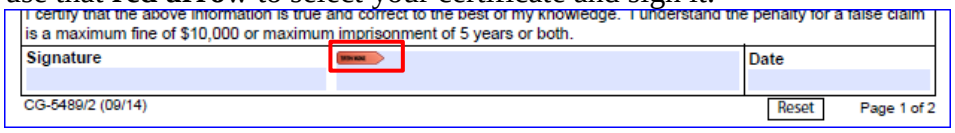
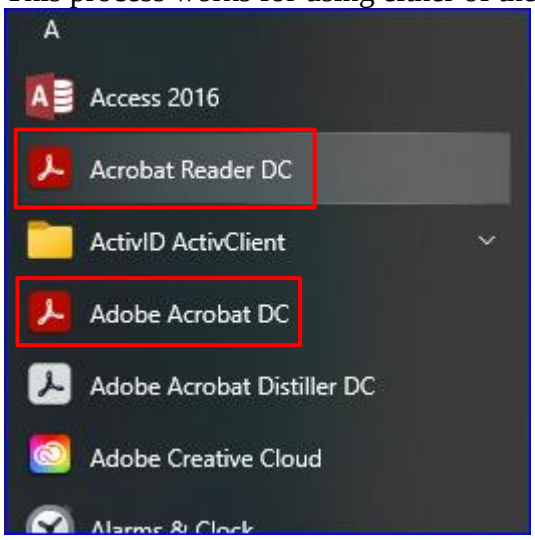
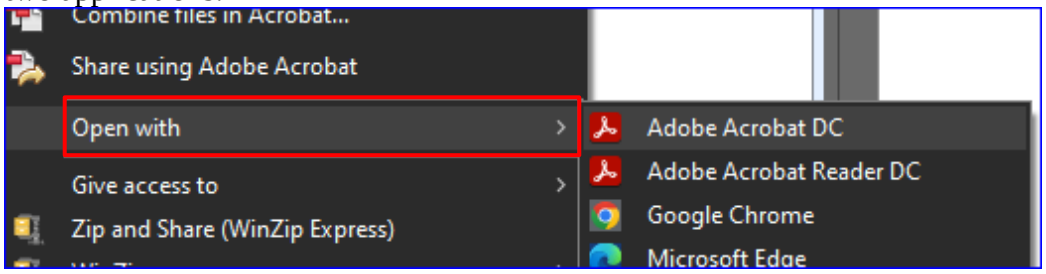
Digital Signing of Adobe Documents

Introduction This guide provides the procedures for digitally signing an Adobe form.

Information If your form already has an editable signature block as shown below, just use that **red arrow** to select your certificate and sign it.



Procedures See below.

Step	Action
1	This process works for using either of the **Acrobat applications**. 
2	Right click on the document and click the **Open with** arrow to select one of the two applications. 

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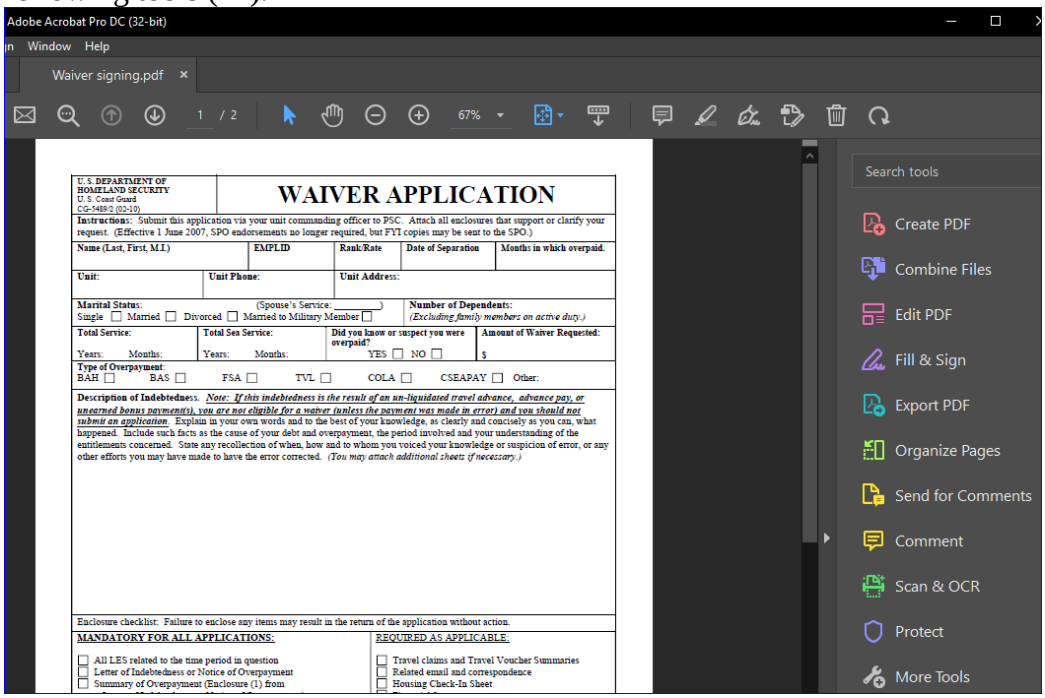
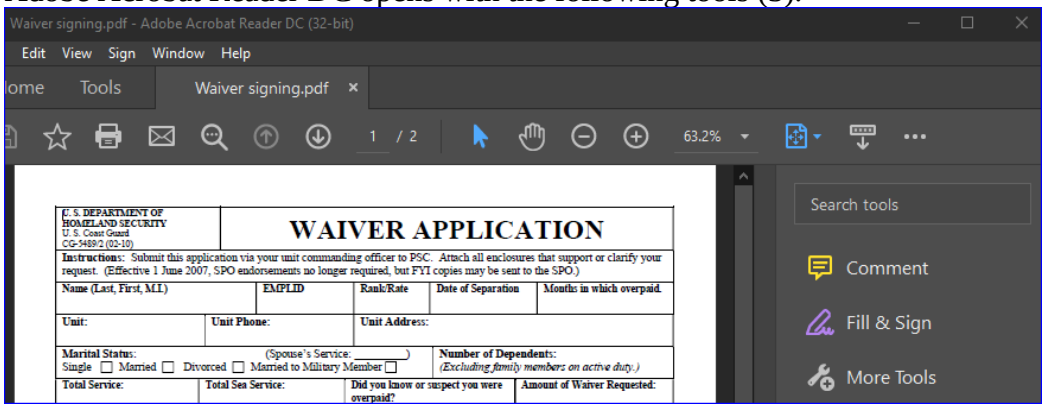
Procedures,
continued

Step	Action
3	Adobe Acrobat DC opens as an Adobe Acrobat Pro DC document with the following tools (11).



Adobe Acrobat Reader DC opens with the following tools (3).



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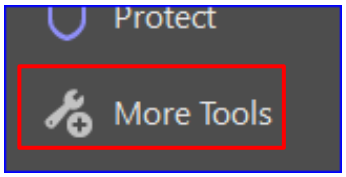
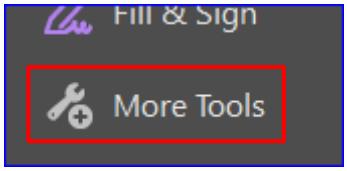
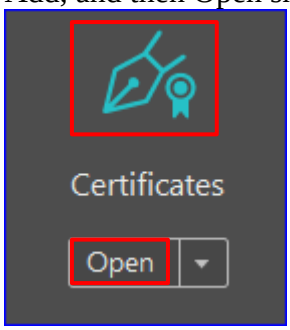
Procedures,
continued

Step	Action
4	Click on **More Tools**. Adobe Pro:  Adobe Reader: 
5	Click on the **Certificate** icon or click **Open** from the drop-down arrow. **NOTE:** If Open does not display when clicking the drop-down arrow, click Add, and then Open should display. 

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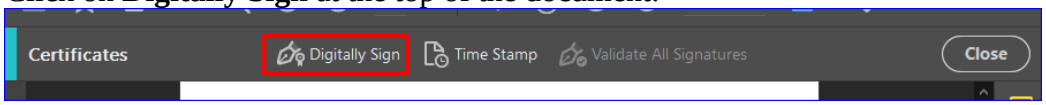
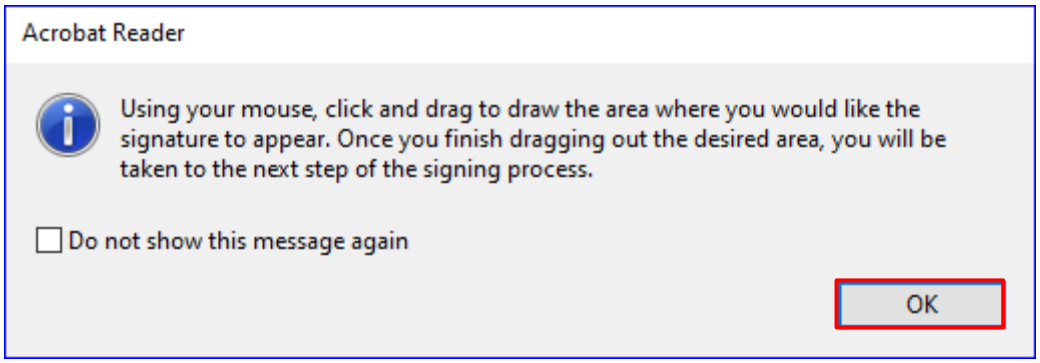
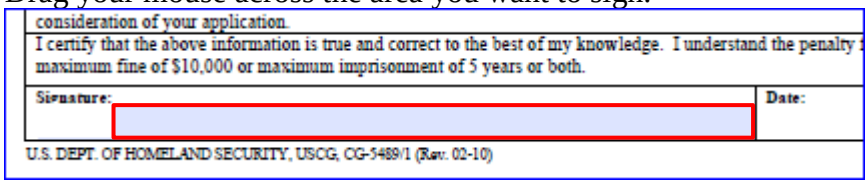
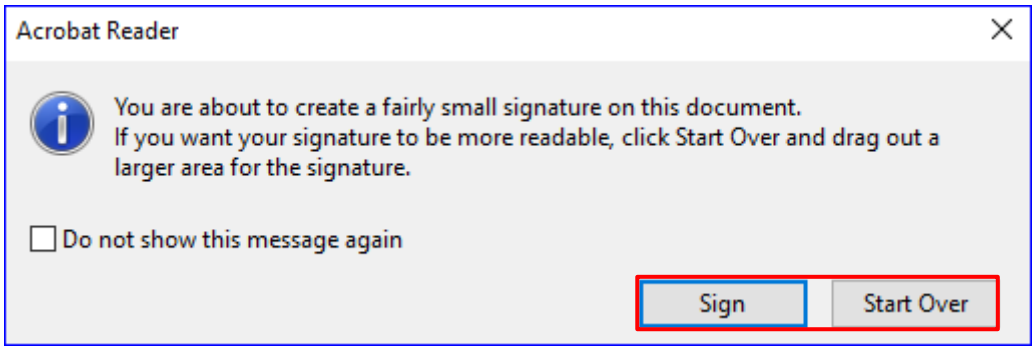
Procedures,
continued

Step	Action
6	Click on **Digitally Sign** at the top of the document. 
7	Read the directions and click **OK**. 
8	Drag your mouse across the area you want to sign.  **NOTE:** If the box you create is relatively small, this message may display. Click **Start Over** to create a bigger box or click **Sign** to finish signing the document. 

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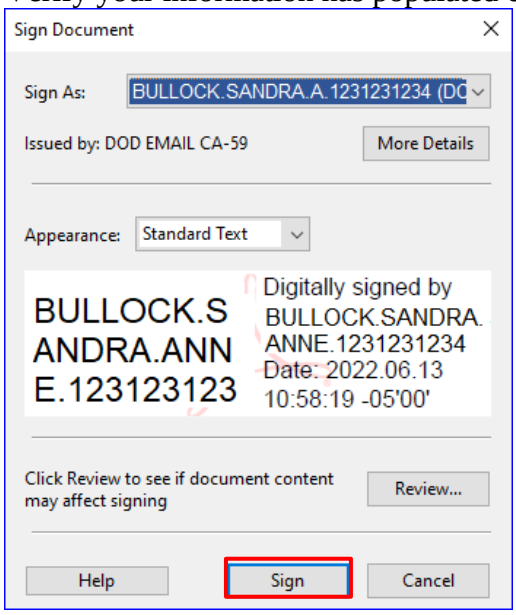
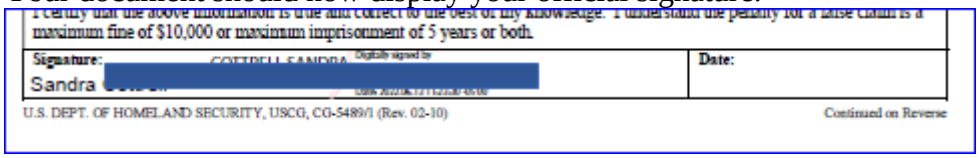
Digital Signing of Adobe Documents, Continued

Procedures,
continued

Step	Action
9	Verify your information has populated correctly and click **Sign**. 
10	Your document should now display your official signature.