

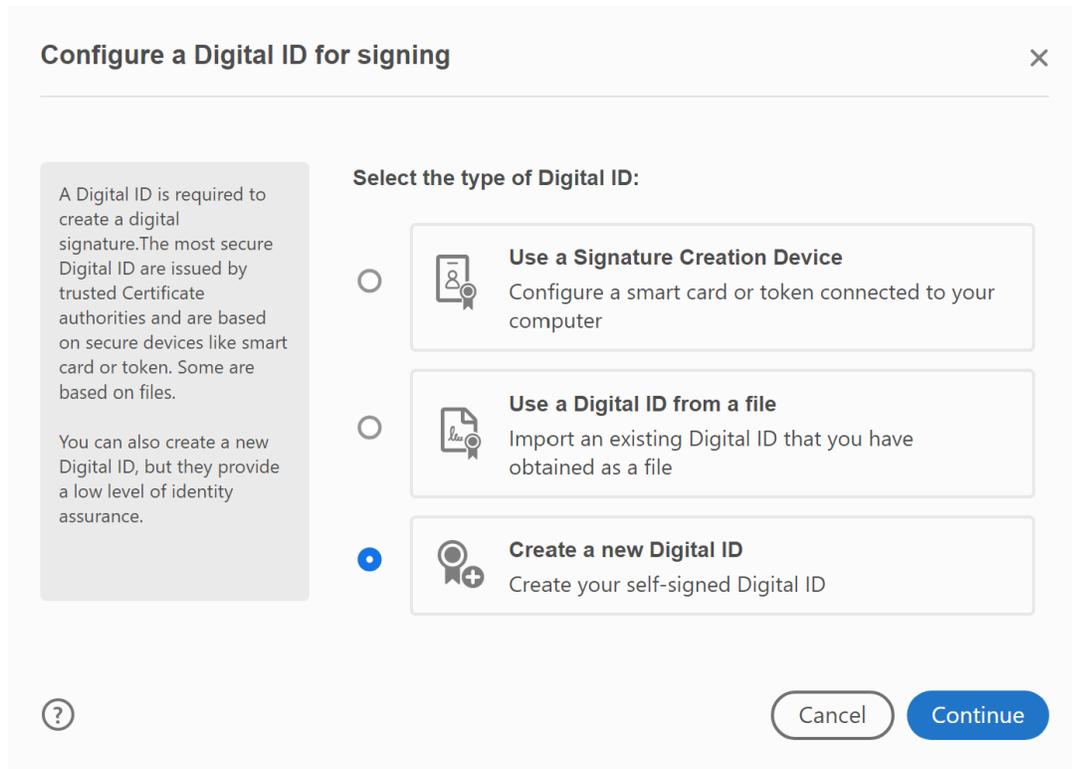
Adobe Acrobat Digital Signatures

To create a digital signature that can be applied to PDF forms, follow these instructions below. **Please note that a PDF digital signature is not the same as an electronic signature. Eastern is unable to accept electronic signatures at this time.**

Step 1: Open a PDF form that requires a signature in Adobe Acrobat. **If viewing the form online, please be sure to download and save the document to your computer.** Once saved to your computer you will be able to open the document with Adobe Acrobat. Then click on the signature block to sign digitally. This is denoted on a document by a red tag that looks like this:



Step 2: First time users will be prompted to configure a Digital ID for signing.



Step 3: Save your new Digital ID to File.

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

Step 4: Enter your personal information. **This must be set up using your Eastern email address.**

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for

? Back Continue

Step 5: Create a password and save. Please remember your password as you will need it each time you wish to digitally sign a document in Acrobat.

Save the self-signed 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 :

Apply a password to protect the Digital ID:

Confirm the password:

Step 6: Select the digital signature you just created.

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing:

 **Jane Smith** (Digital ID file)
Issued by: Jane Smith, Expires: 2025.04.01 [View Details](#)

Step 7: Enter the password you just created in step 5 and sign the document.

Sign as "Jane Smith" ×

Appearance Standard Text ▼ Create

Jane Smith

Digitally signed
by Jane Smith
Date: 2020.04.01
10:09:05 -04'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

Step 8: Save the document with your signature.

Save As PDF ×

« Desktop » Documents ▼ ↻ Search Documents 🔍

Organize ▼ New folder ⋮ ?

Attachments
Audit
Documents
Instructions
Reports
Student Document

This PC

Name
Date modified

No items match your search.

File name: Signed document ▼

Save as type: Adobe PDF Files (*.pdf) ▼

Hide Folders Save Cancel

Digital signature example:

Student Signature Jane Smith

Digitally signed by Jane Smith
Date: 2020.04.01 10:13:00 -04'00'