Digital Date Stamp Creation Job Aid

*** *PLEASE FOLLOW THE STEPS BELOW EXACTLY AND IN ORDER TO ENSURE PROPER CREATION OF THE STAMPS!* ***

1 – Keep these instructions open while you follow the steps. Or print them if you have a printer available.

2 – Download the seven attached PDFs in the email to your desktop. (To do this: **Right-click** on one of the attachments in the email, select "Save All Attachments".
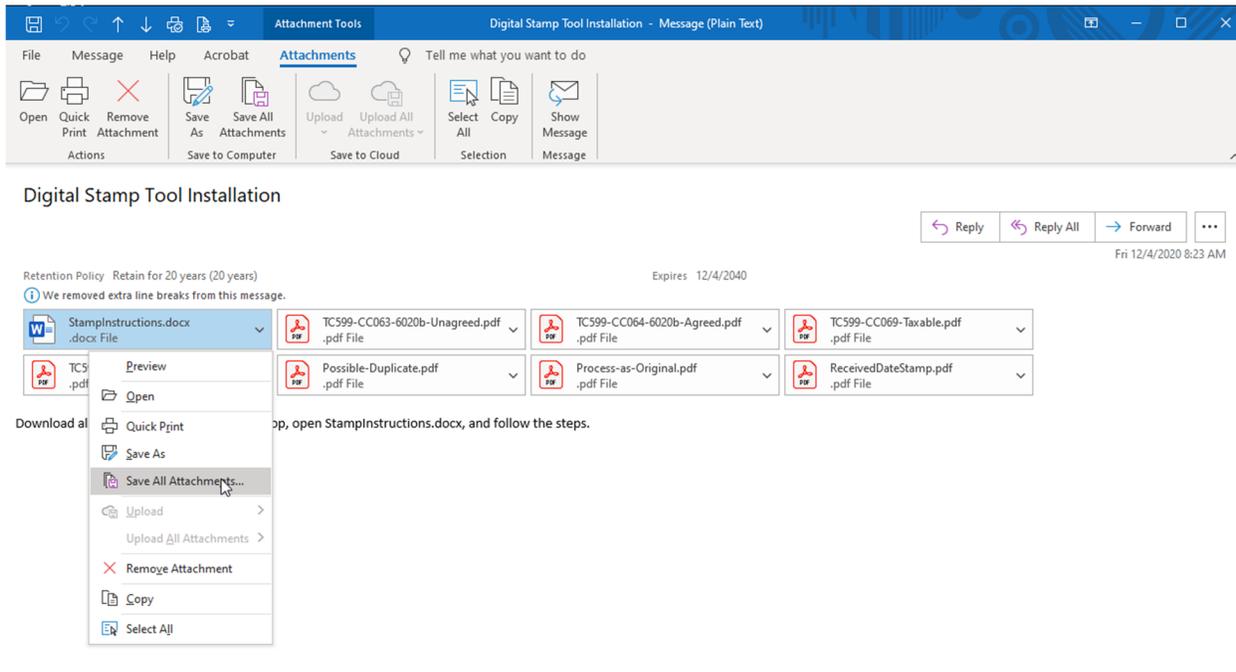
3 – Click "OK" on the following screen listing all the attachments that are being downloaded.
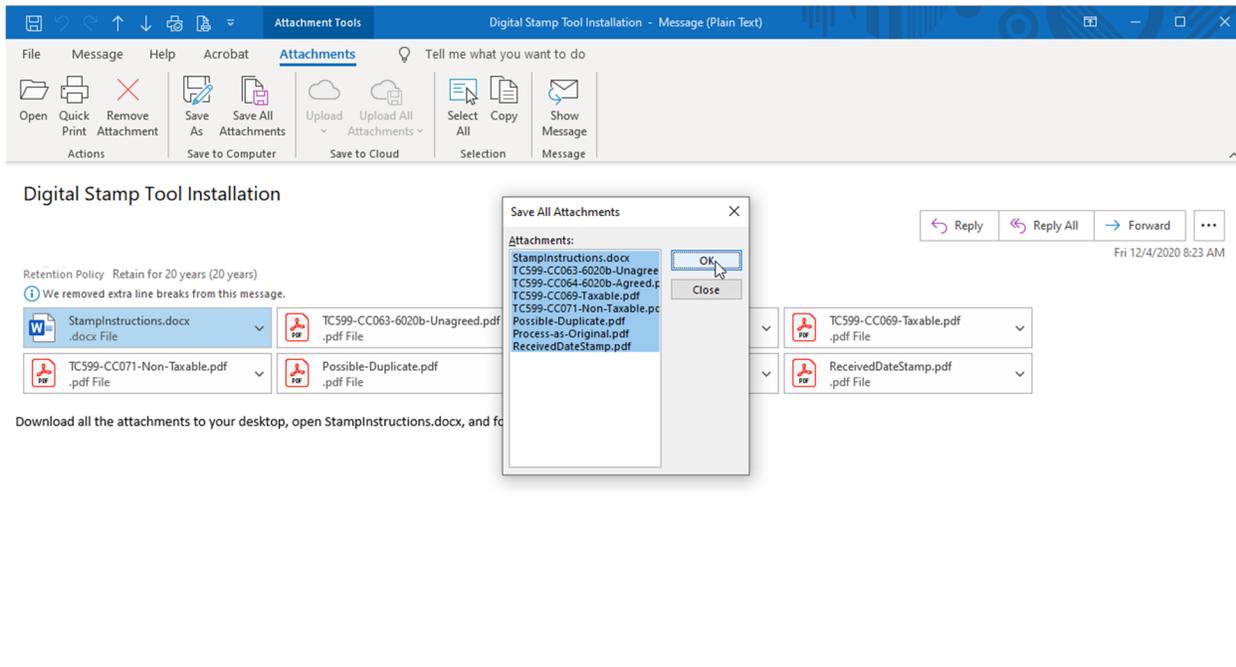
Digital Date Stamp Creation Job Aid

4 – Click on "Desktop" on the left pane.
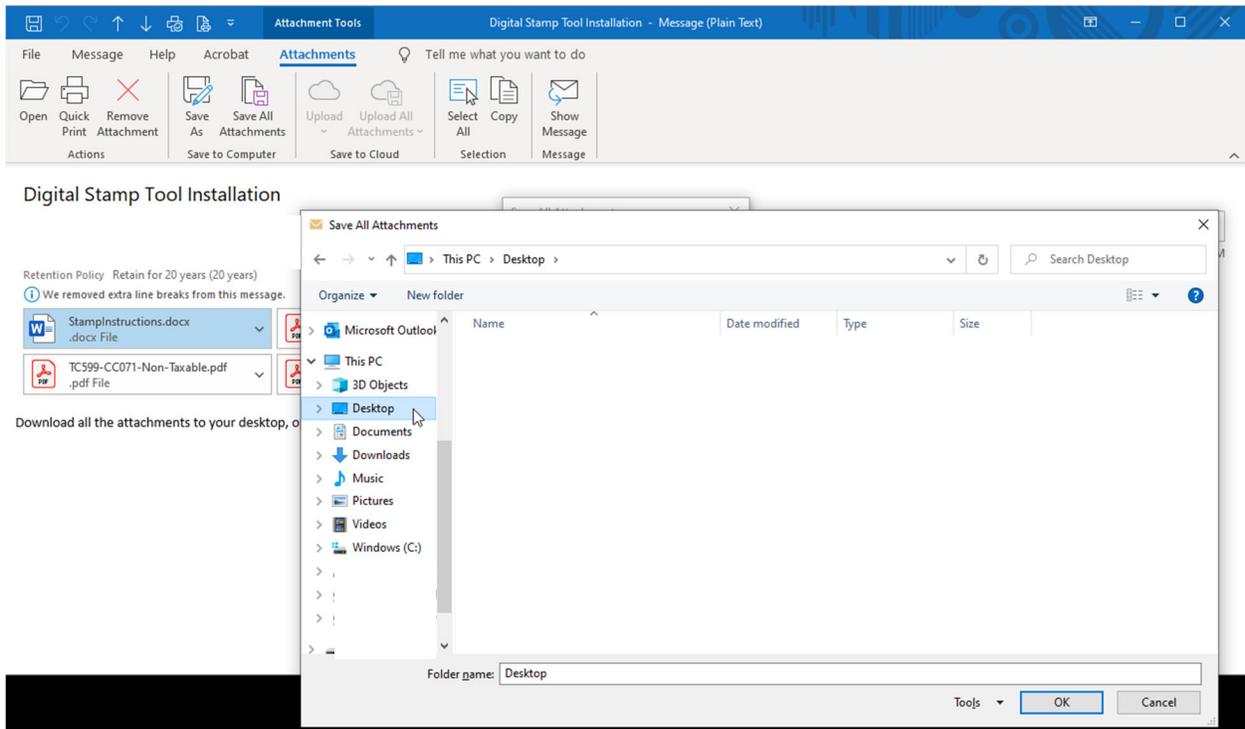
5 – Minimize all windows that you have open. Right-click the ReceivedDateStamp.pdf you just saved to your Desktop. Select "Open with", and select "Choose another app".
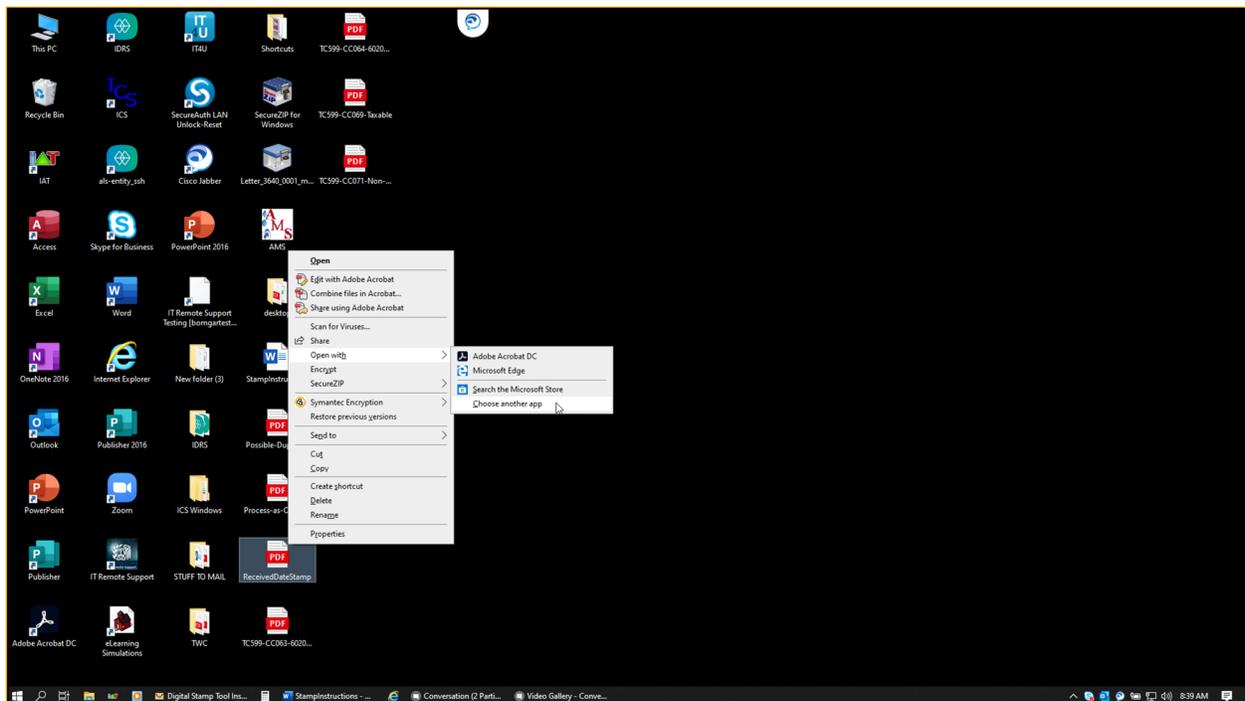
Digital Date Stamp Creation Job Aid

6 – Click on "Adobe Acrobat DC" (or whatever is the newest version of Acrobat which is currently installed) *not Acrobat Reader or Microsoft Edge*. Click the check box that says "Always use this app to open .pdf files". Then, Click OK).
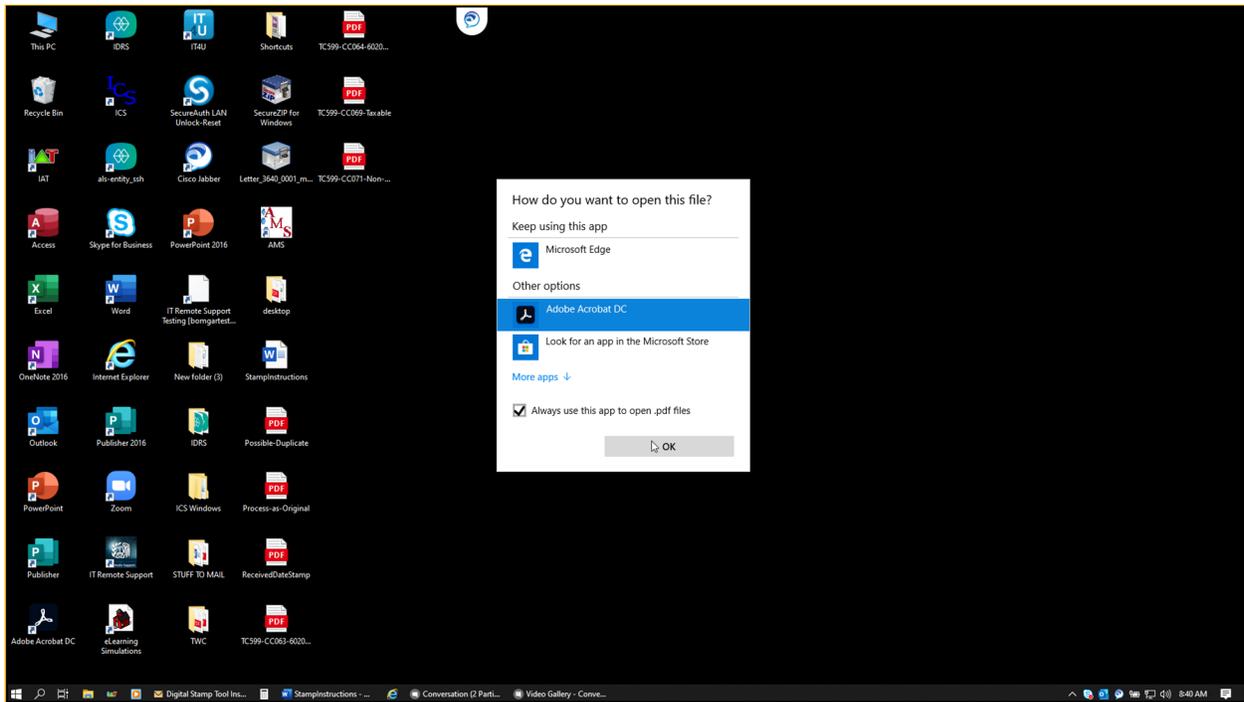
7 – **Scroll down to the second page** showing the stamp template. Go to the "Tools" tab on the top left.
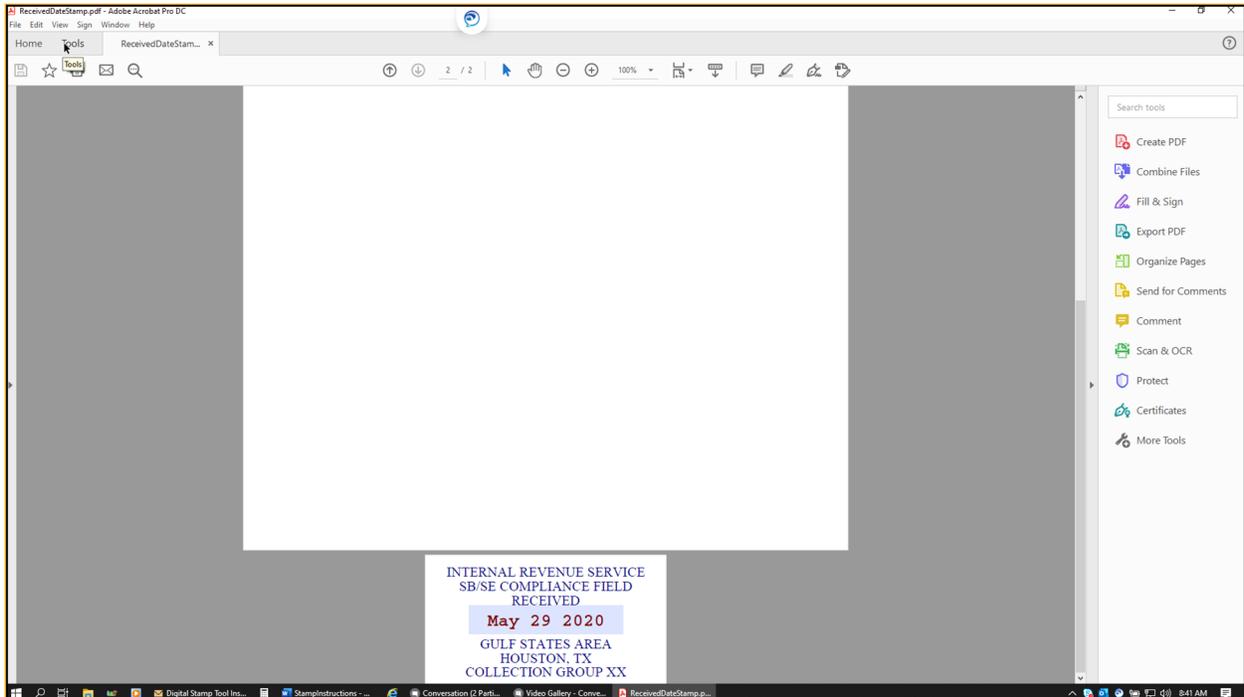
Digital Date Stamp Creation Job Aid

8 – Scroll down and find the "Edit PDF" and "Stamp" buttons. If you have not previously added these tools, the word "Add" should appear under each. Click on "Add" for each. (If the word "Open" appears instead, skip this step.)
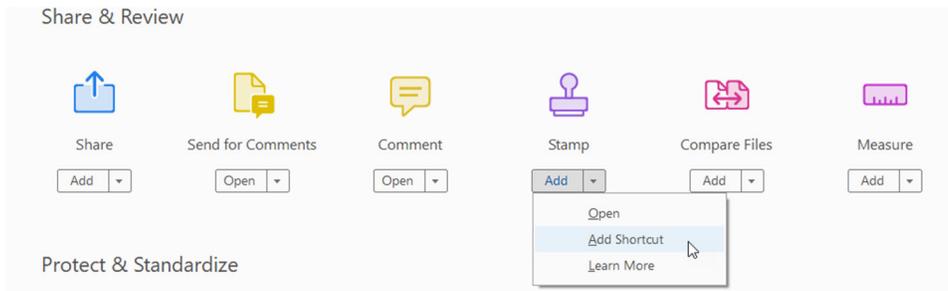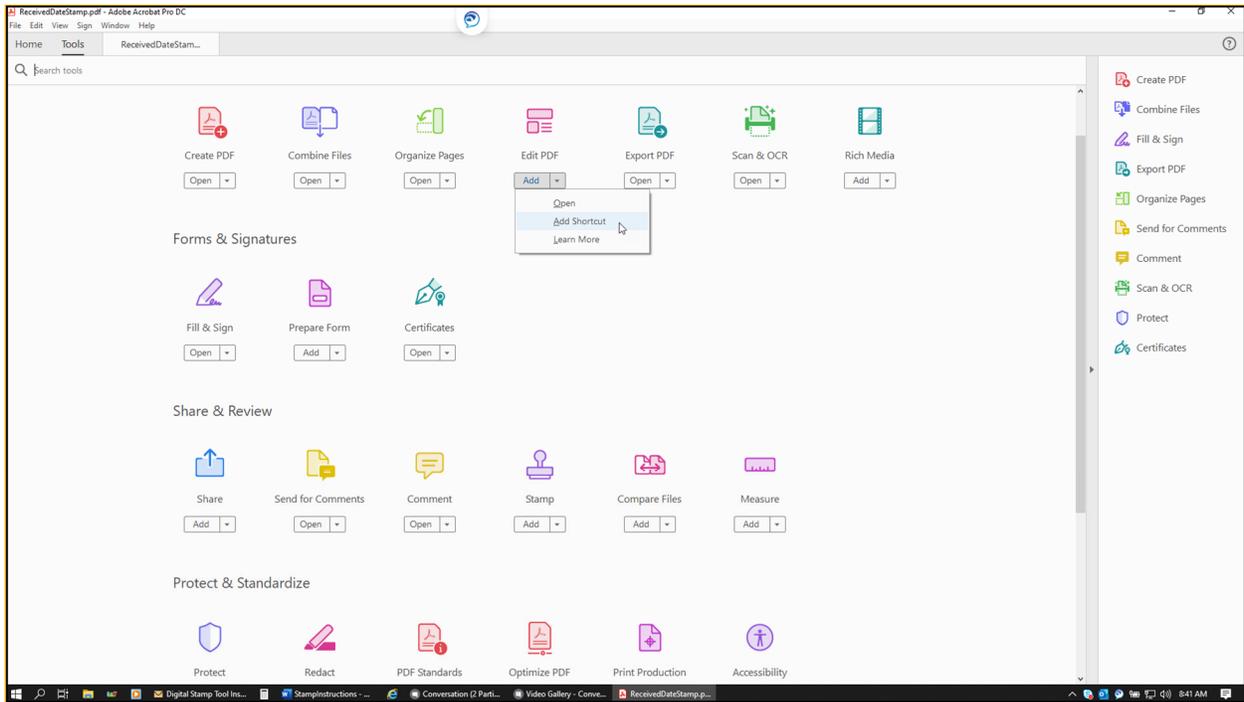
Digital Date Stamp Creation Job Aid

9 – Click on the new "Edit PDF" tool you just created on the tools menu on the right side.
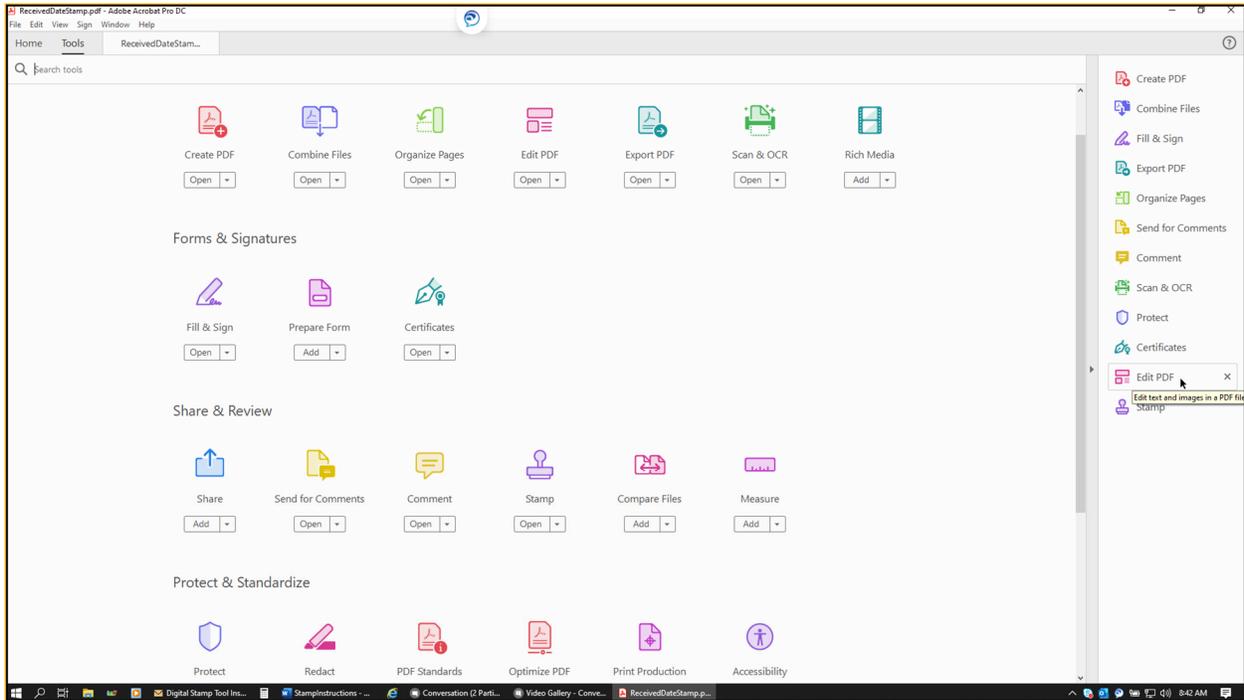
Digital Date Stamp Creation Job Aid

10 – Highlight the information that needs to be updated (such as group number and city). And, update your information accordingly.
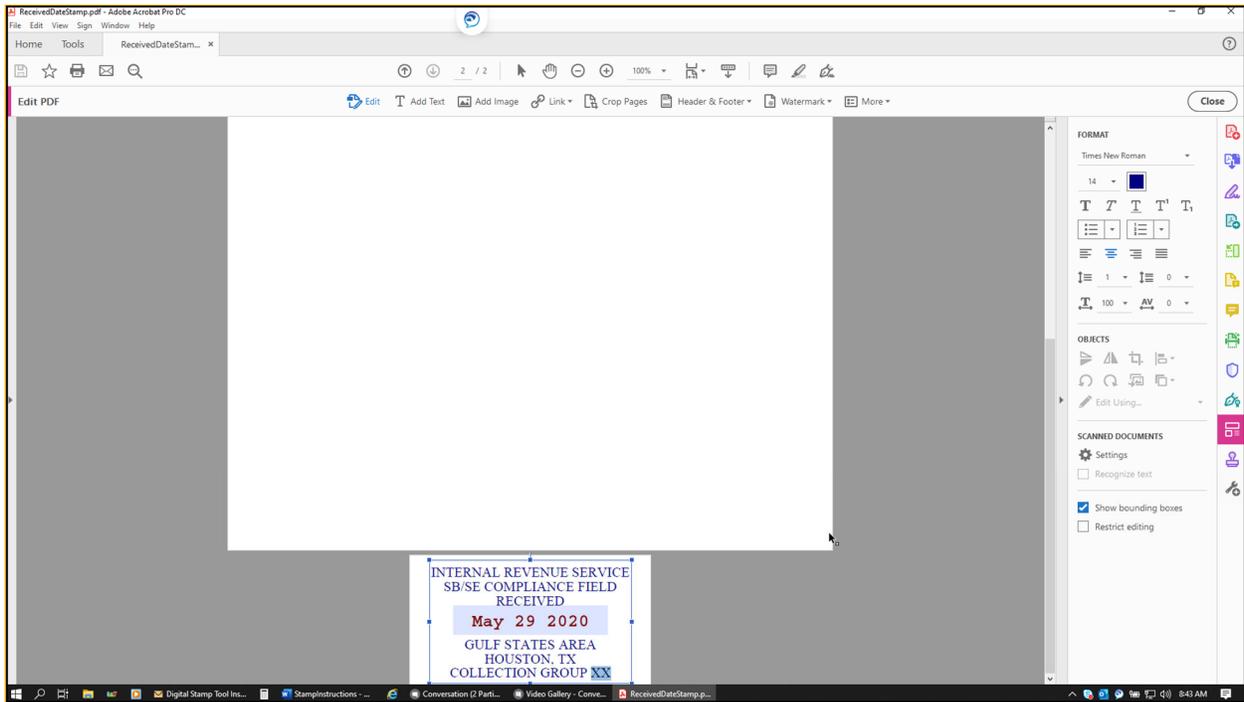
Digital Date Stamp Creation Job Aid

11 – Exit adobe completely by clicking the "x" on the top-right of the window. And, make sure to click "Yes" to save changes. **Do not skip this step!**
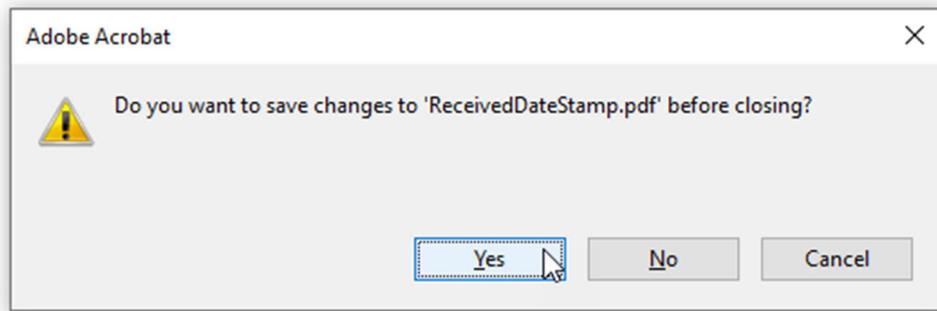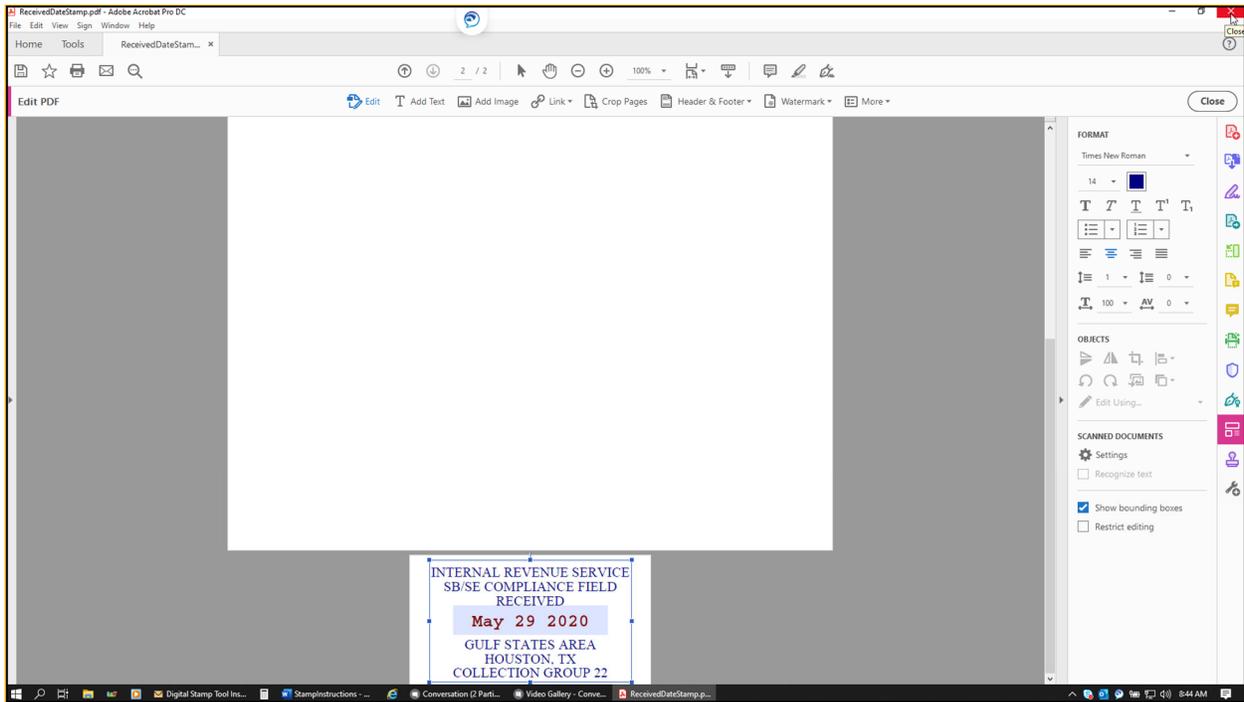
Digital Date Stamp Creation Job Aid

12 – Click, hold, and drag with your mouse to highlight the line of text below, right-click on it, and select Copy:

C:\Users\XXXXX\AppData\Roaming\Adobe\Acrobat
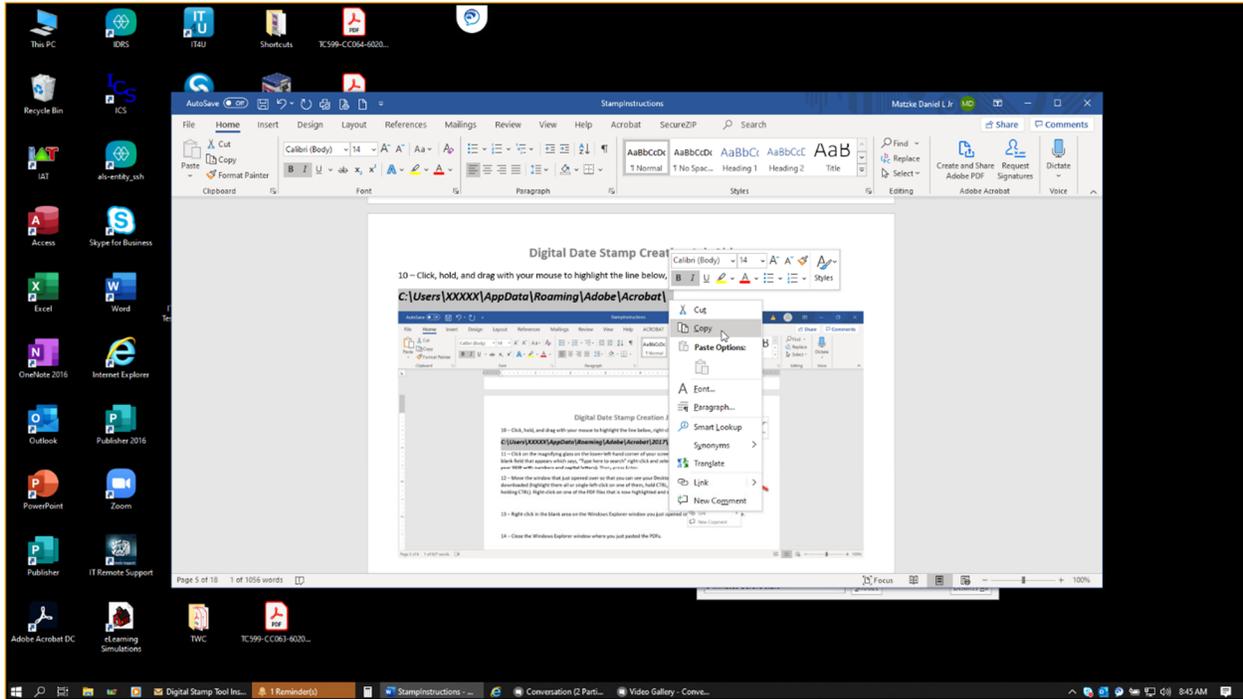
Digital Date Stamp Creation Job Aid

13 – Click on the magnifying glass on the lower-left-hand corner of your screen (to the right of the Windows icon). In the blank field that appears which says, "Type here to search" right-click and select Paste. **(NOTE: You must highlight the XXXXX in order to change this to** *your* **SEID)**. Then, press Enter.

9
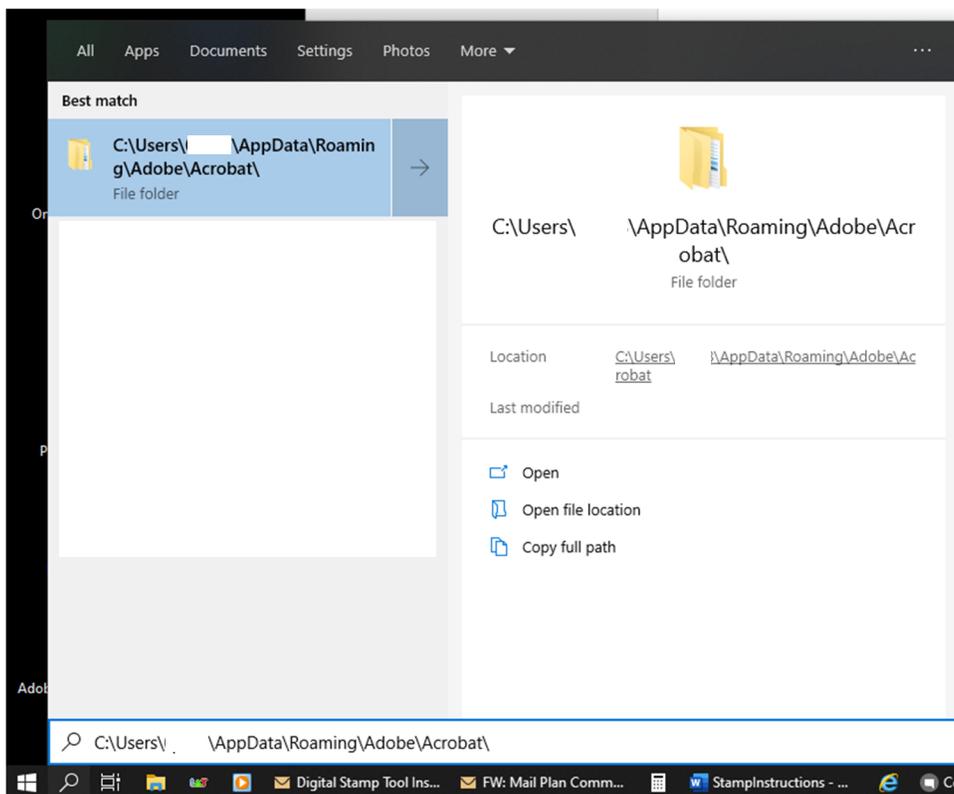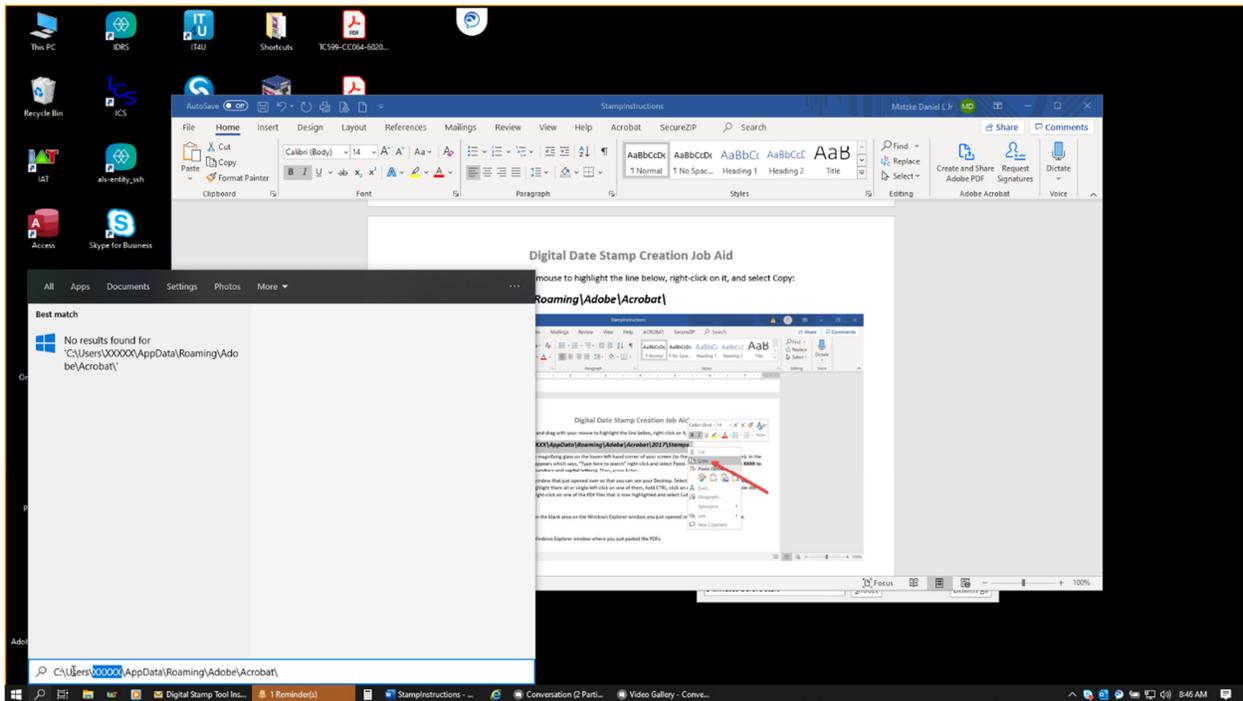
Digital Date Stamp Creation Job Aid

14 – On the Windows Explorer window that opens, double-click on the "DC" folder (or whatever is the newest version of Acrobat which is currently installed).
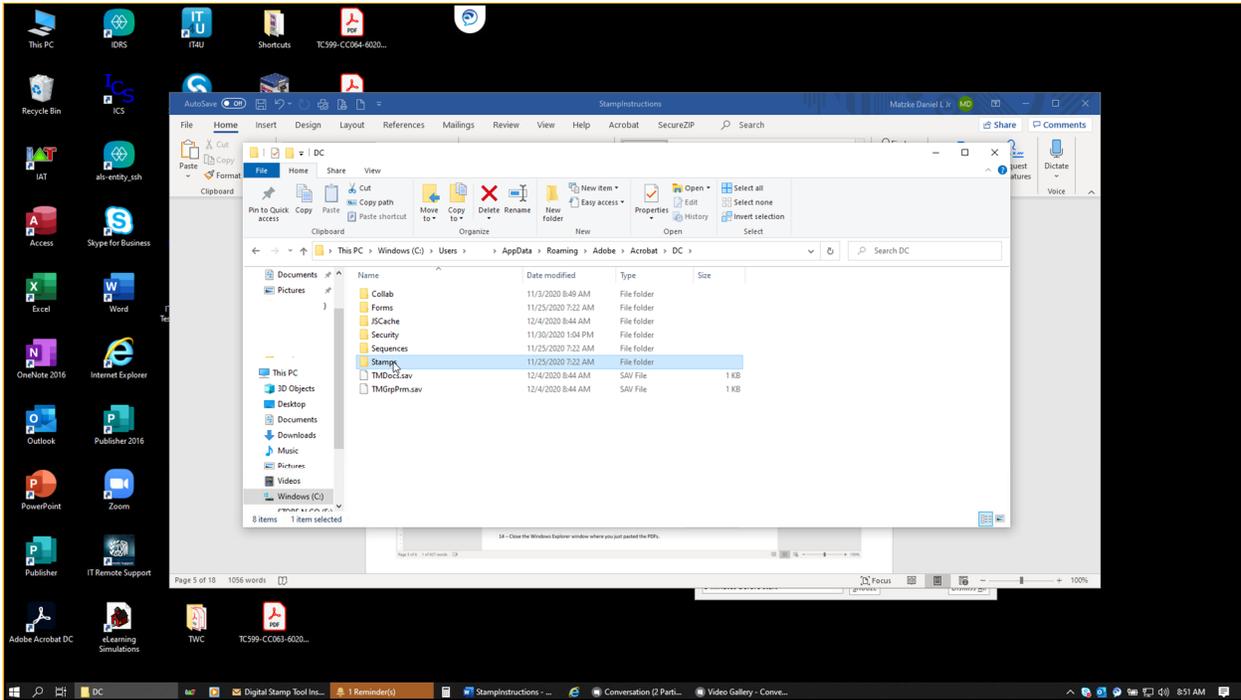
15 – Then, double-click on the "Stamps" folder.
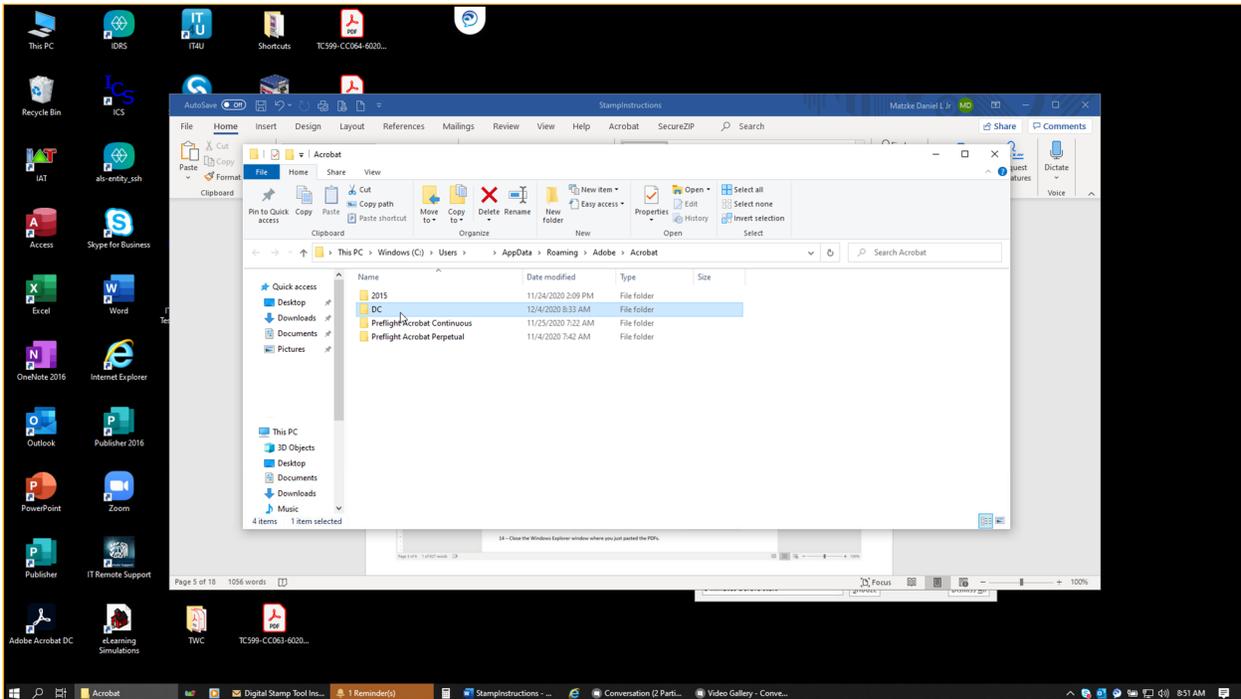
Digital Date Stamp Creation Job Aid

16 – Move the window over so that you can see your Desktop. Select all seven of the PDFs that you downloaded (highlight them all or single-left-click on one of them, hold CTRL, click on each of the other six while still holding CTRL). Right-click on one of the PDF files that is now highlighted and select "Cut".
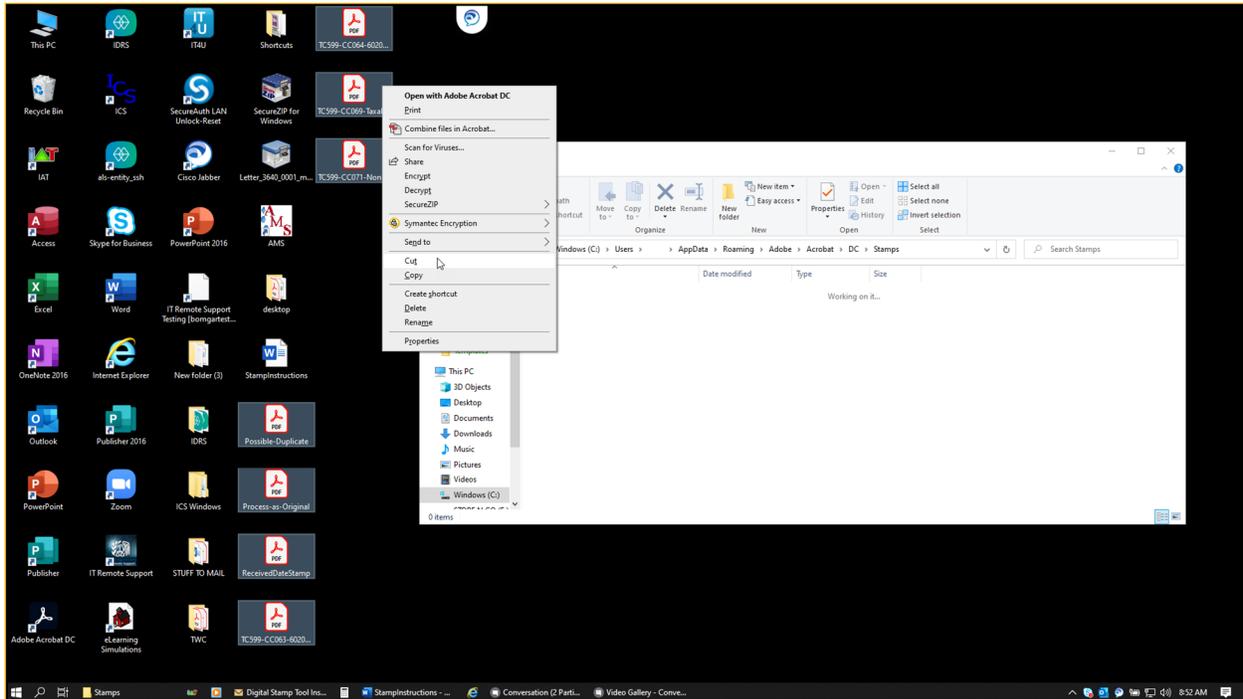
17 – Right-click in the blank area on the Windows Explorer window you just opened on Step 14, and select Paste.
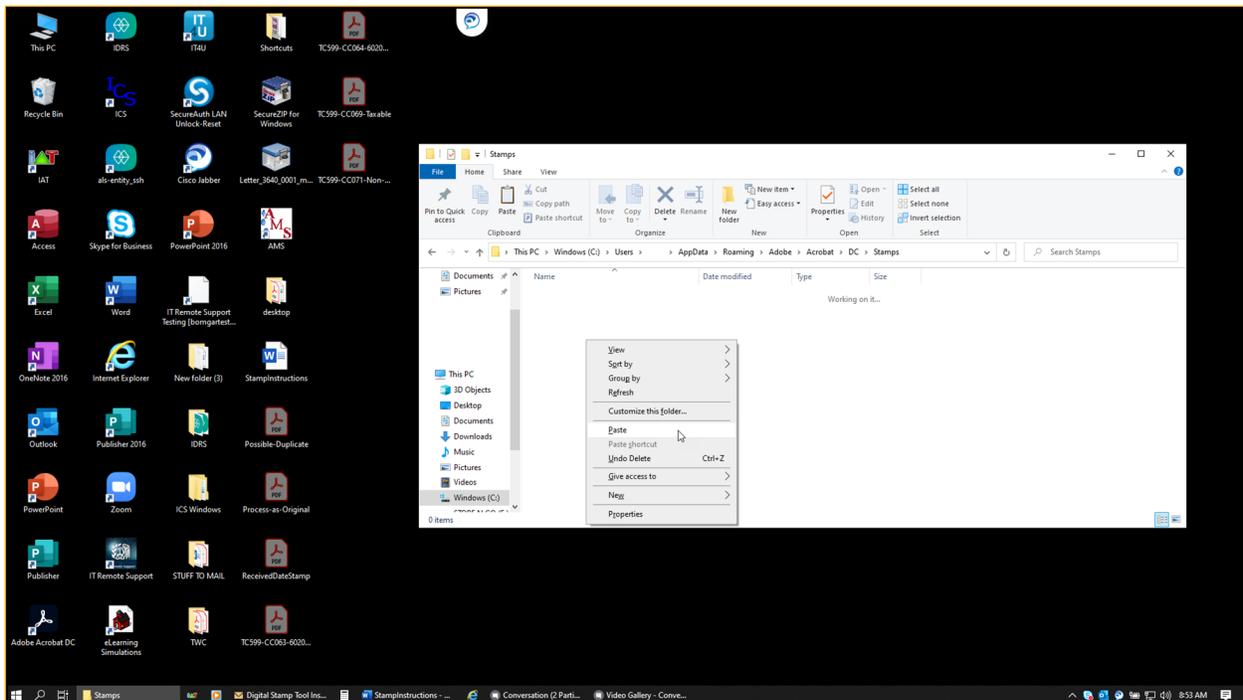
Digital Date Stamp Creation Job Aid

18 – Close the Windows Explorer window where you just pasted the PDFs. **Do not skip this step!**
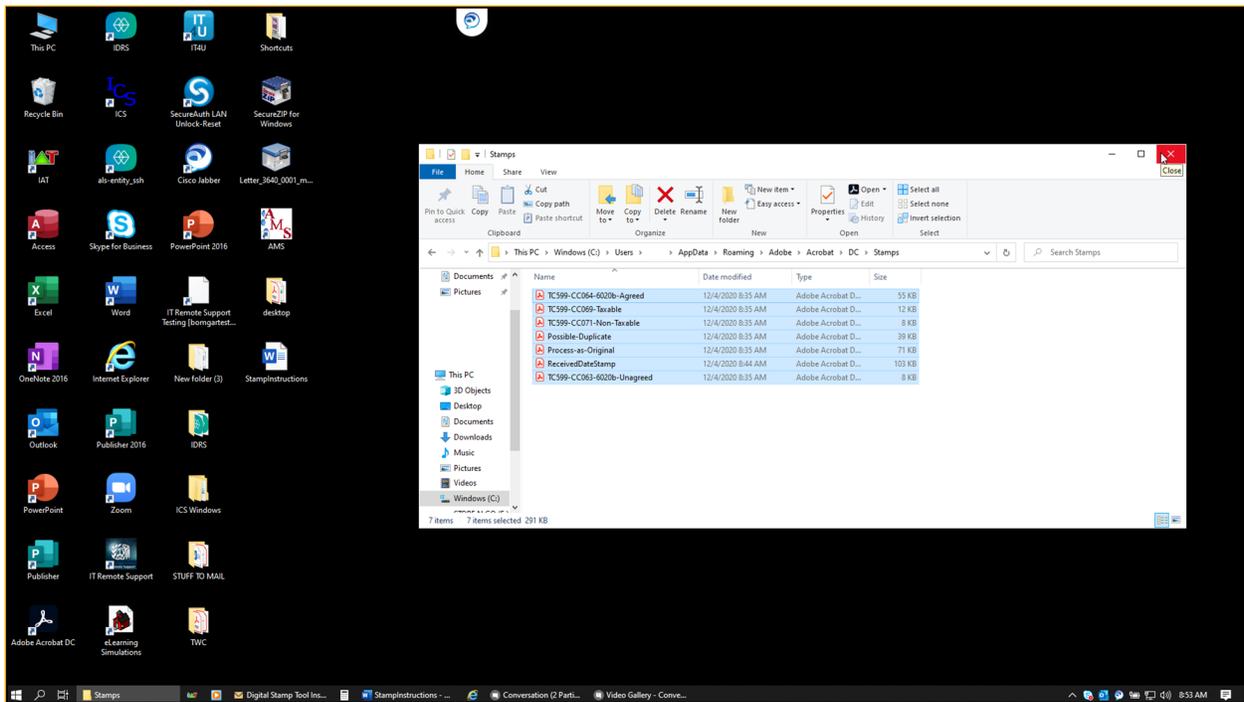
Congratulations! You have now created your IRS stamps, and these will now be usable for all future documents.
(NOTE: You do not need to repeat the steps above again if the stamps function properly after testing them with the steps below.)

Digital Date Stamp Creation Job Aid

To use the Received Date Stamp:

1 – Open any other PDF document you would like to stamp. Scroll down on the "Tools" menu on the right-hand side. Find the new "Stamp" tool and click on it. (If you don't see the "Stamp" tool here, repeat Step 8 above.)
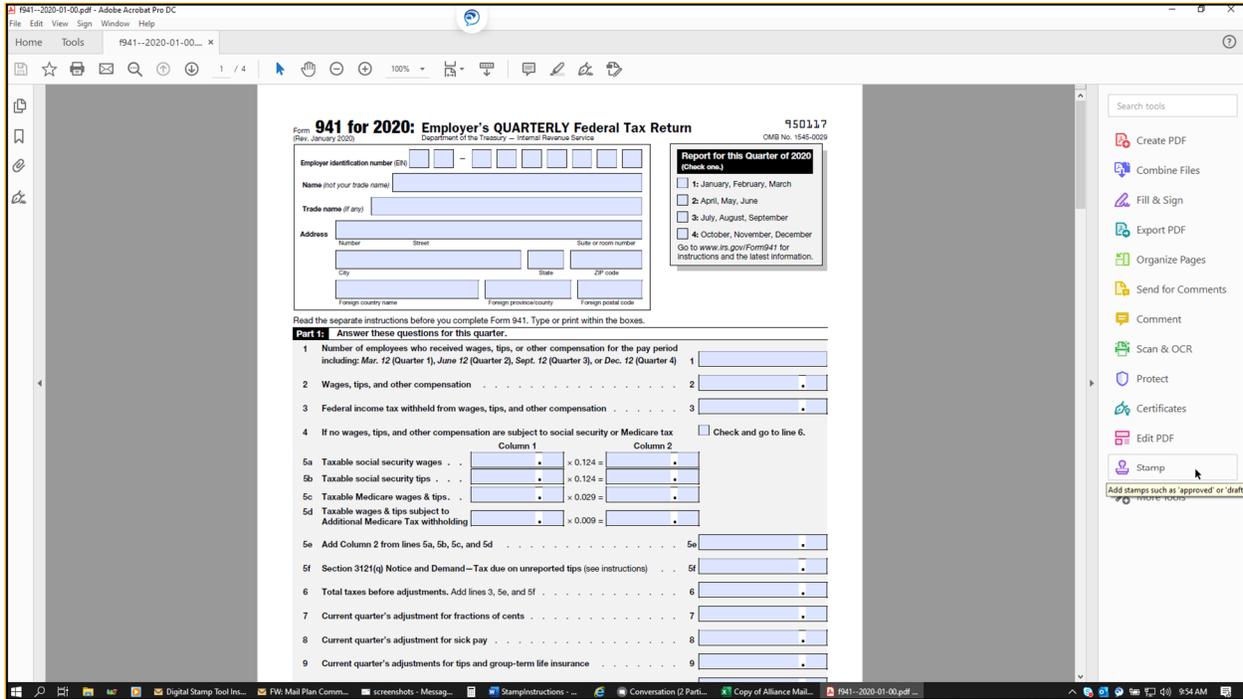
2 – Open the "Stamp" menu by clicking on "Stamp" at the top center. There should be a checkmark next to "Show Stamp Names". If there is not a checkmark there, click on "Show Stamp Names". Reopen the "Stamp" menu to confirm that the check mark now appears.
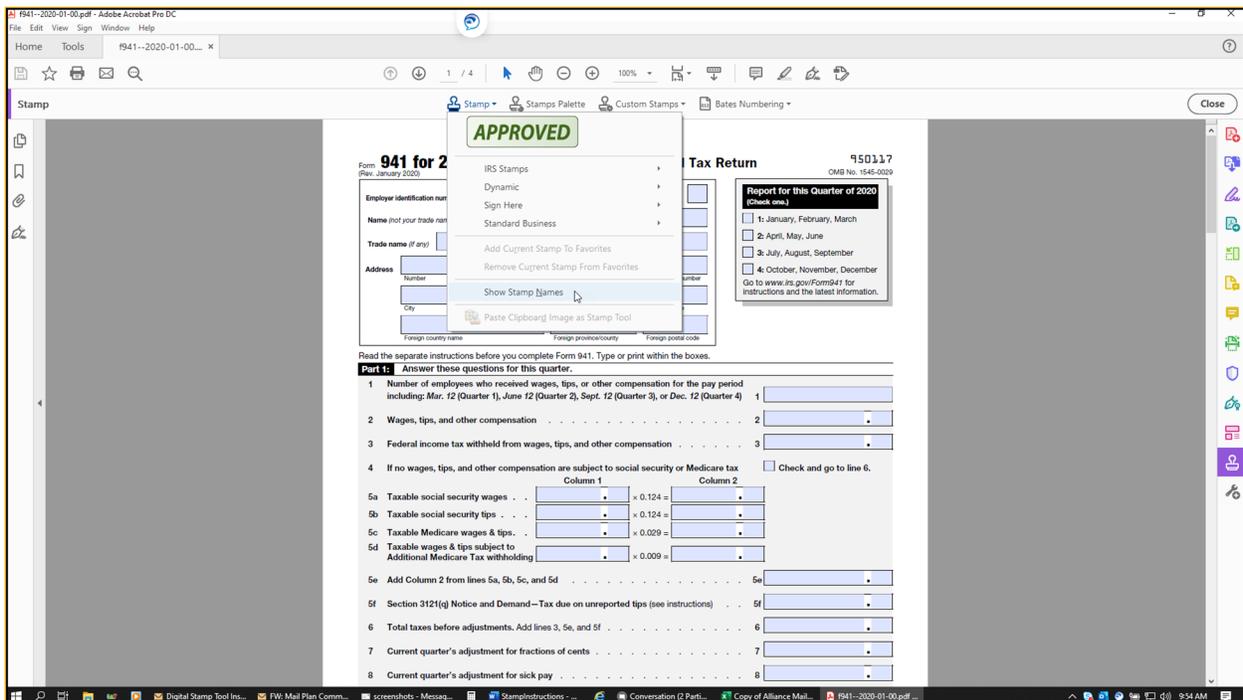
Digital Date Stamp Creation Job Aid

3 - Click on "Stamp" at the top center again. Select "IRS Stamps", then select "Received Date Stamp". (Note: Make sure that you see the "IRS Stamps" menu and that you see seven stamps. If not, you missed a step and you need to start over on the prior section of instructions.)
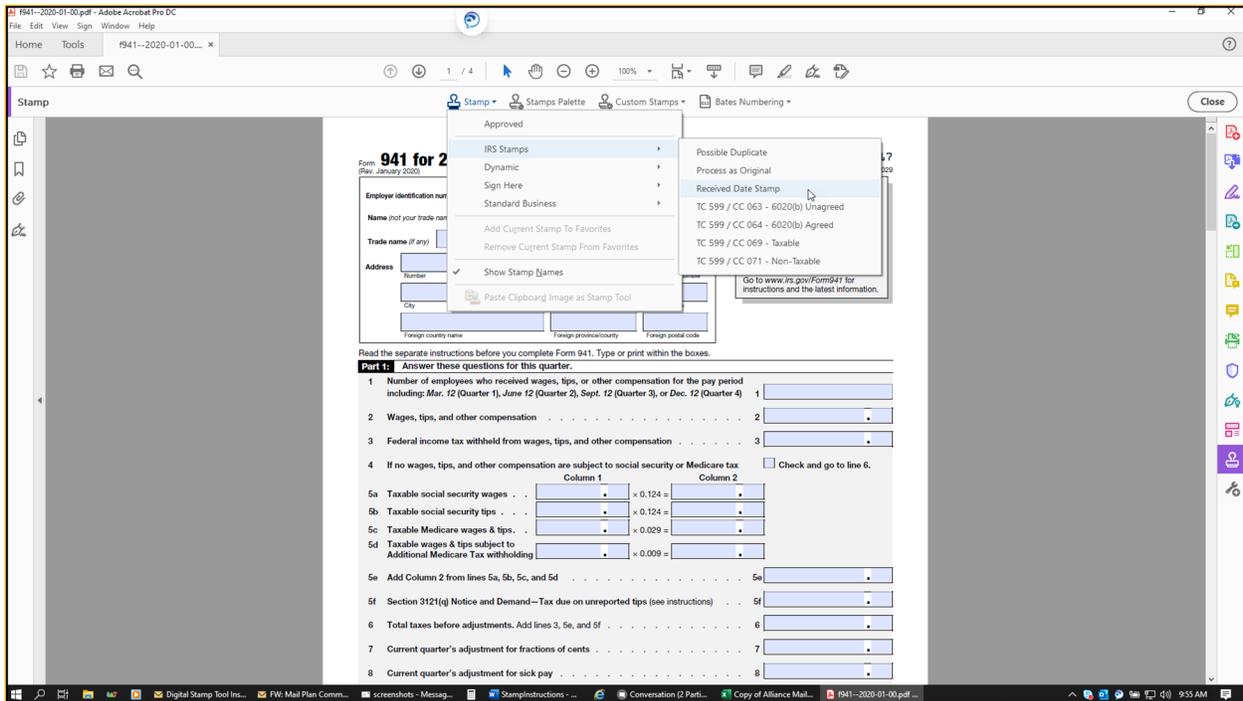
Digital Date Stamp Creation Job Aid

4 – The transparent stamp should now be hovering over the text. Move the stamp where you want it, and click your mouse to place it. (If a dialogue box like the one on the second screenshot below appears asking for your identifying information, check the box next to "Don't show again" in the bottom-left area of that box and click "Complete".)
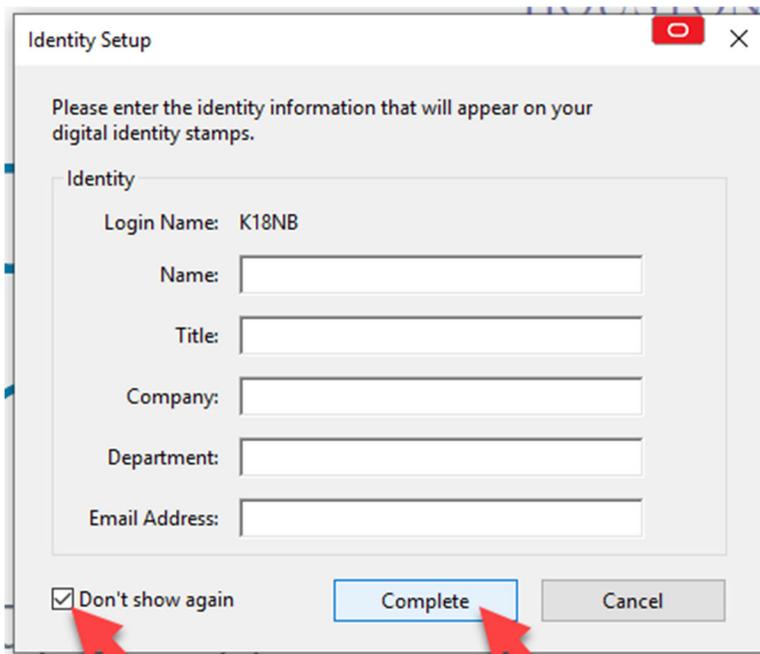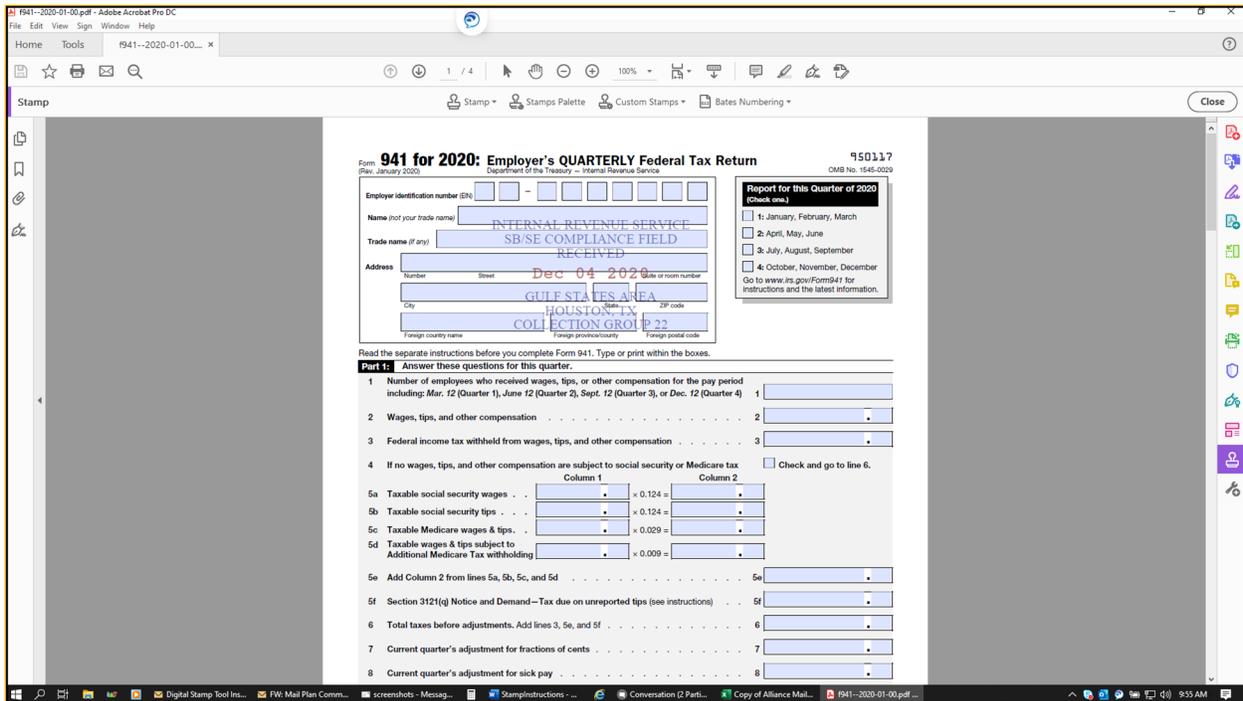
Digital Date Stamp Creation Job Aid

5 – A pop-up box will appear and ask you for the date. Click "OK" if the default date is correct. Or, edit the date to whatever you need using the specific format shown (mmm dd yyyy; i.e. Apr 15 2020).
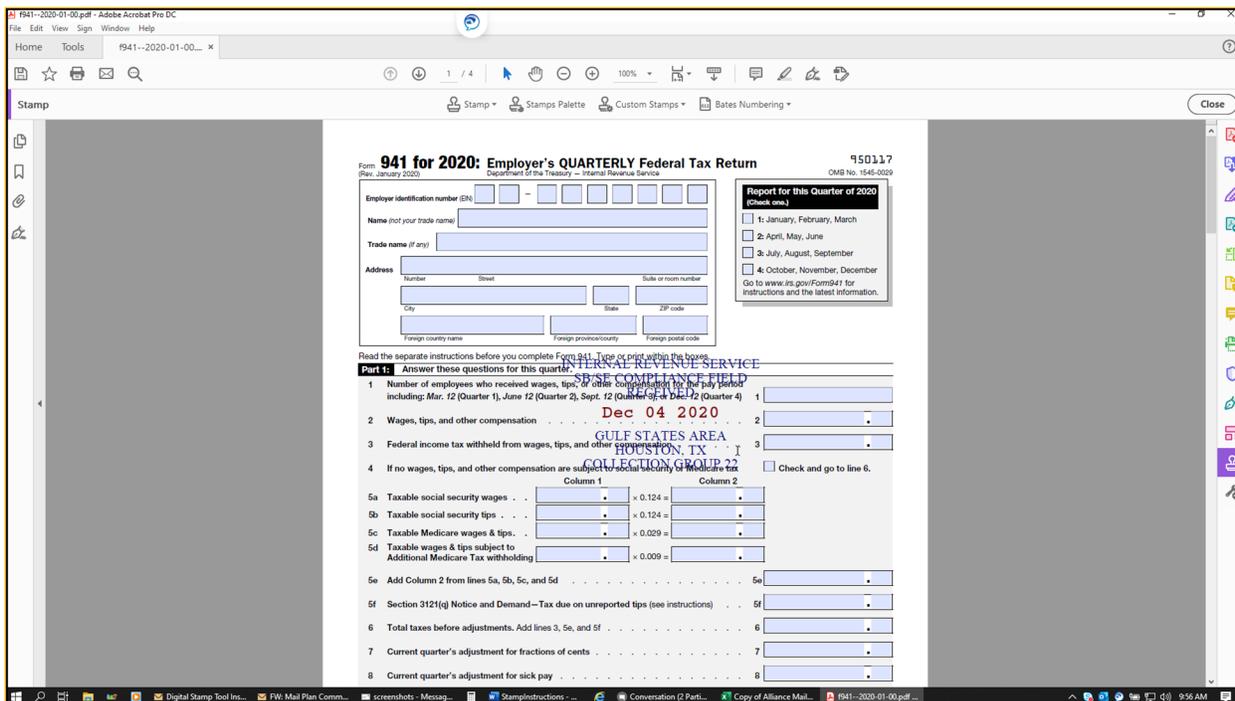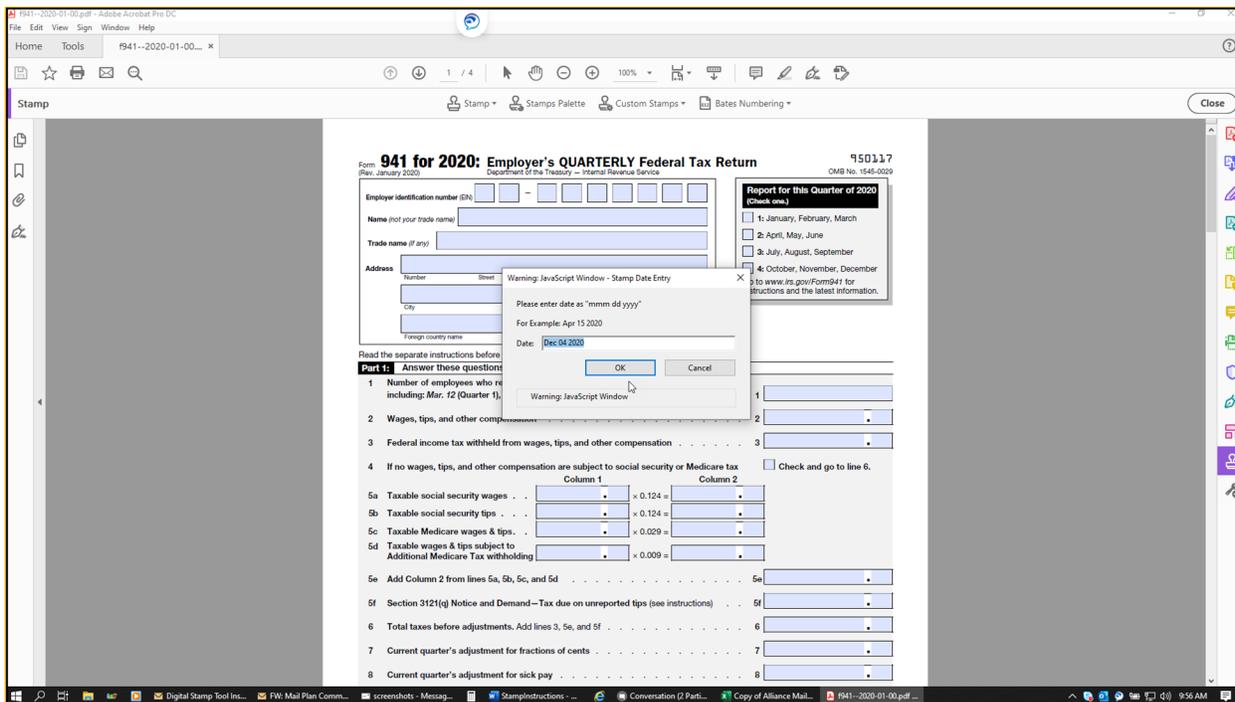
6 – In order to resize the stamp, click on the text of the stamp again. Then, use your mouse to click and drag on the squares at the corners.

7 – If you would like to rotate the stamp, click on the text of the stamp again. Use your mouse to click and drag on the circle on the top center in order to rotate the stamp into the appropriate orientation that would best fit the area where you want to use the stamp.

Congratulations! You have placed your "Received Date Stamp".

Digital Date Stamp Creation Job Aid

To use the TC 599 / CC XXX stamps:

1 – Click on "Stamp" in the top center, then select "IRS Stamps", then choose the appropriate TC 599 / CC XXX stamp.
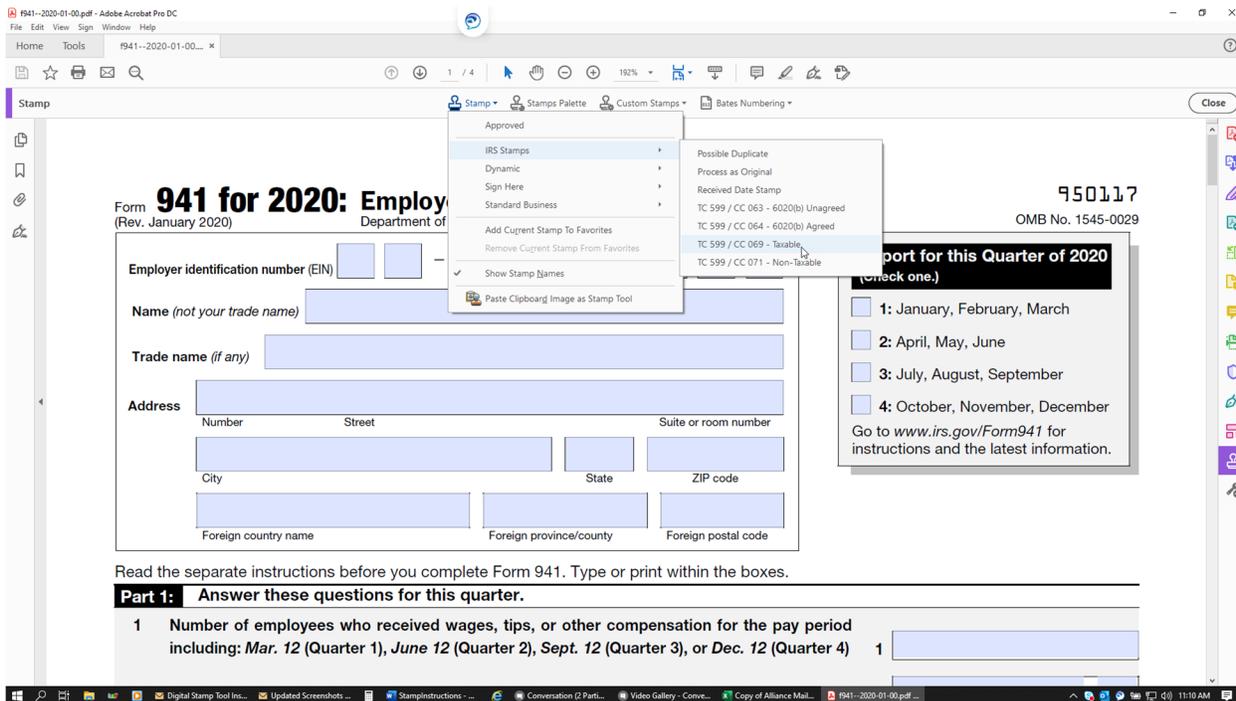
Digital Date Stamp Creation Job Aid

2 – The transparent stamp should now be hovering over the text. Move the stamp where you want it, and click your mouse to place it. You can also resize it as on Step 6 on the prior section.
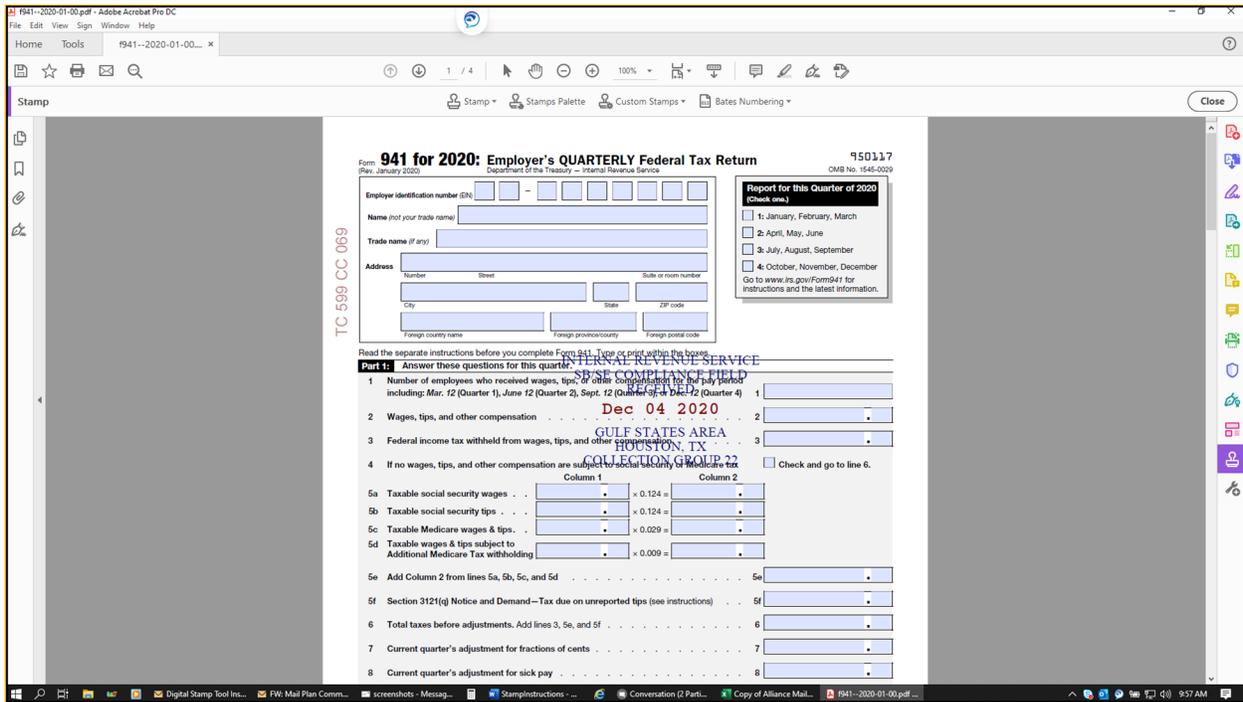
Congratulations! You have placed your "TC 599 / CC XXX Stamp".

The following instructions will cover a possible change that needs to be made on the printing dialogue box the first time you try to print a document with a stamp.

Digital Date Stamp Creation Job Aid

When printing a stamped document for the first time:

1 – After stamping a document for the first time, you must make sure that you did not inadvertently change a setting in the print dialogue box. Under "Comments & Forms", the drop-down menu must have "Documents and Markups" selected. If this option is not selected, the stamps will not appear on your printed document. Once you have confirmed this, continue to print as usual.
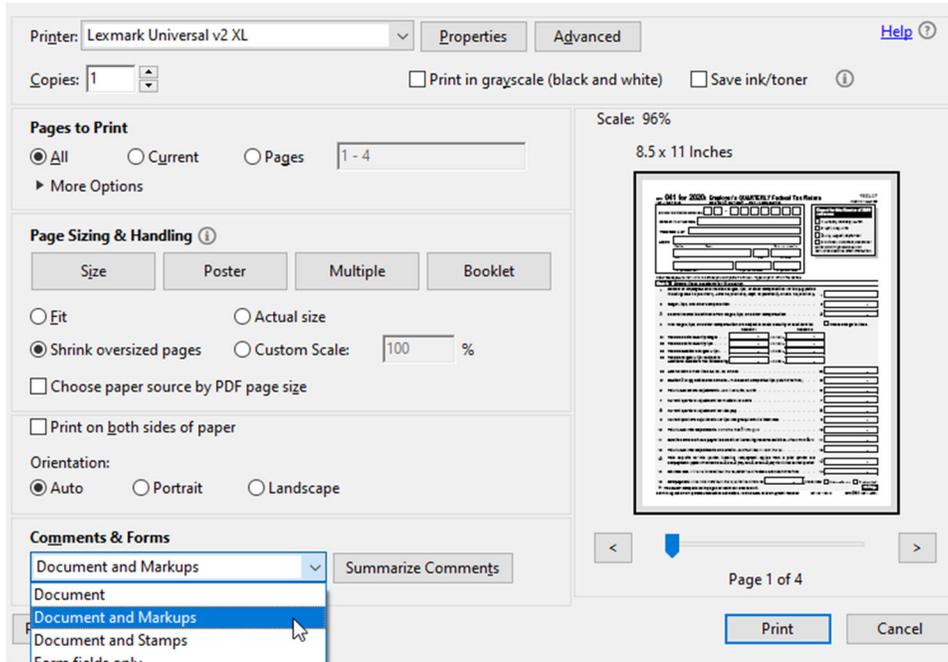
Congratulations! You have now used all the stamps successfully.