

Using Digital Signatures in Adobe

Many of our forms are fillable PDF forms that can be completed and submitted using Adobe Reader (free). You can sign these forms digitally. The following instructions will guide you through this if you have not used a digital signature before.

1. Click on the Signature Field
2. If you have not used a digital signature before, follow the instructions below:
 - a. An “Add Digital ID” pop up window will appear
(or if you want a different digital ID than the default, select “new ID” from the list)
 - b. Select “A New Digital ID I want to create now”
 - c. Select next
 - d. On the next screen, select “New PKCS#12 digital ID file”
 - e. Select next
 - f. Complete the following fields (Name, Email Address)
 - g. Select next
 - h. On the next screen, browse to select a location where you wish to save your digital ID file. Remember where you saved your digital ID file so that you can use it to sign future Adobe forms.
 - i. Choose a password and confirm it (remember your password)
 - j. Select finish
3. Once you have created or selected your Digital ID file, click on the signature box(es) and enter your password to sign the form. (Note: it may automatically ask you to save the file after you have signed. Do so, and let it replace the file that’s there. Then keep typing and remember to save the form when you are completely finished and ready to submit.)