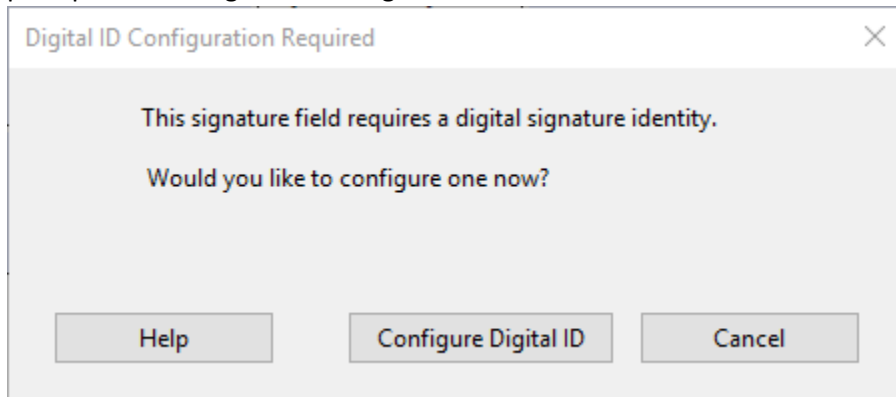


Steps for configuring a digital signature and signing PDF documents

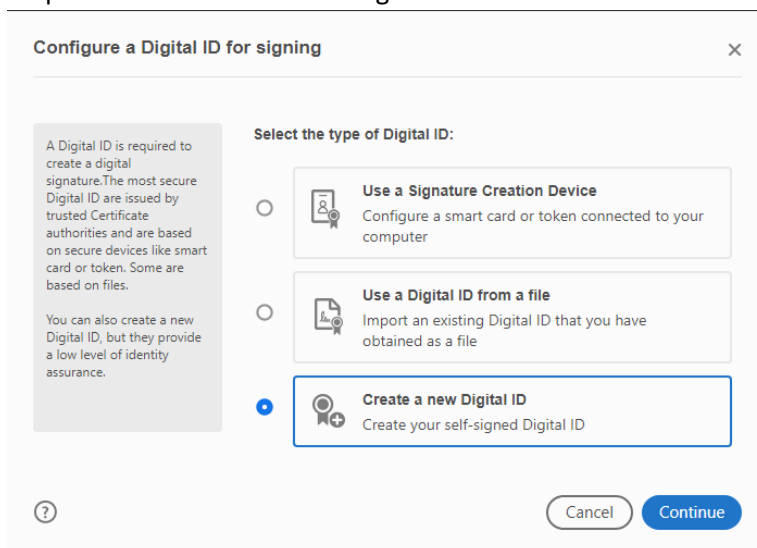
Step 1: Open the PDF document in Adobe Acrobat or Adobe Reader (available on University computers or download Adobe Reader for free)

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.



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



Step 5: Enter your name and email address and continue

Create a self-signed Digital ID ×

Enter the identity information to be used for creating the self-signed Digital ID.

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.

Consult with your recipients if this is an acceptable form of authentication.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

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

? 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

Save the self-signed Digital ID to a file ×

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

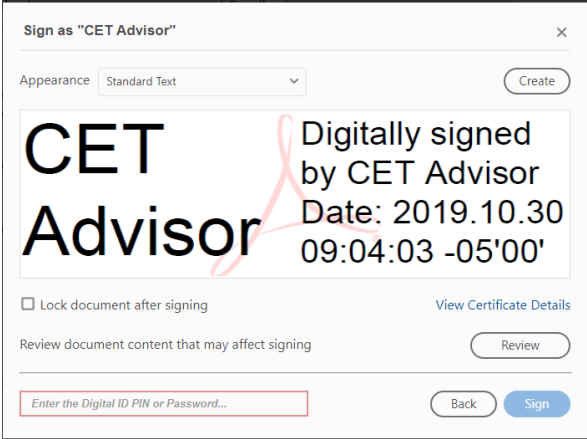
Browse

Apply a password to protect the Digital ID:

Confirm the password:

? Back Save

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



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

