

How to Add a Digital Signature Field to a Portable Document Format (PDF) File

IMPORTANT: Please ensure the PDF file that is being digitally signed is compliant with the Section 508 of the Rehabilitation Act, as amended.

1. In Adobe Acrobat **Pro DC**, open the PDF you would like to add the digital signature field.
2. Click the Tools tab and under Prepare Form, click **Open**.
3. You will be presented with a screen stating: “To begin select a file, scan a document or start from scratch,” but the file you opened at Step 1 should already be displayed. If you need to change the file, then click on “Change File” and browse to the correct file. Click **Start**.

Note: Do not check the box next to: “This document requires signatures” (it changes which signature field options are available).

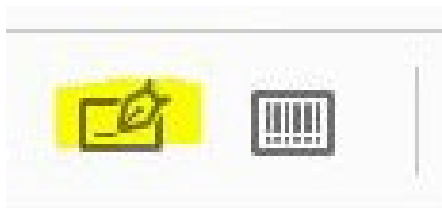
It is also recommended that you change the Form Field auto detection to OFF by clicking “Change” and unchecking the last box in General for: “Automatically detect form fields,” especially if the files you are adding the digital signature field to are not forms.

If you choose to keep the “Form field auto detection is ON” you may get form fields detected in error. If this happens, you may click on the fields that are not needed and delete them.

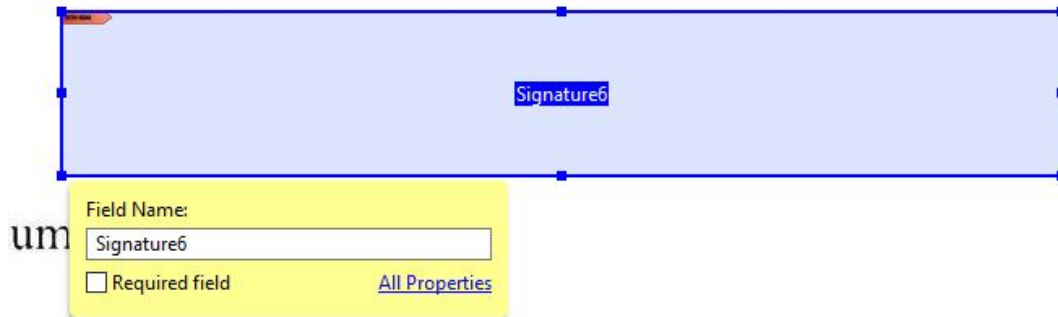
Do not leave fields that are not needed in the file because this will affect accessibility and compliance with Section 508 of the Rehabilitation Act.

You may get a message that no form fields were detected, which is fine, especially if this is correspondence or the file is not a form.

4. A new section will be appended to the top of your document called Prepare Form. Click the icon for **Add a digital signature**.



5. Your mouse will turn into a box for you to **Left mouse click > Drag a box > Release** (this is where you want the digital signature in your file).



hold the laws of the United States and to

Note: If you have more than one signature in your file, you must give each digital signature field a unique name; in addition, if the signature is required, check the box next to: “Required field” and hit the enter key.

6. Click **Preview** to see what the digital signature field looks like for your recipient. If you want to edit the field, click **Edit** and you will return to the editing screen. If you are satisfied with the location and size of the box, then from the Preview or Edit screen, you may save the file. It is recommended that you do not overwrite your original file. Change the filename and save a separate file.
7. Congratulations, you are done with preparing your PDF file for digital signature!

How to Digitally Sign a Portable Document Format (PDF)

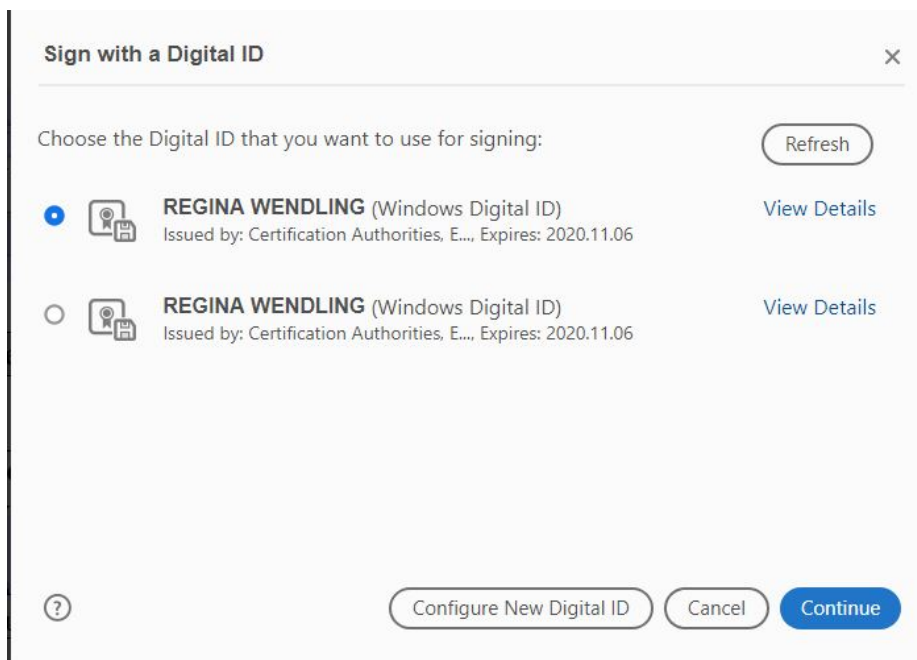
IMPORTANT: Please ensure the PDF file that is being digitally signed is compliant with the Section 508 of the Rehabilitation Act, as amended.

Option 1 (Preferred): To sign a PDF document that does has a signature field, perform the following:

1. In Adobe Acrobat **Reader** or **Pro DC**, open the PDF you would like to sign.
2. Click the field that has the red sign here flag.



3. In the Sign with a Digital ID window, select by clicking on the digital signing certificate you would like to use, then click **Continue** (default is usually correct).
Note: If there are No digital signing certificates available, then double-check that your PIV Card is inserted into your laptop or computer.



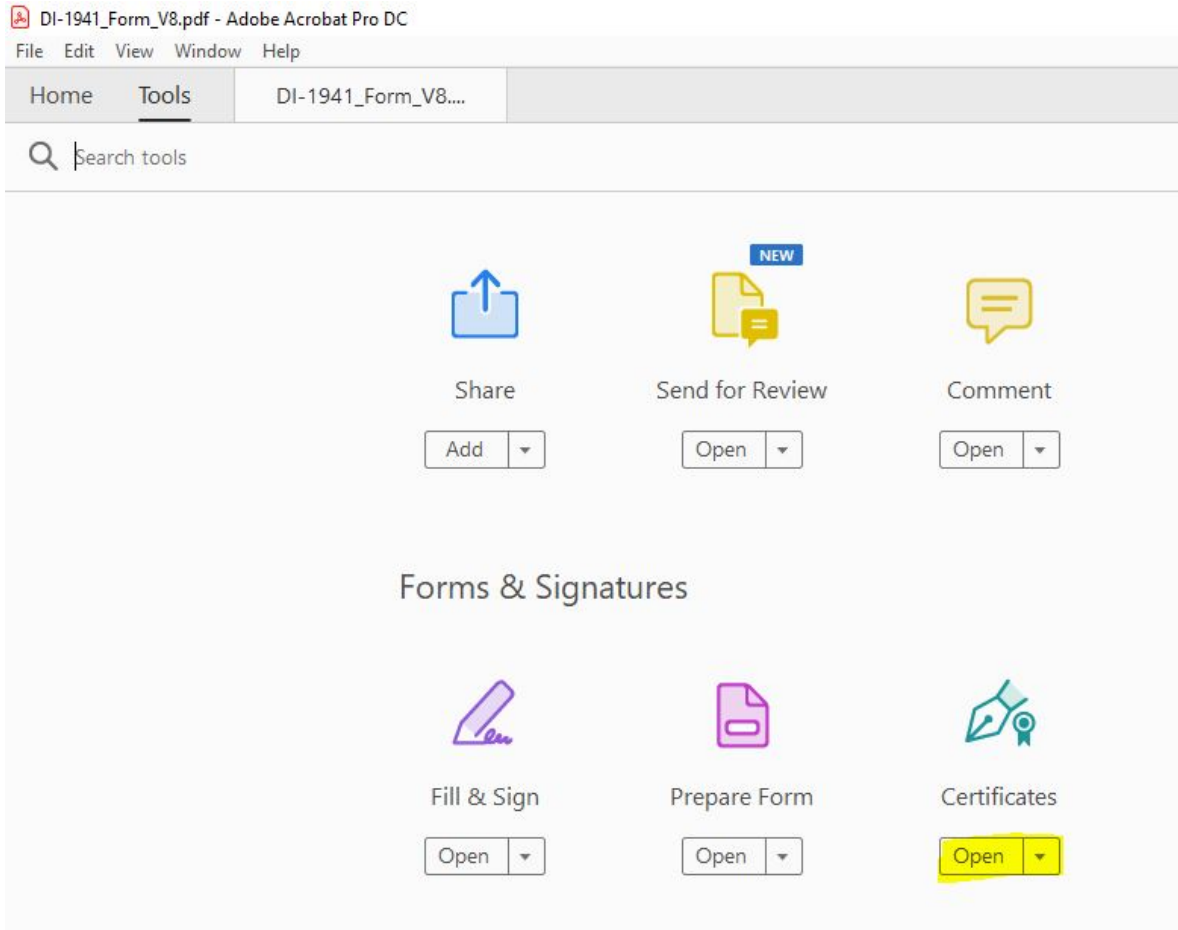
4. In the Sign as page of the wizard, click **Sign**. **Note:** If you are the last person digitally signing the document, please check the “Lock document after signing” box.

The screenshot shows a window titled "Sign as 'REGINA WENDLING'" with a close button (X) in the top right corner. Below the title bar, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main content area displays a digital signature preview: "REGINA WENDLING" in large bold letters, a pink scribble, and the text "Digitally signed by REGINA WENDLING Date: 2020.03.12 12:56:43 -06'00'". Below the preview, there is a checkbox labeled "Lock document after signing" which is highlighted in yellow and is currently unchecked. To the right of the checkbox is a link "View Certificate Details". At the bottom, there is a "Review document content that may affect signing" section with a "Review" button, and a "Back" button and a "Sign" button.

5. After you click Sign you should get a pop-up window to save your newly signed PDF file. You may overwrite the original file or add “Signed” to the filename, but you will need to save the signed file.
6. After saving the file, you may open it up you. Your digital signature will be in the location you drew the box for signing.
7. Congratulations, you have just digitally signed your PDF file!

Option 2: To sign a PDF document that does not have a signature field, perform the following:

1. In Adobe Acrobat **Reader** or **Pro DC**, open the PDF you would like to sign.
2. Click the Tools tab and under Certificates, click **Open**.



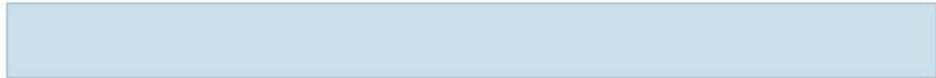
3. A new section will be appended to the top of your document called Certificates. Click **Digitally Sign**.



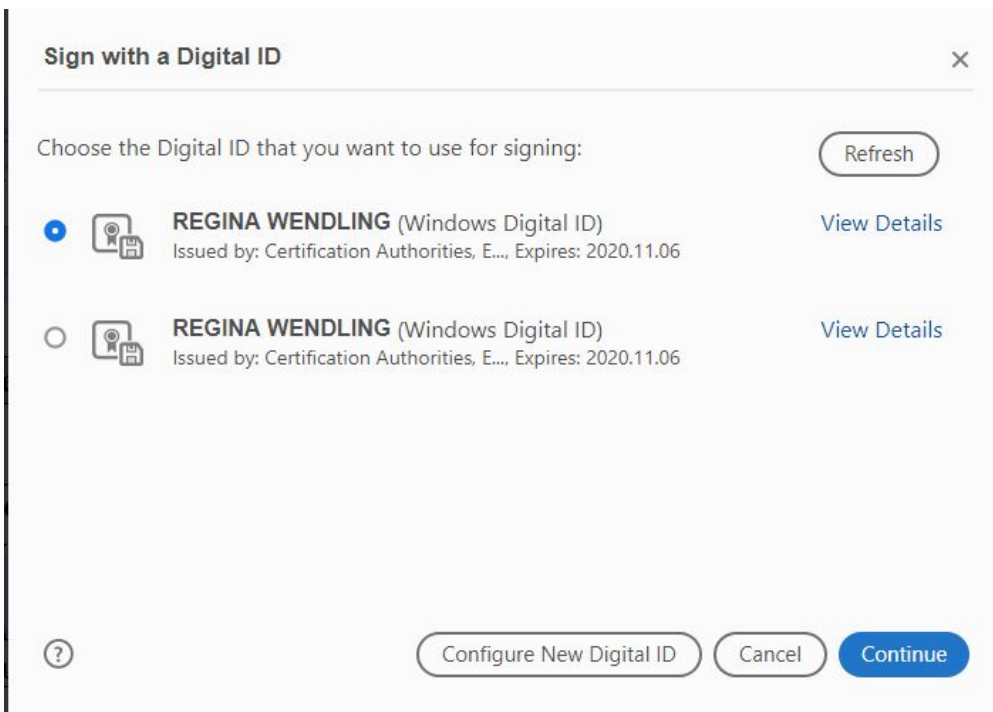
- Using your mouse, click and drag to draw an area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step in the signing process.

Note: In the example below I drew out a box area in the Requestor Signature box (anywhere will do). **Left mouse click > Drag a box > Release**

the scheduled retention period, required audits are completed, and there is not a
ris involving these records which are known to exist.

ss	Requestor Signature
	
ss	Manager or Supervisor Signature

- In the Sign with a Digital ID window, select by clicking on the digital signing certificate you would like to use, then click **Continue** (default is usually correct).
Note: If there are No digital signing certificates available, then double-check that your PIV Card is inserted into your laptop or computer.



Sign with a Digital ID [Close]

Choose the Digital ID that you want to use for signing: [Refresh]

- REGINA WENDLING** (Windows Digital ID)
Issued by: Certification Authorities, E..., Expires: 2020.11.06 [View Details]
- REGINA WENDLING** (Windows Digital ID)
Issued by: Certification Authorities, E..., Expires: 2020.11.06 [View Details]

[?] [Configure New Digital ID] [Cancel] [Continue]

6. In the Sign as page of the wizard, click **Sign**. **Note:** If you are the last person digitally signing the document, please check the “Lock document after signing” box.

The screenshot shows a 'Sign as' wizard window titled 'Sign as "REGINA WENDLING"'. At the top right is a close button (X). Below the title bar, there is an 'Appearance' dropdown menu set to 'Standard Text' and a 'Create' button. The main content area displays a preview of the digital signature: 'REGINA WENDLING' in large bold letters, followed by 'Digitally signed by REGINA WENDLING' and 'Date: 2020.03.12 12:56:43 -06'00''. A red scribble is visible over the signature text. Below the preview, there is a checkbox labeled 'Lock document after signing' which is highlighted in yellow. To the right of this checkbox is a link 'View Certificate Details'. Below the checkbox is the text 'Review document content that may affect signing' and a 'Review' button. At the bottom right, there are 'Back' and 'Sign' buttons.

7. After you click Sign you should get a pop-up window to save your newly signed PDF file. You may overwrite the original file or add “Signed” to the filename, but you will need to save the signed file.
8. After saving the file, you may open it up you. Your digital signature will be in the location you drew the box for signing.
9. Congratulations, you have just digitally signed your PDF file!