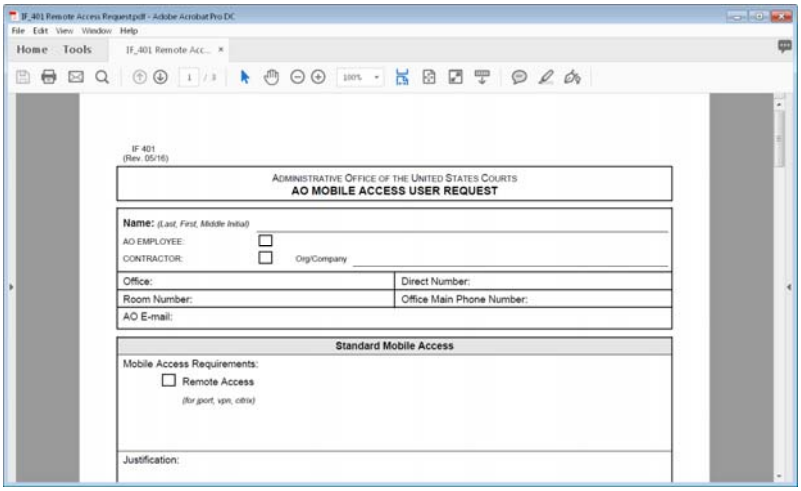
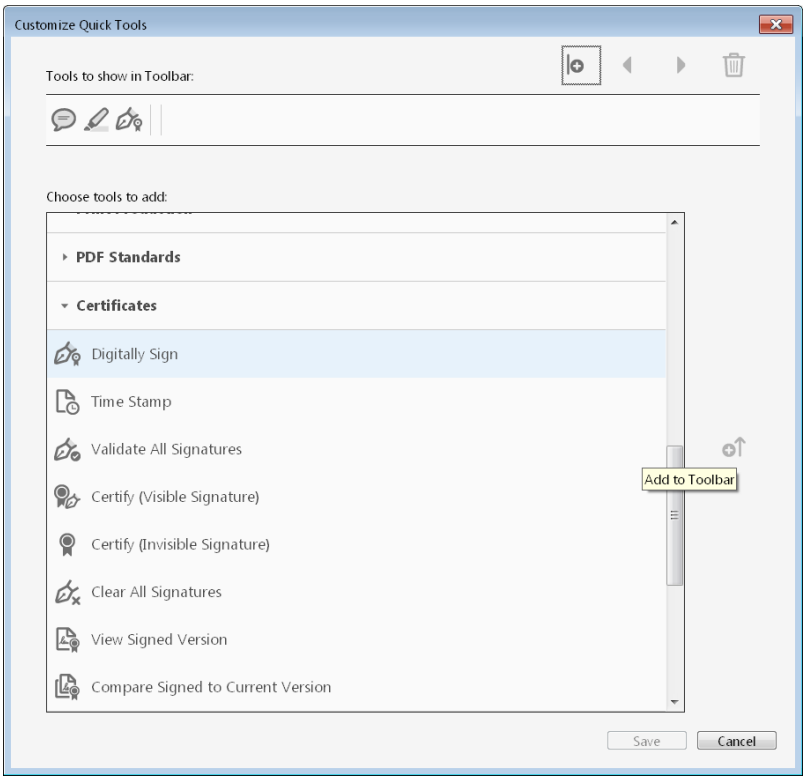
Digital Signatures

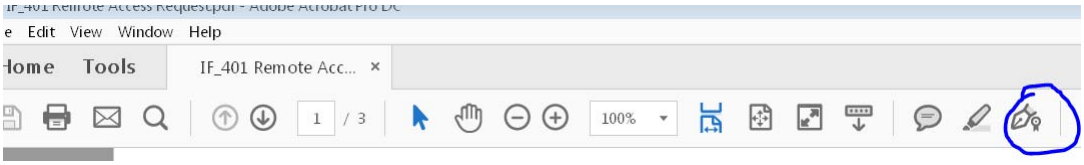
1. Open PDF Document



2. Right click tool bar and left click on “Customize Quick Tools”. Look for “Certificates” then expand.
3. Highlight “Digitally sign” and click the “+” sign on the right side to add to toolbar.

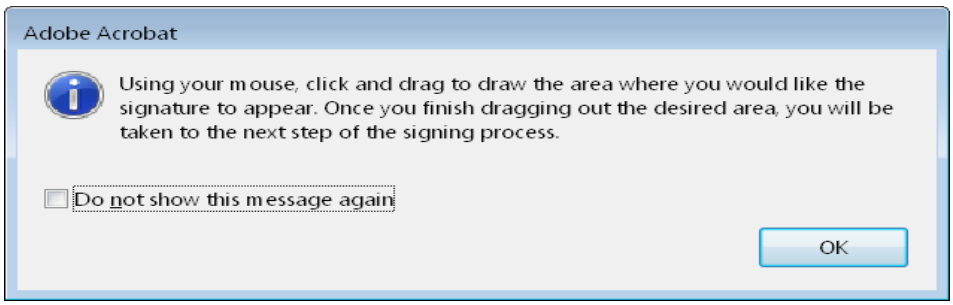


4. Now the icon will show up the tool bar.



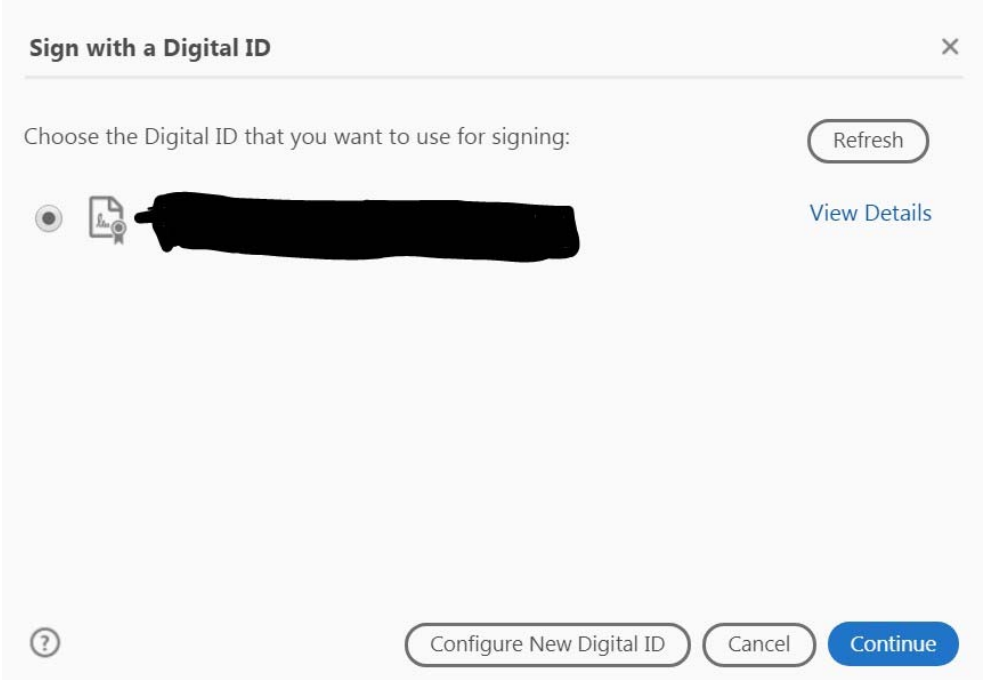
To apply digital signature

1. Click the tool on the tool bar. Once the Adobe Acrobat message pops up click OK.

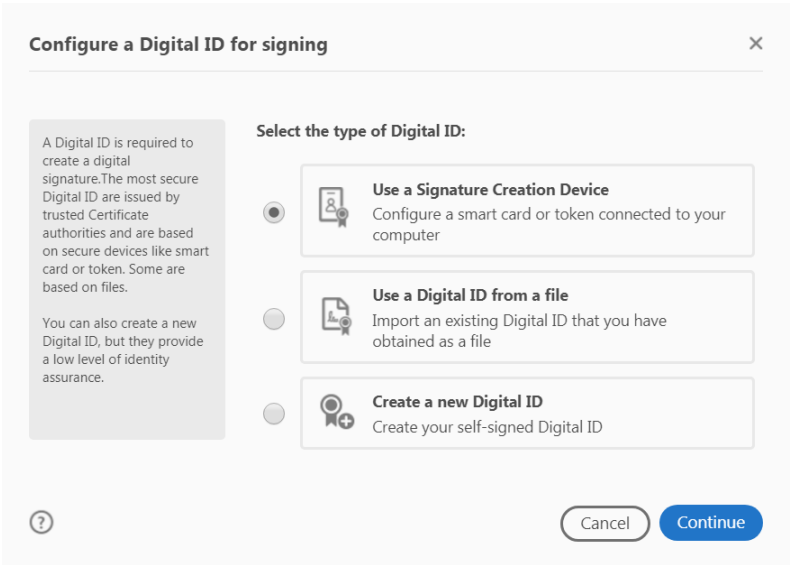


2. Highlight the area on the PDF you wish to sign and another message opens. Click "Sign" button

3. In the "sign with a digital ID", select your current signature and click continue.



4. Select “Configure New Digital ID” if there is no digital signature setup.



5. If there is a Digital ID on file, select “Use a Digital ID from a file and navigate to file. You will be prompted to set up a password. Save password to access file.
6. If there is no signature on file, select “Create a new Digital ID”, select save to File (for future use), then enter information for signature use, enter password to access digital signature, then click save.

PLEASE NOTE: YOU CANNOT ACCESS YOUR DIGITAL SIGNATURE IF YOU FORGET THE PASSWORD.