

Contents

Signing with Adobe Acrobat.....	1
Signing with Adobe Reader.....	3
Signing with Other (Non-Adobe) PDF Programs.....	5

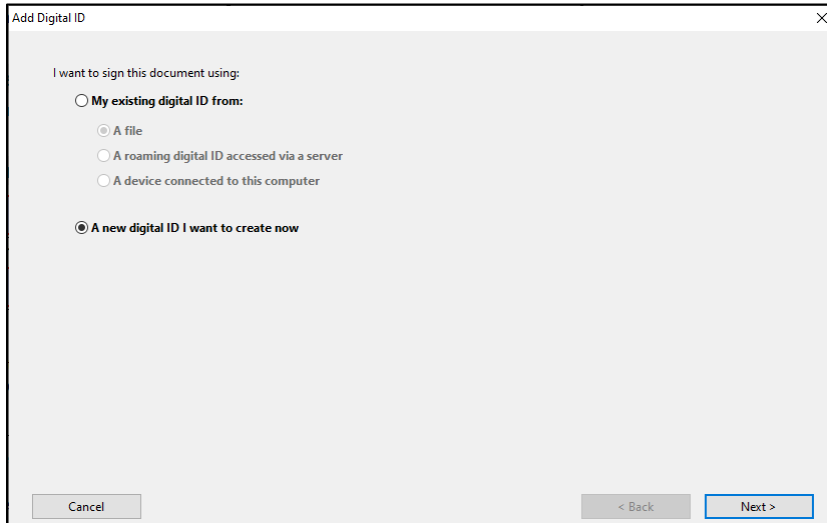
Signing with Adobe Acrobat

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

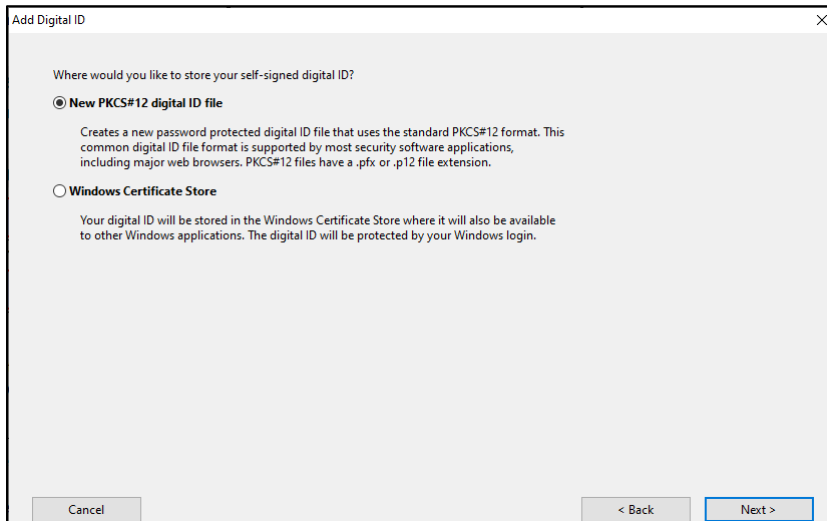
1. Click into the **Signature** field.



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**.

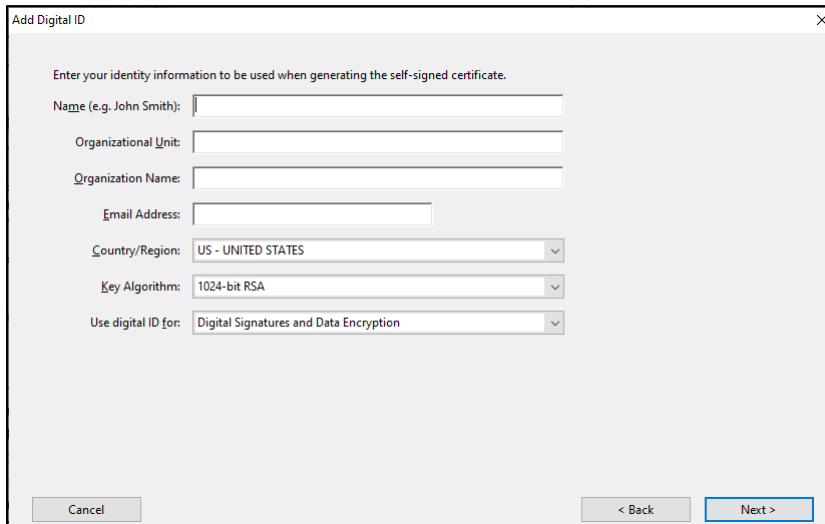


- b. Select **New PKCS#12 digital ID file** and then click on **Next**.



How to Electronically Sign a PDF

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



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

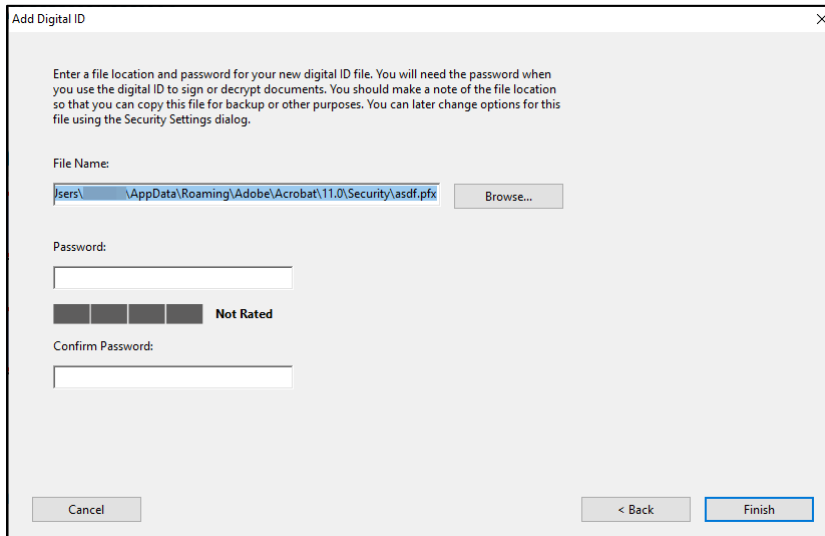
Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: Browse...

Password:

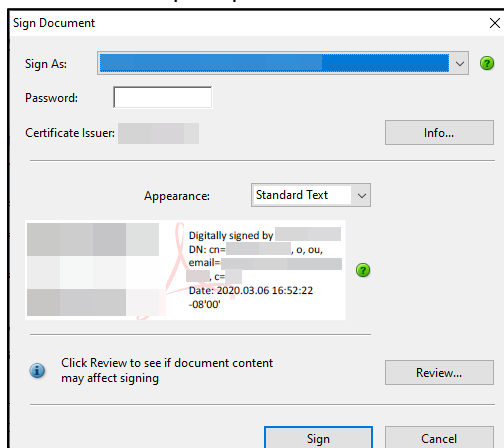
Not Rated

Confirm Password:

Cancel < Back Finish

4. In the **Sign Document** window:

- a. Enter your **Password**.
- b. Click on **Sign**.
- c. Follow the prompts to save the file.



Sign Document

Sign As:

Password:

Certificate Issuer: Info...

Appearance: Standard Text

Digitally signed by
DN: cn=..., o, ou,
email=...,
Date: 2020.03.06 16:52:22
-08'00'

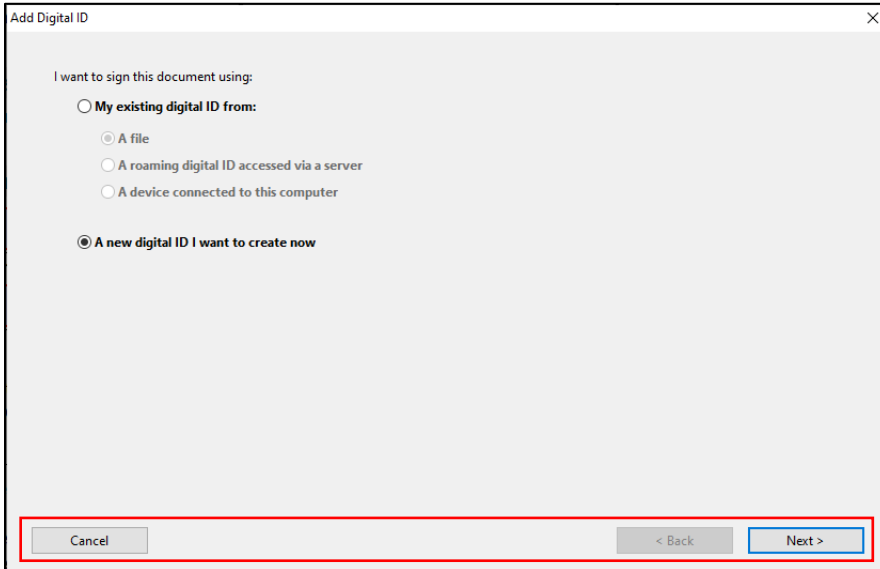
Click Review to see if document content may affect signing

Review... Sign Cancel

How to Electronically Sign a PDF

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:

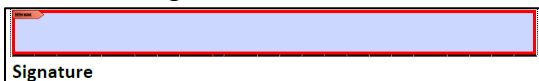
1. Open **Start** (the Windows icon in the bottom left of the screen), select **Settings > System > Display**.
2. Under **Scale and layout**, check the setting under **Change the size of text, apps, and other items**. Try setting it to 100% (or smaller). If that doesn't solve your problem, under **Resolution**, 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.

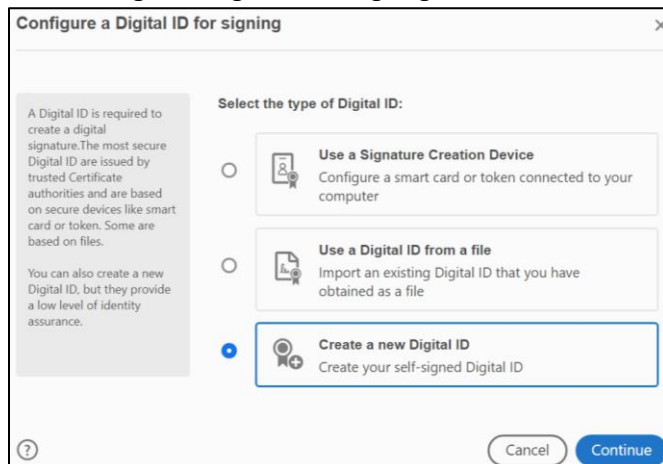
Signing with Adobe Reader

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.

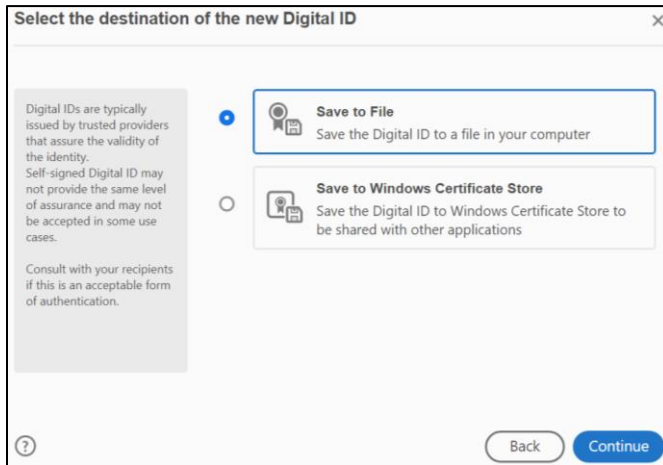


2. If you have already created a signature in Adobe Reader, go to step 4.
3. If you haven't yet created a signature in Adobe Reader:
 - a. In the **Configure a Digital ID for signing** window, select **Create a new digital ID** and then click on **Continue**.



How to Electronically Sign a PDF

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



Select the destination of the new Digital ID

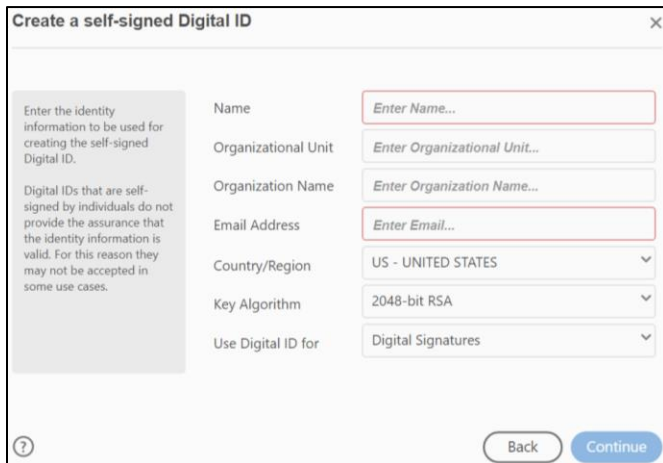
Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

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**.



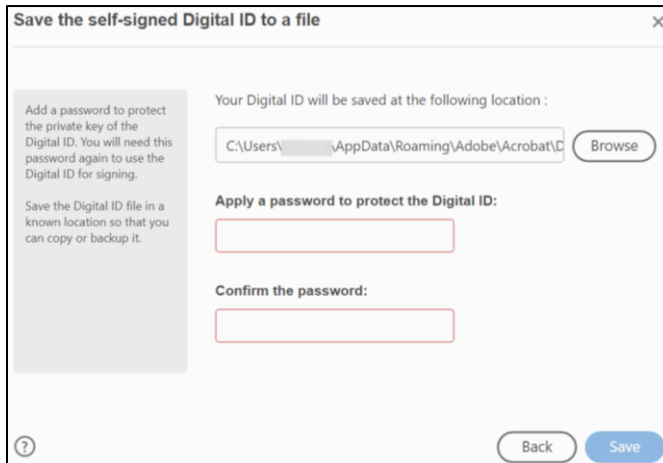
Create a self-signed Digital ID

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

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



Save the self-signed Digital ID to a file

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. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\...AppData\Roaming\Adobe\Acrobat\ID

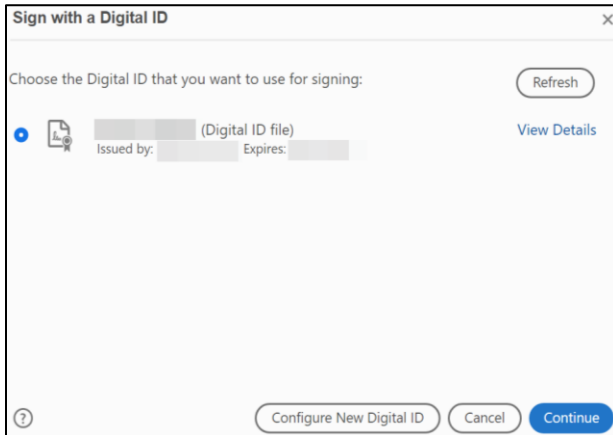
Apply a password to protect the Digital ID:

Confirm the password:

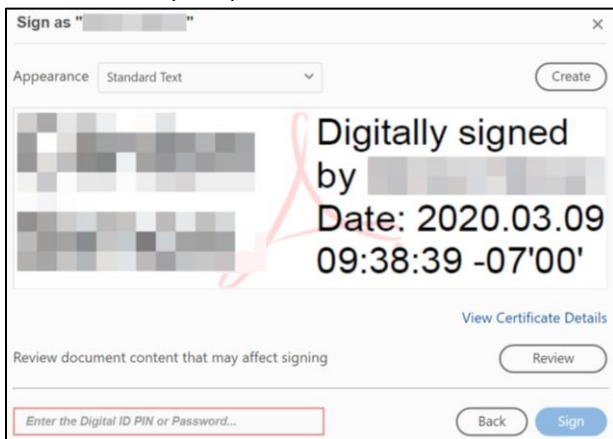
Back Save

How to Electronically Sign a PDF

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.



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



Signing with Other (Non-Adobe) PDF Programs

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.