Electronically Signing a PDF with a Digital Signature Field

1. A digital signature form field will have a red sign here arrow in the upper left of the field to allow for signing digitally:

2. Using your mouse, click somewhere inside the signature field.

3. The Sign with a Digital ID dialog box 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. Note: Some form fields are locked (changed to read only) automatically when a signature is placed on the form to prevent information from changing.

        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. Note: Some form fields are locked (changed to read only) automatically when a signature is placed on the form to prevent information from changing.

4. You will be prompted to save the pdf.