

How to setup a digital signature for signing Adobe Acrobat PDF forms.
(In Acrobat Adobe Reader, you can only do this if you have an open PDF form with a signature field)

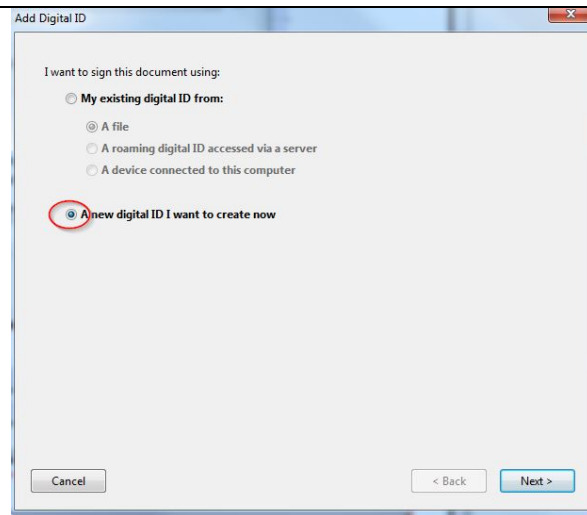
Intability be given for the property listed. I certify the prop
o locate the item.

(Type): _____
ficer Signature: _____ Da
o witnessed by: _____ Da



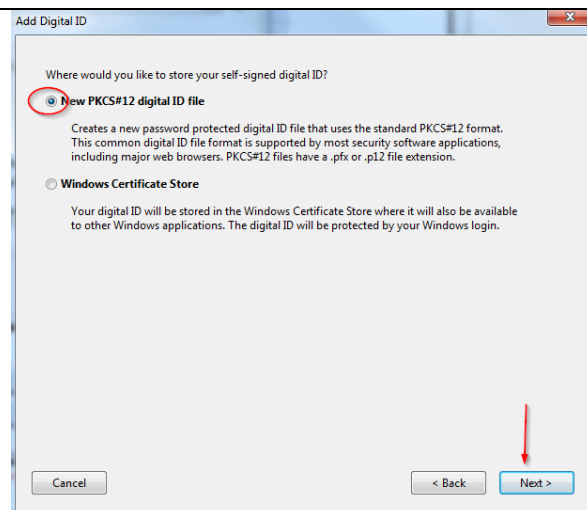
When you see the red tab as shown to the left, this tab means you can digitally sign the form by single clicking in the blue field. If you already have a digital signature, it will pop-up and you can start to sign the form.

But if you do not have a digital signature, the following steps will guide you on how to make one that will allow you to sign any PDF form you receive with a signature tab.



Clicking on the signature field will bring up the screen to the left.

Click on, "A new digital ID I want to create now"
Click the "Next" button



Click "New PKCS#12 digital ID file"
Click "Next"

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit: College of Something

Organization Name: FAU

Email Address: jsmith50@fau.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Fill out your
Name
Organizational Unit
Organization Name; (FAU)
Email Address

Click "Next"

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: C:\Users\randen41\AppData\Roaming\Adobe\Acrobat\11.0\Security\JohnSmith Browse...

Password: [Redacted]

Confirm Password: [Redacted]

Cancel < Back Finish

Create a password.
You will need to remember this password because every time you digitally sign a document, you will need to enter this password.

If you forget, you will need to create a new one using these steps.

Click "Finish"

Sign Document

Sign As: John Smith (John Smith) 2019.10.29

Password: [Redacted]

Certificate Issuer: John Smith Info...

Appearance: Standard Text

John Smith

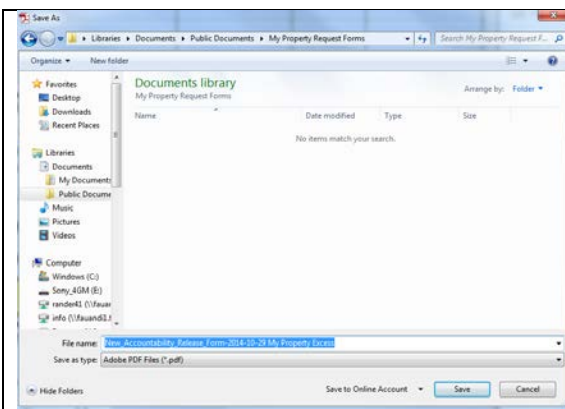
Digitally signed by John Smith
DN: cn=John Smith, o=FAU,
ou=College of Something,
email=jsmith50@fau.edu,
c=US
Date: 2014.10.29 13:46:17
-04'00'

Sign Cancel

Now single click the signature box again and your signature screen will pop-up as shown in the next screen.

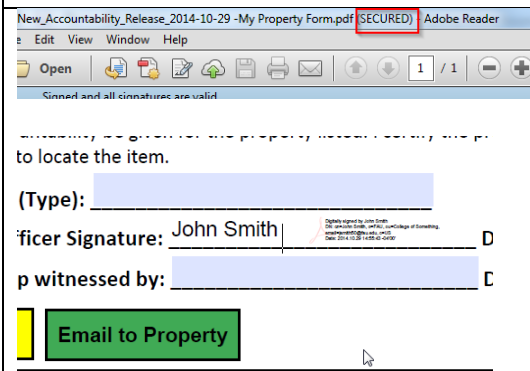
Now enter your password and
Click "Sign"

The "Save As" dialog box will pop-up and ask you to save the document. When you save a signed PDF document, any attempts to modify the document after you sign it will result in your digital signature being changed to reflect that the document has changed and is not the same one you signed. Hence, the security of your digital signature is maintained.



Save your signed Property forms where you can easily find them later.

The Acrobat Adobe Reader will remain open for your next and last step.



At this point, you will notice two things happen to the form.

1. At the top of the Reader, it will now say "SECURED".
2. You will now see your signature on the signature line.

Click the green "Email to Property" button to complete the process.

You are done.

If you want to set up your Adobe Acrobat signature now, click on the signature field to the left and follow the instructions from above.