




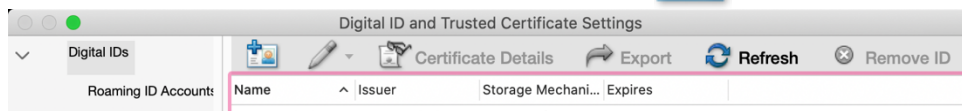
Digital IDs and E-signatures in PDF

There are two different methods of signing PDF forms covered in this guide. “*Digital IDs*” are a more advanced and secure method using certificates and passwords to verify your identity. “*E-signatures*” are basically an electronic version of your written signature to attach to a file.

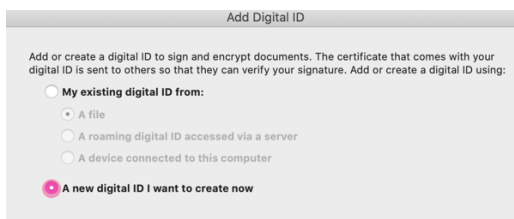
Here is how to set up your first **Digital ID** in Adobe Acrobat:

- 1) Open Adobe Acrobat, then on the top menu bar click on **Adobe Acrobat DC** (or **Reader**)
- 2) Click **Preferences**
- 3) Click on **Signatures**
- 4) Under **Identities & Trusted Certificates**, click on the **More...** button.

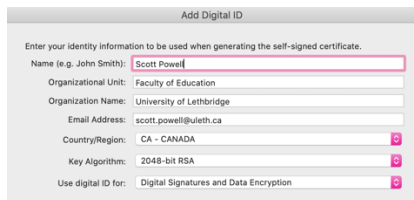
- 5) Click the Add Digital ID button on the top toolbar 



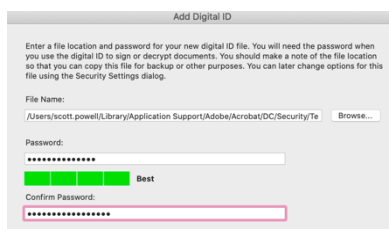
- 6) Select the option **A new digital ID I want to create now**, and then click **Next**.



- 7) Do the following:
 - a. Type your name, email address, and other personal information.
 - b. Leave the bottom two options at their default settings.
 - c. Click **Next**.



- 8) Now it will save your Digital ID to your computer securely.
 - a. Leave the default save location as it is.
 - b. Enter a password for it. This can be your usual password or a new one.
 - c. Click on **Finish**.



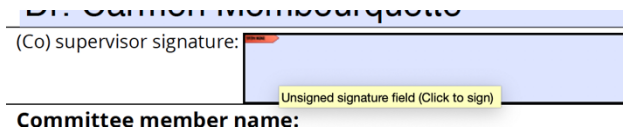
That completes creating your Digital ID that you can now use to sign PDF documents you receive.



Digital IDs and E-signatures in PDF

When you receive a document requiring a Digital ID, it will have a clickable box like the example below on left.

- Click the field and then choose your ID from a list (you can have more than one).
- If you have not already created a Digital ID, you may do so at this time by selecting **Configure New Digital ID**, otherwise click **Continue** to use the one you have.
- On the next screen, you can click **Create** to customize the appearance of your ID, or just click **Sign** to insert it into the field. It will look like my example below on right.
- Finally, it will ask you to save a new copy of the PDF file on your computer. Choose a location and a filename and click **Save**. All done!



Scott
Powell

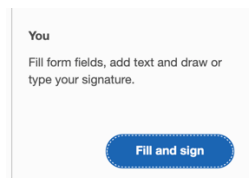
Digitally signed
by Scott Powell
Date: 2020.04.30
14:00:57 -06'00'

If you want to add an **Electronic Signature** to a document, instead of a **Digital ID**, follow these steps:

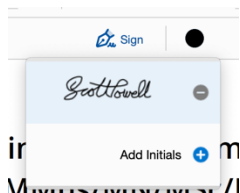
- Click on the **Fill & Sign** tool which looks like a purple pen on the right side, or from the menu bar, select **View, Tools, Fill & Sign, Open**.



- It will ask you **"Who needs to fill and sign?"** Select the **Fill and sign** option under **You** on the left.



- Next it will add a new button in the top center to click on that looks like a pen by the word **Sign**.



- Create a new signature, or initials, by clicking the **+** button to go to the next screen.
- Then you can either **Type** your signature and it will write it out, or **Draw** it using your mouse (good luck!) or choose **Image** to select a file containing a scan of your written signature.
- Then click **Apply**.
- Now when you click on **Sign** again, you will see your e-signature and can drag and drop it into the document anywhere you choose. All done!