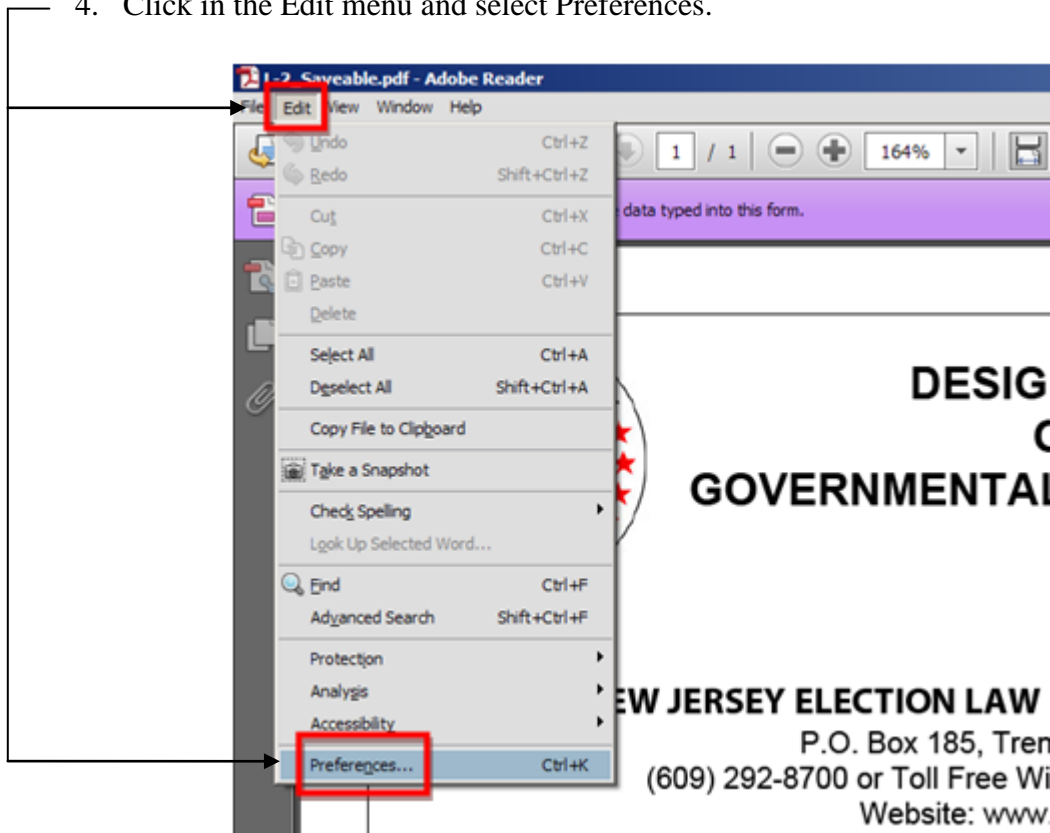


Step-by-step instructions to enable the “Trust This Document” security feature to accept the Registration Number & PIN and display the signature

First note that the Adobe Forms used by the Commission for the electronic processing of the Annual Lobbyist Filings have integrated security procedures to prevent viruses, as well as other malicious activities from infecting a computer. Due to these security measures, electronically signing the forms requires that the signer follow a number of steps to confirm the validity of the form. This process, referred to as “Trusting the Document” is therefore necessary in order to electronically sign the form.

1. Start by creating a folder either on your desktop or some other location where all of the annual lobby forms will be saved. Name this folder ELEC_Lobby for easy reference.
2. Download the annual lobby form(s) to be filed and save it in this folder.
3. Open one of the forms in Adobe Reader (This process will only need to be completed one time).
4. Click in the Edit menu and select Preferences.



5. In the Preferences box, click on Security (Enhanced) from the left-hand menu. Then click on the Add Folder Path button.
6. In the Browse For Folder box, select the ELEC_Lobby folder and click OK. The Browse For Folder box will close and the location of the ELEC_Lobby folder will be displayed in the window of the Preferences box.
7. Click OK on the Preferences box. An Adobe Reader message will ask, “Are you sure you want to make changes to the Enhanced Security Preferences?” Again, click OK.
8. The Preferences box will close. All of the annual lobbying forms that are saved to the ELEC_Lobby folder will now be enabled to electronically sign the forms.
9. After entering your Registration Number & PIN and clicking the “Verify” button, your form is electronically signed when your name appears on the signature line. Remember to be connected to the Internet before entering your Registration Number & PIN.

