

Create and Use a Digital Signature In Acrobat Reader Forms

The application form is set up to accept a digital signature. Use the following steps to create and use a digital signature.

Click anywhere in the signature field.

If a digital signature has already been created, the "Sign Document" box will pop up at this point.

Click "Sign" and save the document as requested.

If no digital signature is saved, the "Add Digital ID" box will appear.

Click the radio button for "A new digital ID". When the next screen appears, leave the information as checked and Click "Next".

Fill in all requested information. Click "Next".

Enter a password to assure that the digital signature is valid. Enter the password a second time to confirm.

Click "Finish".

The "Sign Document" box will appear. The signature will appear as "Standard Text". Please do not choose another option for the appearance. Click "Sign" and save as requested. The digital signature contains the current date and time.

