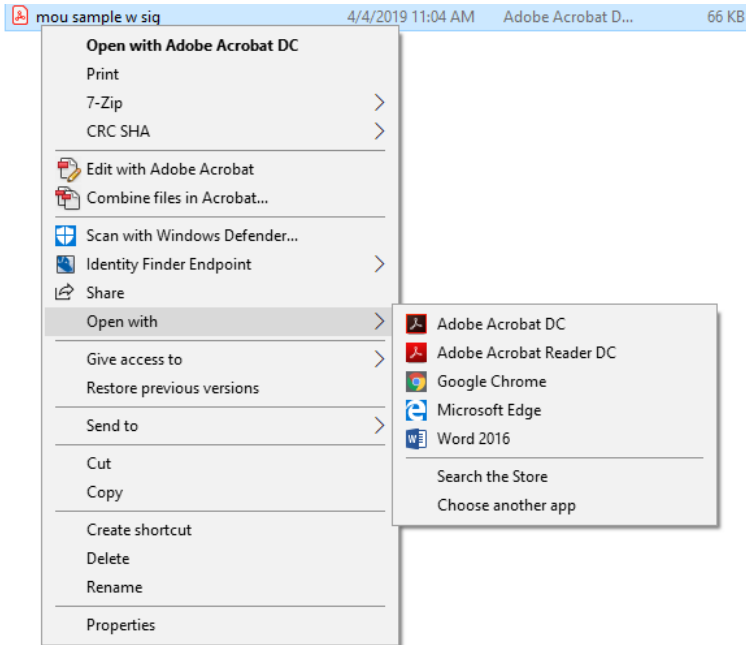


How to Add Digital Signature in Adobe Acrobat:

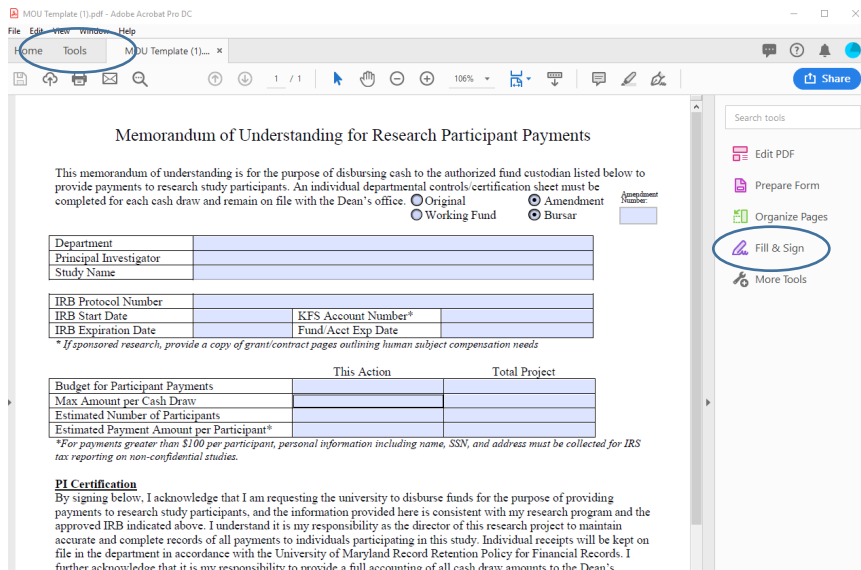
Forms With Automatic Signature Fields:

Open desired PDF file in Adobe Acrobat

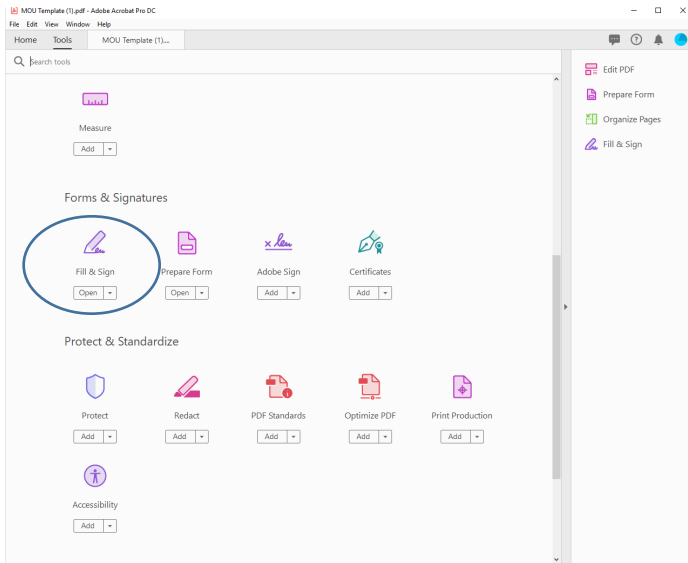
Right-click on PDF file -> "Open with" -> Adobe Acrobat



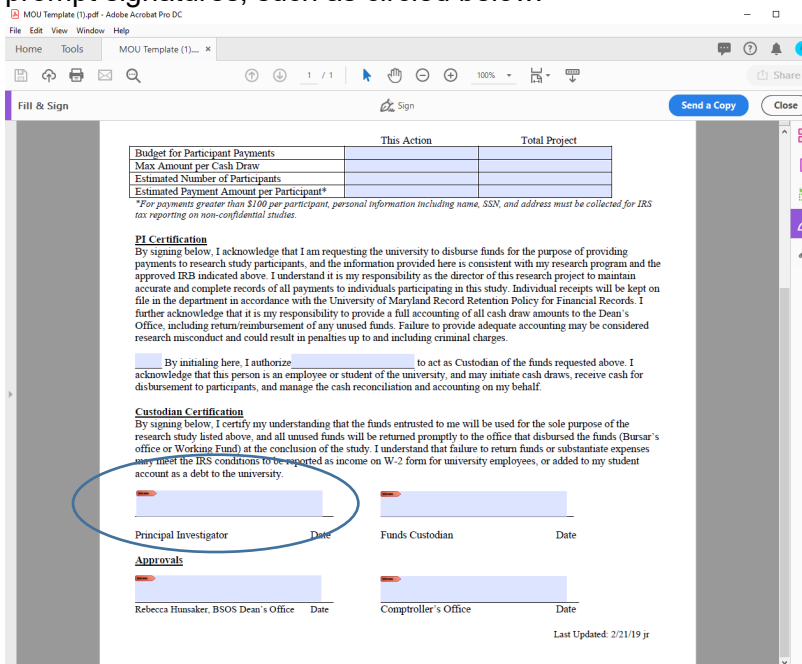
Find and select the "Fill and Sign" tool. This can be accessed by clicking the "Tools" tab between the Document tab and the Home tab. It may also be visible in the right hand column. These are circled below.



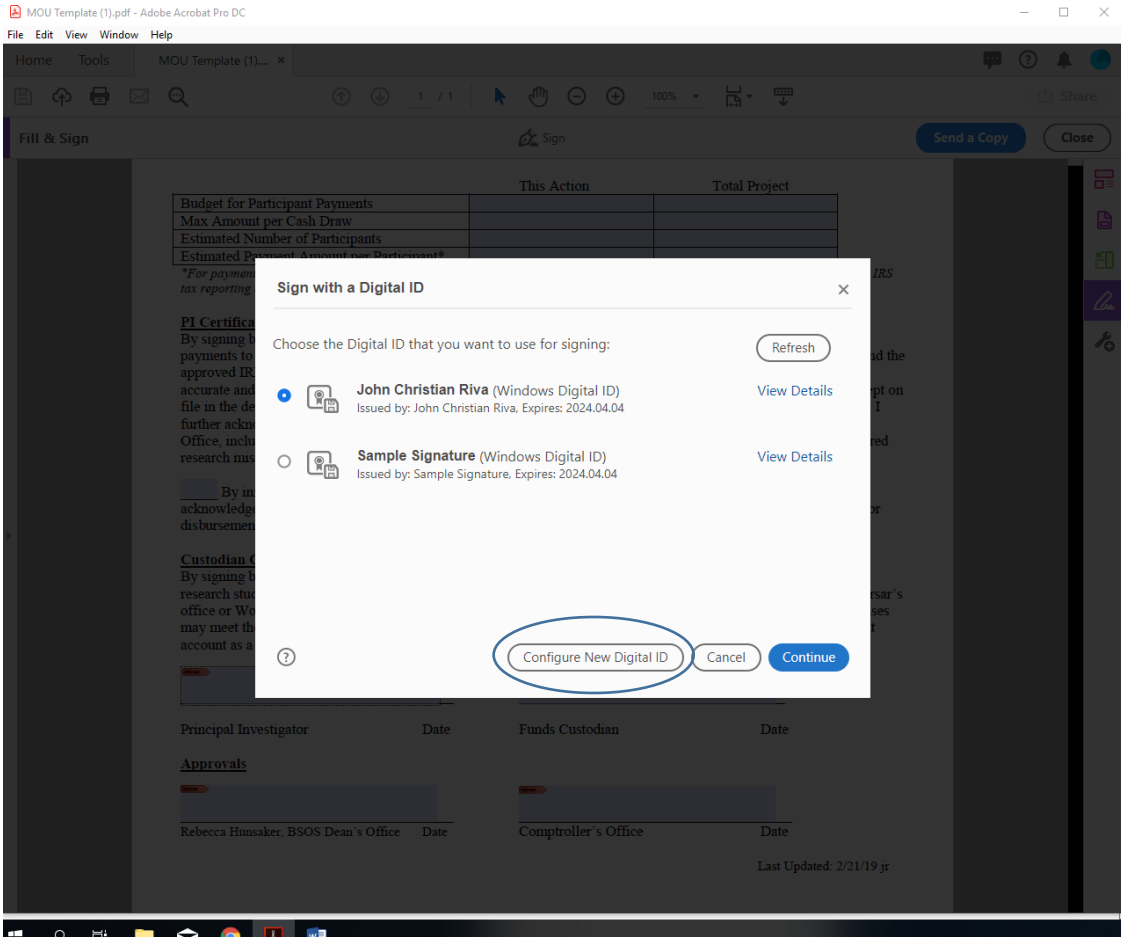
If it is not in the right hand column like the screenshot above, then double click it in the "Tools" tab as in the screenshot below.



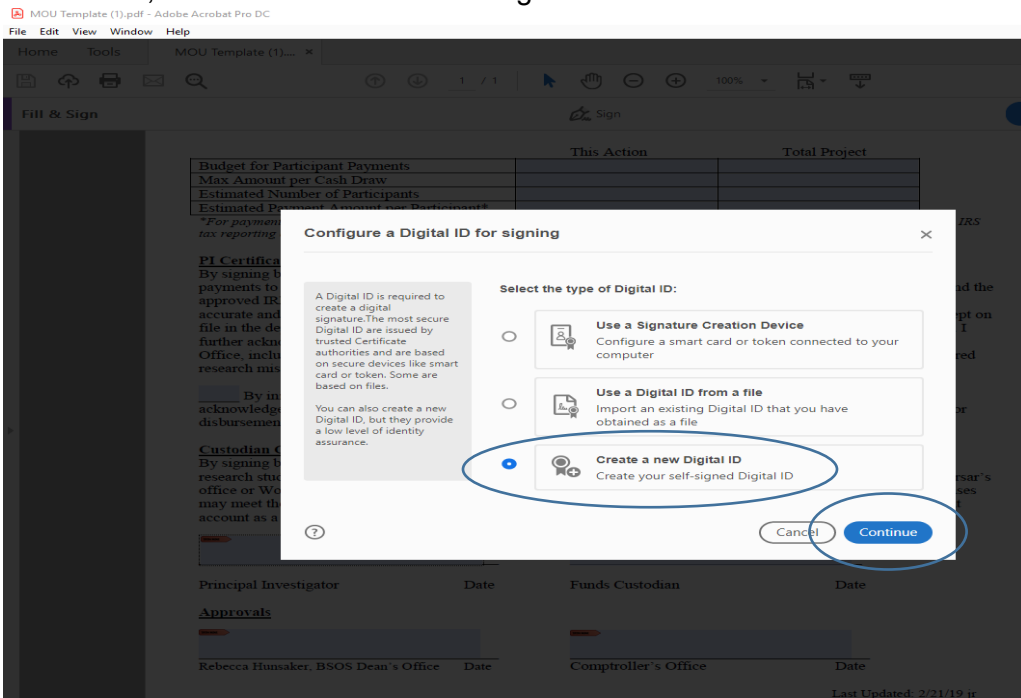
Once on the “Fill & Sign” tool, some documents may have fields that automatically prompt signatures, such as circled below.



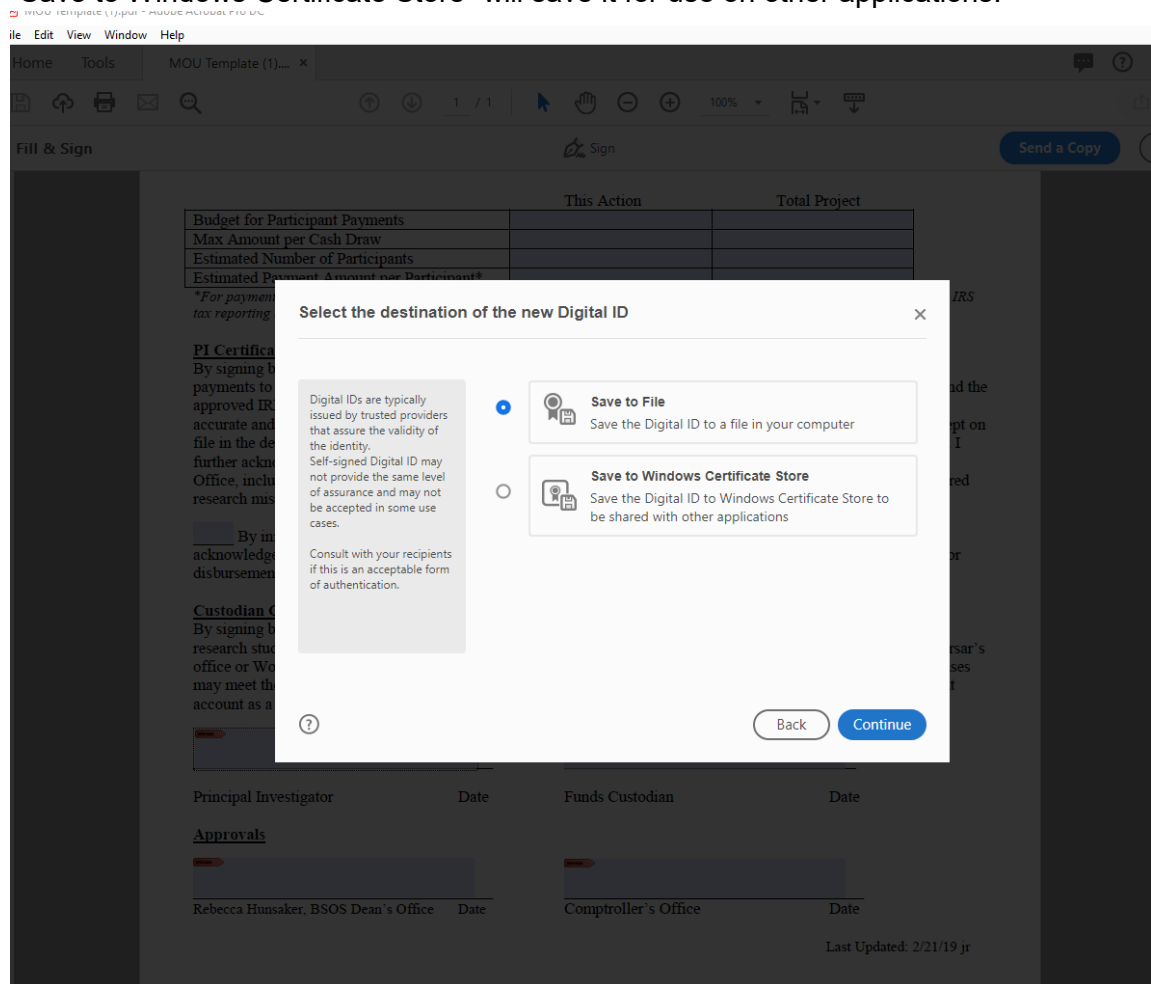
Clicking on one of these automatic signature fields prompts a signature with a Digital ID. You must now create a Digital ID to sign. At the bottom of the new window that opened following clicking on a signature field, click on “Configure New Digital ID” as circled below.



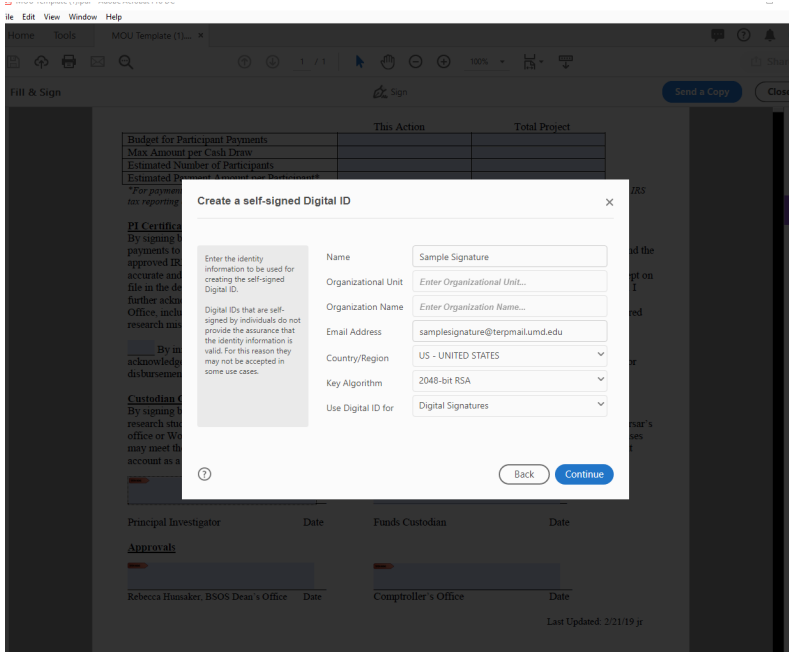
From there, select the "Create a new Digital ID" radio button and click "Continue"



You can select either of the options below to save your new Digital ID. Selecting “Save to File” will save it to a file in your computer and requires a password, while selecting “Save to Windows Certificate Store” will save it for use on other applications.

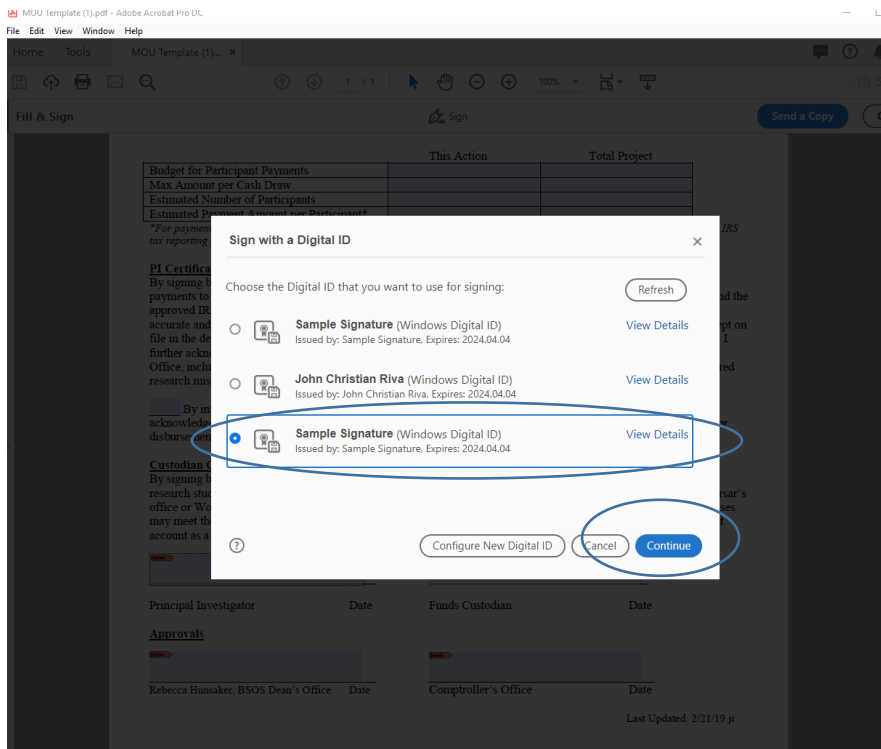


Selecting either of these options will prompt you to fill out the details of your new Digital ID. Entering your name and email address are mandatory to complete these fields. Organizational Name and Unit can be added if necessary. Do not change any information in the bottom three drop-down menus. Click continue once filled in. It should resemble something as below:

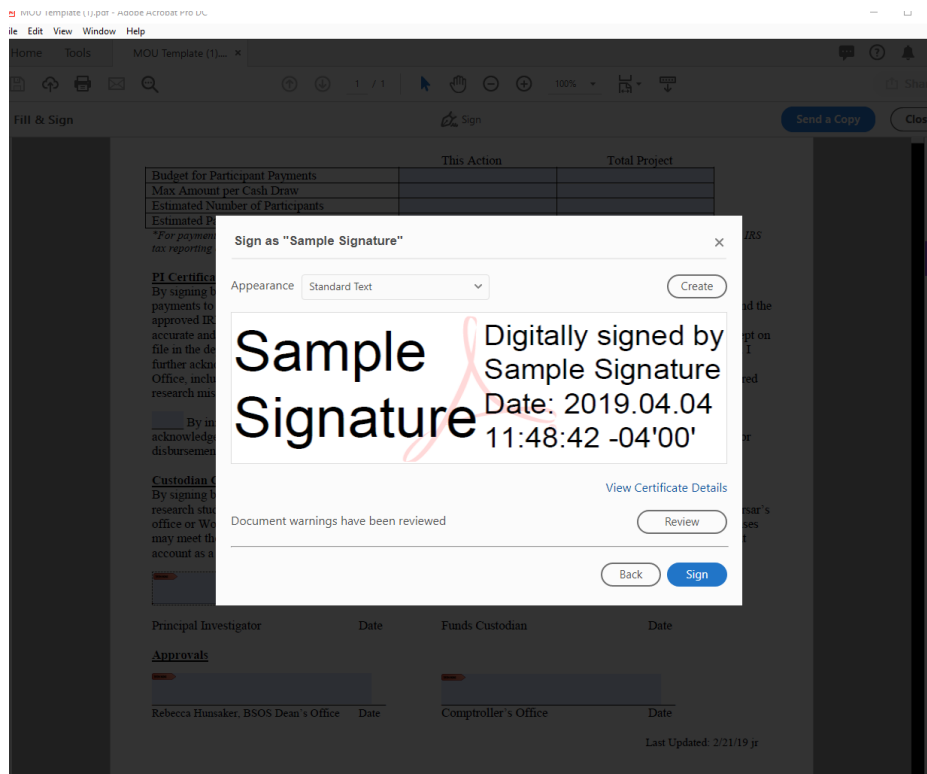


If you selected “Save to File” when prompted, it will now ask you to provide a password to protect this signature.

From here, select the Digital ID with your name and click “Continue”

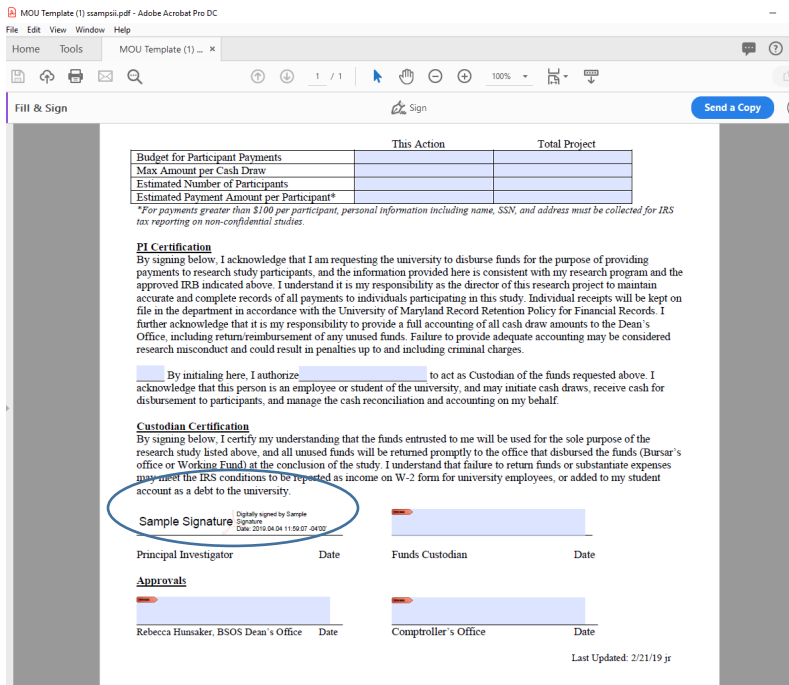


This will now open a preview of the signature such as below. From here, click “Sign”. This will place the signature in the field that was selected to be signed.



Once you click “Sign”, it will prompt you to “Save As” the file. Save it somewhere you will remember the next time you need it.

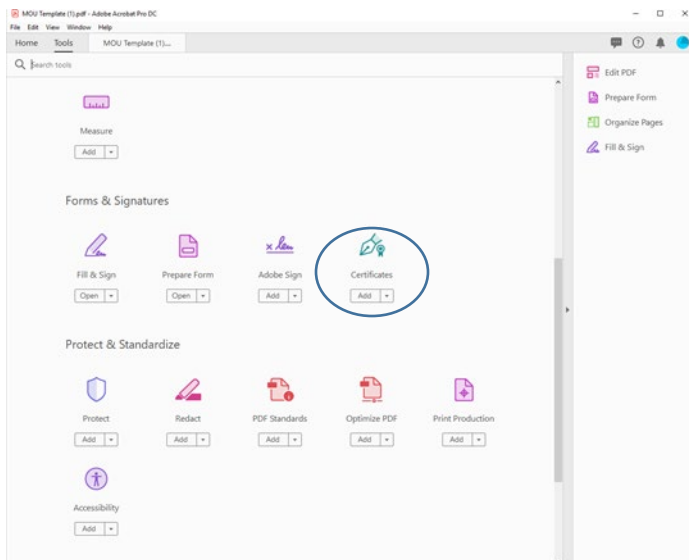
This will display your digital signature with the date and time in the selected field.



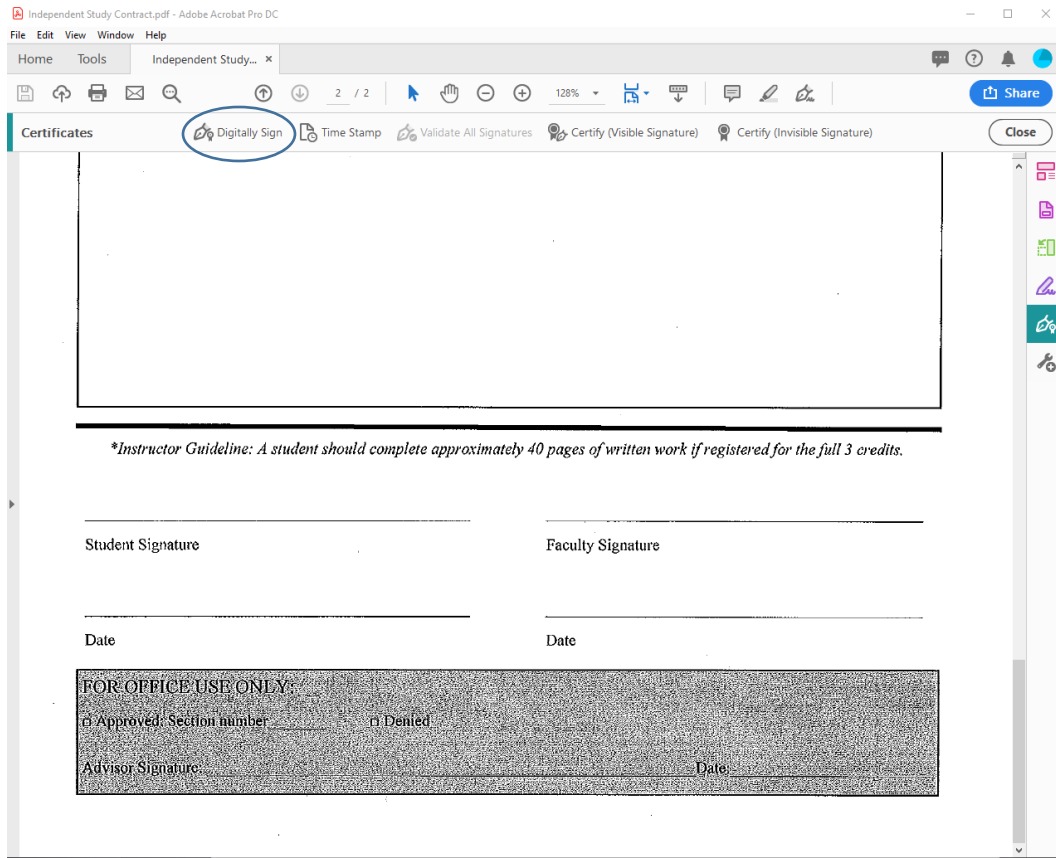
Forms Without Automatic Signature Field:

There may be documents that require signature that do not have a built-in signature form such as the MOU document in the steps above. These documents may often have a line for a signature that is not able to be filled in with a Digital ID. These documents can still be signed!

Find and select the "Certificates" tool. This can be accessed by clicking the "Tools" tab between the Document tab and the Home tab. It may also be visible in the right hand column. These are circled below.

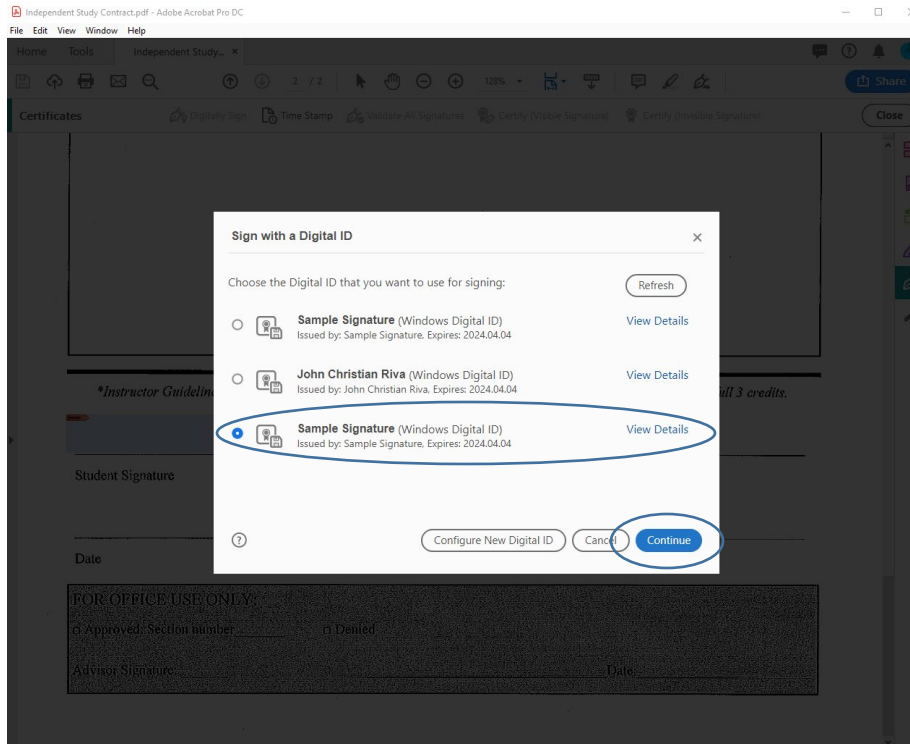


From here, click on "Digitally Sign" as circled below.

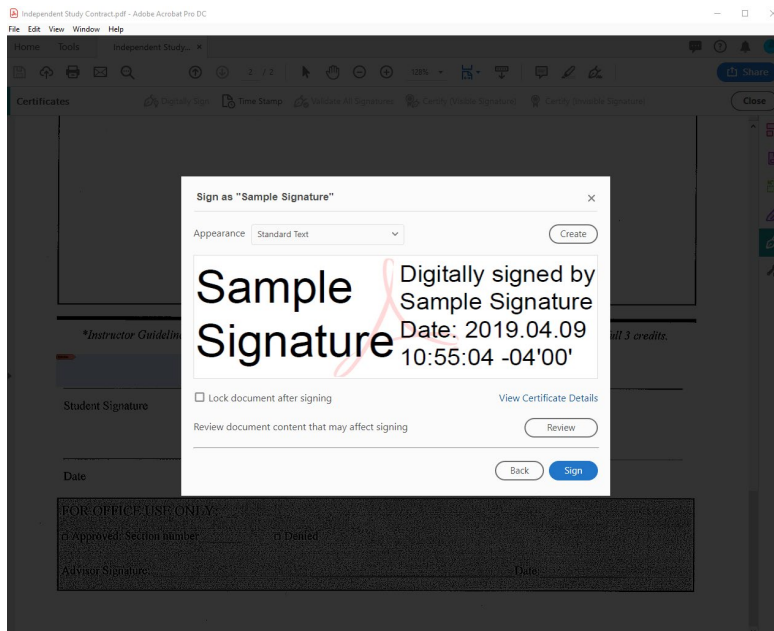


Clicking on “Digitally Sign” will prompt you with instructions to click and draw to draw the area where you would like the signature to appear. Click “OK” on these instructions and click to drag on the line where you’d like to place the signature.

Clicking and dragging a box above a signature line will prompt the same menu to select a Digital ID to use as in the previous instructions. Hopefully at this point you’ve already made your Digital ID which will be in the options available. If not, follow instructions to create a Digital ID in Pages 2-5 of this Document. Select your Digital ID and click “Continue”



This will now open a preview of the signature such as below. From here, click “Sign”. This will place the signature in the field that was selected to be signed.



Once you click “Sign”, it will prompt you to “Save As” the file. Save it somewhere you will remember the next time you need it.

This will display your digital signature with the date and time in the selected field.

Below there will be an opportunity to practice your new skill. Go ahead and see if you can do a Digital ID Signature below!