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Contact Us

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TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans, and Vice Presidents, and Departmental Administrators

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: Business Affairs ez Forms

Business Affairs is pleased to introduce *ez Forms* which are designed to make it faster and easier to process many common business transactions. *ez Forms* have been developed to replace existing versions of several PDF and paper forms in circulation. To view a list of the available *ez Forms*, visit the [Business Affairs ez Forms homepage](#).

You should begin using the *ez Form* version effective immediately. Although *ez Forms* may look like typical PDF forms, they make extensive use of Acrobat JavaScript to perform error checking and edits, and to guide you through the form's completion and submission.

While *ez Forms* offer a more efficient way to process routine transactions, having supported software and the correct type of digital ID are key elements to successfully use these forms. See below and our [detailed FAQs](#) for more information.

EZ FORMS SOFTWARE REQUIREMENTS FOR PREPARERS AND APPROVERS

Adobe Acrobat XI or greater must be used to create or approve an *ez Form*. Employees who have installed Adobe Acrobat Pro or Standard, and whose version is earlier than version XI, may want to consider downloading [Acrobat Reader DC](#) rather than upgrading their existing Acrobat application. Acrobat Reader DC is free and it is more than sufficient for working with *ez Forms*. In addition, Acrobat Reader DC can reside on the same computer with another Acrobat application such as Pro or Standard. For additional information and a complete list of supported Acrobat versions, see this [FAQ](#).

INFOSEC DIGITAL SIGNATURE IS REQUIRED FOR APPROVAL OF EZ FORMS

To approve ez Forms, you must use a digital signature issued by Information Security (InfoSec). Some university employees may still be using a digital signature that is based on a *self-signed digital ID*. This type of digital ID can readily be created by Adobe Acrobat; however, due to their risks and weaknesses, self-signed digital IDs should not be used for official university business. If you are currently using a self-signed digital ID, you should request a secure digital ID as soon as possible from InfoSec.

To determine if your existing digital signature is based on a self-signed digital ID, or whether you have a digital ID issued by InfoSec, please see this [FAQ](#). If you conclude that you are using a self-signed digital ID, you can request a secure digital ID from InfoSec by downloading the [ez Forms Quick Start](#) and completing step 2. Once you download your digital ID from InfoSec, follow steps 3 and 4 of the [ez Forms Quick Start](#) to configure your Acrobat application with your digital ID. See this [FAQ](#) for helpful tips to follow once you have requested a digital ID from InfoSec.

Please Note: Effective 10/1/2017, Business Affairs departments will no longer accept existing paper forms or other PDF forms for which an ez Form has been developed. Additionally, all ez Form submissions must contain a digital signature that is based on a digital ID issued by InfoSec.

EZ FORMS HELP AND TRAINING

On the [ez Forms home page](#), you will find two brief, but informative videos that will introduce you to ez Forms and explain the basic processing steps common to all ez Forms. You will also find documentation and helpful tips for working with ez Forms, as well as a number of Frequently Asked Questions. A comprehensive [ez Forms User Guide](#) is also available for download. The user guide provides additional information about digital IDs, guidance for working safely with PDF documents, and details for configuring your Acrobat application to work optimally with ez Forms. In most cases, the default settings for Acrobat will also be sufficient for working with ez Forms; however, should you encounter issues working with ez Forms, you should consult the user guide to confirm that your Acrobat application is properly configured.

ACROBAT HELP AND TRAINING

Employees who need additional assistance with Acrobat, or who are unfamiliar with the new Acrobat DC products, may find this [Adobe webpage](#) to be helpful. It contains a number of resources and online tutorials to learn Acrobat and the new DC interface.