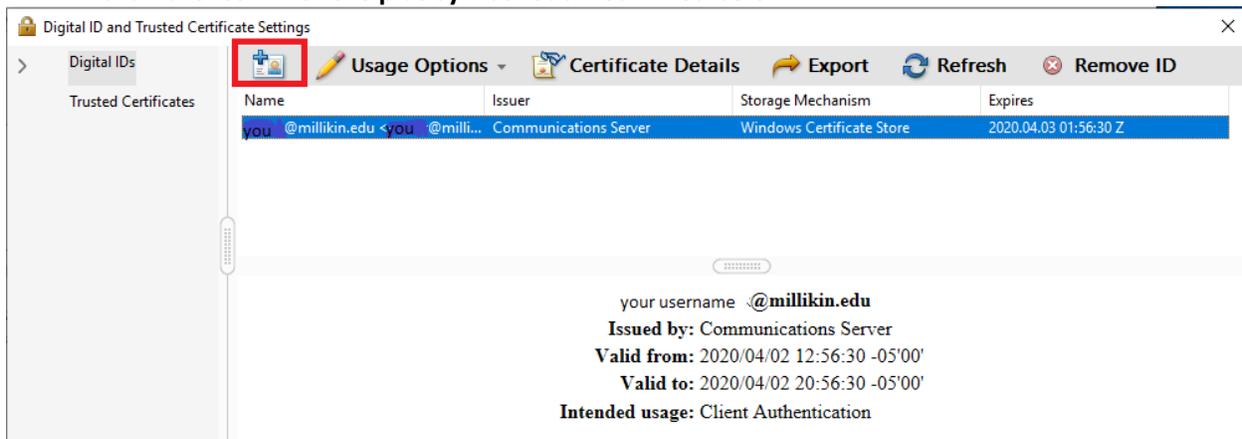


To set up an electronic (Digital) signature for PDF documents:

- Open **Adobe Reader**
- click **Edit**
- click **Preferences**
- click **Signatures**
- click **More** beside **Identities & Trusted Certificates**
- click the **Icon with the plus symbol outlined in red below**



- Click **A new digital ID I want to create now**
- Click **New PKCS#12 digital ID**
- Enter your signature information and click **Next**
- Browse for file location to store your certificate ID. Please save to a location you will have access to later.
- Enter and confirm a password.
- Click **Finish**

To place an electronic signature:

Open the PDF you wish to sign

- Click on the **sign here** field of the PDF document.
- In the **sign as** dropdown box, *hopefully*, is the signature you just created. (You can change the appearance of your signature if you wish)
- Key in the password you just assigned to your digital ID.
- Then it will automatically ask you where you want to save this signed PDF. You can either save it in a file you call signed documents, or individual files, or you can just save it to your desktop and then delete it if you don't really need to save a copy.
- The next time you need to sign a PDF document, you won't have to go through the top steps. You just click on the **sign here** field of the PDF document, enter a password and done.