

# Sign and Upload a Certification of Personnel Actions User Manual

This manual will provide step-by-step instructions on how to sign a Certification of Personnel Actions with an electronic signature and upload it to the COPA eDocs module.


You need to complete a certification in Adobe Reader. If you don't have Adobe Reader in your PC, please download the latest version at <http://www.adobe.com/products/reader.html>. Adobe Reader 10 or above is recommended.

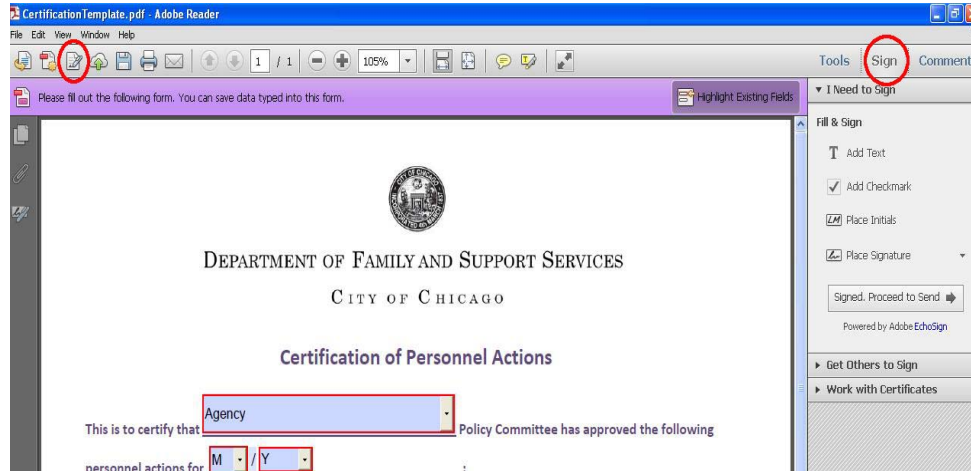
You can sign a certification with an electronic signature in Adobe Reader or you can print a certification and then sign the printed copy with a written signature. If you prefer to sign with an electronic signature in Adobe Reader, please follow the step by step instructions below:

## Sign Electronic Signature

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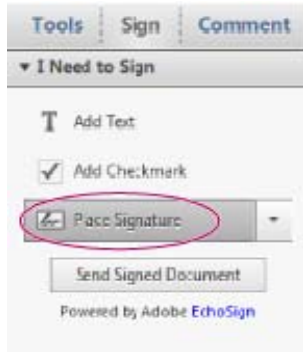
In Reader, you can sign a certification with an electronic signature by drawing your signature. When your certification is complete, the signature becomes part of the PDF.

1. Open the certification you want to sign.
2. Click the **Sign** icon  in the toolbar to open the Sign pane, or click the **Sign pane**.

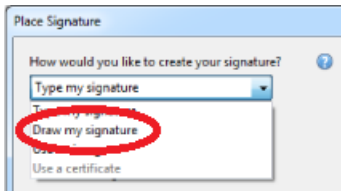


**If the Sign icon is not in the toolbar, right-click the toolbar, and choose File > Add Text or Signature.**

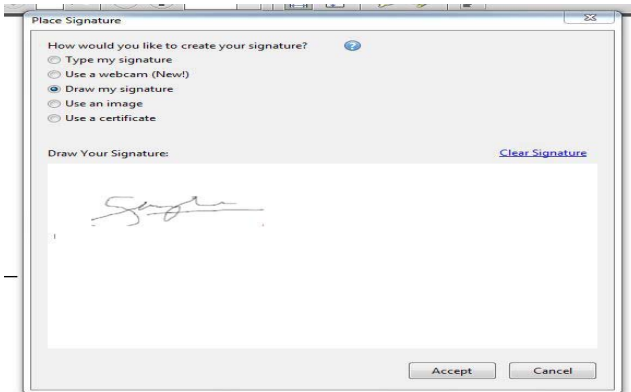
3. In the Sign pane, click **Place Signature**.



4. In the Place Signature dialog box, choose **Draw my signature** to create your signature:

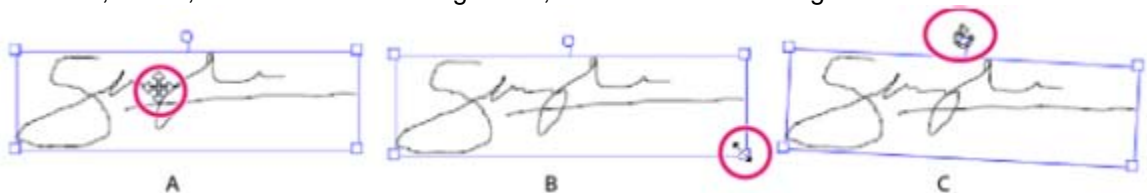


Draw your signature in the Draw Your Signature field. When you are satisfied with your signature, click **Accept**.



5. Click in the PDF where you want to place your signature.

To move, resize, rotate or delete the signature, do one of the following.



**A.** Move pointer **B.** Resize pointer **C.** Rotate pointer **D.** Delete signature

## Move

Position the cursor over the signature and drag into position.

## Resize

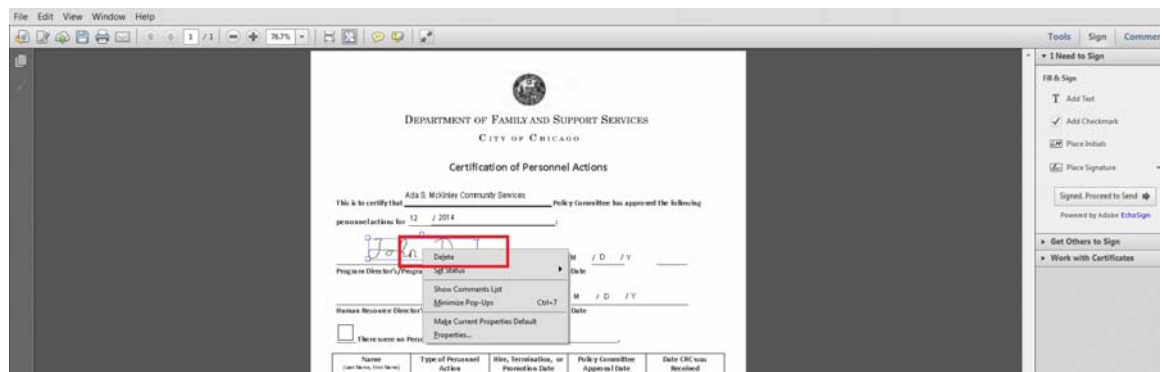
Drag a corner handle to resize.

## Rotate

Position the cursor over the rotation handle (top-middle handle), when the cursor changes to a circular arrow, drag to rotate the signature.

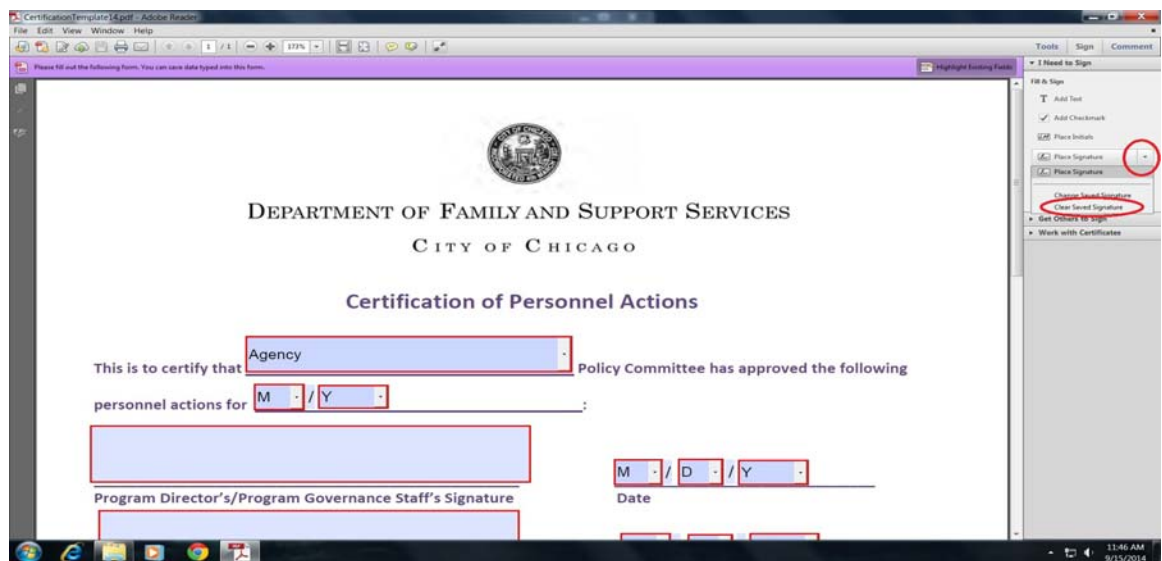
## Delete


Right click the signature and choose delete to delete the signature.



D

6. **\*\*\*\* Important:** After placed your signature, click the arrow button next to the Place Signature. On the drop down menu, select **Clear Saved Signature** to clear your signature to prevent others from using your signature. **\*\*\*\***



7. Click  or choose File > Save to save the signed certification.
8. Specify the location for the file, and click Save.

**Please note that:**

*Adobe Reader doesn't provide functions to let user combine multiple pdf pages to one file. Therefore, if your certification has more than 1 page, you need to print out all the pages, scan, and save them as one pdf file in your PC, then upload it to COPA eDocs.*

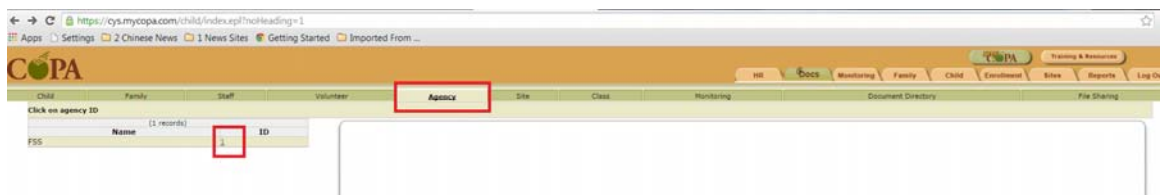
### Upload Signed Certification

You can start uploading signed certification to COPA eDocs when the signed certification has been stored in your PC. You need to upload the certification to the COPA eDocs Agency Directory.

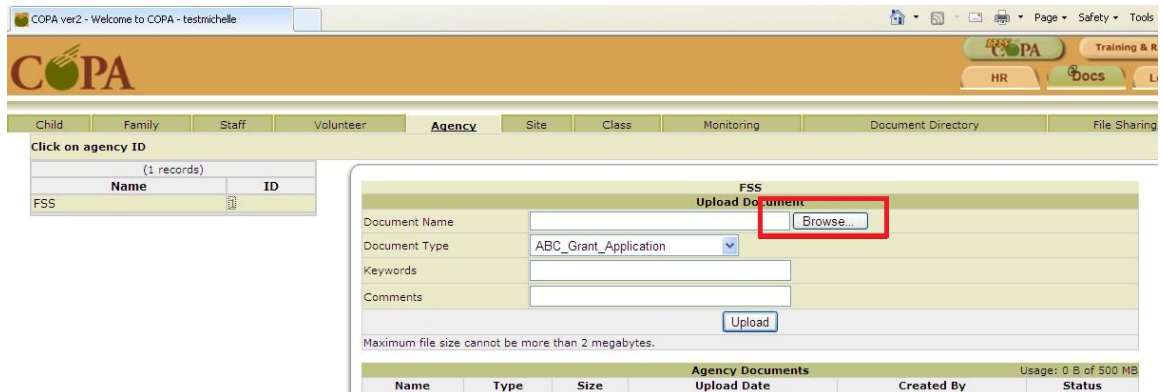
1. Type [cys.mycopa.com](https://cys.mycopa.com) in the internet browser and go to the COPA home page.
2. Enter your **User Name** and **Password**.
3. Click **Continue**.
4. COPA displays the COPA agency/site page after you login. Click on the **eDocs** tab displayed at the top of the screen, you will go to the eDocs module.



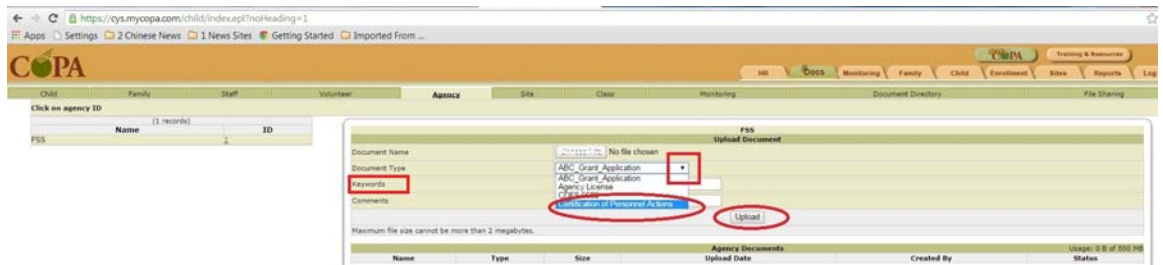
5. Once you have clicked **Agency** on the green navigation bar, your agency name and ID below appears. Click the **Link Agency ID**, the Upload Document page appears.



6. Click on the **Browse** button to upload the signed certification.



7. Click on the arrow in the **Document Type** dropdown menu and select **Certification of Personnel Actions** as the Document Type. Enter **the numerical Month and Year (Format: MM/YYYY, Like 09/2015)** for the certification in the **Keywords** text field. Then, click the Upload button to upload the certification.



*For further technical questions please contact Michelle Lee at [Michelle.Lee@cityofchicago.org](mailto:Michelle.Lee@cityofchicago.org).*