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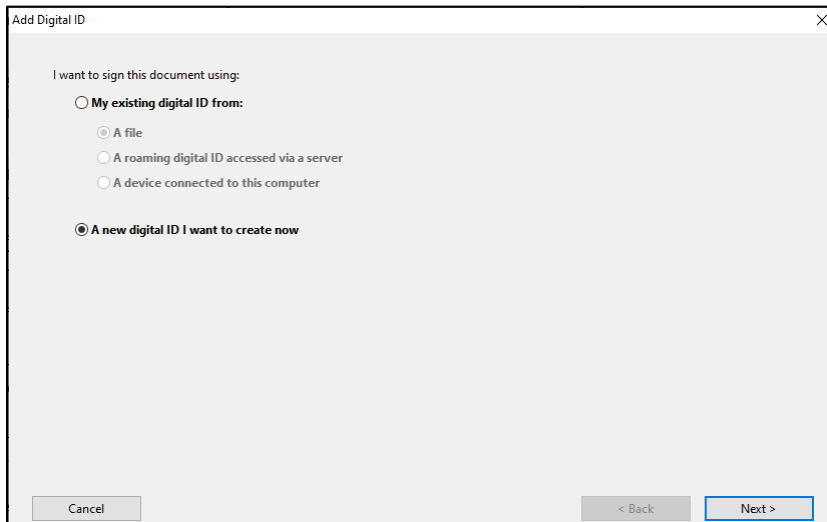
## Signing with Adobe Acrobat

Note: These steps may vary based on which version of Adobe Acrobat you have and which device and operating system you're using.

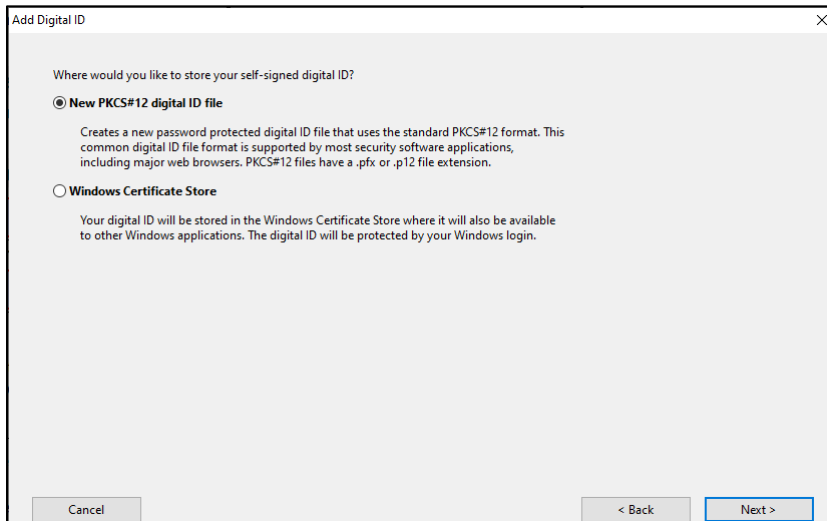
1. Click into the **Signature** field.



2. If you have already created a signature in Adobe Acrobat, go to step 4.
3. If you haven't yet created a signature in Adobe Acrobat:
  - a. In the **Add Digital ID** window, select **A new digital ID I want to create now** and then click on **Next**.

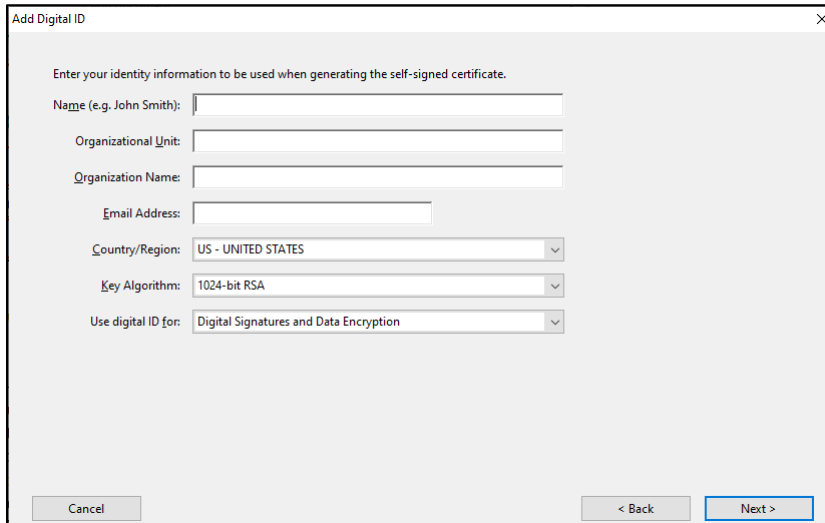


- b. Select **New PKCS#12 digital ID file** and then click on **Next**.

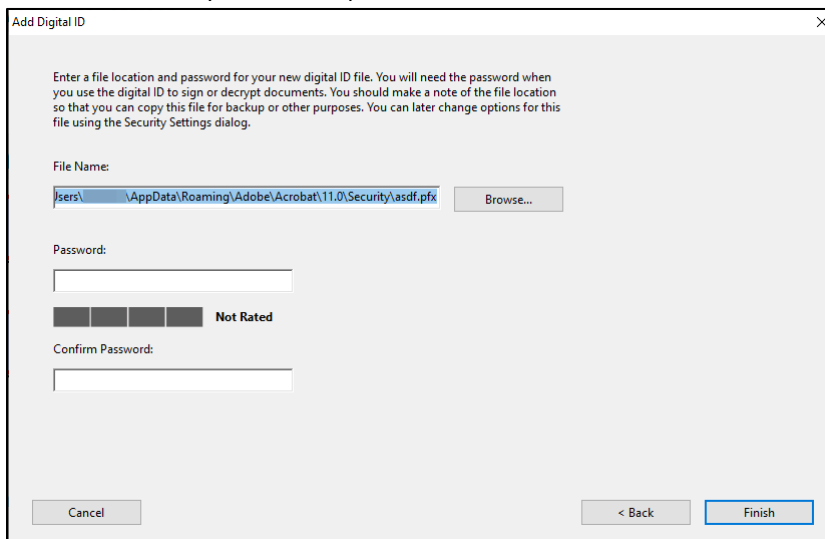


# How to Electronically Sign a PDF

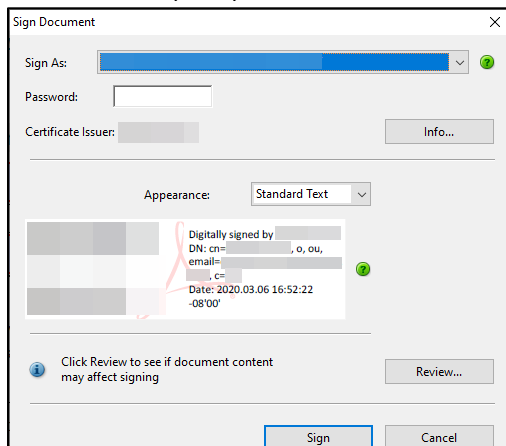
- c. Enter your **Name** and **Email Address** and then click on **Next**.



- d. Enter and confirm your desired password and then click on **Finish**.

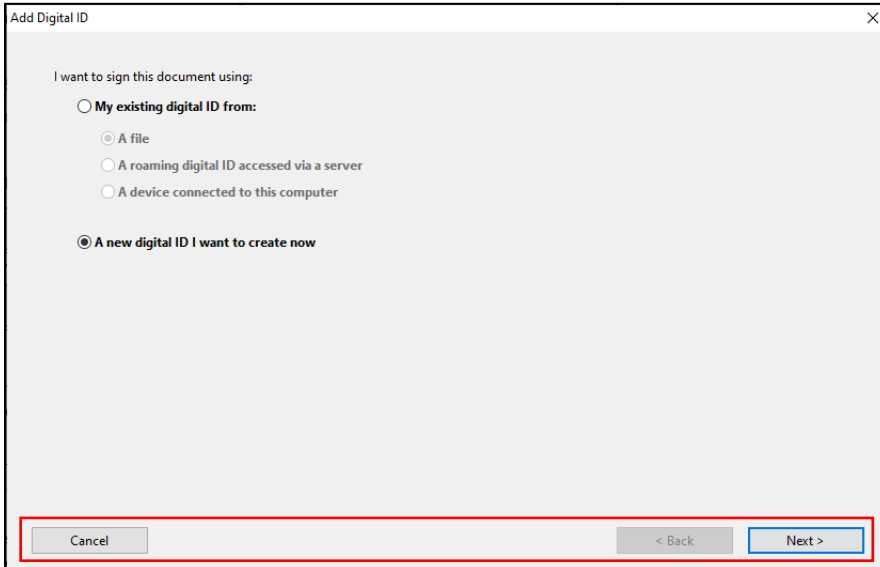


4. In the **Sign Document** window:
- Enter your **Password**.
  - Click on **Sign**.
  - Follow the prompts to save the file.



## Potential Issue When Signing in Adobe Acrobat

**Issue:** I *tried* to create a new signature, but the **Next** button (outlined below) is missing.



**Fix:** Try reducing your screen magnification to 100% or changing your screen's resolution. To do this in Windows 10, for example:

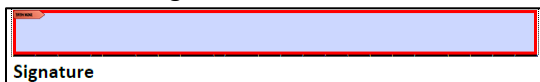
1. Open **Start** (the Windows icon in the bottom left of the screen), select **Settings > System > Display**.
2. Under **Scale and layout**, check the setting under **Change the size of text, apps, and other items**. Try setting it to 100% (or smaller). If that doesn't solve your problem, under **Resolution**, try selecting a different value.
3. When prompted to keep the changes or revert back to your previous settings, select **Keep Changes**. You can revert them back later if need be.

Note: After changing these settings, you may need to close Acrobat entirely and re-open it for the changes to take effect.

## Signing with Adobe Reader

Note: These steps may vary based on which version of Adobe Reader you have and which device and operating system you're using.

1. Click into the **Signature** field.

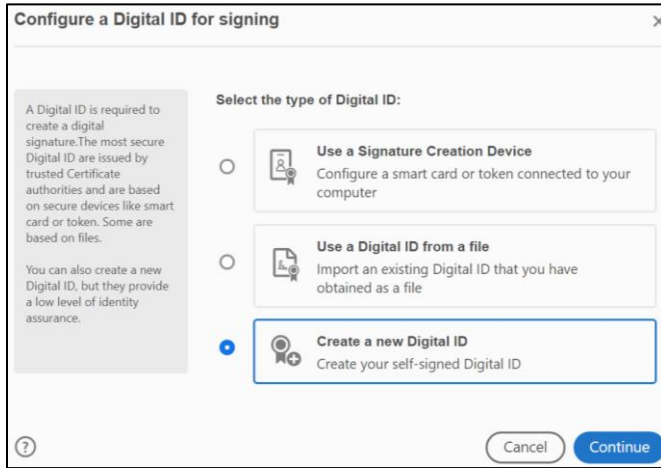


2. If you have already created a signature in Adobe Reader, go to step 4.

# How to Electronically Sign a PDF

3. If you haven't yet created a signature in Adobe Reader:

a. In the **Configure a Digital ID for signing** window, select **Create a new digital ID** and then click on **Continue**.



**Configure a Digital ID for signing**

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

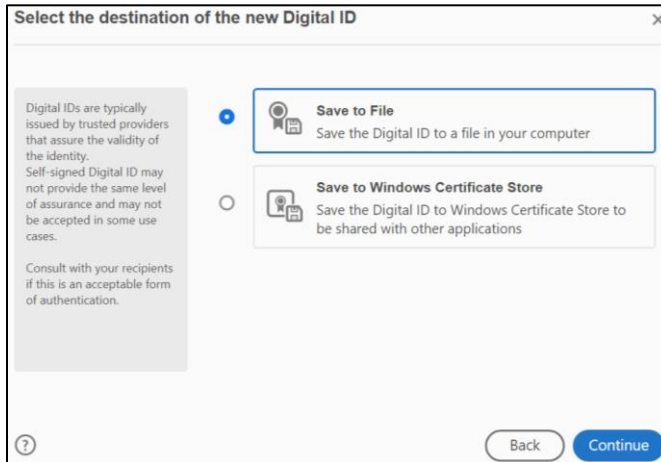
You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

Cancel Continue

b. Select **Save to File** and then click on **Continue**.



**Select the destination of the new Digital ID**

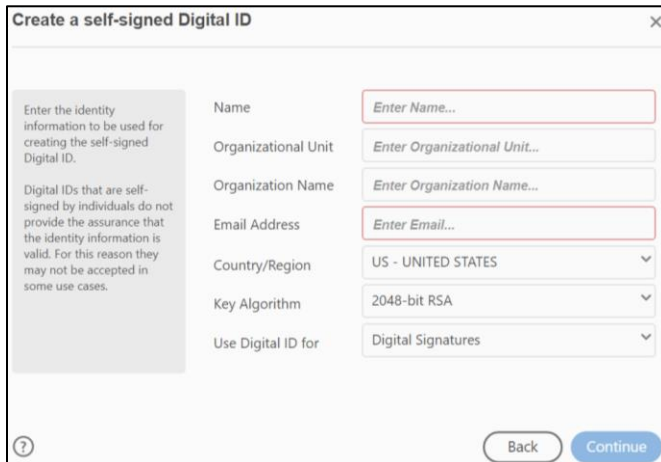
Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store  
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

c. Enter your **Name** and **Email Address** and then click on **Continue**.



**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

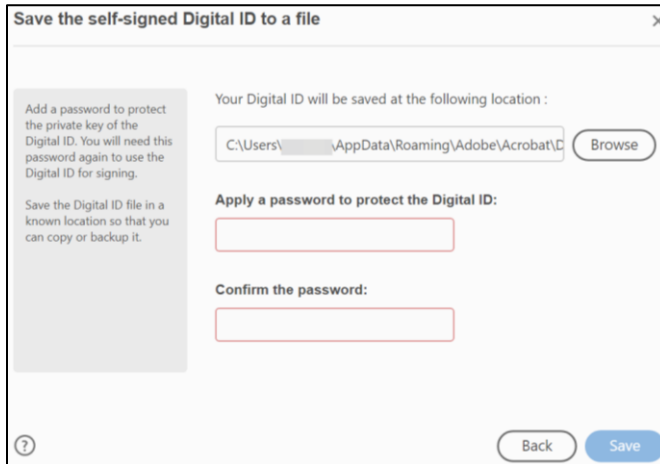
Key Algorithm:

Use Digital ID for:

Back Continue

# How to Electronically Sign a PDF

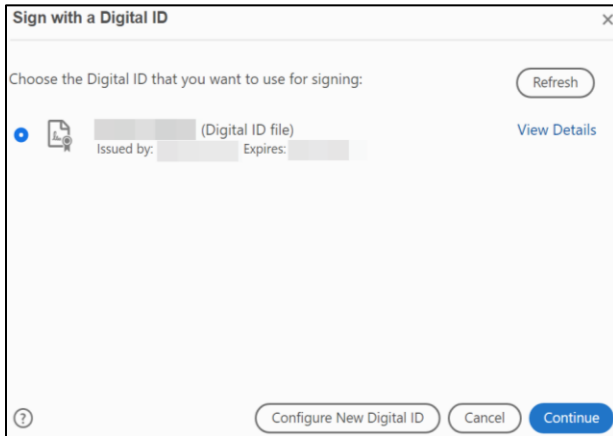
- d. Enter and confirm your desired password and then click on **Save**.



The dialog box is titled "Save the self-signed Digital ID to a file". It contains the following elements:

- Instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it."
- Location: "Your Digital ID will be saved at the following location:" followed by a text field containing "C:\Users\...AppData\Roaming\Adobe\Acrobat\ID" and a "Browse" button.
- Password fields: "Apply a password to protect the Digital ID:" followed by an empty text field, and "Confirm the password:" followed by another empty text field.
- Buttons: "Back" and "Save" at the bottom right.

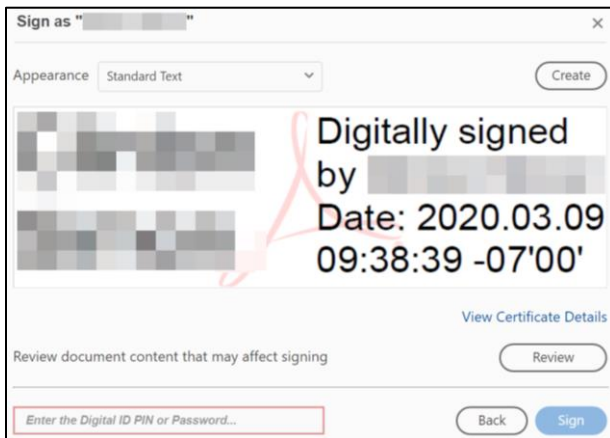
4. Choose the digital ID you want to use for signing and then click on **Continue**. Note: Most people have only one digital ID, but if you do have multiple digital IDs, select which one you want to use.



The dialog box is titled "Sign with a Digital ID". It contains the following elements:

- Instruction: "Choose the Digital ID that you want to use for signing:"
- Refresh button
- Selected Digital ID: A blue circle next to a document icon, followed by "(Digital ID file)", "Issued by:", and "Expires:".
- View Details link
- Buttons: "Configure New Digital ID", "Cancel", and "Continue" at the bottom.

5. In the signature window:
- Enter your **Password**.
  - Click on **Sign**.
  - Follow the prompts to save the file.



The dialog box is titled "Sign as". It contains the following elements:

- Appearance dropdown menu set to "Standard Text" and a "Create" button.
- Signature area: A red scribble over a greyed-out area, followed by the text "Digitally signed by [redacted] Date: 2020.03.09 09:38:39 -07'00'".
- View Certificate Details link
- Review document content that may affect signing with a "Review" button.
- Text field: "Enter the Digital ID PIN or Password..."
- Buttons: "Back" and "Sign" at the bottom right.



# How to Electronically Sign a PDF

## Signing with Other (Non-Adobe) PDF Programs

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Since non-Adobe PDF products can vary greatly, please consult your specific program's help manual for instructions on how to sign a PDF electronically. Please note that your program may not support electronic signatures. If this is the case, it is recommended to use Adobe Reader, which is a free product.