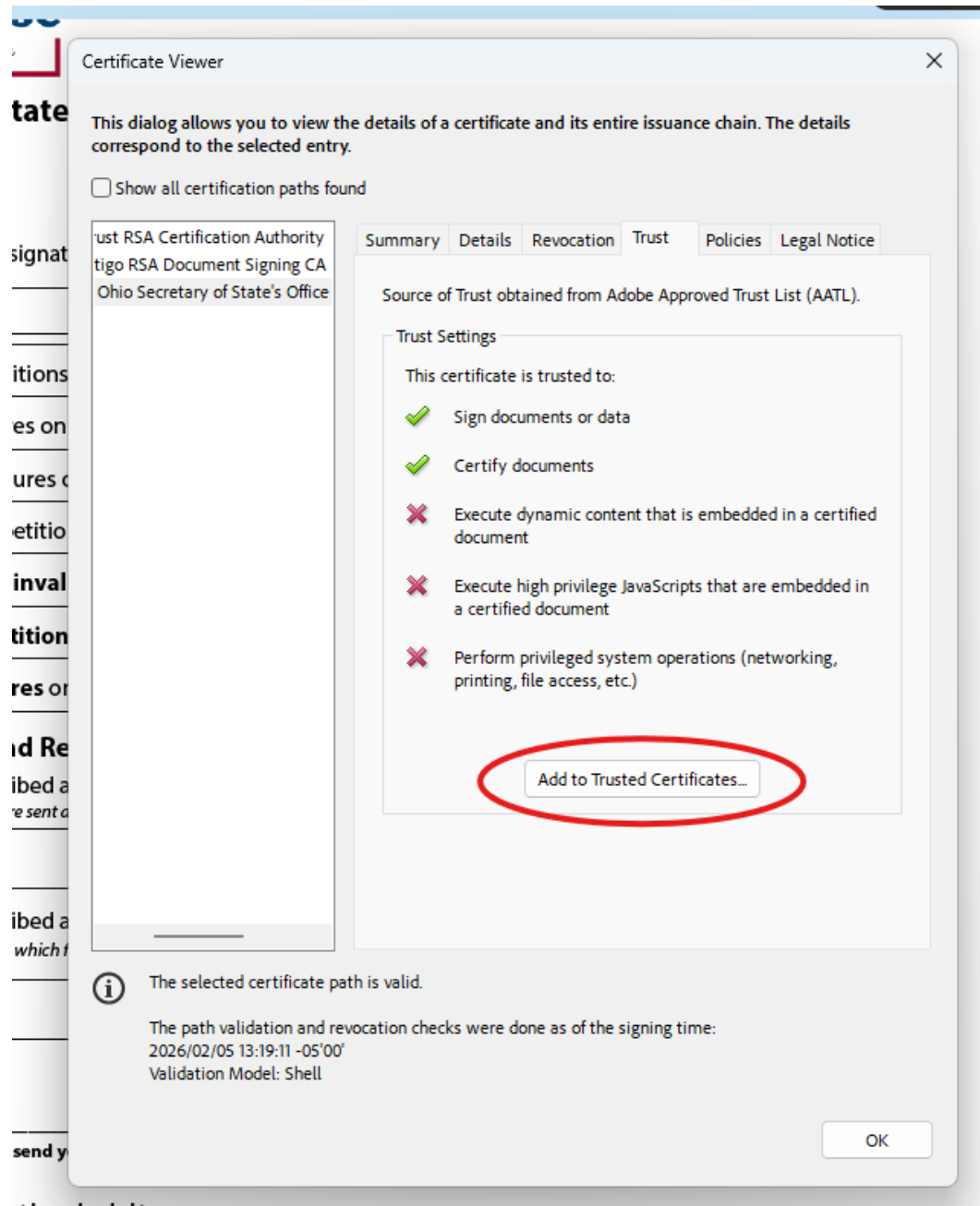
Signature Details

Certificate Details...

ElectCollect Submission Help

Trusting the Certificate

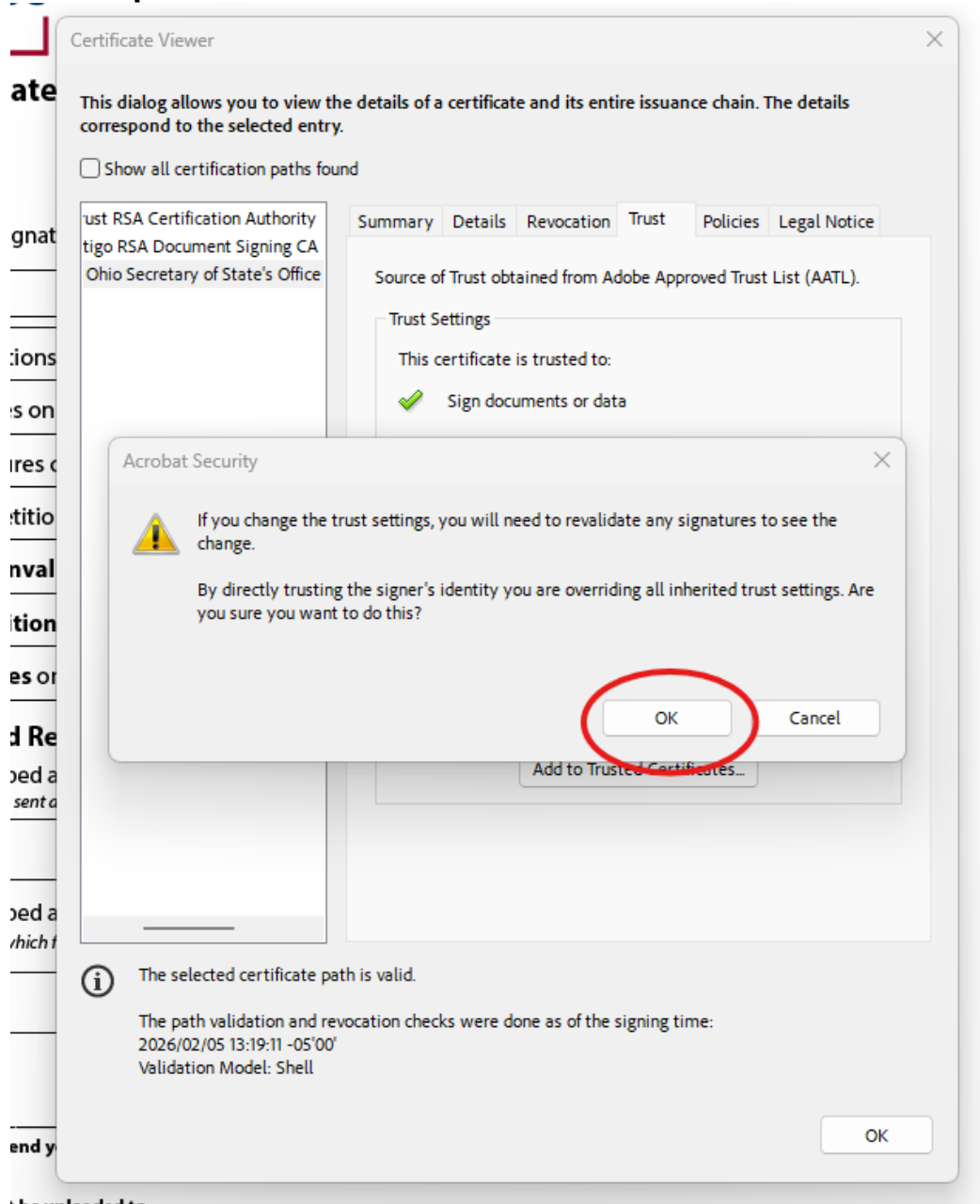
6. A window will open with tabs along the top.
 - a. Select the **"Trust"** tab indicated by the arrow cursor below.
 - b. Select the **"Add to Trusted Certificates"** button as circled.



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Trusting the Certificate

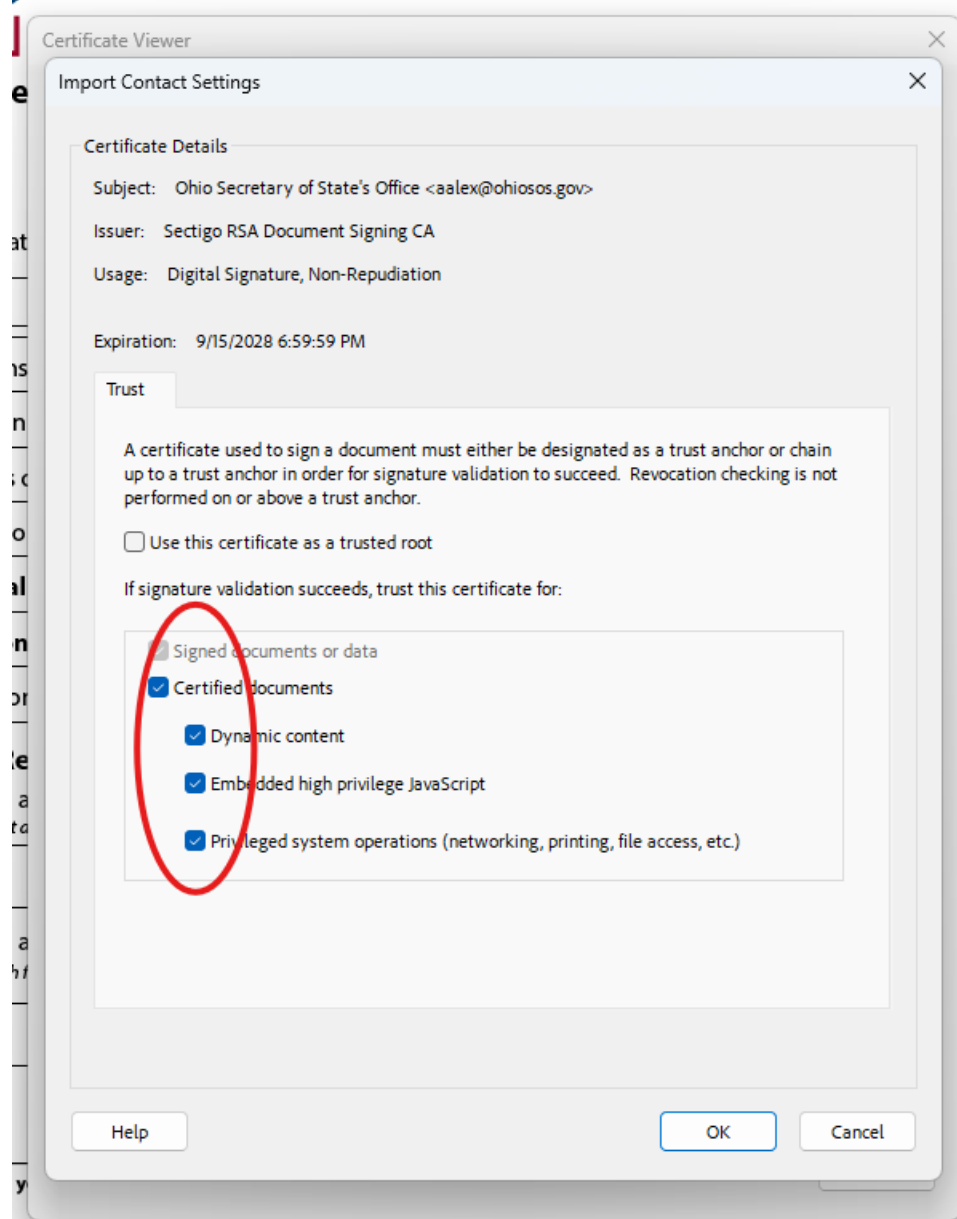
7. A dialog box will open, click OK



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Trusting the Certificate

8. Place a checkmark in the three boxes as shown in the red circles below. Then, click OK.



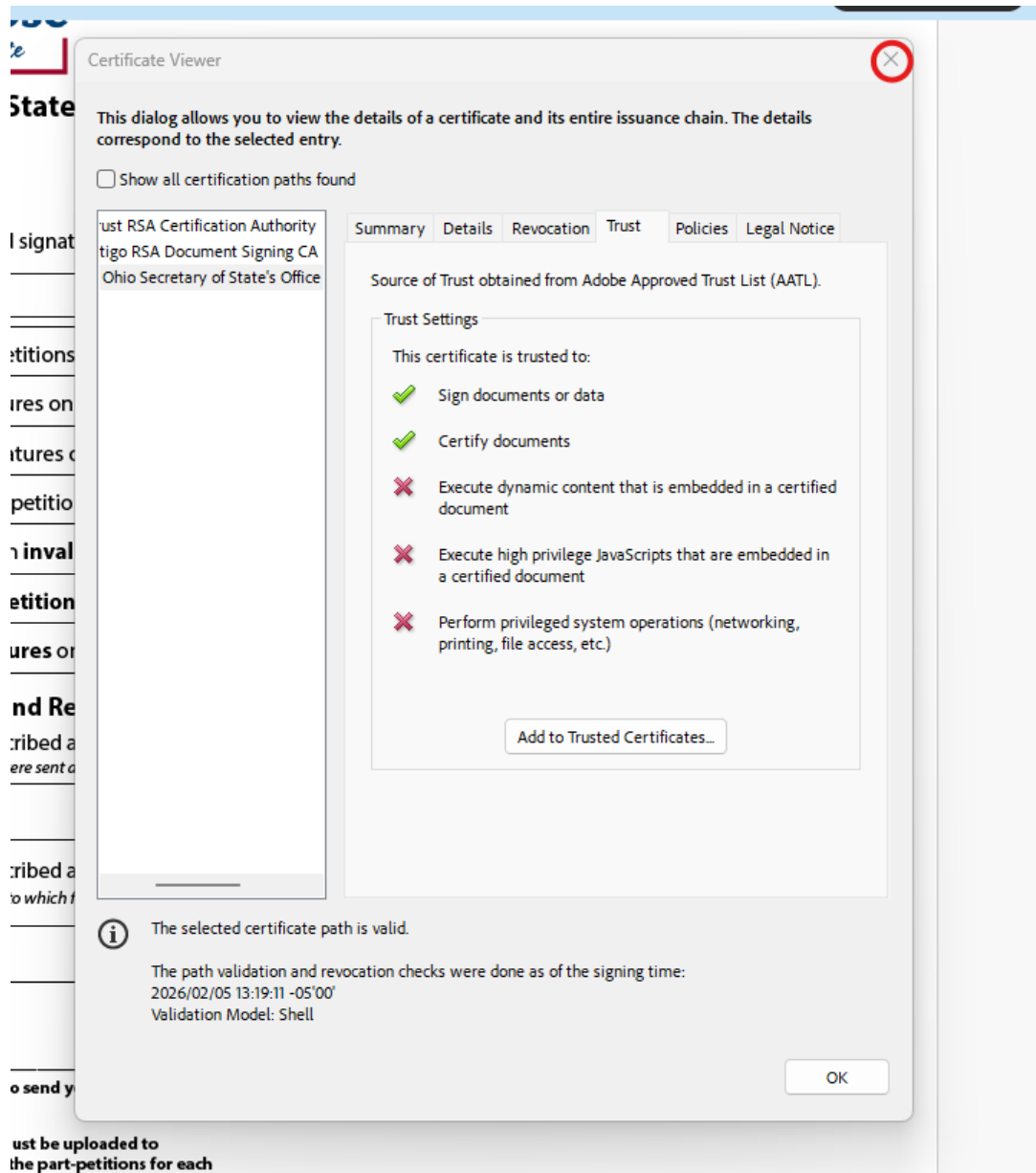
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Trusting the Certificate

9. 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 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 Elections Division (614) 466-2585.