How to create an electronic signature in Adobe Reader:

Step 1: Click on the pen icon and select Sign Document or select from the menu Document, Sign, Sign Document.

Select choice shown below the hit Next:

Add Digital ID 🛛 🔀
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature.
O Browse for an existing digital ID file
Configure a roaming ID for use on this computer
Create a self-signed digital ID for use with Acrobat
C Look for newly inserted hardware tokens
Cancel Seck Next >

Step 2: If you wish to NOT use a password each time you sign a document and have the signature security based on your Windows login, select the option below then hit Next (see Step 5 below if you wish to use a password each time you sign a document):

Add Digital ID	
Where would you like to store your self-signed digita	al ID?
New PKCS#12 digital ID file	
Creates a new password protected digital ID fil common digital ID file format is supported by m major web browsers. PKCS#12 files have a .pf	e that uses the standard PKCS#12 format. This ost security software applications, including x or .p12 file extension.
Windows Certificate Store	
Your digital ID will be stored in the Windows Ce other Windows applications. The digital ID will b	rtificate Store where it will also be available to e protected by your Windows login.
Cancel	< <u>B</u> ack <u>N</u> ext >

Step 3: The following box will appear on your screen.

Add Digital ID		
Enter your identity inform	ation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):		
Organizational Unit:		
Organization Name:		
<u>E</u> mail Address:		
<u>C</u> ountry/Region:	US - UNITED STATES	~
En <u>a</u> ble Unicode Suppo	t	
<u>K</u> ey Algorithm:	1024-bit RSA	~
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~
Cancel	< <u>Back</u>	jinish

Complete the information to identify yourself in the signature box which will appear on signed documents, then hit Finish.

na <u>m</u> o (orgi sonn sinariyi		
Organizational <u>U</u> nit:	UNCW	
Organization Name:	Accounts Payable	
<u>E</u> mail Address:	hinnantb@uncw.edu	
Country/Region:	US - UNITED STATES	~
Enable Unicode Suppor	t	
Key Algorithm:	1024-bit RSA	~
Use digital ID <u>f</u> or:	Digital Signatures and Data Encrypt	ion 🗸

Step 4: The following image will appear on your screen. Click Sign. You will be required to save the document.



Your new digital signature will appear on the document with a date and time stamp.

🔁 Exte	ternallnvoice-Master-TEST1.pdf - Adobe Reader									
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			,	100% • 🖂 🔛 🖉 🖉 Sig	n • 📿 Review & C	omment •				
	Please fill o	ut the following form	. You can save data t	yped into this form.				Highlig	ght Fields	
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		Quantity Description of Services				Unit Amt	Total	Amount		
								0.00		
								0.00		
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								0.00		
			1	T	OTAL INVOIC	E AMOUNT		0.00	- 11	
			UN	IVERSITY DEPART	MENT USE	ONLY			- 11	
		All fields n	nust be comple	ted by issuing department	6-Digit Banner Fund	6- Digit Account No.	5-Digit Org	Total		
		Issuing Dept:								
		Dept Contact	:							
		Dept Email:								
		Dept. Teleph	one : (910) 962	-						
		4					Total Due	\$0.00		
		W en ⁻	te Digitally signe DN: cn=Bente Payable, cu=l	l by Bente Hinnant Hinnant, o-Accounts NCW,				0.00		
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		Budge		Controller in continuation with the		anager				
n.		agencies	establish policies secol credit report	and procedures to govern technique ing bureaus, judicial remedies auth	e Office of the Attorne les for collection of a orized by law, and ad	ey General, nas mai iccounts receivable Iministrative setoff	. These techniques	e sshall n	- 11	
<i>©</i>		individua payment	al's tax refund purs , other than payrol	uant to the Setoff Debt Collection A , due from the State to a person to	Act, Chapter 105A of t reduce or eliminate a	he General Statutes n accounts receiva	s, or a reduction of ble that the person	another owes the	- 11	
se i		State.								

Step 5: Alternatively, if you would like to use a password each time you sign a document, when you get to Step 2 select the choice shown below:

d Digital ID	
Where would you like to store your self-sign	ned digital ID?
New PKCS#12 digital ID file	
Creates a new password protected di common digital ID file format is suppor major web browsers. PKCS#12 files h	gital ID file that uses the standard PKCS#12 format. This rted by most security software applications, including ave a .pfx or .p12 file extension.
🔘 Windows Certificate Store	
Your digital ID will be stored in the Wir other Windows applications. The digita	ndows Certificate Store where it will also be available to al ID will be protected by your Windows login.
Cancel	< <u>Back</u> <u>N</u> ext >

Step 6: After Step 3, the following box will appear.

d Digital ID	
Enter a file location and password for your new use the digital ID to sign or decrypt documents you can copy this file for backup or other purp the Security Settings dialog.	w digital ID file. You will need the password when you s. You should make a note of the file location so that oses. You can later change options for this file using
<u>F</u> ile Name:	
ettings\hinnantb\Application Data\Adobe\Acro	bat\8.0\Security\BenteHinnant.pfx Browse
Password:	
I Confirm Password:	
1.	
Cancel	< Back Finish
Cancel	< <u>B</u> ack <u>F</u> inish

Type in a password and confirm the password.

NOTE: Make sure you remember this for later use!

1 Digital ID	
Enter a file location and password for your new use the digital ID to sign or decrypt documents you can copy this file for backup or other purpo the Security Settings dialog.	v digital ID file. You will need the password when you . You should make a note of the file location so that oses. You can later change options for this file using
<u>F</u> ile Name:	
ettings\hinnantb\Application Data\Adobe\Acrol	pat\8.0\Security\BenteHinnant.pfx Browse
<u>P</u> assword:	
Confirm Password:	

Cancel	< <u>B</u> ack <u>F</u> inish

The following box appears requiring your password.



Enter your password in the Password box and click Sign. You will be required to save the document.

Your new digital signature will appear on the document with a date and time stamp.

🔁 Externa	allnvoice-Master-TEST1.pdf -	Adobe Reader					_ 🗆 🔀
	View Document Tools Window	Help 🔹 100% 🖣 拱 🏹 s	ign + 🄗 Revi	ew & Comment 👻 📗 Find			×
Ple	ease fill out the following form. You ca	n save data typed into this form.			!	E Highl	ight Fields
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	All fields must b	e completed by issuing department	6-Digi Banner F	t 6- Digit und Account No	5-Digit Org	Total	
	Issuing Dept:						
	Dept Contact:						
	Dept Email:						
	Dept. Telephone :	910) 962-					=
	Planto	Distance in Party Viscout			Total Due	\$0.00)
	Hinnant	DR: on-Bintle Hinnah, c-Accounts Payatole, ou=UNCM, email-hinnaht@tunow.edu, c=US Date: 0000.05.04 10:12:13:041007					1
	Budget Au	thority	Billi	ng Manager	5	Submit to Billing	
Ø 🐢	Per G.S. 147-86 agencies establi include use of c individual's tax payment, other State.	22 the State Controller, in conjunction with the sholicies and procedures to govern technic redit reporting bureaus, judicial remedies aut refund pursuant to the Setoff Debt Collection than payroll, due from the State to a person to the state to th	ne Office of the ques for collecti horized by law, Act, Chapter 10 o reduce or elim	Attorney General, has n on of accounts receival and administrative seto 5A of the General Statu inate an accounts recei	nandated that all sta ble. These technique off by a reduction of ites, or a reduction of ivable that the perso	ite es shall an of another n owes the	~

Step 7: In the future to sign a document do one of the following:

-click on the red signature flag as shown on the form below -select the pen icon and select Sign Document -select in the menu options Document, Sign, Sign Document.



Step 8: If you do not need a password to sign, your signature or Digital ID will appear on the PDF form. If you do require a password then the following box will appear:

Sign Document	$\overline{\mathbf{X}}$							
Digital ID: Bente Hinnant <hinnantb@uncw.edu></hinnantb@uncw.edu>								
Digital Identification Sign transaction, Encrypt document								
Sign transaction, Encrypt document Bente Hinnant <hinnantb@uncw.edu> 2014/08/04 09:53:57 -04'00' Bente Hinnant</hinnantb@uncw.edu>								
Password:								
Appearance: Standard Tex	t 🔽 🕐 🧭							
Bente Hinnan	Digitally signed by Bente Hinnant DN: cn=Bente Hinnant, o=Accounts Payable, ou=UNCW, email=hinnantb@uncw.edu, c=US Date: 2009.08.04 09:54:38 -04'00'							
Refresh IDs	Sign Cancel							

Enter your password you assigned to your Digital ID in Step 6.

Step 9: If you require a password and have forgotten it, select from the menu Documents and Security Settings. You will see the box below. Select Add ID from the menu and follow Steps 1, 5 and 6 above to create a new Digital ID with a password.

±	Digital IDs	Add ID	🥖 Usage Options 🝷		≓ Export	Refresh	💼 Remove ID	
	Directory Servers	Name	-	Issuer		Storage Med	bapism	E
	Time Stamp Servers	Bente Hinnant	<hinnantb@uncw.edu></hinnantb@uncw.edu>	Bente Hinnant <hinnar< td=""><td>ntb@uncw.edu></td><td> Digital ID File </td><td></td><td>20</td></hinnar<>	ntb@uncw.edu>	 Digital ID File 		20
		<		101	222			>
				Bente Hi	nnant			0
		AP Issued by: Bente Hinnant						
				AP				
		Valid from: 2009/08/04 10:29:41 -04'00'						
			3	Valid to: 2014/08/0	04 10:29:41 -	-04'00'		
			Intende	l usage: Sign transa	action, Encry	pt document		

Step 10: Once you assign a new password and confirm it, you will see the following question:

Acrobat	Security	X
?	A digital ID File with this name already exists. Would you like to replace the existing file?	
	OK Cancel	

Click OK and this new password will replace the old one that you had forgotten.

Step 11: If you do not require a password and you want to remove a Digital ID, select from the menu Documents and Security Settings. You will see the box below.

S	ecurity Settings		
± —	Digital IDs Directory Servers Time Stamp Servers	Add ID Usage Options • Certificate Details Export Certificate Details Name Issuer Storage Mechanism	Ex
		Bente Hinnant <hinnantb@uncw.edu> Bente Hinnant <hinnantb@uncw.edu> Digital ID File</hinnantb@uncw.edu></hinnantb@uncw.edu>	201
			>
		Bente Hinnant	~
		AP	
		Issued by: Bente Hinnant	
		AP	
		Valid from: 2009/08/04 10:29:41 -04'00'	
		Valid to: 2014/08/04 10:29:41 -04'00'	
		Intended usage: Sign transaction, Encrypt document	
			4

Select Remove ID from the menu. You will see the following question:

Acrobat Security 🛛 🔀		
?	The selected digital ID will be permanently removed. If the digital ID is the only one remaining in a digital ID file then the file will be	
	deleted. Are you sure you want to proceed?	
	OK Cancel	

Click OK to remove the Digital ID. If you want to create a new one, you can follow the steps above for a Digital ID with a password or without.