

How to Set up a Digital Signature on a PC

Make sure you have Adobe version 8 or greater.

- Click into the signature line on the Peoplesoft Financials Security Form, when the box comes up asking how you want to sign the form, click on - new digital signature.
- When asked where you want to store your ID, choose - new PKCS#12 digital ID file.
- Enter your name and email address, you can leave the other fields as they are.
- When asked to enter a file location and password, Leave the existing location as is and enter a 6 digit password, which protects others from using your signature. Click finish.
Your Digital signature is now complete.
- You will see a box come up that says ‘Sign Document’ and you will see the signature that you just created. Enter your password, then choose sign.

How to Set up a Digital Signature on a Mac

You **must** use Firefox as a browser to complete a digital signature.

Follow the steps above to complete your digital signature, there may be slight differences on the Mac.