Instructions for Signing
A PDF Form

This document explains the steps necessary for signing a PDF form with and electronic signature if the appropriate field is used, and (optionally) adding a scanned image of your handwritten signature to the electronic signature.

The .PDF form requires Adobe Acrobat Reader to view and fill in the fields electronically. If the form has been formatted for specific field types, phone numbers will automatically add parentheses and dashes so you only need to enter the numbers, date fields may require a forward slash "/" between the day, month, and year digits, and time fields may require a colon ":" between the hour and minute digits and am/pm at the end. Often there are buttons at the end of the form to allow the user to Clear, Print, or Submit (Email) the form automatically.

If you choose to print the completed form, you may sign the form manually and send a hard copy to its recipient. If the button to submit the form exists, you can click the "Submit" button to email the completed form automatically. If you submit the form, however, you will have to digitally sign the form in any signature fields that exist as shown below (figure 1)

Figure 1

By clicking on this field in the form, the user will be prompted for options to sign the document digitally either using an existing digital ID or creating one now (see figure 2).

Figure 2

If you have an existing digital ID, select one of the three options for retrieving your existing ID. If you don't have a digital ID, choose to create a digital ID now.

If you choose to create a new digital ID, (recommended), you will see the following window (figure 3).

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Figure 3

You may store the ID with Windows Certificate Store (protected by your login), or you may create a portable file which can be saved to your local hard drive or thumb drive. We recommend selecting the "Windows Certificate Store" option and click "Next".

Figure 4

Fill in the applicable information (at minimum, your name is required and the "Email Address is recommended", but you may omit the "Organizational Unit", "Organization Name", and "Enable Unicode Support options). Then click the "Finish" button to continue.
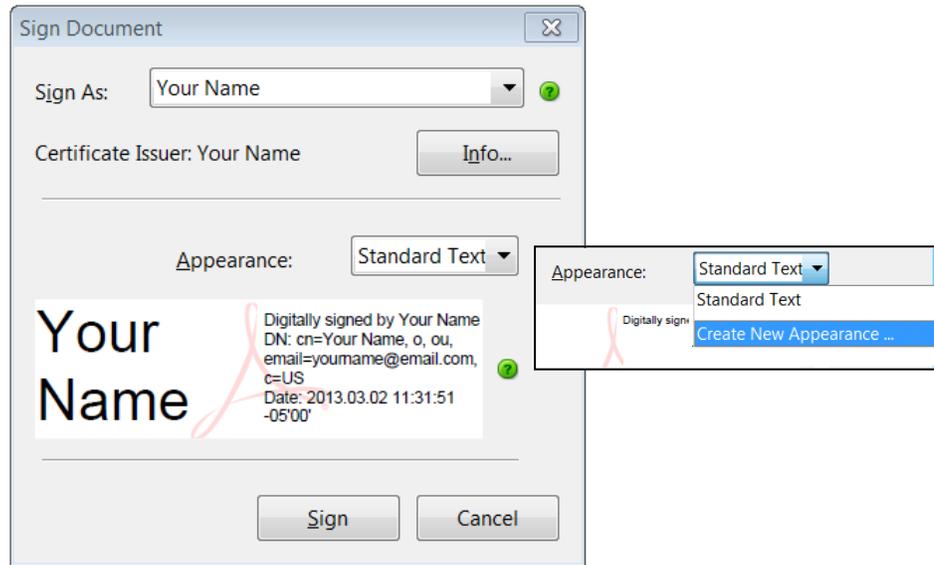
Figure 5

When the "Sign Document" window appears (Figure 5), the default appearance should show "Standard Text". If the default is not "Standard Text", click the dropdown arrow next to "Appearance" and select "Standard Text" then click the "Sign" button.

A text representation of your name will appear with your email address, and the document is digitally signed.

If you have a .PDF file of your written signature, you can optionally select Create New Appearance from the "Appearance" dropdown (Figure 5), and import the PDF graphic file from the Configure Signature Appearance window (Figure 6).

> *Note: You can create a .PDF file of your signature if you have a scanner that will scan to PDF, or you can print a .JPG (picture file) of your scanned signature to a PDF file using a PDF file converter such as "PrimoPDF" or equivalent application.*
>
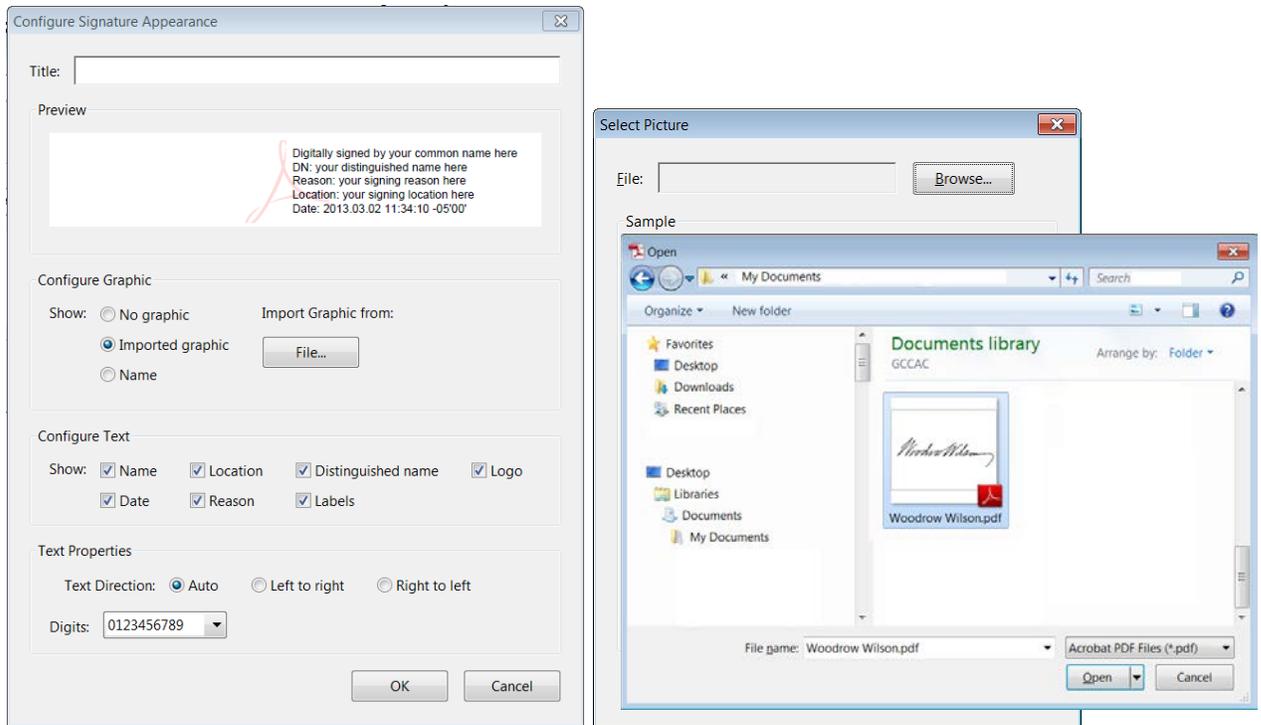> *You can download PrimoPDF from http://www.primopdf.com/*

Figure 6

Click the *radio* button next to "Imported graphic", and then click the "File" button, and then the "Browse" button to locate the PDF graphic file (Figure 6). Click the file with the PDF image of your signature and click the "Open" button to import the file.
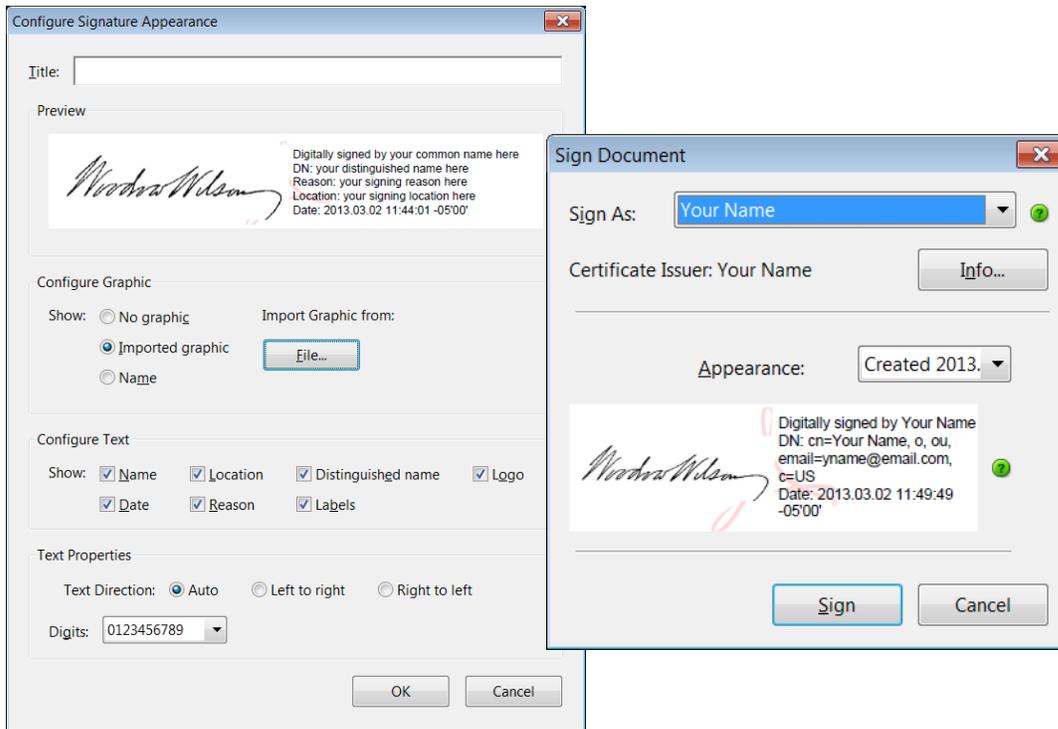

Figure 7

Figure 8

Then Click "OK" on the select picture window to enter the graphic (Figure 7).
Now click "OK" on the Configure Signature Appearance window to accept the change.
Now click the "Sign" button (Figure 8), to enter your digital ID in the signature field.

The form then requires you to save the signed file (save the file as you wish), and then
the form displays the digital signature with the digital information (Figure 9)

Figure 9

You can now click the "Submit" button to send the signed document via email to
intended recipient.

Optionally, you can print the completed document, sign the form manually and mail it,
fax it, or scan and email the form to the recipient.

For more information about Adobe Digital IDs click the link below:

http://help.adobe.com/en_US/acrobat/X/pro/using/WS11dd809af63f0e1e-
43e0464b12b4384d3b6-8000.html