



How to Affix Your Digital Signature in Adobe Reader/Acrobat

- Locate the signature field in the PDF document
****signature fields are denoted by the red ribbon in the top left hand corner****
- Click the signature field once and a pop up screen should open
- The drop down menu up top will denote the signee and the middle box will be a visual representation of that signature
- If the signee is not correct, click the drop down menu, choose the appropriate Digital ID or create a new one (see below)
- If the signee is correct, check to make sure the signature appearance is also correct
- If all fields are in order, click the sign button and save the document
- The signee's signature will now show in the signature field

How to Create your Digital ID

- After clicking on the signature field once, a pop up screen should open
- Click on the drop down menu up top
- Scroll to the bottom and choose "New ID..."
- If signee has a digital ID file on the computer or a server they may choose one of the first three options
- If this is the signee's first time creating an ID they will choose the last option "A new digital ID..."
- The signee will select the "New PKCS#12 digital ID file" and select NEXT
- The signee will fill in all information boxes
- The country/region is the United States
- The key Algorithm "1024-bit RSA"
- Use digital ID for "Digital Signatures and Data Encryption"
- When all fields have been filled and/or selected select NEXT
- Enter a password on the next page and select FINISH