Signing a PDF Document Electronically

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Signing a PDF Form for the First Time

To sign a form for the first time, you must:

- **Have Adobe Reader X or greater installed on your computer**

To download the latest version of Adobe Reader, go to http://get.adobe.com/reader/.
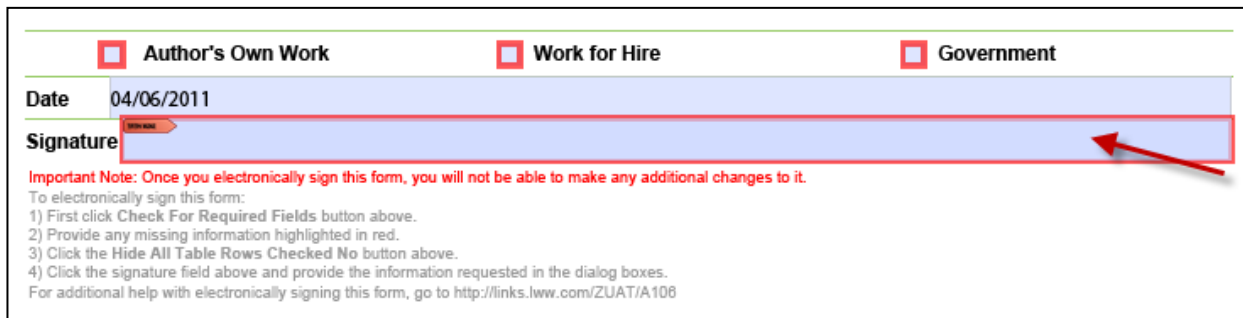
- **Create a digital ID**

For more information about digital IDs, please see:

http://help.adobe.com/en_US/acrobat/standard/using/WSAC8084C2-14F7-4841-9EF8-92106D22C3DB.w.html.
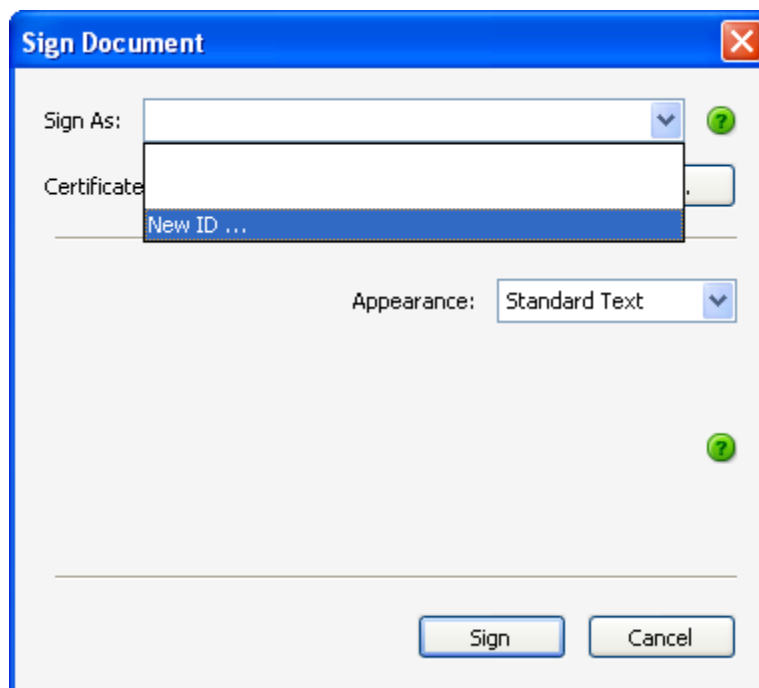
Creating a Digital ID

Step 1.   Click anywhere in the Signature field.

The 'Sign Document' box will then appear.

Step 2.   Click on 'New ID…' to begin creating your digital ID.

Step 3.   Select 'A new digital ID I want to create now', then click Next.
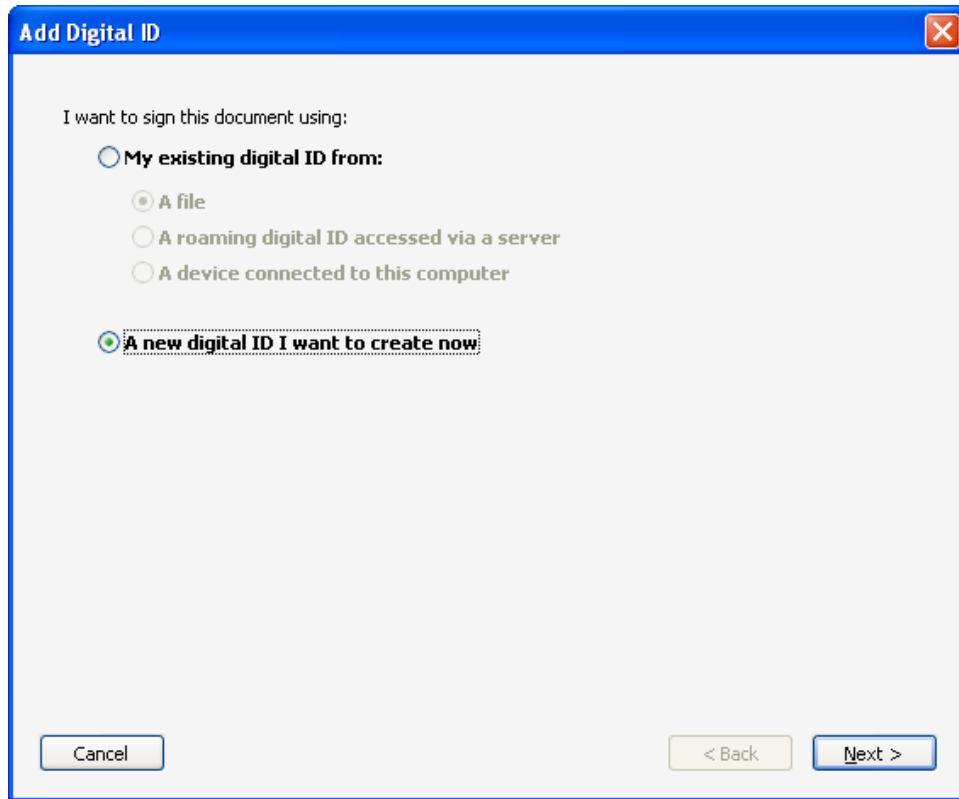
Step 4.   Select 'New PKCS#12 digital ID file', then click Next.
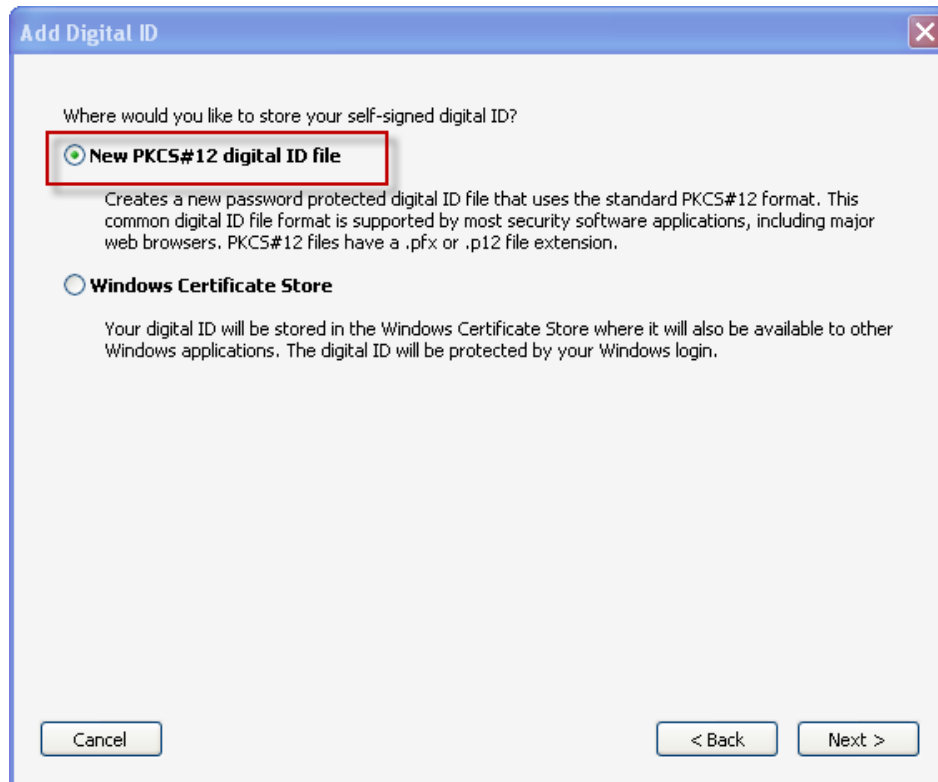
Step 5.   Provide the requested information, then click Next.

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 ▾]
☐ Enable Unicode Support
Key Algorithm: [1024-bit RSA ▾]
Use digital ID for: [Digital Signatures and Data Encryption ▾]

[Cancel]   [< Back] [Next >]

Step 6. Enter and confirm a password, then click Finish.
- The file location indicated is where your digital ID file will be saved on your computer.
- You should select a password that meets the security requirements but will be easy for you to remember. *This password cannot be recovered; if you forget it, you will need to create a new digital ID.*
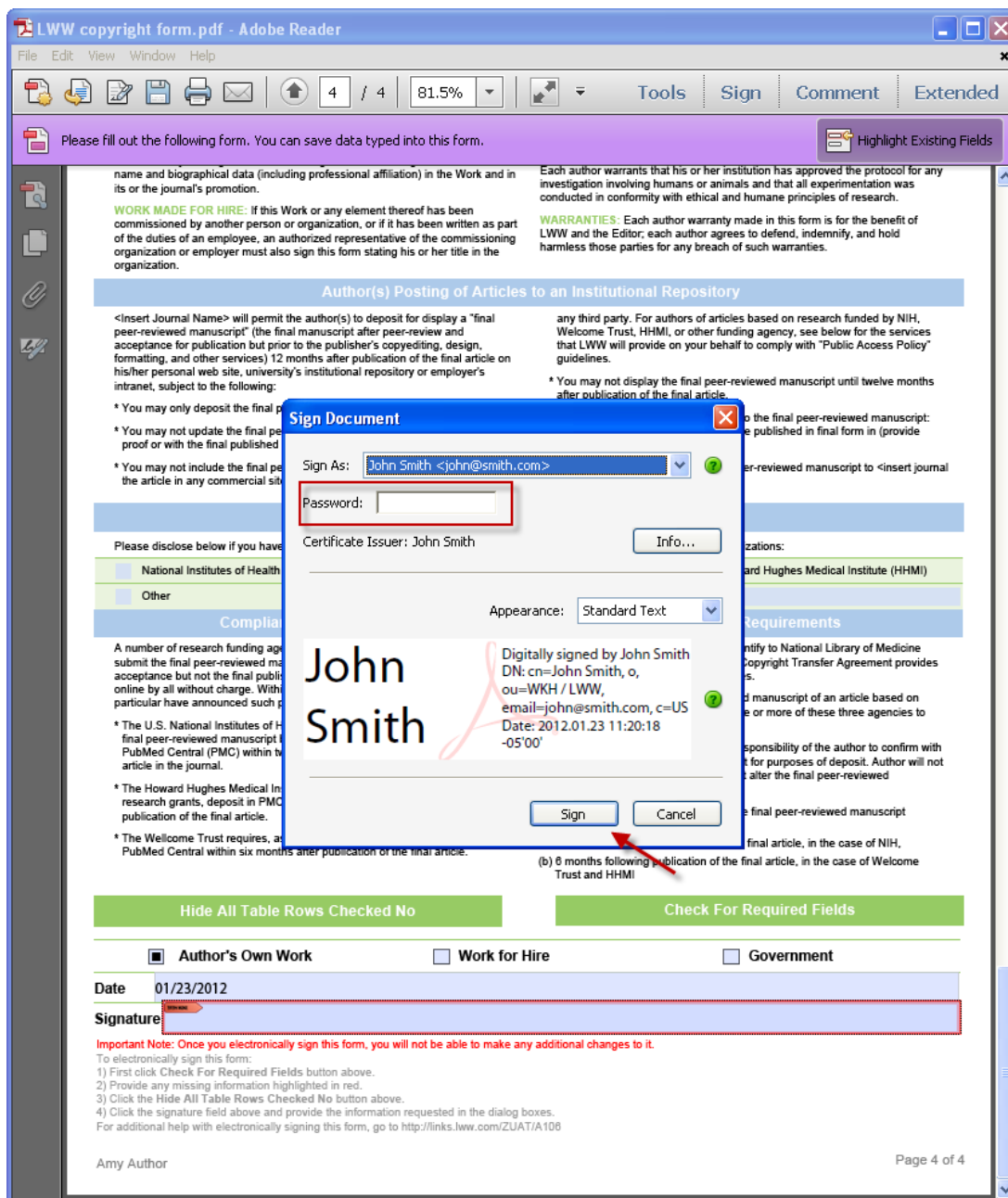

You will then be returned to the Sign Document window. Complete the steps below to sign and save the document.

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Signing a Document

Select your digital ID from the 'Sign As' drop-down menu. Type your password, then click 'Sign'. Adobe will then prompt you to save the PDF document; your digital signature will appear on the document after it has been saved.

NOTE: You only need to create a digital ID the **first time** you sign a PDF document on a particular computer. Once you have created your digital ID, you will be able to select it from the list of available IDs in the Sign Document window.

Once the form has been saved, the signature field will be populated. You will also see a confirmation notice at the top of the window, as shown below.