Digital Signature quick start guide

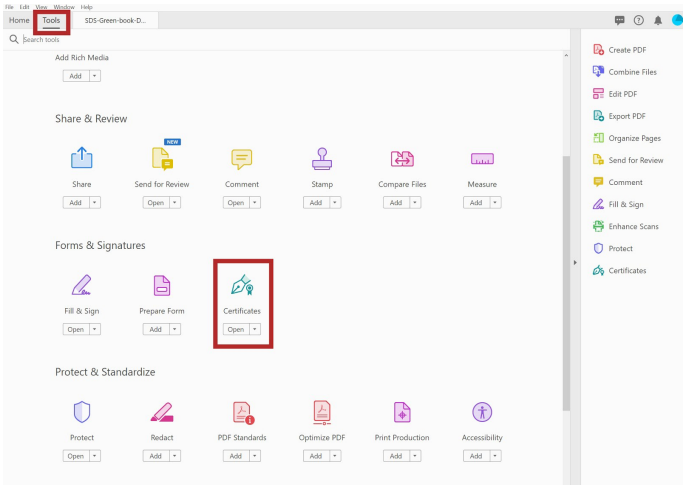
What is a digital signature and how to use it?

A digital signature uses a certificate-based digital ID to authenticate the identity of a signer and binds each signature to a document with encryption

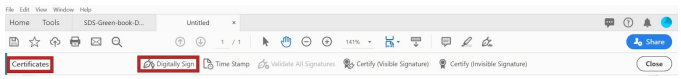
(The following is sourced from Adobe. To learn more about digital signatures go to the Adobe website)

How to digitally sign a PDF document

1. Open the PDF you want to sign in Adobe Acrobat.
2. Click **Tools** > **Certificates** > **Open.** This will open the **Certificates** page.

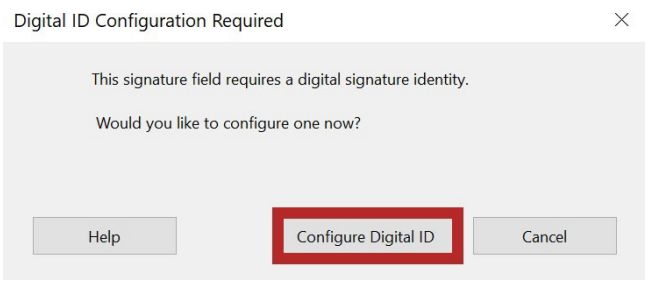


3. Click the first tab titled **Digitally Sign**.



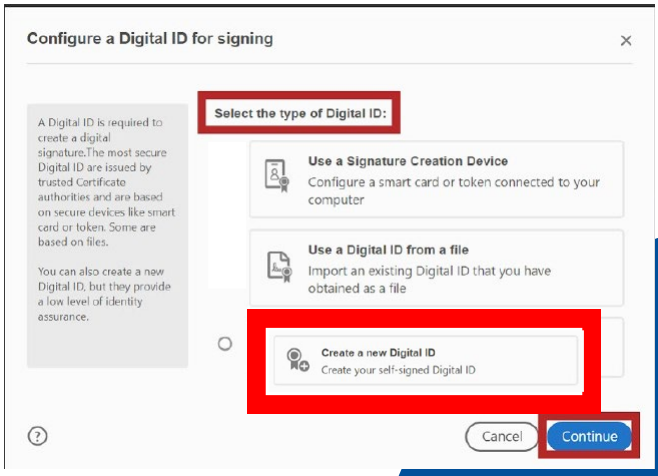
4. You will be asked via a pop-up window to create a signature box by using your mouse to click and drag the area where your signature will be placed.

***Note:** If you do not have a digital ID, you will need to **configure Digital ID** at this step. This is required to create a digital signature. (see below)*



5. You are given several options:

Option 1:



***See options 2 & 3** on next page*

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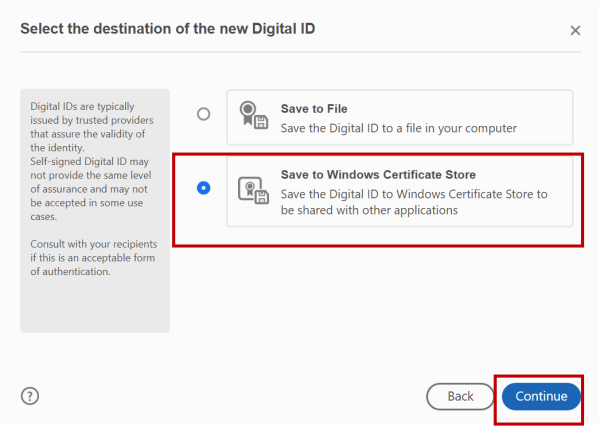
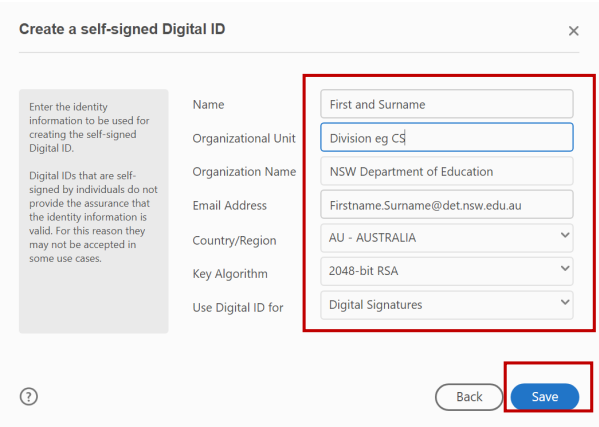
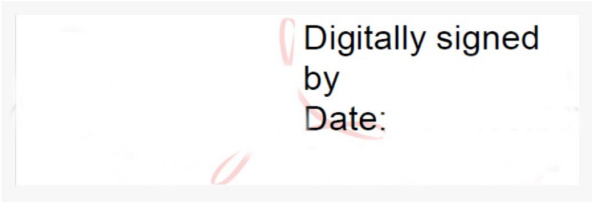
Option 2 & 3:





6. Click **Continue**.
7. In the **Sign with a Digital ID** window, select the certificate you want to use and click **Continue**.
8. You will be able to drag an area in the document where your digital signature will **Sign**.
9. Click **Continue**.



10. A pop-up window will ask you to save your newly-signed PDF.
11. To review your signed document, reopen the saved PDF file.

More information

- Digital IDs
- Setting up certificate-based signatures
- Validating signatures
- Best practice
- Use digital signatures

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