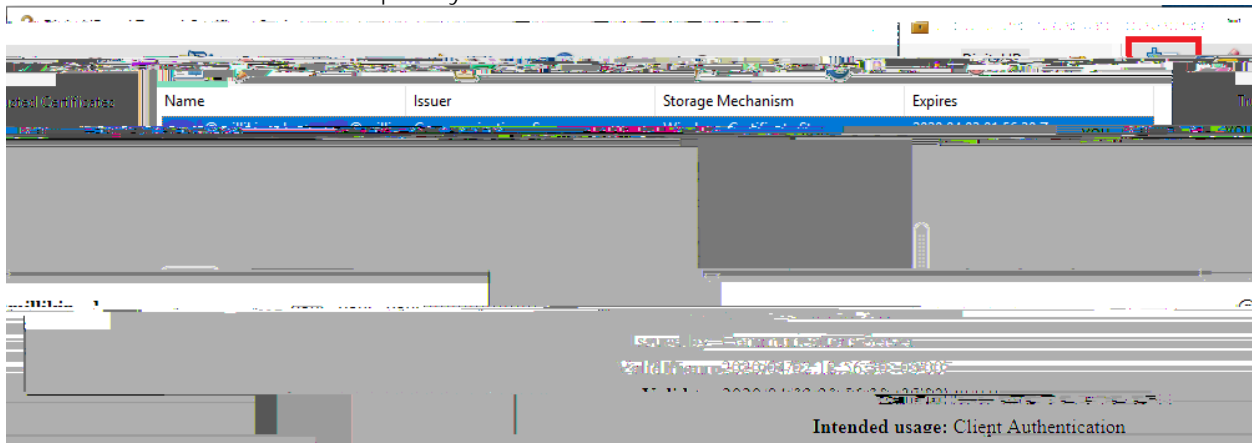


To set up an electronic (Digital) signature for PDF documents:

- 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 New PKCS#12 digital ID
- Click New digital ID I want to create now
- 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, 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.