



CANADIAN FORCES MORALE AND WELFARE SERVICES
SERVICES DE BIEN-ÊTRE ET MORAL DES FORCES CANADIENNES

7331-1 (CFMWS/CFO)

10 April 2025

Distribution List

**ELECTRONIC SUBMISSION
OF FINANCE AND
ACCOUNTING DOCUMENTATION**

References: A. 7331-1 (CFMWS/CFO)
18 Sep 2020
B. A-FN-105-001/AG-001 Chapter 19 Annex C
(Payment Approval for Invoices via Email)

1. As detailed in ref A, Non-Public Property (NPP) has adopted the standard practice of electronic submission and storage across NPP entities. Accordingly, NPP entities and divisions are reminded and requested to submit electronic documents to their supporting/local NPP Accounting Offices via e-mail.

2. The issue of invoices requiring signatures for payment approval is covered at ref B.

3. Allowable formats for official signatures that do not require the e-mail certification detailed at ref B include the following:

- a. Providing a scanned document reflecting a manual signature and a full signature block;
- b. Use of a stylus to produce an actual signature on the document and a full signature block;
- c. Authorization through the use of Public Key Infrastructure (PKI) technology via the DWAN or

7333-1 (SBMFC/CSF)

Le 10 avril 2025

Liste de distribution

**SOUSSION ÉLECTRONIQUE
DE LA DOCUMENTATION DES
FINANCES ET DE LA COMPTABILITÉ**

Références : A. 7331-1 (SBMFC/CSF) 18 sept. 2020
B. A-FN-105-001/AG-001 Chapitre 19 Annexe C
(Processus d'approbation du paiement de factures par courriel)

1. Comme indiqué dans la référence A, les Biens non publics (BNP) ont adopté la pratique normalisée de soumission et de stockage électroniques dans l'ensemble des établissements des BNP. En conséquence, les établissements et les divisions des BNP doivent soumettre les documents électroniques à leurs bureaux locaux/de soutien de la comptabilité des BNP par courrier électronique.

2. La question des factures nécessitant des signatures pour l'autorisation de paiement est couverte à la référence B.

3. Les formats admissibles pour les signatures officielles qui ne nécessitent pas la certification par courriel détaillée à la référence B sont les suivants :

- a. fournir un document numérisé où y figure une signature manuelle et un bloc de signature complet;
- b. utiliser un stylet pour produire une signature réelle sur le document et un bloc de signature complet;
- c. autorisation par le biais de la technologie d'infrastructure à clé publique (ICP) via le Réseau étendu de

CFMWS using your CAF Public Key Infrastructure (PKI) card; and

- d. Producing an authenticated digital signature through an officially approved software program such as Kofax Power PDF or Adobe, (Procedures for Kofax Power pdf are outlined in Annex A, and procedures for standard Adobe Acrobat Reader are provided in Annex B).

Note 1: A full signature block must include the date, initials, surname and position of the authorizing person and appear by the signature.

4. As a reminder, it is not permitted, under Payment Card Industry (PCI) accreditation, to include complete credit card information on electronically transmitted data, such as the NPP Corporate Credit (black out the number except the last four digits before sending). When the local NPP Accounting office requires the full customer credit number for recurring payments (e.g. CANEX No Interest Credit Plan) the original document must be promptly sent to the local NPP accounting office in a properly addressed sealed envelope without any security markings.

5. Addressees are requested to ensure the widest possible dissemination to all their NPP entities. Supporting/local NPP accounting offices should be contacted for any further clarification.

la Défense (RED) ou les SBMFC en utilisant votre carte ICP des FAC;

- d. produire une signature numérique authentifiée à l'aide d'un logiciel officiellement approuvé tel que Kofax Power PDF ou Adobe (les procédures pour Kofax Power PDF sont décrites à l'annexe A, et les procédures pour Adobe Acrobat Reader standard sont fournies à l'annexe B).

Remarque 1 : Un bloc de signature complet doit inclure la date, les initiales, le nom de famille et le poste de la personne qui autorise la signature et apparaître à côté de la signature.

4. Nous vous rappelons qu'il est interdit, en vertu de l'accréditation de l'industrie des cartes de paiement (ICP), d'inclure des renseignements complets sur les cartes de crédit dans les données transmises par voie électronique, comme le numéro de carte de crédit des BNP (masquer le numéro sauf les quatre derniers chiffres avant l'envoi). Lorsque le bureau local de la comptabilité des BNP exige le numéro de carte de crédit complet de la clientèle pour les paiements récurrents (p. ex. le Plan de crédit sans intérêt de CANEX), le document original doit être envoyé dans les plus brefs délais au bureau local de la comptabilité des BNP dans une enveloppe scellée correctement adressée, sans aucune marque de sécurité.

5. Les destinataires sont priés d'assurer la plus vaste diffusion possible à tous leurs établissements des BNP. Les bureaux de la comptabilité locaux/de soutien doivent être contactés pour toute clarification.

Le chef des services financiers,

Dave Patel
Chief Financial Officer

Distribution List

Action

External

All Base/Wing/Unit Commanders

Internal

EXMB

Information

External

VCDS

Comd RCN

Comd CA

Comd RCAF

CMPC

Comd CJOC

Comd CANSOFCOM

Comd CFINTCOM

ADM(RS)

Liste de distribution

Exécution

Externe

Cmdtes et cmdts des bases/escadres/unités

Interne

CHD

Information

Externe

VCEMD

Cmdt MRC

Cmdt AC

Cmdt ARC

CCPM

Cmdt COIC

Cmdt COMFOSCAN

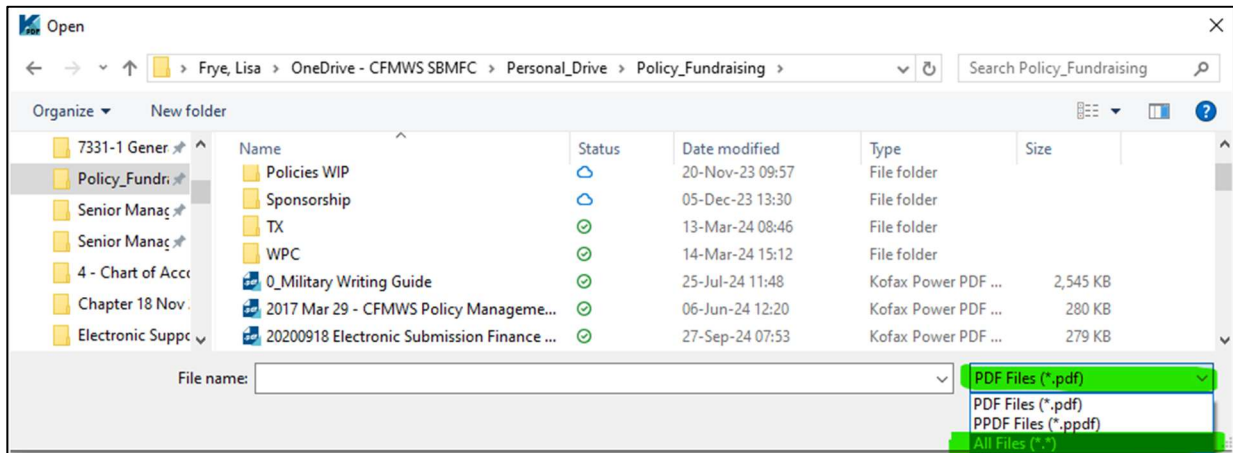
Cmdt COMRENSFC

SMA (Svcs Ex)

HOW CREATE AN AUTHENTICATED DIGITAL SIGNATURE IN KOFAX POWER PDF

To use the authenticated digital signature created by KOFAX Power PDF, follow these steps:

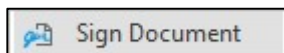
1. Launch KOFAX Power PDF and open the document you want to sign. (If the document is not a pdf select All Files (“.”):



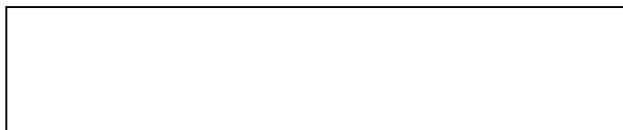
2. Click on the “Security” tab and select “Sign”



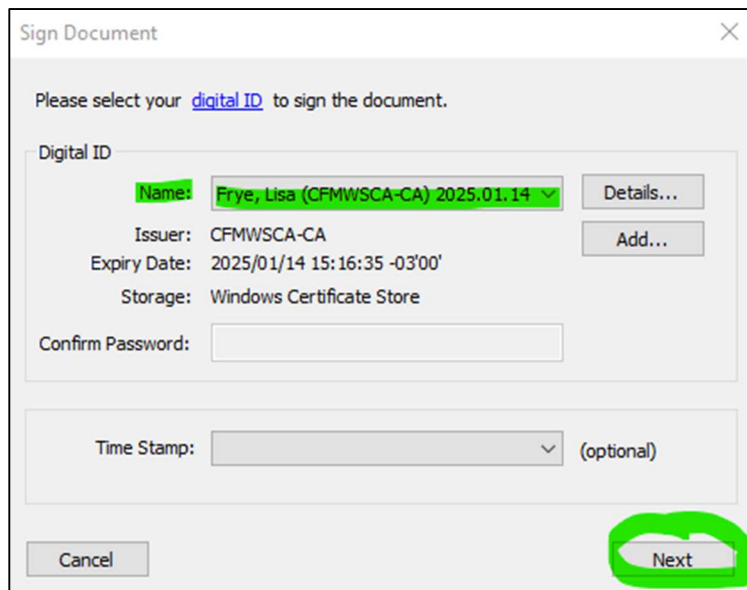
3. Click on Sign Document:



4. Use the digital pencil to draw a signature box for your Digital Signature:



5. From the Sign Document pop-up box, your Digital ID Name will appear in the “Name” box; click next:



Sign Document

Please select your [digital ID](#) to sign the document.

Digital ID

Name: Frye, Lisa (CFMWSCA-CA) 2025.01.14 Details...

Issuer: CFMWSCA-CA Add...

Expiry Date: 2025/01/14 15:16:35 -03'00'

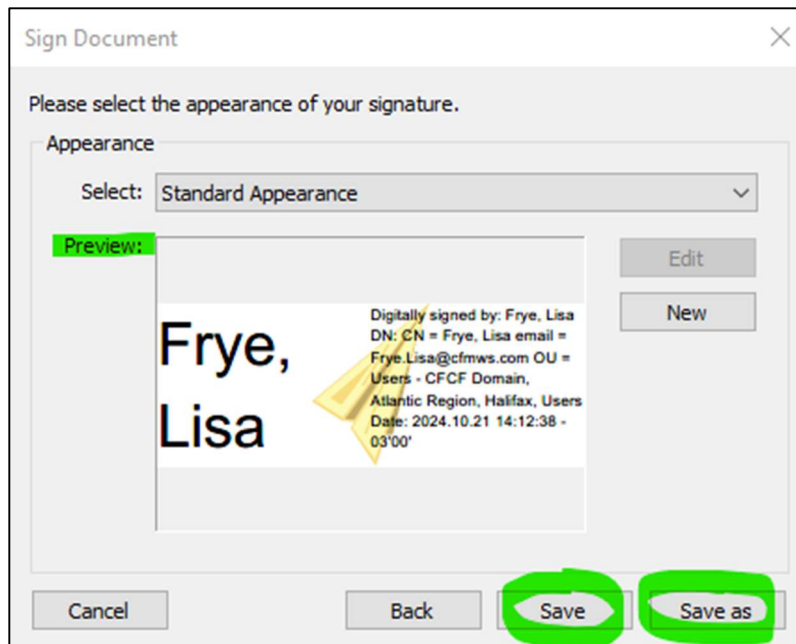
Storage: Windows Certificate Store

Confirm Password:

Time Stamp: (optional)

Cancel Next

6. Verify the digital signature in the Preview window then click Save (to overwrite the original document that is being signed) or Save as (to save a new version of the document):



Sign Document

Please select the appearance of your signature.

Appearance

Select: Standard Appearance

Preview:

Frye,
Lisa

Digitally signed by: Frye, Lisa
DN: CN = Frye, Lisa email =
Frye.Lisa@cfmws.com OU =
Users - CFCF Domain,
Atlantic Region, Halifax, Users
Date: 2024.10.21 14:12:38 -
03'00'

Edit

New

Cancel Back Save Save as

7. The document has now been digitally signed:



Note 1: In addition to the digital signature, the signer's signature block showing their position title must appear by the signature. This information can be added two ways:

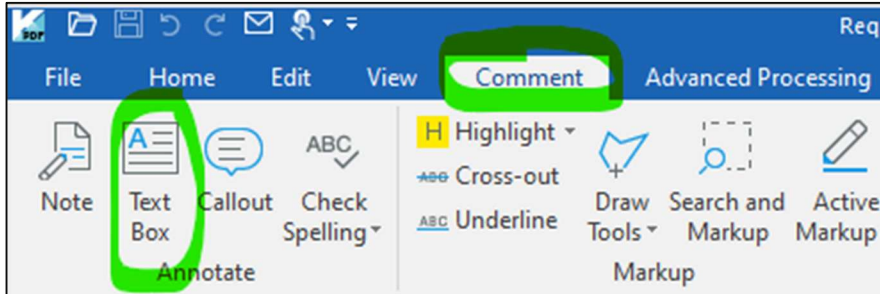
- a. manually added by typing the information directly onto the document; or
- b. adding a signature block image to your existing Digital ID.

For those who frequently sign documents, option b may be the preferred option as adding a signature block image to your existing Digital ID is a one-time process that does not have to be repeated.

Note 2: If you encounter any issues with the digital signature, please create an [IT ticket](#) and attach a screenshot of the problem.

Option a – manually adding signature block information to a document

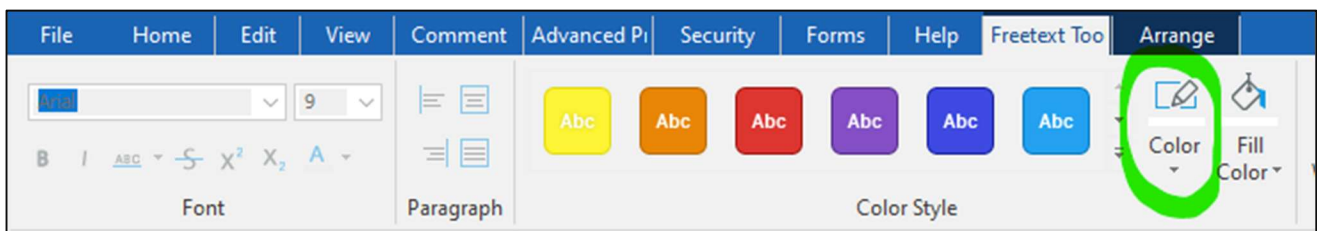
1. If there is not already a box where the signature block information can be typed in, create your own box by selecting the Comment tab then click the Text Box button:



2. Draw a box where you want to enter the signature block information, making sure it does not overlap with the digital signature, and enter your signature block information:



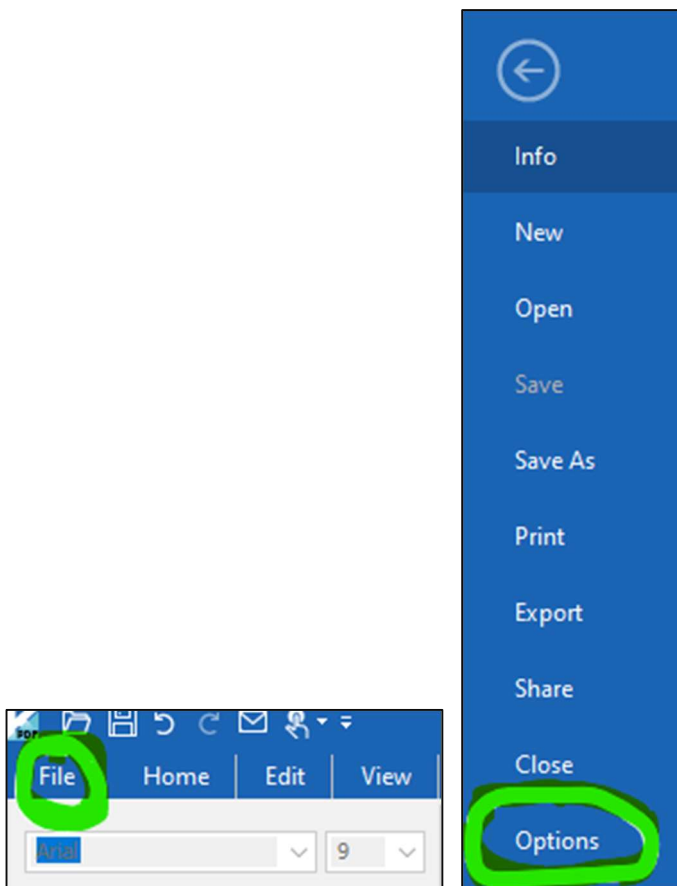
Note: the default box colour is black but that can be changed by clicking within the text box and changing the Color from the panel at the top of the document:



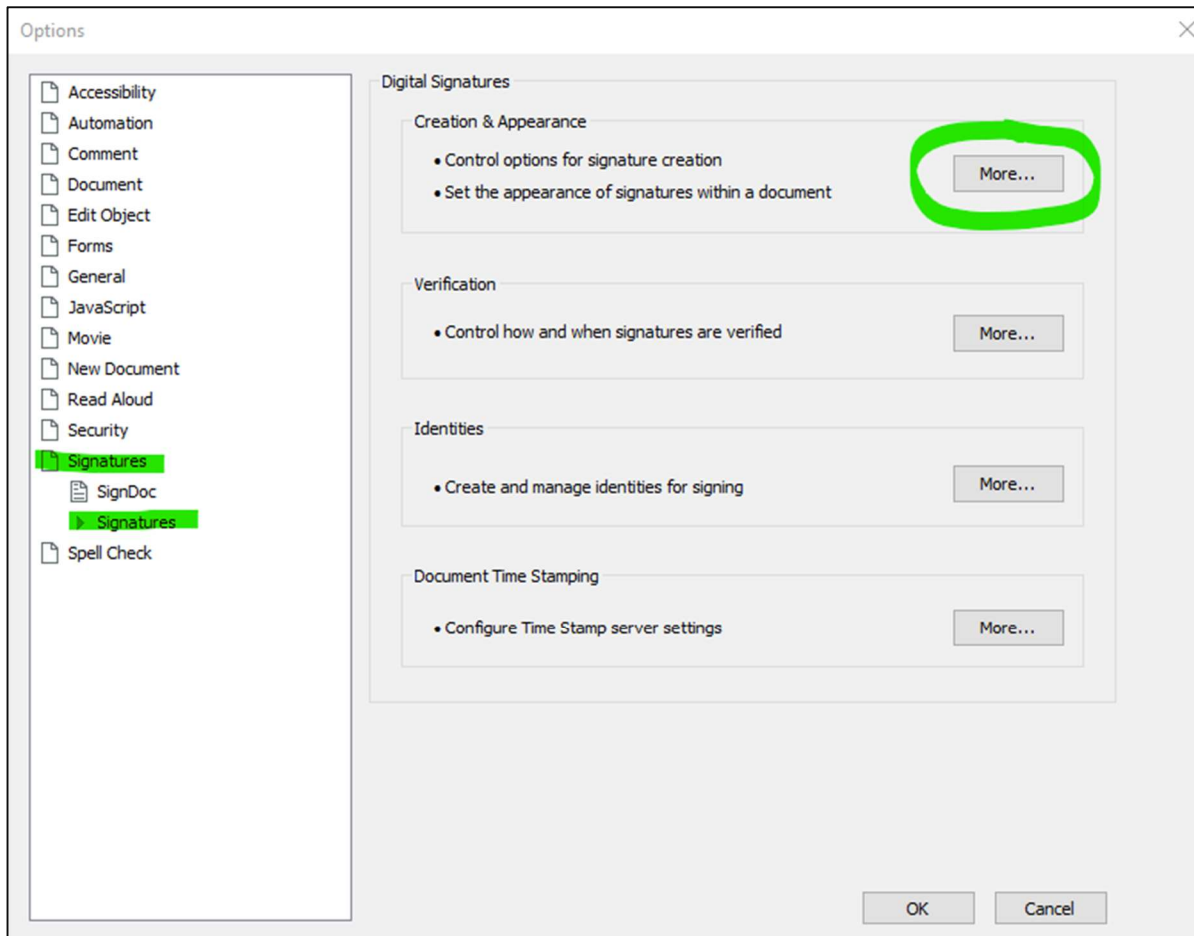
Option b – Adding an image to your Digital ID

Note: Only pdf images can be added to a digital signature. When using your email signature block (recommended) or other signature block source, copy and paste it into a Word document then save as pdf. Kofax will use the entire page of a document as the signature block image so before starting this process, ensure your signature block file fills most of the entire page. This can be done by using a “landscaped” Word document with extra-large font to fill most of the page and then saving as a pdf.

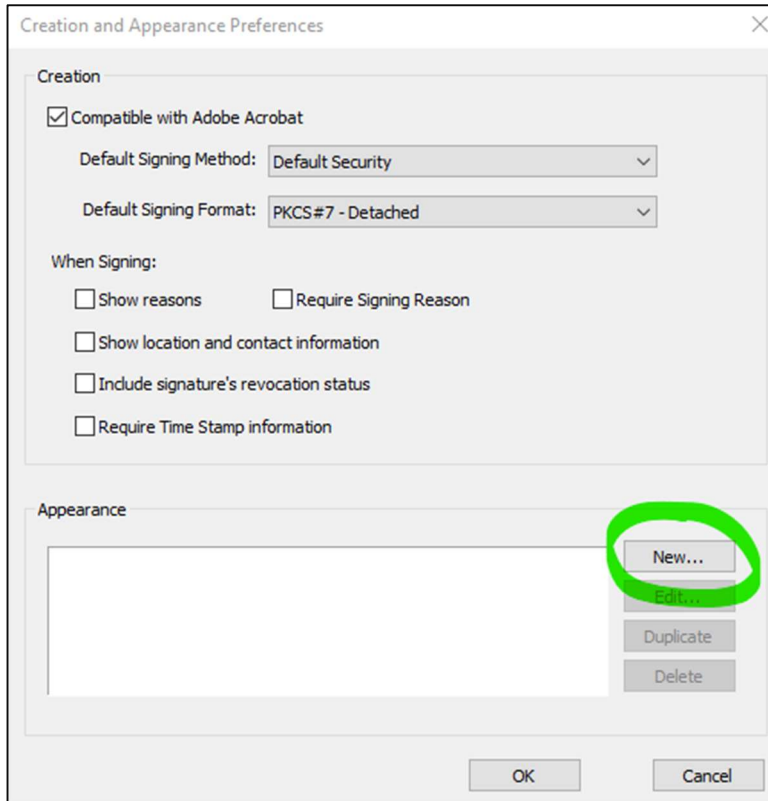
1. From the top left-hand corner of Kofax, click File then Options:



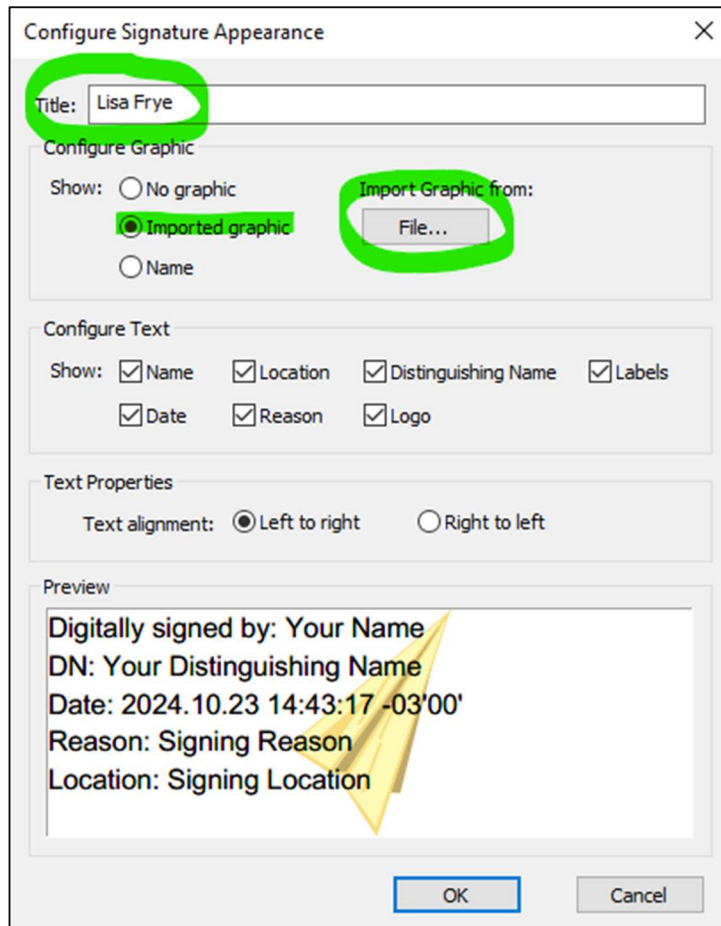
2. From the Options menu click Signatures to expand the section then click Signatures then the More button within the Creation & Appearance section:



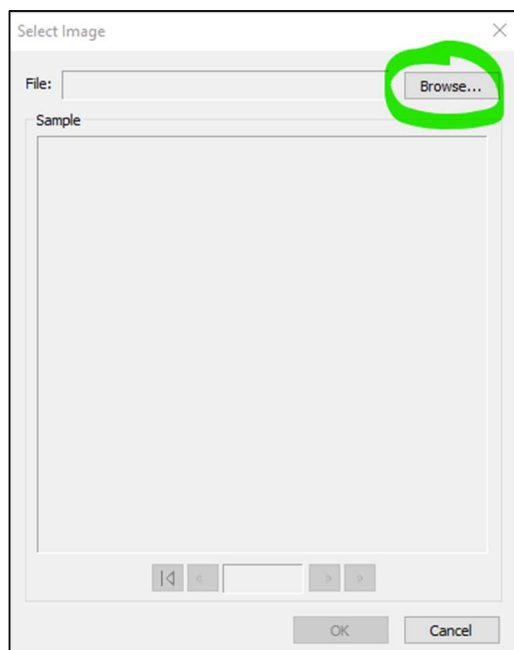
3. In the Creation & Appearance box, click New to create a new Digital ID Appearance:

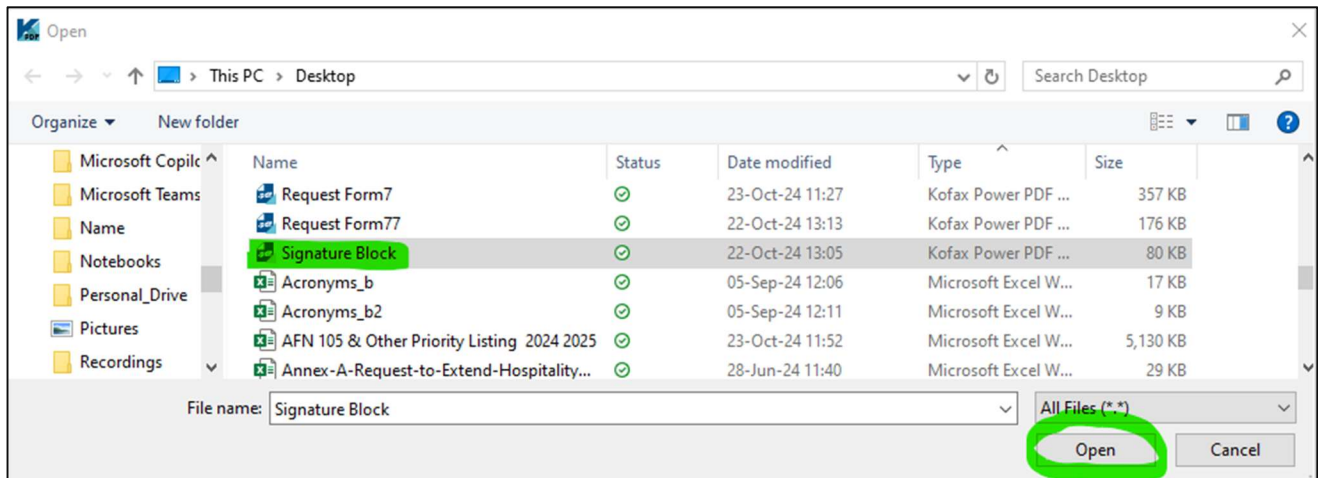


4. Enter a name ("Title") for the new Digital ID Appearance, then select "Imported graphic" and click on File...:

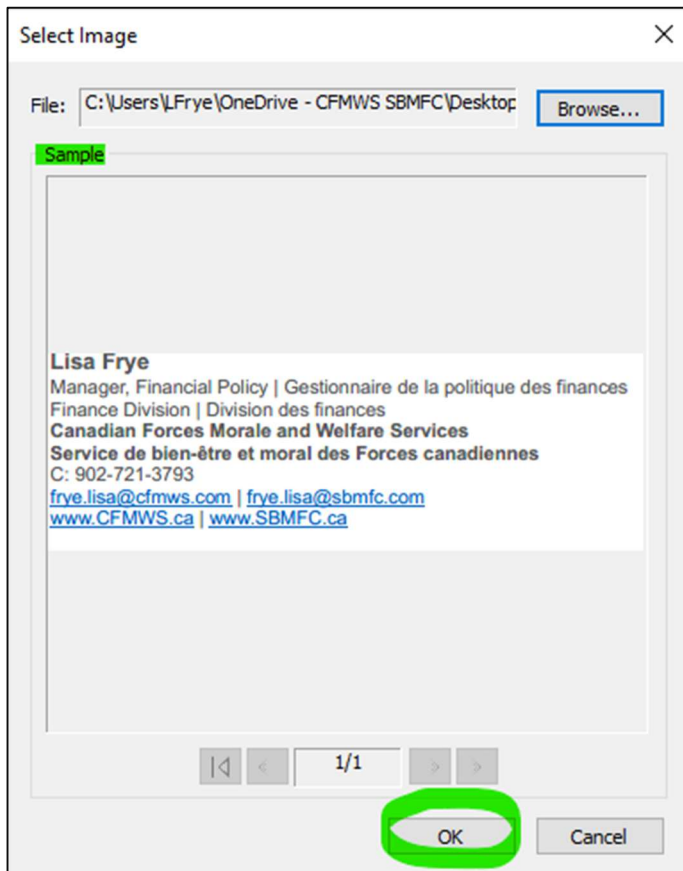


5. Click on Browse and select the pdf file to import into your digital signature then click Open:





6. A preview of the image will appear in the Sample window. If correct, click OK:



7. Configure the Digital ID text by showing or hiding certain elements. It is recommended that Distinguished Name and Reason are left hidden while all other options are checked to show. Then, verify the image in the Preview section then click Ok:

Configure Signature Appearance

Title:

Configure Graphic

Show: ☐ No graphic ☒ Imported graphic ☐ Name

Import Graphic from:

Configure Text

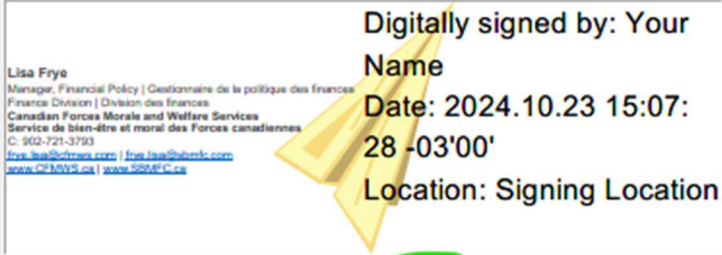
Show: ☒ Name ☒ Location ☒ Distinguishing Name ☒ Labels

☒ Date ☒ Reason ☒ Logo

Text Properties

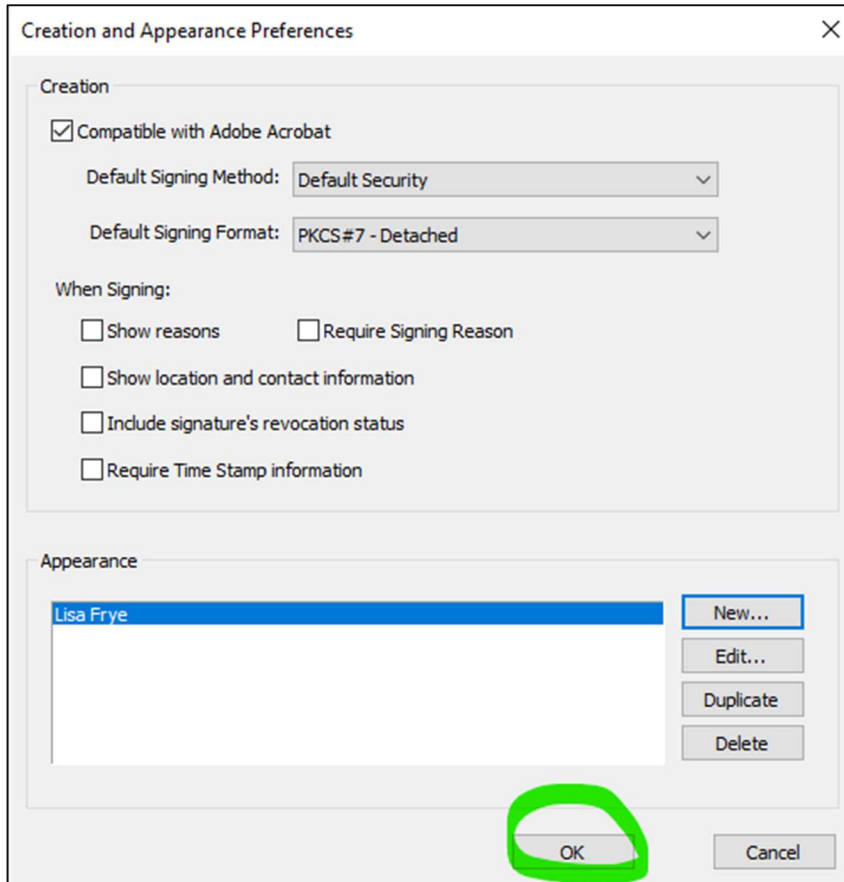
Text alignment: ☒ Left to right ☐ Right to left

Preview

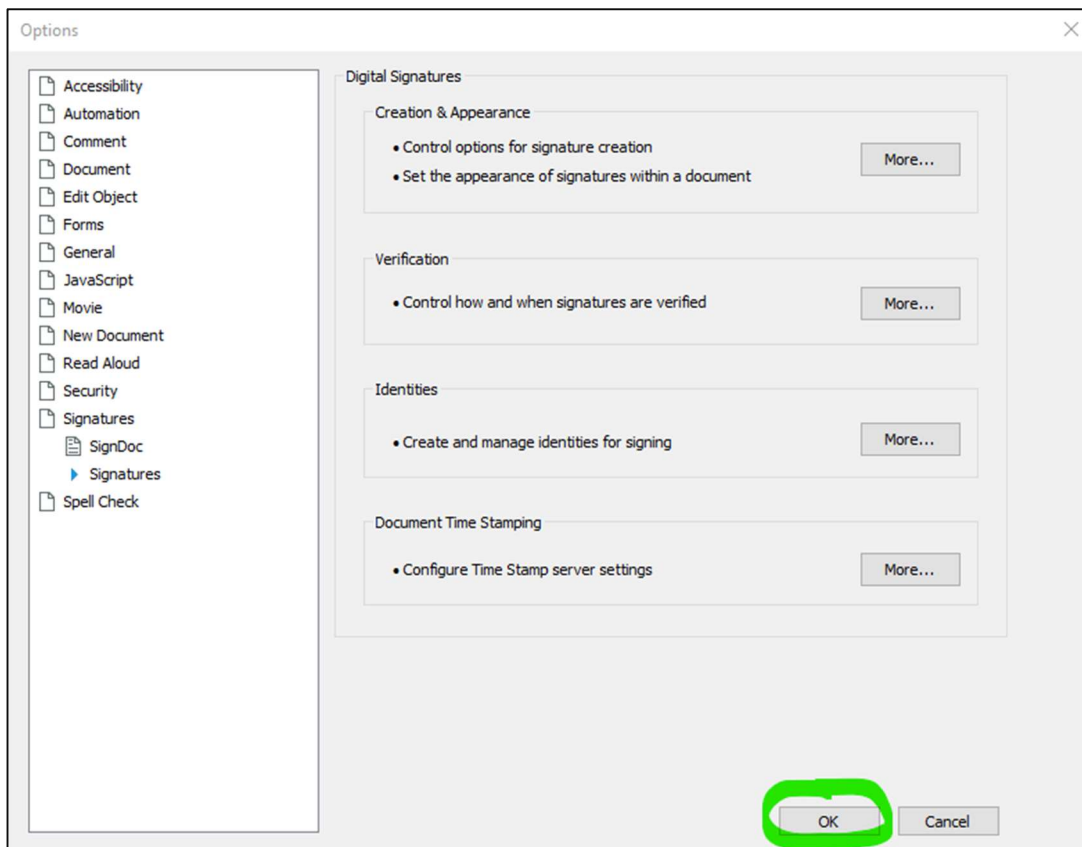


Digitally signed by: Your Name
Date: 2024.10.23 15:07:28 -03'00'
Location: Signing Location

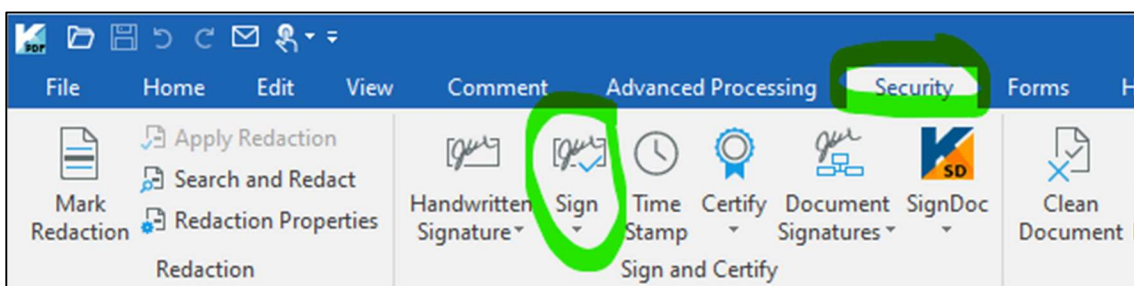
8. Your new Digital ID Appearance should show in the Appearance window. Click OK:



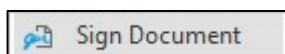
9. Click OK on the Options box:



10. The new Digital ID Appearance is now ready to use as a component of your digital signature and must be selected when signing documents following these instructions.
11. Select the security tab then click Sign:



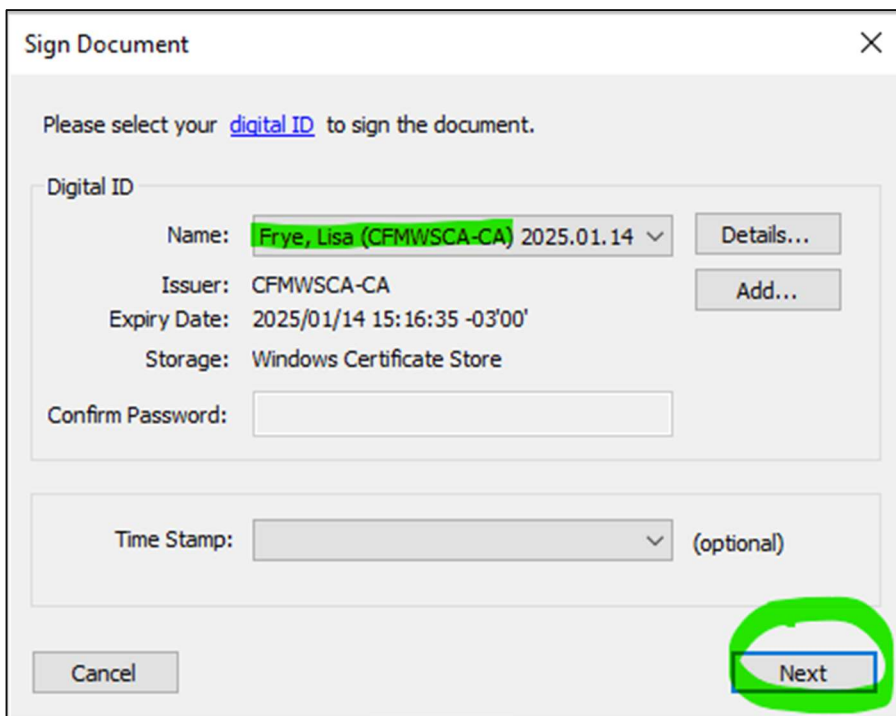
12. Click on Sign Document:



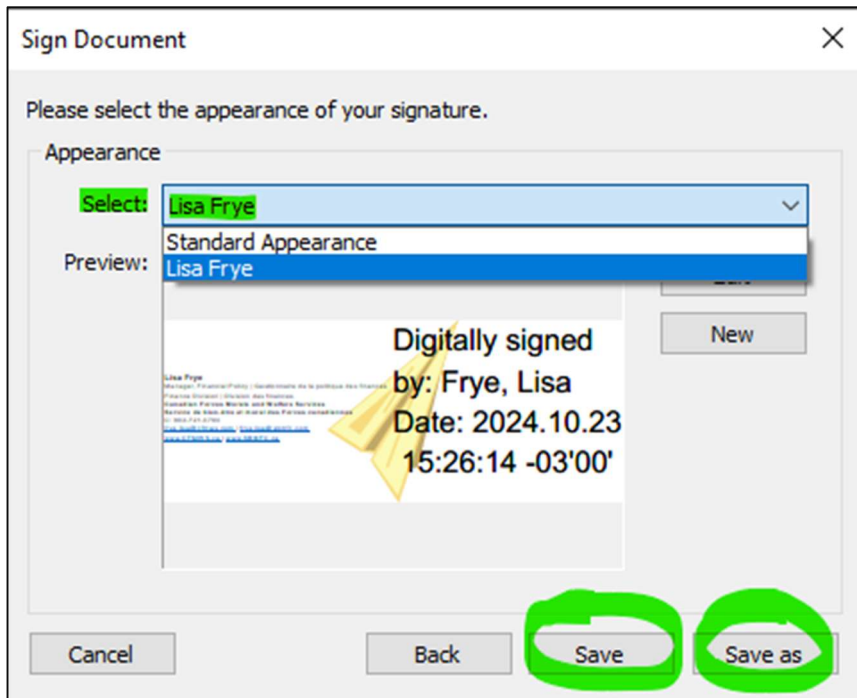
13. Use the digital pencil to draw the box where your Digital Signature will go:



14. From the Sign Document pop-up box, select the CFMWS created Digital ID (if it is not already selected) then click Next:



15. Ensure the newly created Digital ID Appearance name is showing in the Appearance box. If it is not, click the drop-down arrow and select the new Digital ID Appearance name then click either Save (to overwrite the original document that is being signed) or Save as (to save a new version of the document):



16. The document now contains your digital signature and signature block.



Note: If you encounter any issues with the digital signature, please create an [IT ticket](#) and attach a screenshot of the problem.

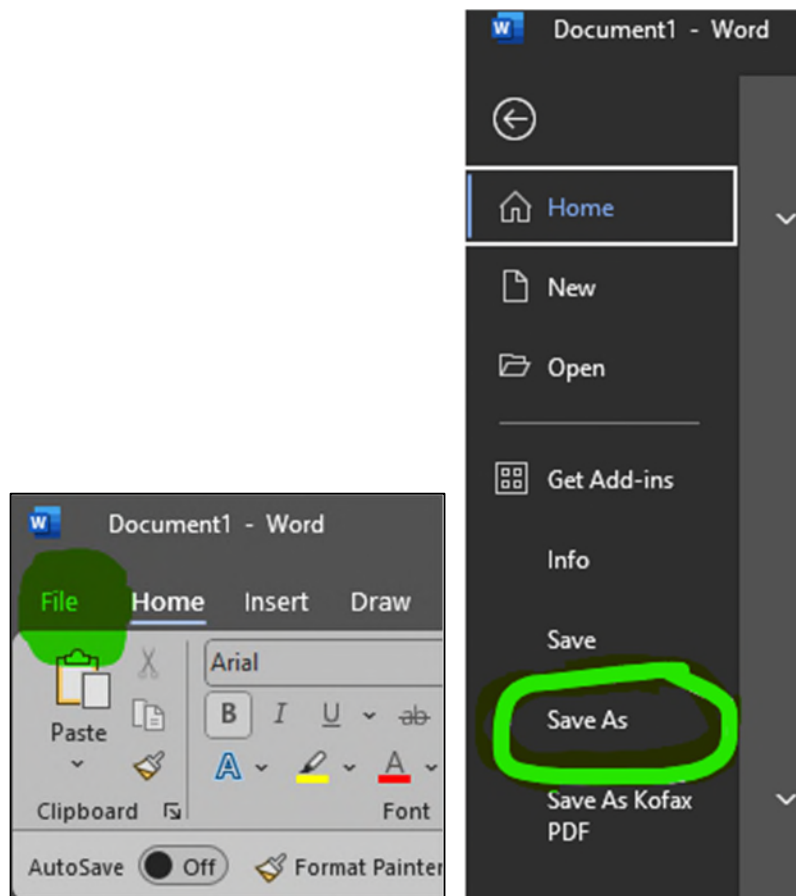
HOW TO CREATE AN AUTHENTICATED DIGITAL SIGNATURE USING ADOBE ADOBE READER

To create an authenticated digital signature using Adobe Acrobat Reader, follow these steps:

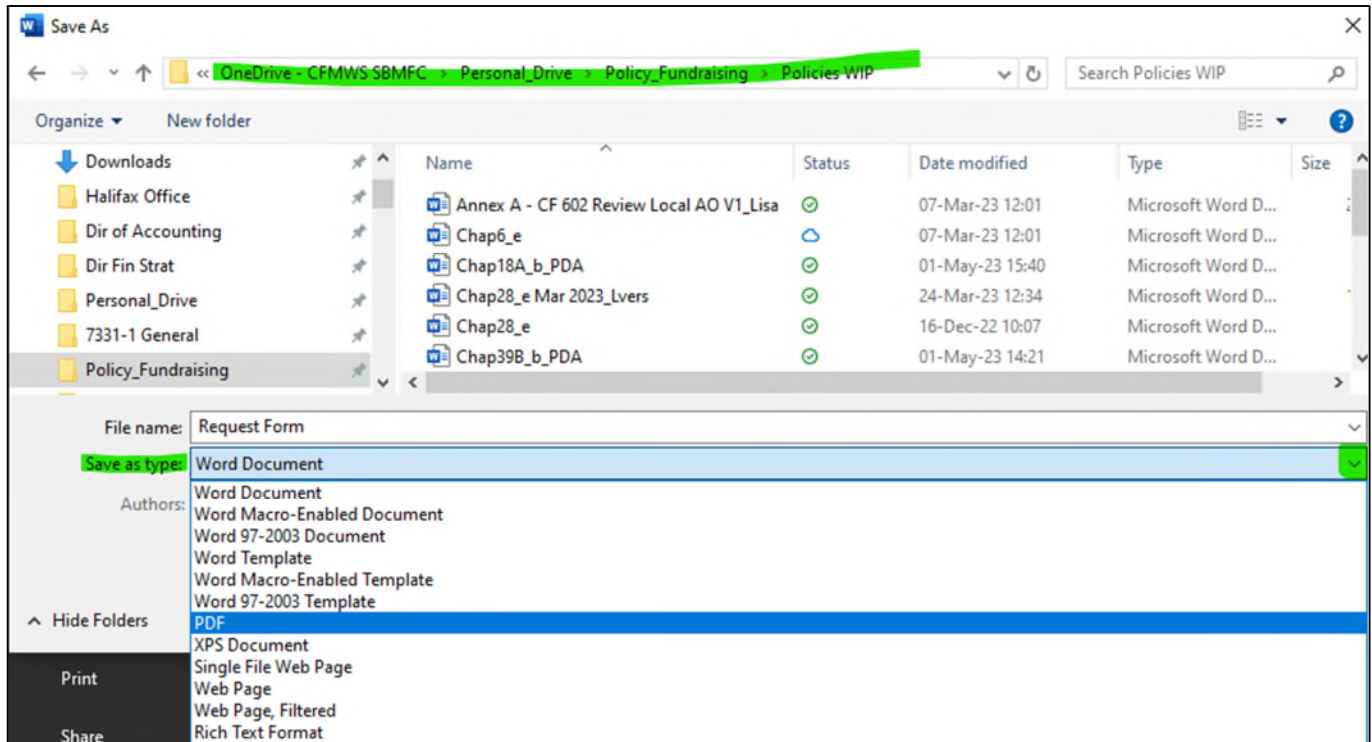
1. Open the pdf document to be signed using Acrobat Reader ("Acrobat").

Note: If the document is not a pdf it must first be converted to pdf following these steps:

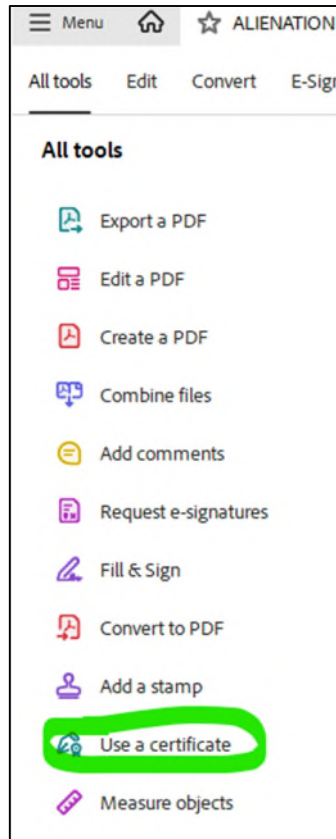
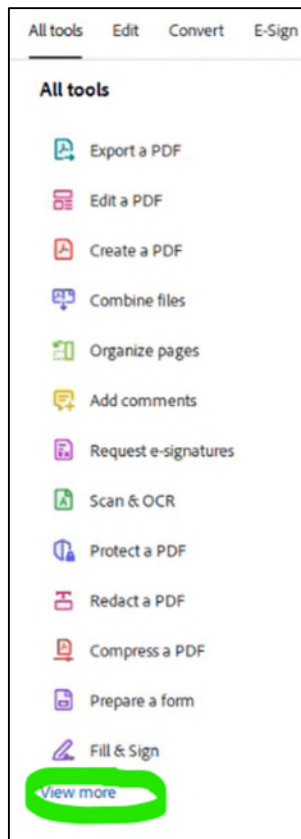
- a. Open the file in its current format and File, Save As:



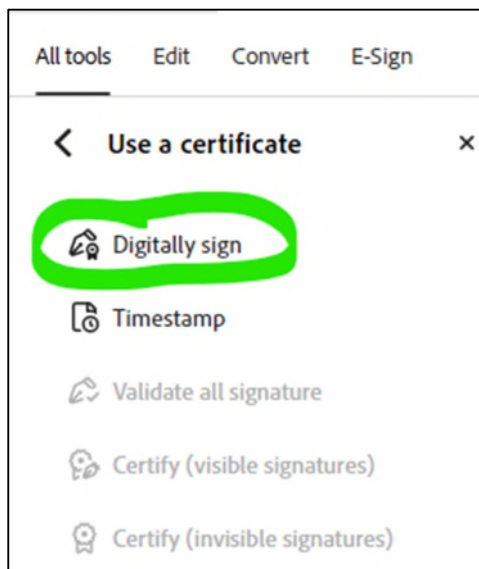
- b. Select the folder location where the document will be saved. From the Save as type drop down menu select pdf then click Save:



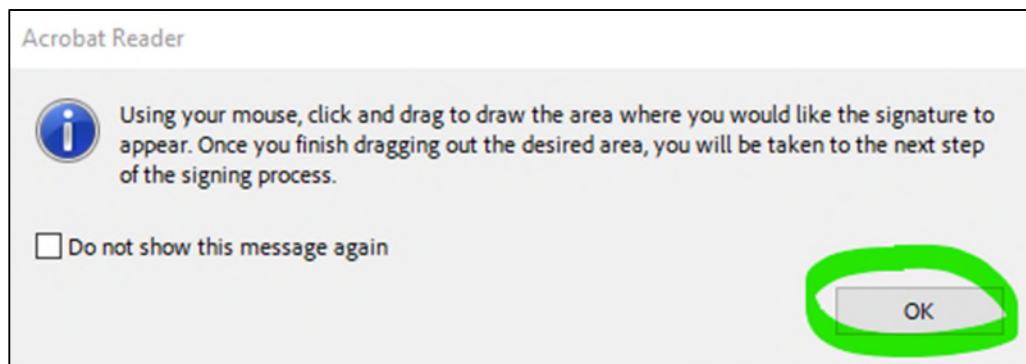
- c. Open the newly saved pdf document.
2. From the tools on the left-hand side, select Use a Certificate. If Use a Certificate is not an option, click on View More then click on Use a Certificate:



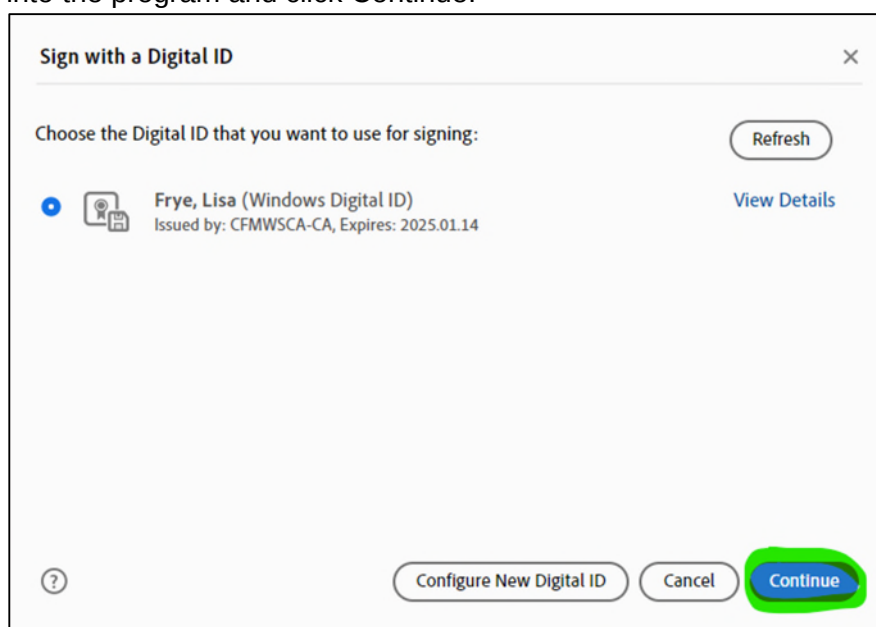
3. Click on Digitally sign:



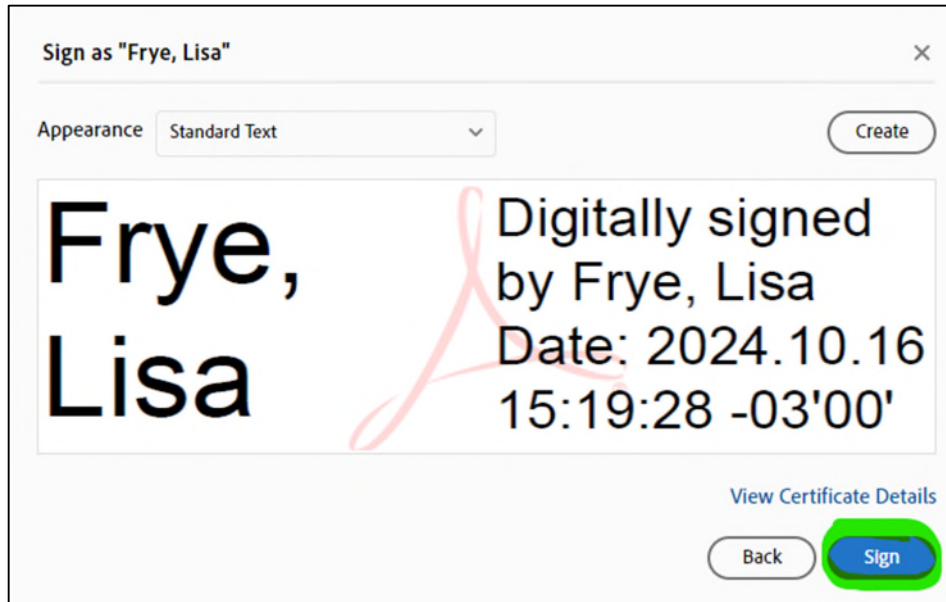
4. A pop up will appear that explains how to create a signature box; read the pop up then click OK:



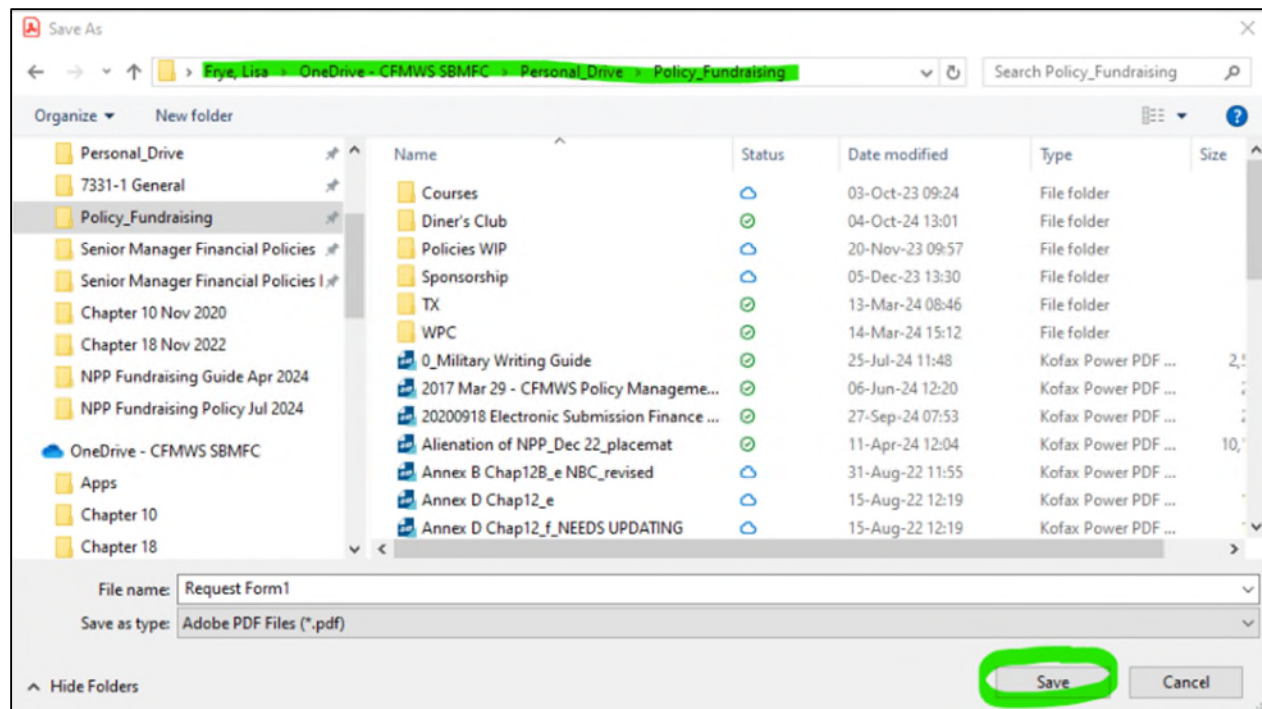
5. Draw the area where the digital signature will go and then select the Digital ID that is imbedded into the program and click Continue:



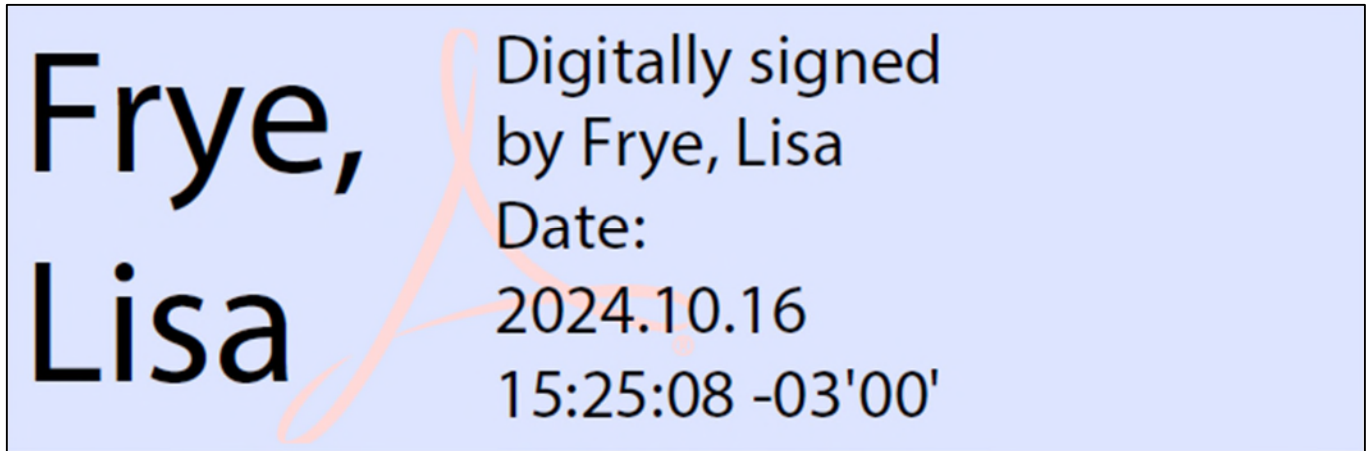
6. Click Sign:



7. A pop-up window appears requesting the file be saved. Select a folder location then click Save:



8. The digital signature has now been added to the document:



Note 1: In addition to the digital signature, the signer's signature block showing their position title must appear by the signature. This information can be added 2 ways:

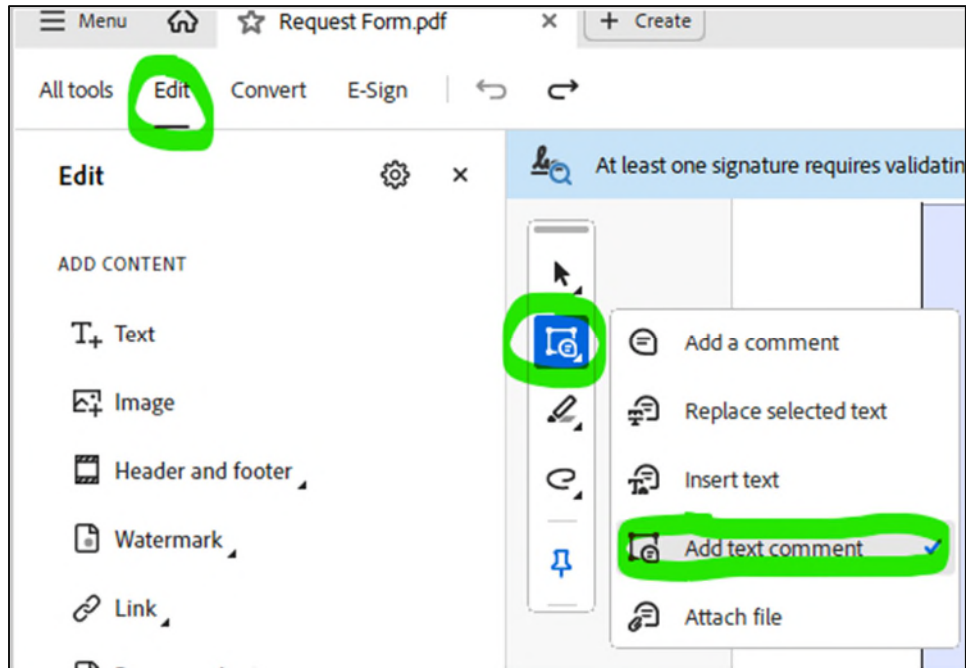
- a. manually added by typing the information directly onto the document; or
- b. adding a signature block image to your existing Digital ID.

For those who frequently sign documents, option b may be the preferred option as adding a signature block image to your existing Digital ID is a one-time process that does not have to be repeated.

Note 2: If you encounter any issues with the digital signature, please create an [IT ticket](#) and attach a screenshot of the problem.

Option a – manually adding signature block information to a document

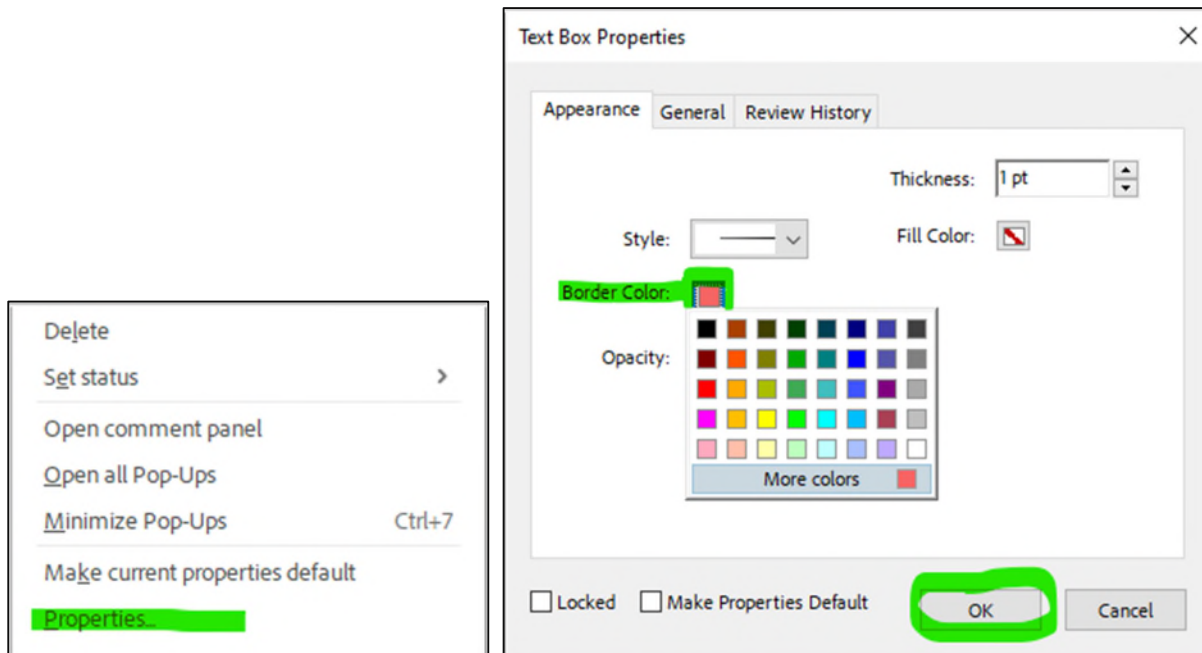
1. If there is not already a box where the signature block information can be typed in, create your own box by selecting the Edit tab, click on the Add a text comment with a border box then click on Add text comment:



2. Draw a box where you want to enter the signature block text, making sure it does not overlap with the digital signature, and enter your signature block information:

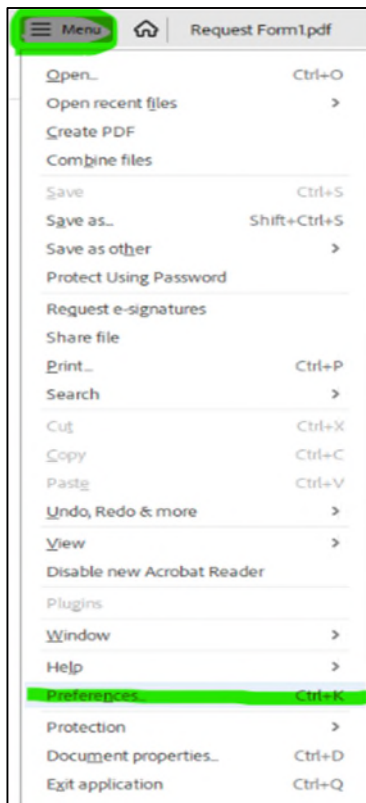


Note: the default box colour is red but that can be changed by right clicking the text box, selecting properties and changing the border colour from within the Text Box Properties window:

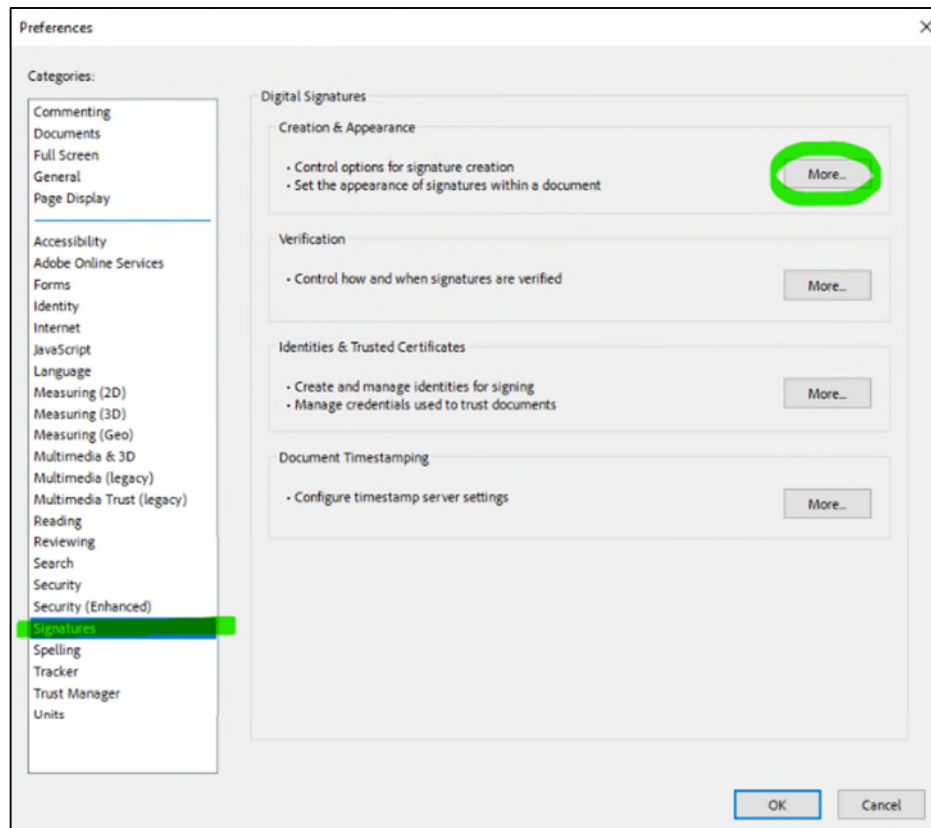


Option b – Adding an image to your Digital ID

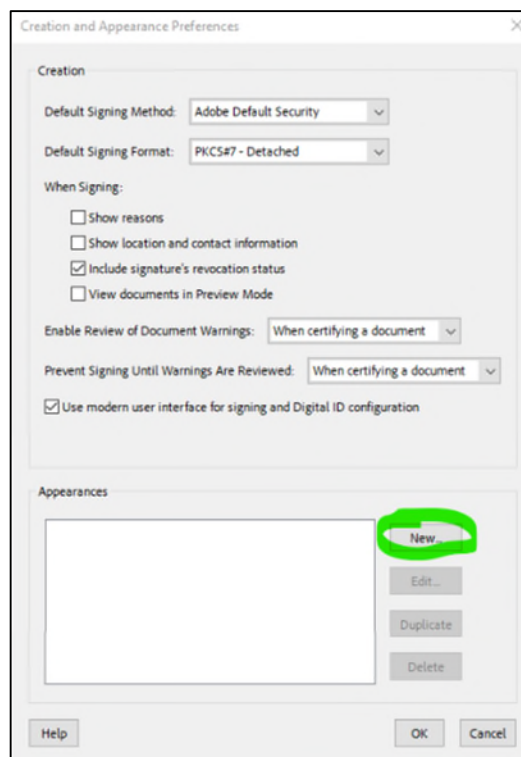
Note: Only pdf images can be added to a digital signature. When using your email signature block (recommended) or other signature block source, copy and paste it into a Word document then save as pdf. From the top left-hand corner of Acrobat, click Menu then Preferences:



1. From the Preferences menu, select Signatures then click the More button next to Creation & Appearance:



2. In The Creation & Appearance box, click New to create a new Digital ID Appearance:



3. Enter a name ("Title") for the new Digital ID Appearance, then select "Imported Graphic" and click on File...:

Configure Signature Appearance

Title: Lisa Frye

Preview

Digitally signed by your common name here
Date: 2024.10.18 14:49:17 -03'00'

Configure Graphic

Show: ☐ No graphic ☒ Imported graphic ☐ Name

Import Graphic from: File...

Configure Text

Show: ☒ Name ☐ Location ☐ Distinguished name ☒ Logo
☒ Date ☐ Reason ☐ Adobe Version ☒ Labels

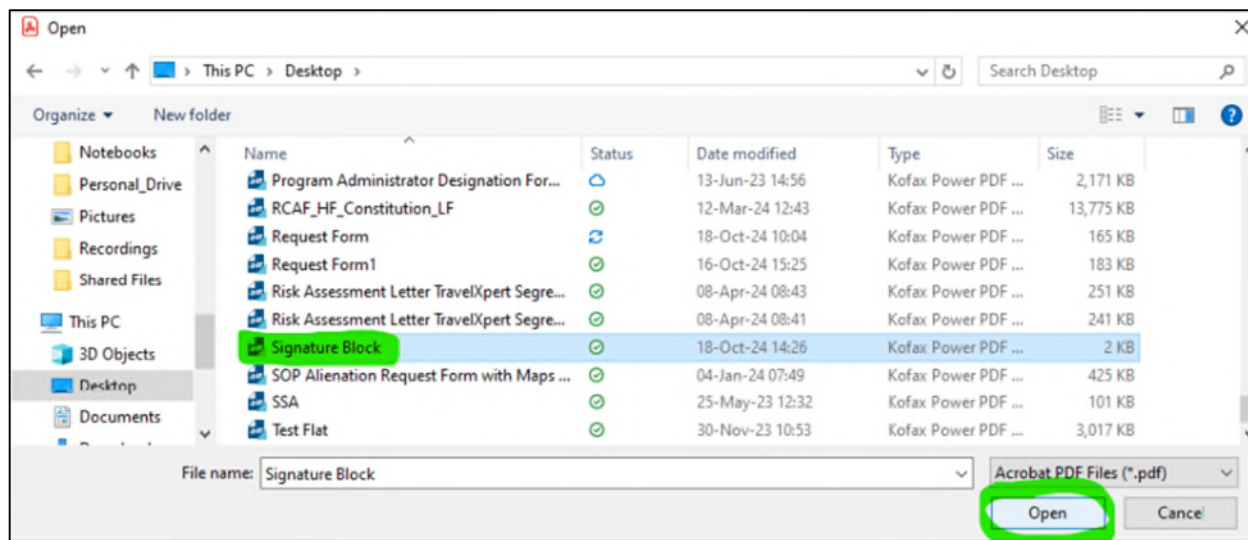
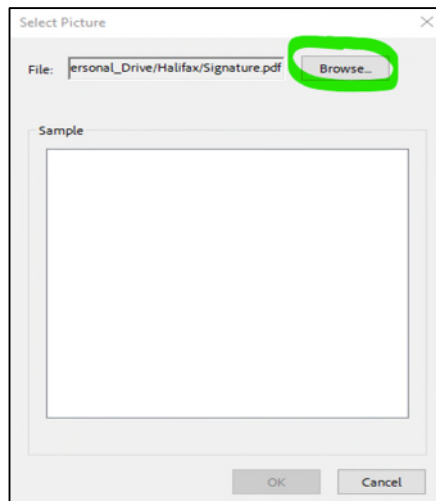
Text Properties

Text Direction: ☒ Auto ☐ Left to right ☐ Right to left

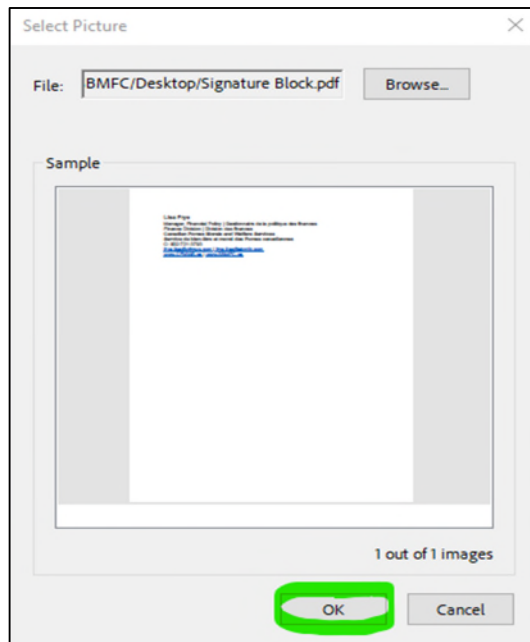
Digits: 0123456789

OK Cancel

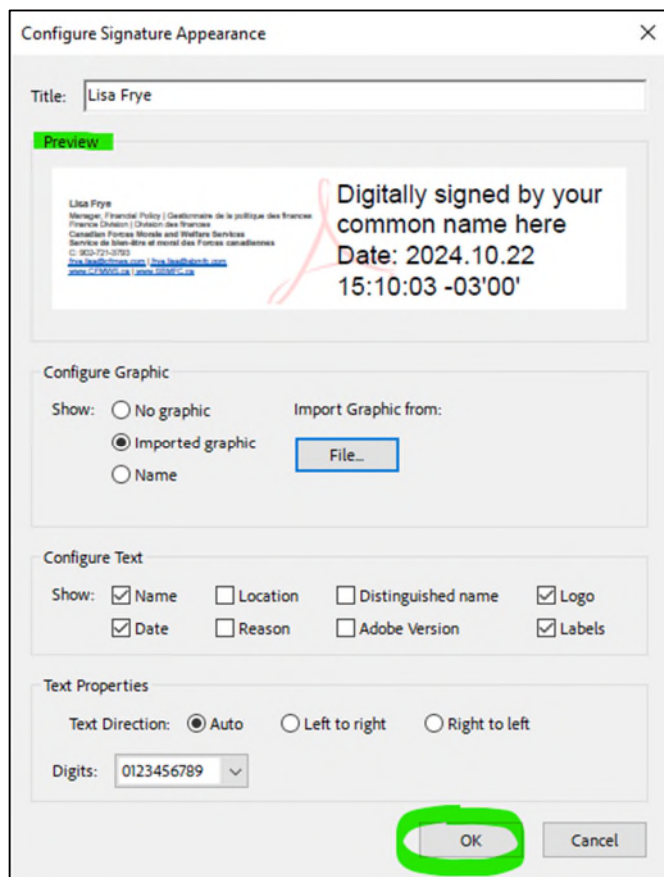
4. Click on Browse and select the pdf file to import into your digital signature then click Open:



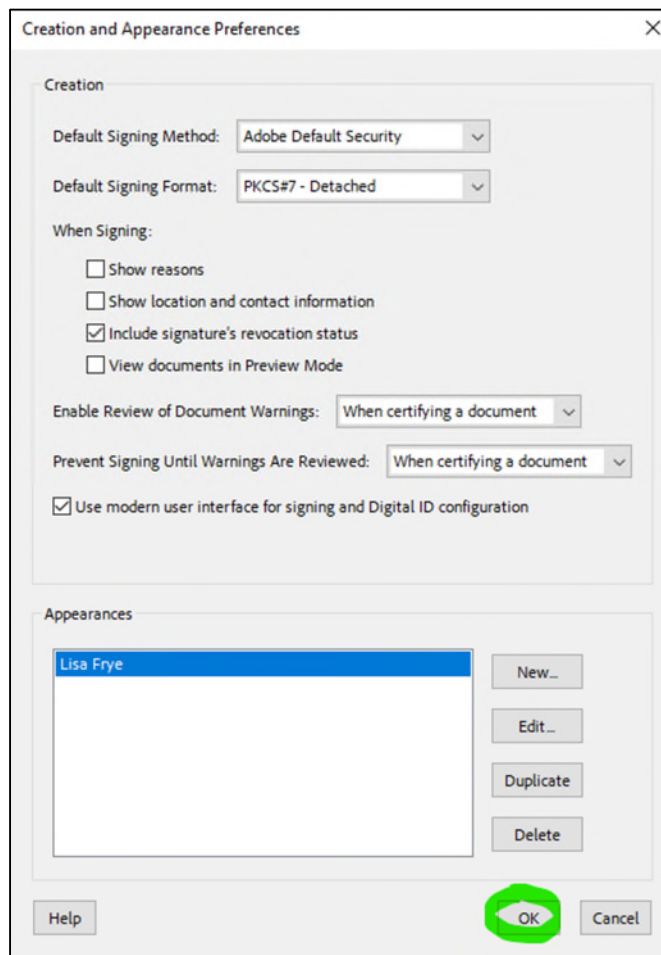
5. A preview of the image will appear in the Sample window. If correct, click OK:



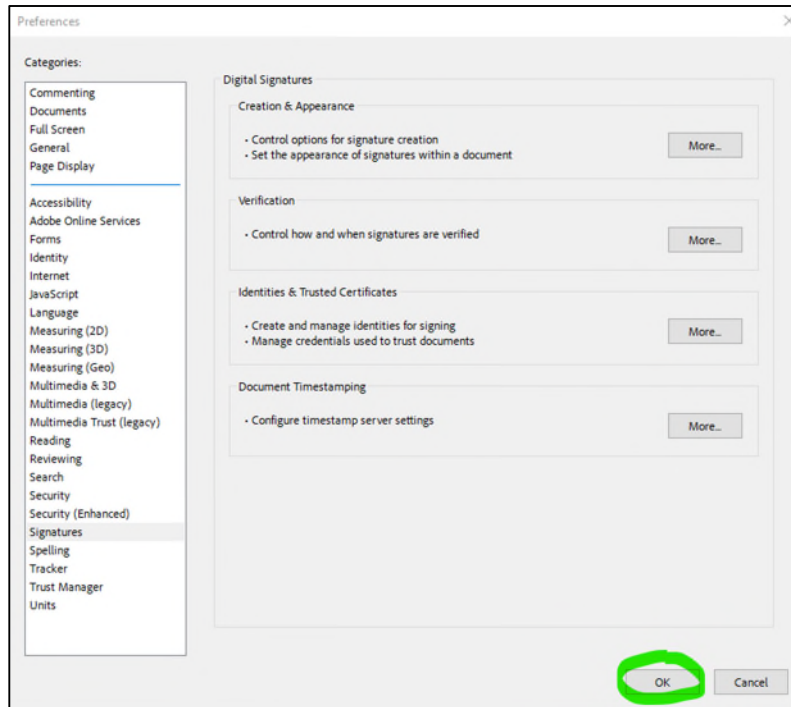
6. Verify the image in the Preview section then click Ok:



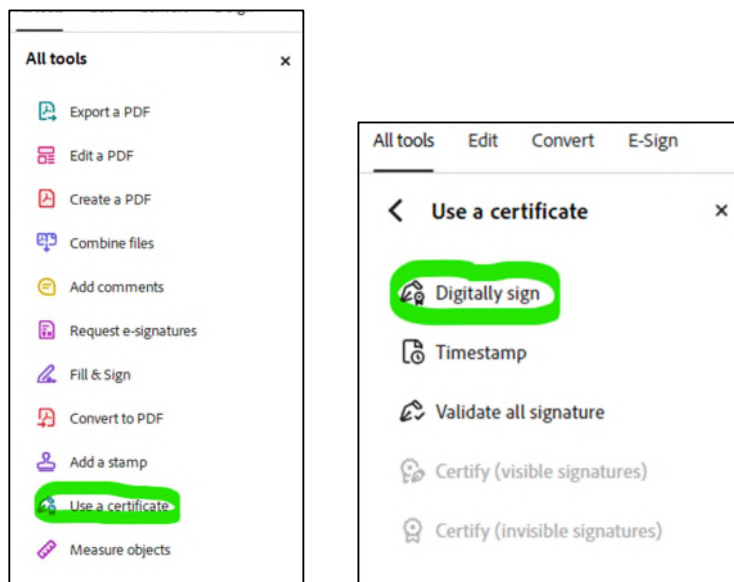
7. Your new Digital ID Appearance should show in the Appearances window. Click OK:



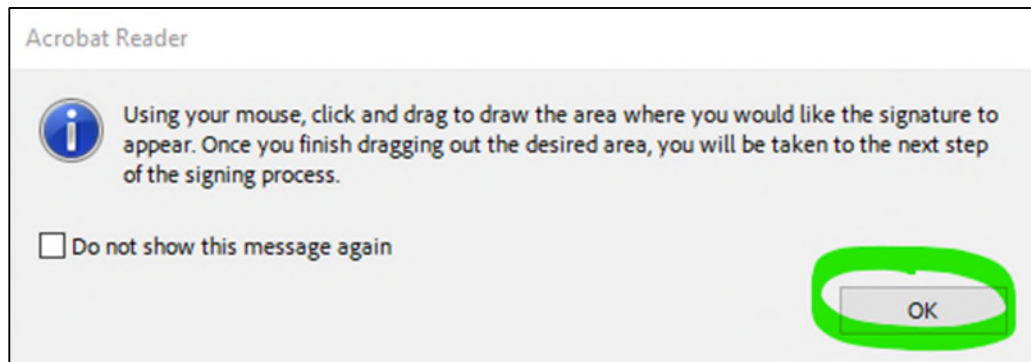
8. Click OK again on the Preferences box:



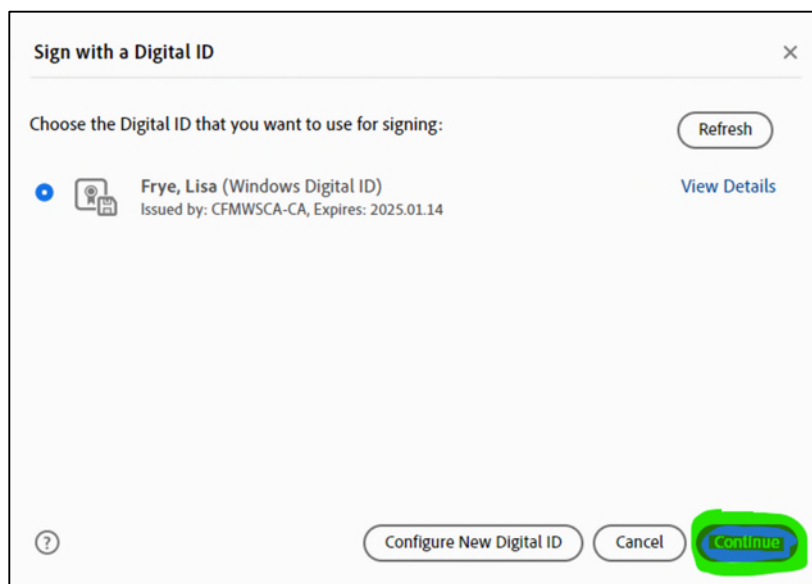
9. The new Digital ID Appearance is now ready to use as a component of your digital signature and must be selected when signing documents following these instructions.
10. Click on Use a Certificate then click on Digitally Sign:



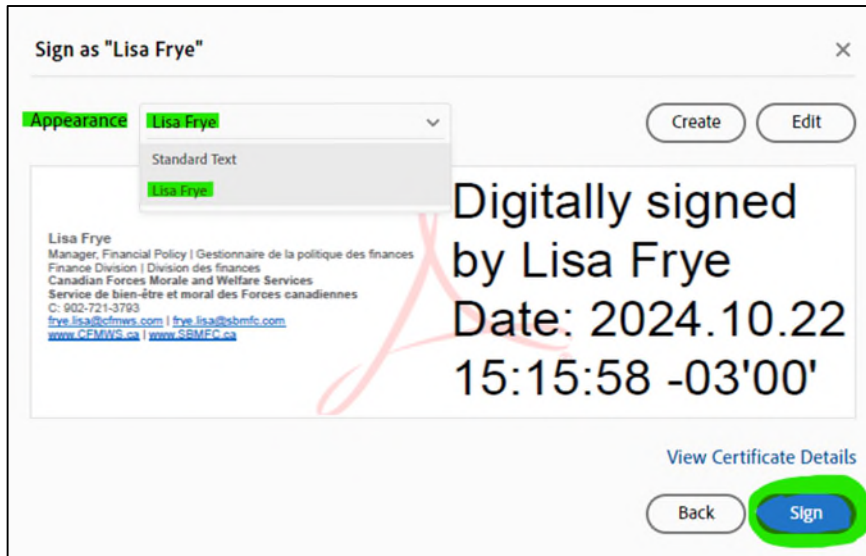
11. Click OK in the pop-up box (if you have not already clicked on “Do not show this message again”) then draw the box where the Digital Signature will go:



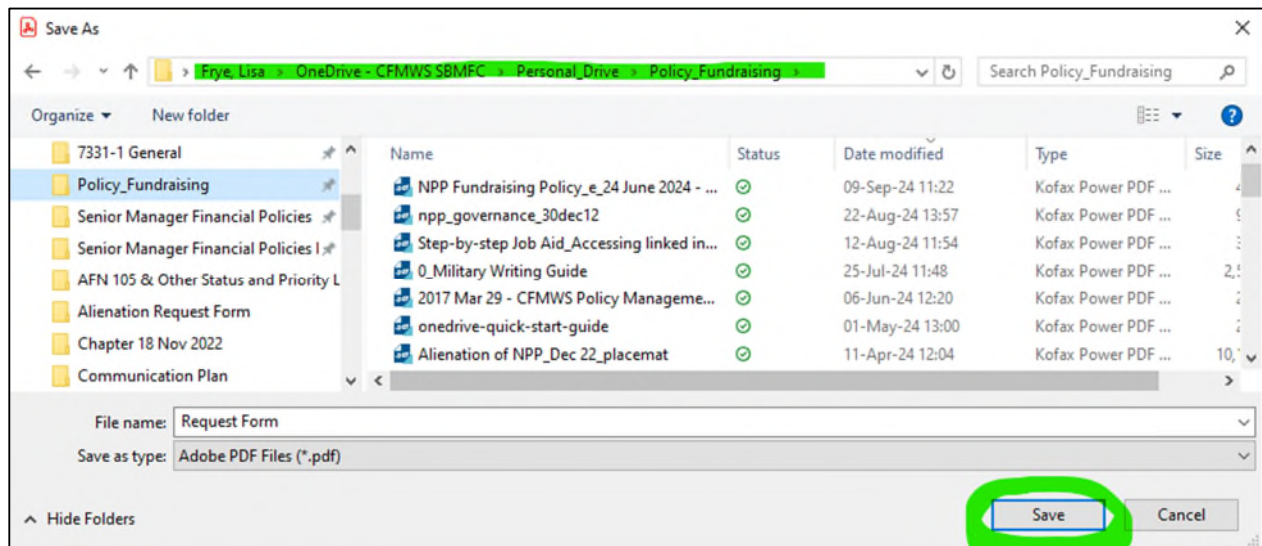
12. Click Continue:



13. Ensure the newly created Digital ID Appearance name is showing in the Appearance box; if it is not, click the drop-down arrow and select the new Digital ID Appearance name then click Sign:



14. Choose a location to save the document, then click Save:



15. The document now contains your digital signature and signature block.



Note: If you encounter any issues with the digital signature, please create an [IT ticket](#) and attach a screenshot of the problem.