Steps for configuring a digital signature and signing PDF documents

Step 1: Open the PDF document in Adobe Acrobat or Adobe Reader (available on University computers or download Adobe Reader for free)

Step 2: Click in the appropriate signing box

Step 3: If you have a digital signature already, continue with signing as normal. Otherwise, you will be prompted to configure a new signature.

Digital ID Configuration Require	d	\times
This signature field re	equires a digital signature	identity.
Would you like to co	onfigure one now?	
Help	Configure Digital ID	Cancel
пер	Configure Digital ID	Cancel

Step 4: Select "Create a new Digital ID" and continue

	Select the	e typ	e of Digital ID:	
A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	0	Ā	Use a Signature Creation Device Configure a smart card or token connected to your computer	
	0 [Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
	•		Create a new Digital ID Create your self-signed Digital ID	
ssurance.	•		Create a new Digital ID Create your self-signed Digital ID	Continu

Step 5: Enter your name and email address and continue

Name	Enter Name	
Organizational Unit	Enter Organizational Unit	
Organization Name	Enter Organization Name	
Email Address	Enter Email	
Country/Region	US - UNITED STATES	~
Key Algorithm	2048-bit RSA	~
Use Digital ID for	Digital Signatures	~
	Name Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	NameEnter NameOrganizational UnitEnter Organizational UnitOrganization NameEnter Organization NameEmail AddressEnter EmailCountry/RegionUS - UNITED STATESKey Algorithm2048-bit RSAUse Digital ID forDigital Signatures

Step 6: Choose to save your ID either as a file on your computer which may be shared or to the Windows Certificate Store

Select the destination	of the new [Digital ID
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.		Save to File Save the Digital ID to a file in your computer Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications
3		Back Continue

Step 7: Create a password for your signature. You may also change the save location of your signature file if you so desire

password:
n the

Step 8: Your signature will appear on screen and ask you to verify your password to complete the signature. You will then be prompted to save the document with the new signature

Sign as "CET Advisor"	×
Appearance Standard Text	✓ Create
CET Advisor	Digitally signed by CET Advisor Date: 2019.10.30 09:04:03 -05'00'
Lock document after signing	View Certificate Details
Review document content that may affect si	iigning Review
Enter the Digital ID PIN or Password	Back Sign

Step 9: The document is now signed and will display your name as well as the date and time of the signature



Digitally signed by CET Advisor Date: 2019.10.30 09:05:12 -05'00'