# Digital Signature Process Memo

Getting Started

1. Open PDF document to be signed
2. If your Title is required on the signature line, add this information
3. Since the signature will be timestamped, the Date field can also be removed
4. Make all other necessary edits before proceeding to the signing step

Signing Steps

5. Go to Tools> Certificates and click "Digitally Sign":


6. Per the instructions, use your mouse to draw a box around where your signature should appear:
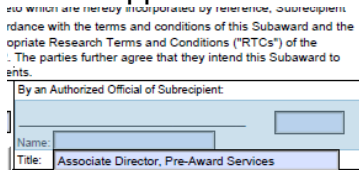
7. If you've previously set-up a Digital ID, it will appear on the next screen as an existing Digital ID. If you're new to digital signatures, see Appendix A
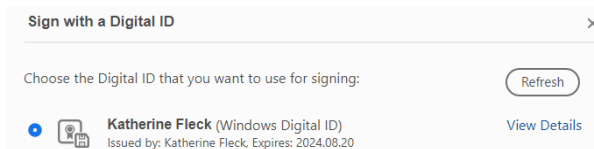

8. Once the correct Digital ID has been selected, click "Continue"
9. The next screen will preview the signature and will require a PIN/Password if you configured your Digital ID to request one
10. Click "Sign"
11. Adobe will automatically Save the document at this step. You can revise the filename to add "PEA" or "FEA" for clarity
12. Once the save is complete, the new digital signature will appear on the document:
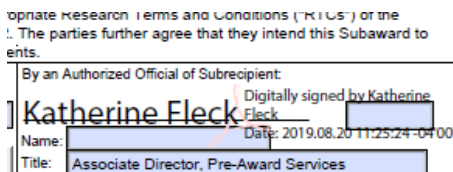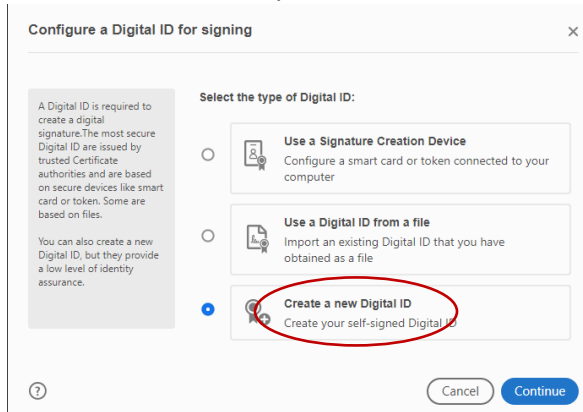
Appendix A

How to Configure a New Digital ID

1. If you've never created a Digital ID, you'll receive the message below after indicating where the signature should go:
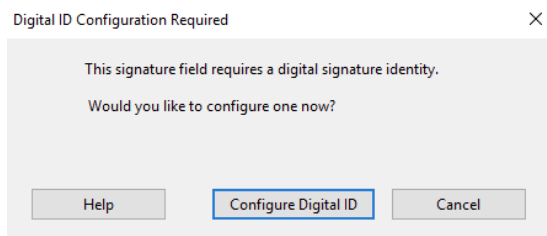
2. Click "Configure Digital ID"
3. On the next screen, select "Create a new Digital ID" and click "Continue":

4. Save the Digital ID to either a file on your computer or the Windows Certificate Store. Note that saving the Digital ID to a file will require that you add a Password/PIN to be used for each signature. After making your selection, click "Continue"
5. Complete the Digital ID details screen with your name, organization, and email. Then click "Save"
6. Your Digital ID should now be available for signing