

Electronically Signing an Adobe PDF using a Digital Signature

- 1) Open the Adobe PDF.
- 2) Single mouse click anywhere in the electronic signature area.



- 3) Select a previously saved digital signature for signing.

Note:

To configure an initial or an additional digital signature:

- a) Depending on your version of Adobe Reader, either select:
 - o **Configure Digital ID**
 - o **Configure New Digital ID**
 - o **A new digital ID I want to create now**
- b) Depending on your version of Adobe Reader, either skip this step or select:
 - o **Create a new Digital ID**
- c) If you are using a Windows computer to sign the pdf, select:
 - o Save the digital ID to **Windows Certificate Store**
- d) Enter your **Name**, your **Organization Name** and your **Email Address** accordingly allowing the remaining fields to default.

Create a self-signed Digital ID	
Enter the identity information to be used for creating the self-Digital ID.	Name: Jan Rutan
Leave blank	Organizational Unit: Enter Organizational Unit...
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.	Organization Name: San Joaquin County Office of Education
Allow defaults for these 3 fields	Email Address: jrutan@sjcoe.net
	Country/Region: US - UNITED STATES
	Key Algorithm: 2048-bit RSA
	Use Digital ID for: Digital Signatures

- e) If you are using a Macintosh computer to sign the pdf, use the default location for saving the digital ID and enter a password for later use when using the digital ID.
- f) Select a digital signature for signing.

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- 4) Select **Sign**.
 - 5) **Save** the signed document.
 - 6) Close the PDF.