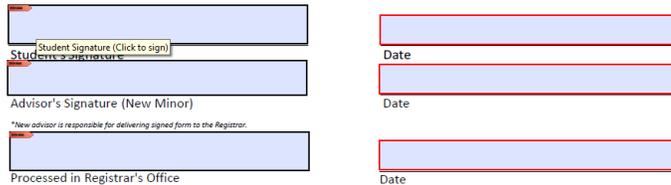


## How to Create a Digital Signature and Electronically Sign a PDF

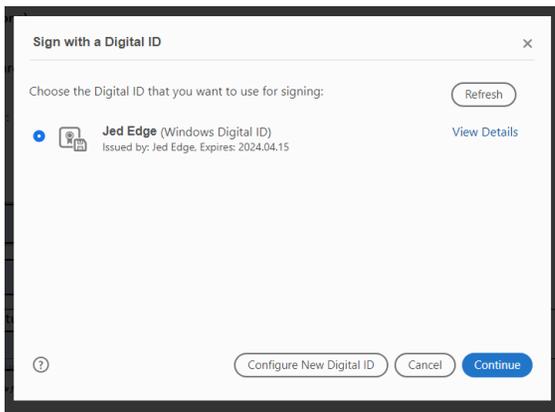
If you do not have Adobe Acrobat Reader DC or Pro, you will need to install it. You can download the free version [HERE](#).

You will need to have an electronic signature in order to sign a PDF electronically. Here is how to create one:

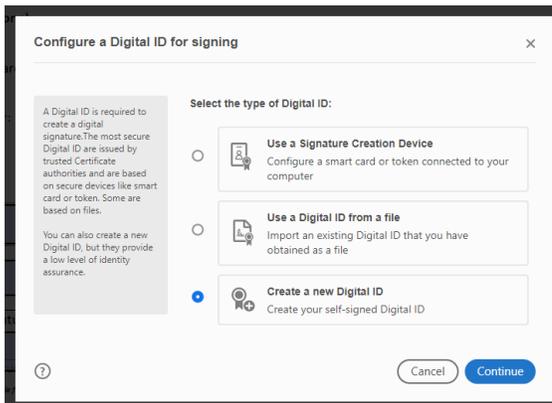
1. Click in the Signature Field of the PDF document.



2. Once you click in the field a window should open. If you have already created a digital signature, it will be displayed. If you do not already have one, it will display the option to create one.
  - a. Digital Signature already created



- b. Option to create a Digital Signature



- i. You have three option with varying degrees of identity assurance. These instructions will be covering the third option. More information Digital IDs can be found [HERE](#).

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- ii. Next it gives you the option to save the ID locally on your compute or on the Windows Certificate store. Select your preference then click Continue.

The screenshot shows a dialog box titled "Select the destination of the new Digital ID". On the left, there is a grey informational box with text: "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." Below this is a question mark icon. On the right, there are two radio button options: "Save to File" (unselected) and "Save to Windows Certificate Store" (selected). The "Save to File" option includes the text "Save the Digital ID to a file in your computer". The "Save to Windows Certificate Store" option includes the text "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons.

- iii. Next enter your information and then click Save.

The screenshot shows a dialog box titled "Create a self-signed Digital ID". On the left, there is a grey informational box with text: "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." Below this is a question mark icon. On the right, there is a form with the following fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom right, there are "Back" and "Save" buttons.

3. You have now created your Digital ID and can electronically sign the PDF.