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### Signing .PDF with Digital Signature Field

- 1) Download or Open document .pdf with Adobe Reader DC
- 2) Click in the Signature field.



3) Select Configure Digital ID



#### 4) Select Create a new Digital ID

Configure a Digital ID f	ior sign	ing	×
A Digital ID is required to	Selec	t the typ	e of Digital ID:
<ul> <li>A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.</li> <li>You can also create a new Digital ID, but they provide a low level of identity assurance.</li> <li>Select the type of Digital ID:</li> <li>Use a Signature Creation Device Configure a smart card or token composed on the secure devices like smart card or token.</li> <li>Use a Digital ID from a file Import an existing Digital ID that you obtained as a file</li> <li>Create a new Digital ID</li> <li>Create your self-signed Digital ID</li> </ul>	Use a Signature Creation Device Configure a smart card or token connected to your computer		
card of token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0		Image: Set type of Digital ID:         Image: Set type of Digital ID:         Image: Set type of Digital ID:         Image: Set type of Digital ID from a file
assurance.	•		Create a new Digital ID Create your self-signed Digital ID
3			Cancel Continue

5) Select Save to File



6) Enter your Name, Department, Organization and email Address and accept the three remaining defaults click Continue

Enter the identity	Name	David S. Hansen	
information to be used for	. Harrie		
creating the self-signed Digital ID.	Organizational Unit	Controller	
Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is	Organization Name	University of Rhode Island	
	Email Address	dhansen@uri.edu	
valid. For this reason they may not be accepted in	Country/Region	US - UNITED STATES	~
some use cases.	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~

7) Accept the File location and set a Password that you will remember – Click Save

THE UNIVERSITY OF RHODE ISLAND					
THINK BIG WE DO	Creating your Digital Signature Adobe Reader DC				
	Save the self-signed D	Digital ID to a file ×			
	Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Your Digital ID will be saved at the following location :   C:\Users\dhansen\AppData\Roaming\Adobe\Acrobat\[   Browse   Apply a password to protect the Digital ID:   Confirm the password:			
	3	Back Save			

8) Choose the Signature you want to Sign with – Click Continue





9) Enter your Password and Click Sign

Sign as "David S. Hansen"		×
Appearance Standard Text	~	Create
David S Hansen	Digitally David S Date: 20 10:54:48	signed by . Hansen 020.03.25 8 -04'00'
Review document content that may affect sig	gning	View Certificate Details Review Back Sign

Ø

🛵 Digitally Sign

10) Save your Document and then Attach in your email and forward.

Signing .pdf Document where No Signature Field Exists.

- 1) Download or Open .pdf with Adobe Reader DC
- 2) Click on Certificate Icon (Right hand side of Page)
- 3) At top of Page select Digitally Sign

5 | Page





7) Enter your Password and Click Sign



8) This prompts you to identify a location to Save the Document

Security ^	Name	Date modified	Туре	Size	
OneDrive - Univer	porq010_8949118-DSH 3 (003).pdf	3/25/2020 1:42 PM	Adobe Acrobat D	116 KB	
Notebooks	CO20007.pdf	3/5/2020 2:47 PM	Adobe Acrobat D	36 KB	
Notebooks	Attendance Report 1-4-20.pdf	1/13/2020 2:20 PM	Adobe Acrobat D	37 KB	
This PC	20191008114215275.pdf	10/9/2019 10:08 AM	Adobe Acrobat D	221 KB	
🔰 3D Objects	20191003114815226.pdf	10/4/2019 7:34 AM	Adobe Acrobat D	96 KB	
Desktop	🙈 cglennon2.pdf	9/9/2019 8:49 AM	Adobe Acrobat D	365 KB	
Documents	FY2019 Travel Auths in Budget Error.pdf	7/24/2019 8:44 AM	Adobe Acrobat D	74 KB	
Downloads	🙈 jchandlee.pdf	7/18/2019 10:27 AM	Adobe Acrobat D	289 KB	
Music	🔊 cglennon.pdf	6/21/2019 11:43 AM	Adobe Acrobat D	386 KB	
	🔊 thansen-statement.pdf	4/18/2019 9:21 AM	Adobe Acrobat D	60 KB	
Pictures	🔊 dhansen-statement.pdf	4/18/2019 9:04 AM	Adobe Acrobat D	158 KB	
Videos		8/21/2019 7:18 AM	File folder		
OS (C:)	OneNote Notebooks	3/20/2019 9:10 AM	File folder		
■ researchGrant (\' <sup>\V</sup>	My Safes	3/11/2019 2:20 PM	File folder		
File name: porq	010_8949118-DSH 3 (003).pdf				
Save as type: Adob	e DDE Files (* ndf)				



9) You should see your Digital signature on the Document.