Adding a signature to a PDF without a digital signature form field

1.With the document open, choose the Tools menu from the upper left corner.

2. Under Tools, scroll down to the Forms & Signatures heading. Select the drop-down arrow under Certificates and choose Add Shortcut. This will put the Certificates selection as a short-cut when you have a pdf open and you will not need to do these first two steps the next time.

3. Select the Certificates shortcut icon:
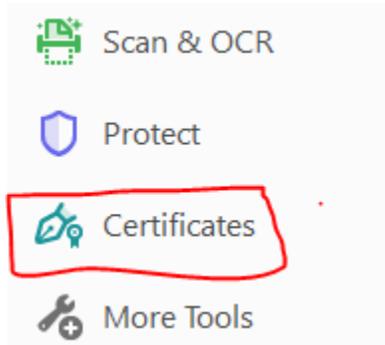
4. The Certificates toolbar will appear above the pdf document. Choose Digitally Sign.

5. A dialog box should appear with instructions. If the dialog box does not appear, the instructions indicate to use your mouse to click and drag to draw a rectangular area where you would like the signature to appear.

6. After you've used your mouse to draw the rectangle, the Sign with a Digital ID will appear.

       a. If you have a digital ID set up, select the Digital ID and choose Continue.

       b. The next dialog box will prompt for your digital ID PIN or Password. Once that is entered, choose sign. You can also choose to lock the document after signing.

       OR

       c. If you do not have a digital ID or would like to create a new digital ID, select Configure New Digital ID. You will be walked through creating a digital ID that you can save to a file.

              i. Choose Create a new Digital ID and then choose Continue.

              ii. Choose Save to File and then Continue.

              iii. Enter appropriate information for the digital ID:

                     Name, Org Unit (department), etc. and choose Continue

              iv. The digital ID will have a default location where it is saved. Choose Browse to save to an alternate location. Then enter a password (twice) and select Save.

v. Select the Digital ID and choose Continue.

vi. You will be prompted to enter the Digital ID PIN or Password. Once entered, choose Sign. You can also select the Lock document after signing box.

7. You will be prompted to save the pdf.