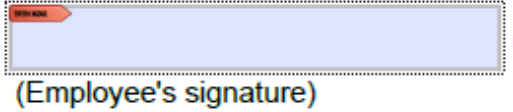


This document provides a step-by-step overview of how to create a digital signature in Adobe Acrobat.

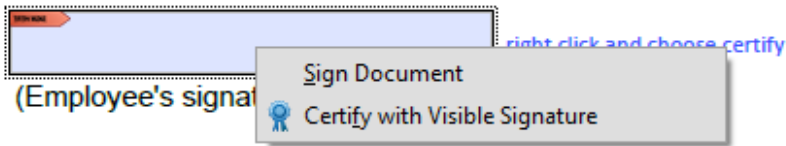
Assuming you have no existing digital signature, Please do the following:

Step 1: Open the adobe form that requires signature

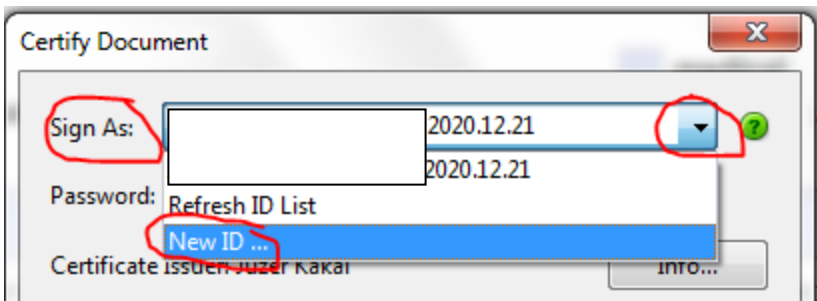
Step 2: right click the signature field



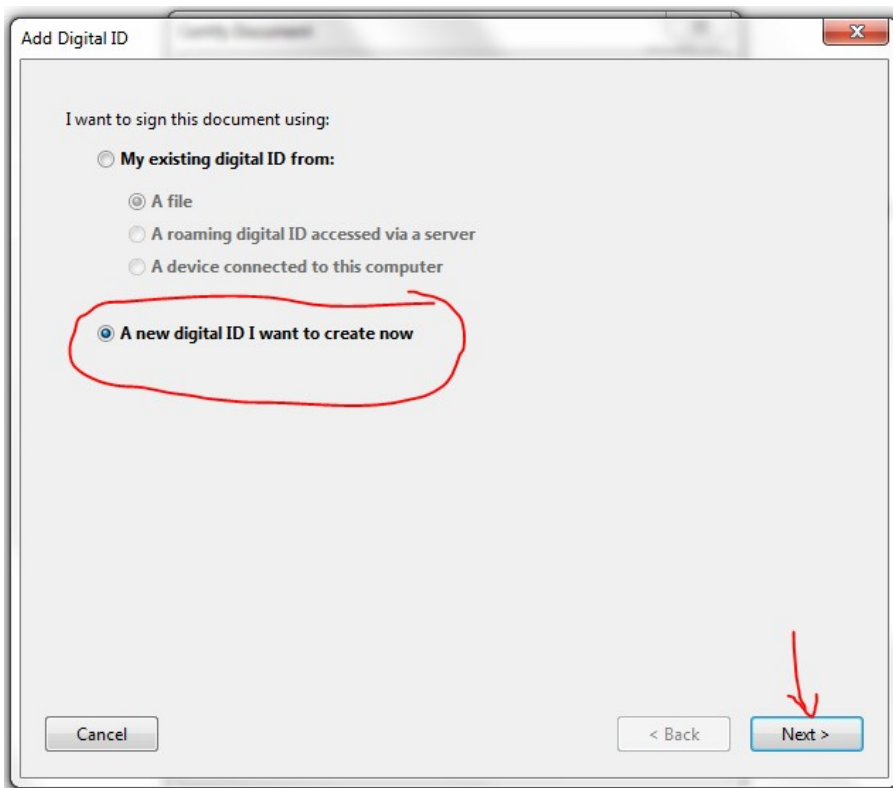
Step 3: Either select Sign or Certify (does not matter for creating a new signature)



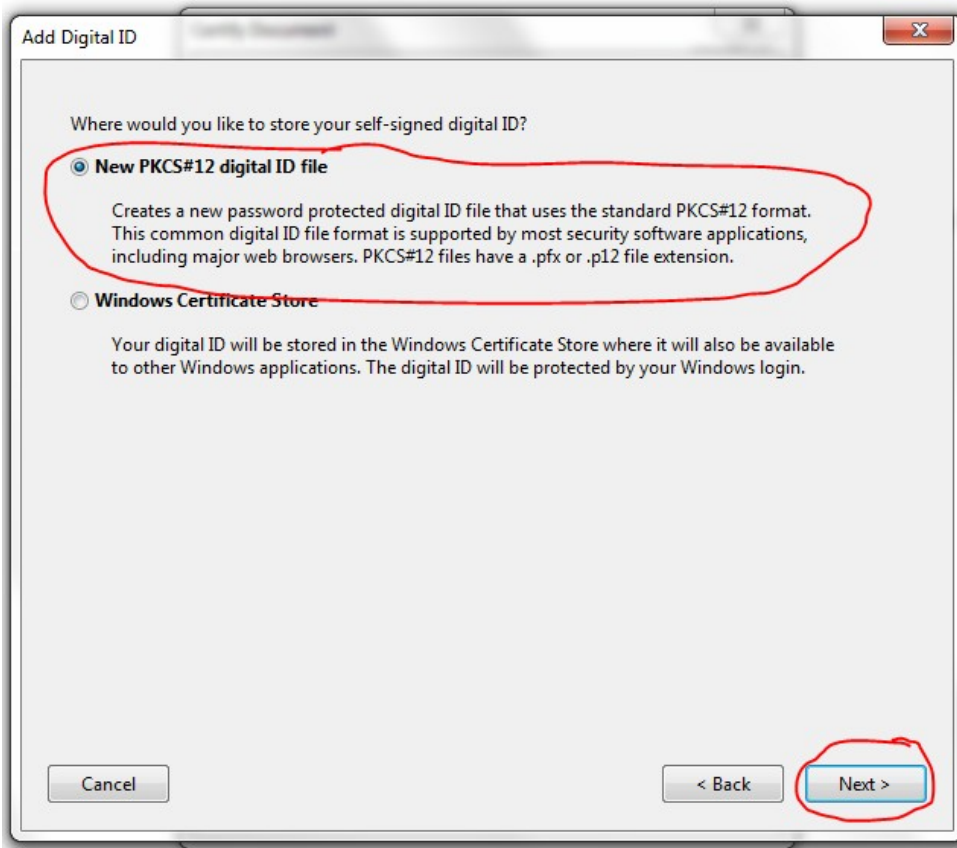
Step 4: Click on the Sign As Drop down Menu and select New ID...



Step 5: Choose "A New digital ID I want to create now" and click "Next"



Step 6: Select the 1st option “New PKCS#12 digital File and click “Next”



Step 9:

Enter your password to sign the form. If you have selected to certify the document ensure you have selected the **“form fill-in and digital signatures”** option. This allows other people to sign the document after you sign it.

Your signature will appear as seen in the image below. This automatically includes your organization, unit, e-mail and the date it was signed.

