You may set up your digital signature ahead of time or while signing your first document. Follow the links to the instructions of your choice.

When signed documents are returned you may apply trust settings and validate the signature. See "Trusting and Validating a Digital Signature for Instructions.

An important issue to consider when utilizing digital signatures is that any document that requires multiple signatures (i.e. contract modifications) must be either signed entirely in pen/ink on paper or signed entirely with all parties using electronic signatures. It is not possible to mix the two methods of signature as paper printouts of digital signatures are meaningless and scanning handwritten signatures into a PDF document is not currently acceptable as a legal signature.

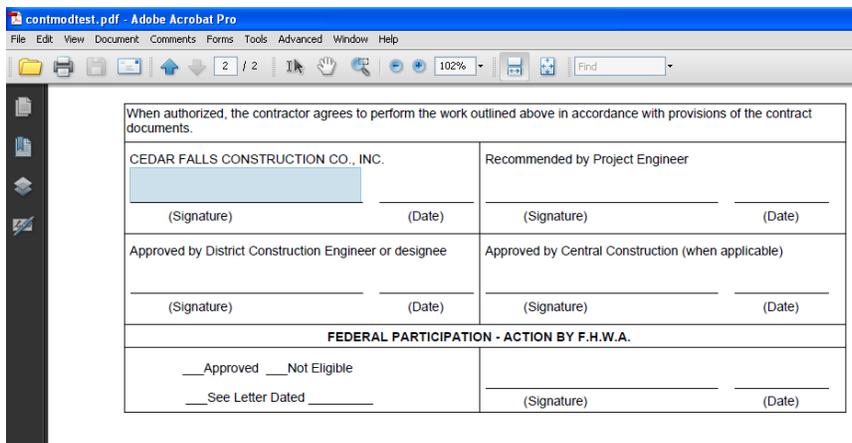# Create Your Digital Signature While Signing Your First Document in Adobe Acrobat

If a signature block does not exist on the document.
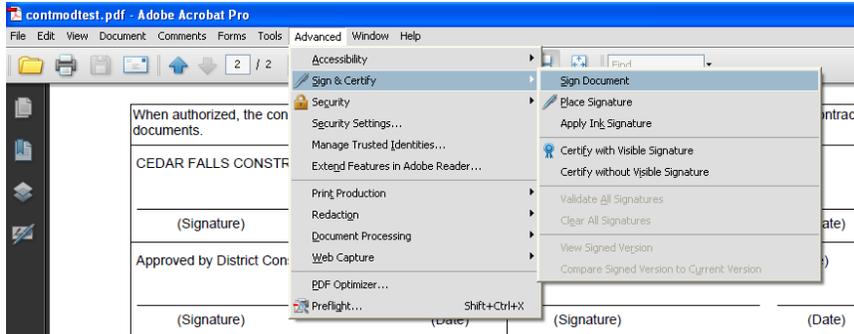
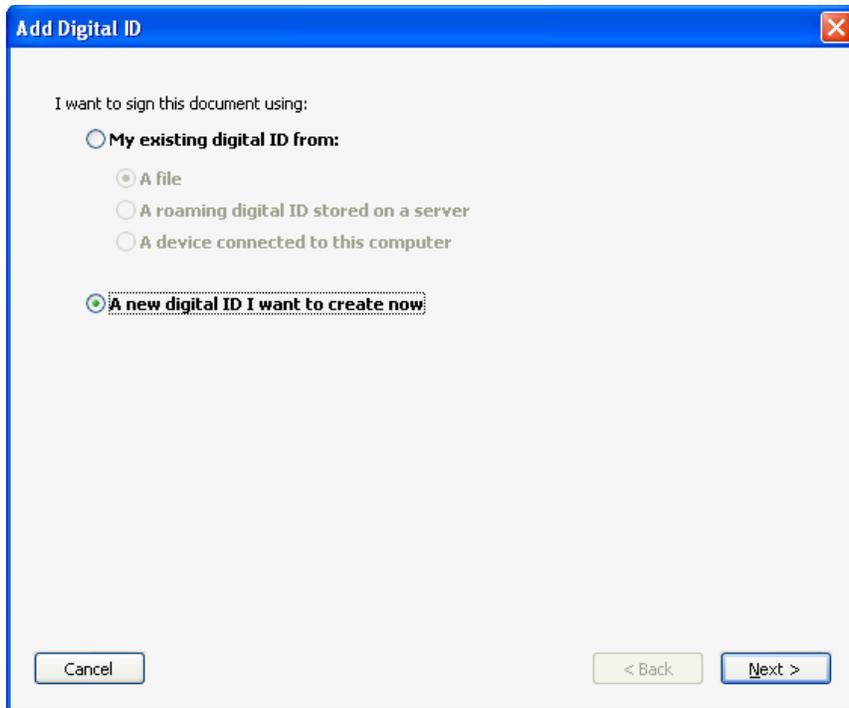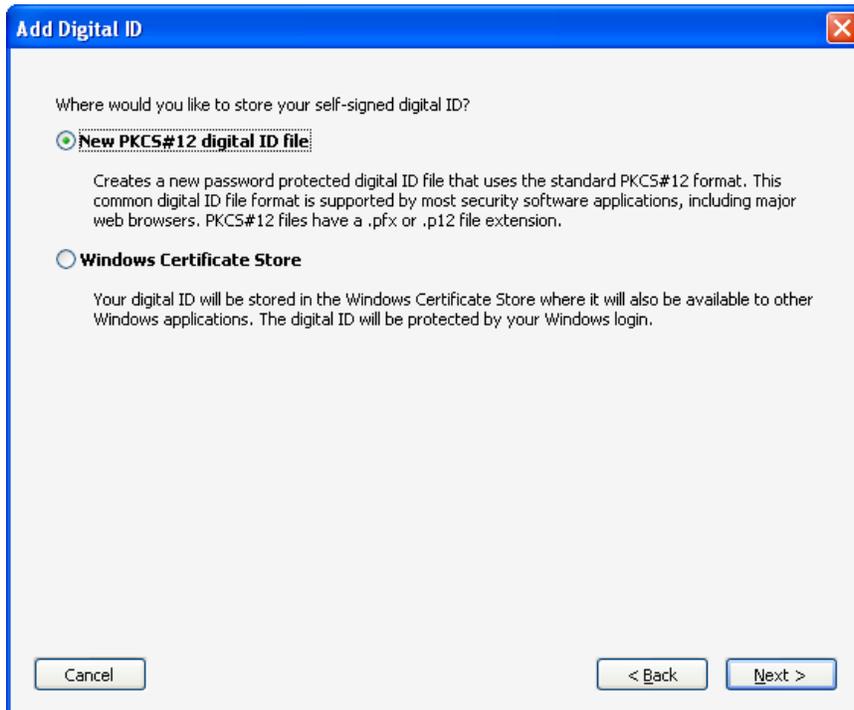

Click on Advanced/Sign & Certify/Sign Document
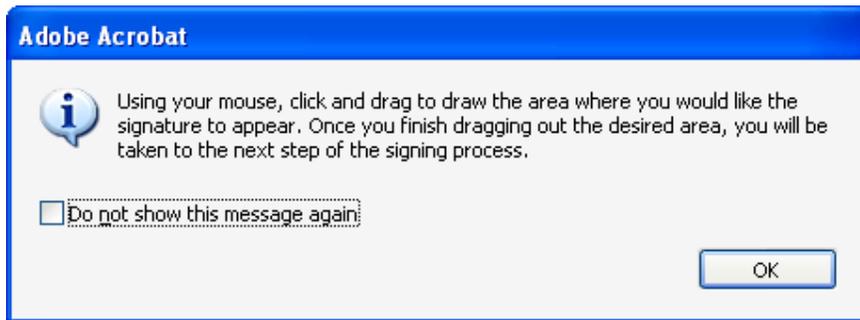
Click OK

Click and drag to create a signature box as shown above. The following dialog box will open.

If a signature block is available on the document

Select the signature block and the following dialog box will open.

Select "A new digital ID I want to create now" and then click Next.

Select "New PKCS#12 digital ID file" and then click Next.

Fill out the first four fields and then click Next.
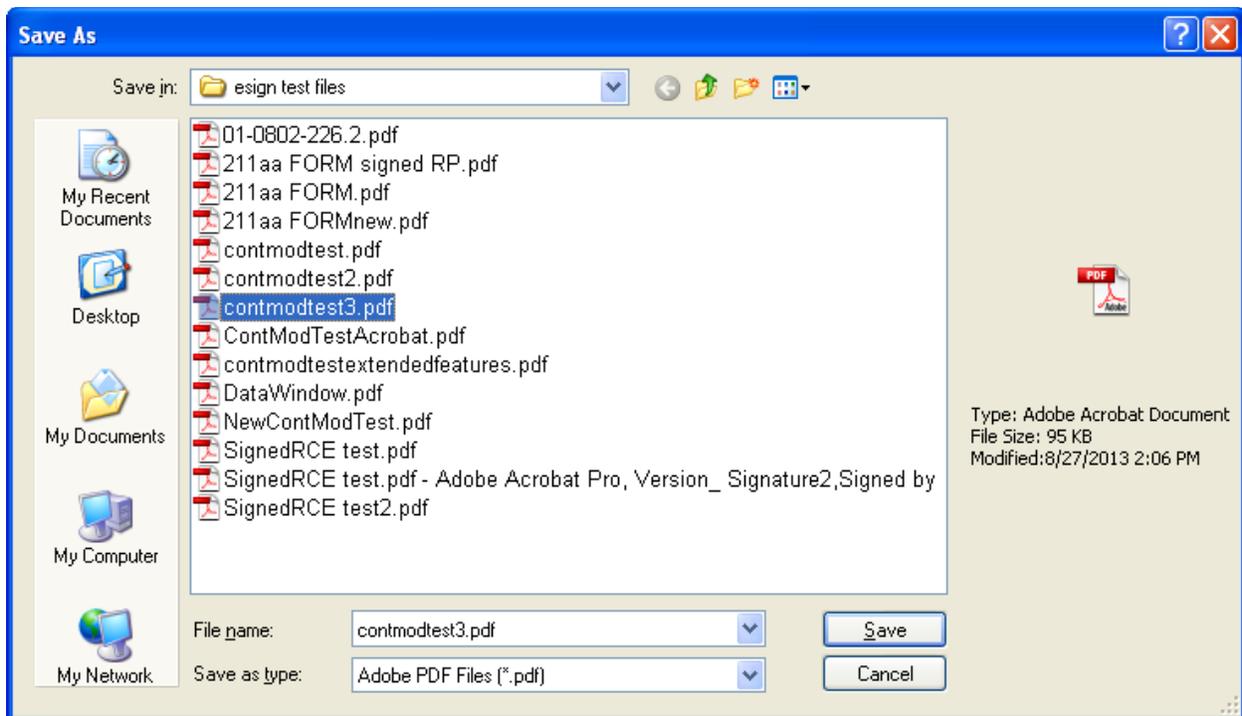

NOTE: It is helpful to make note of the file location. This will make it easier to import your signature from one device to another.

Enter and confirm a password and click finish.
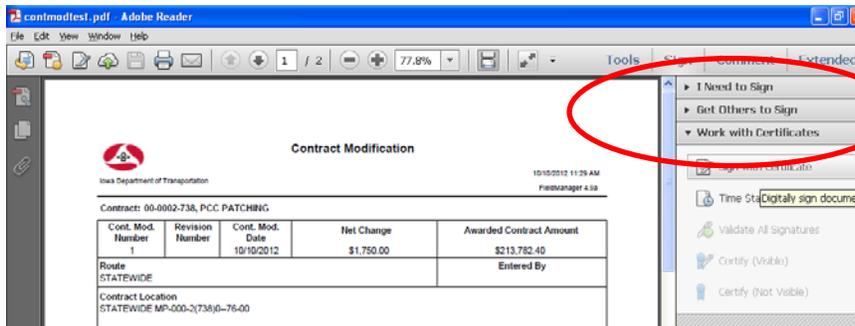
Enter your password and click Sign.

You will be prompted to save your file. Once saved, your signature will appear in the document.

Create Your Digital Signature While Signing Your First Document in Adobe Reader

If a signature block does not exist on the document.

Click on "Sign"

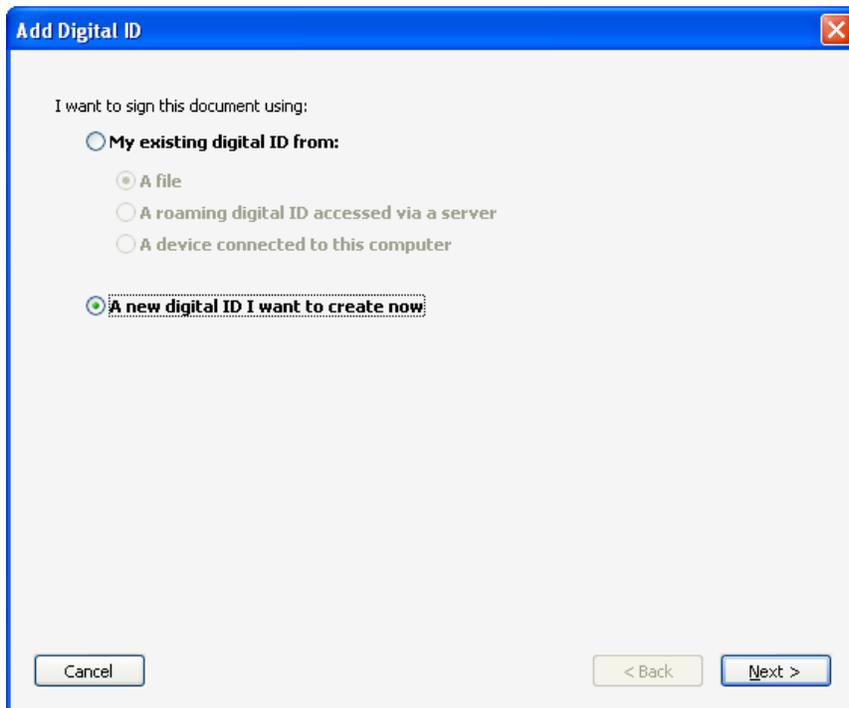A new menu will open; click on "Work with Certificates", and then "Sign with Certificate.
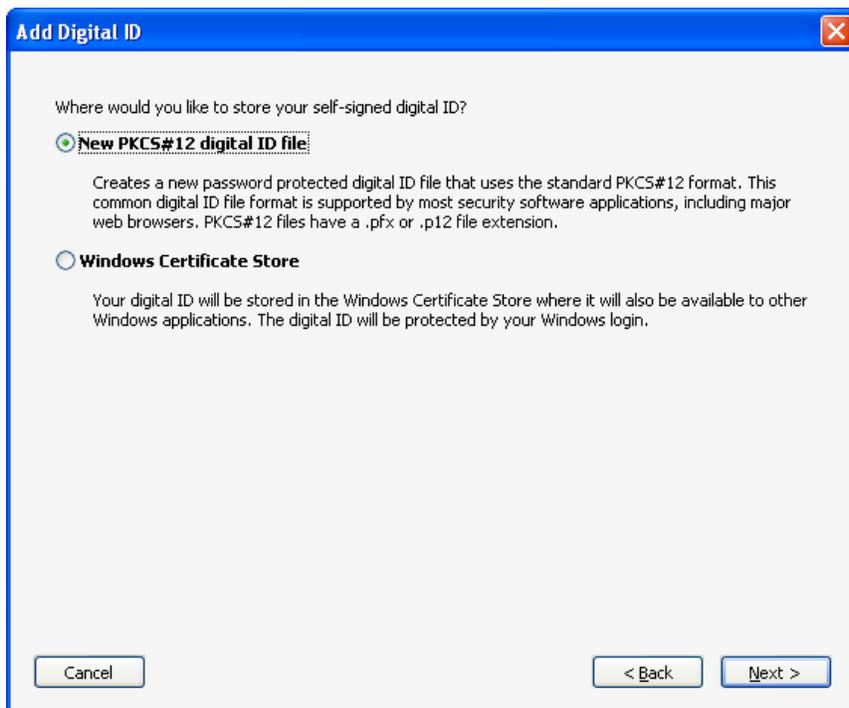

Click on "Drag New Signature Rectangle"

Click and drag to create a signature box as shown above. The following dialog box will open.

If a signature block is available on the document

Select the signature block and the following dialog box will open.

Select "A new digital ID I want to create now" and then click Next.

Select "New PKCS#12 digital ID file" and then click Next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Rhonda Pecenka

Organizational Unit: Office of Construction and Materials

Organization Name: Iowa Department of Transportation

Email Address: rhonda.pecenka@dot.iowa.gov

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel   < Back   Next >

Fill out the first four fields and then click Next.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

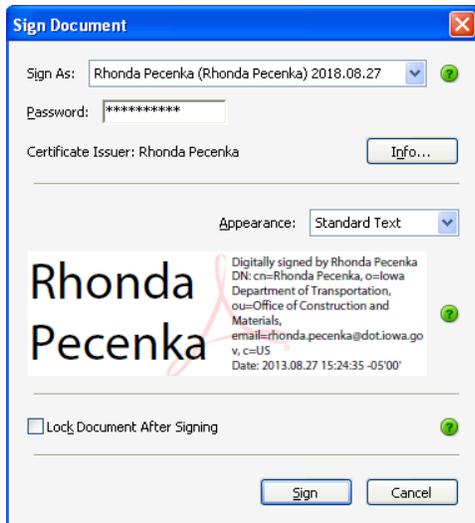C:\Documents and Settings\randres\Application Data\Adobe\Acrobat\11.0\Security\Rho   Browse...

Password:

****

Strong

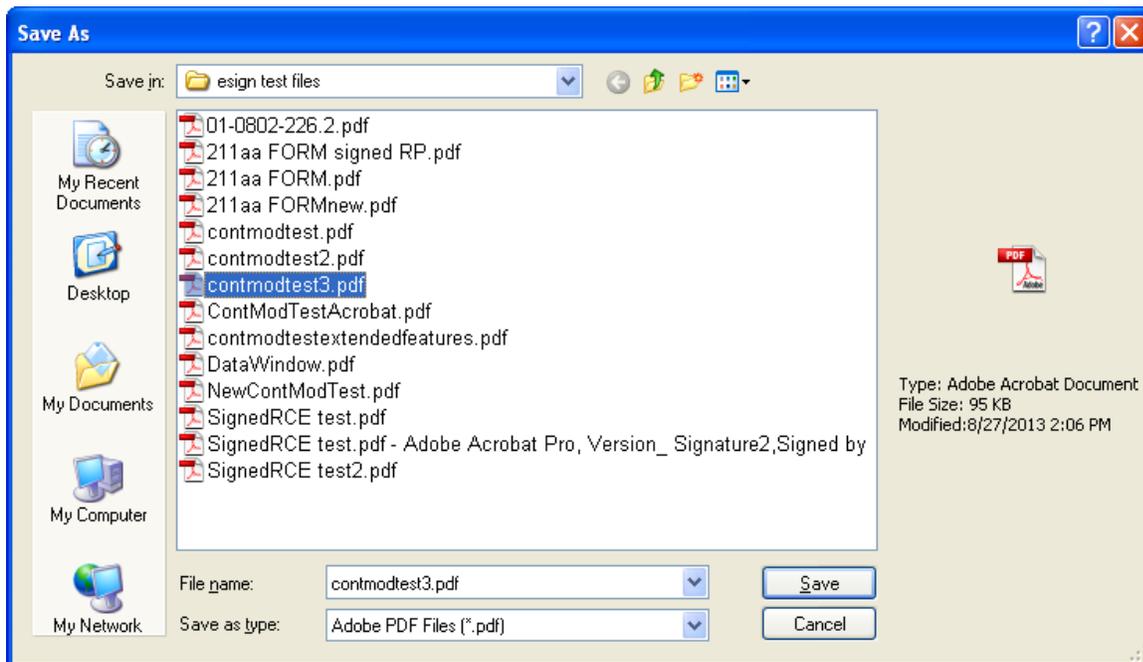Confirm Password:

****

Cancel   < Back   Finish

NOTE: It is helpful to make note of the file location. This will make it easier to import your signature from one device to another.

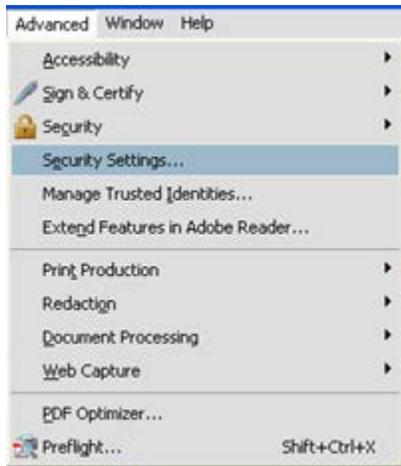Enter and confirm a password and click finish.
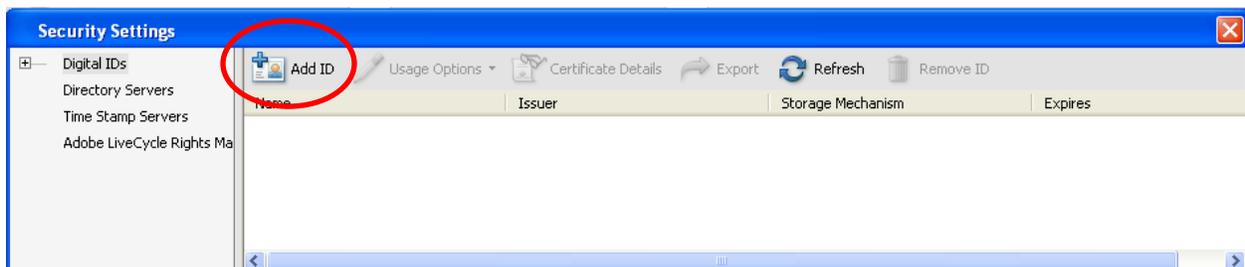
Enter your password and click Sign.

You will be prompted to save your file. Once saved, your signature will appear in the document.

To Set Up a Digital Signature in Adobe Acrobat (9) Ahead of Time

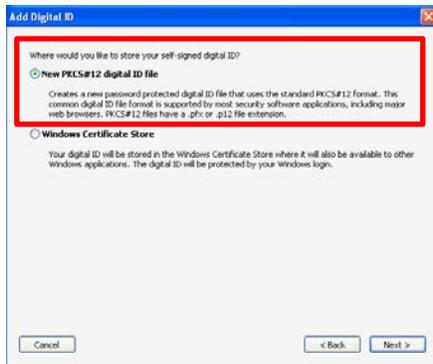Open an existing PDF file.

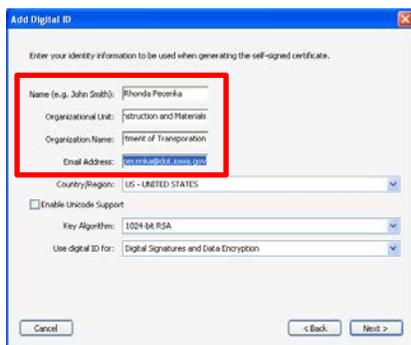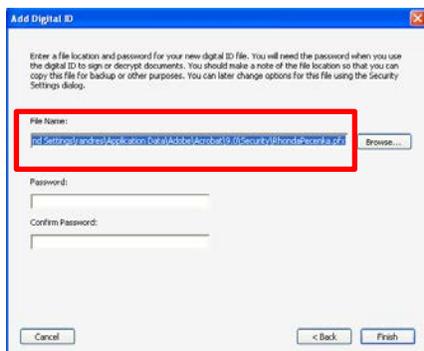Click on the Advanced Tab and then on Security Settings.

Click on Add ID

Select "A new digital ID I want to create now" and click next.

Select "New PKCS#12 digital ID file and click next.
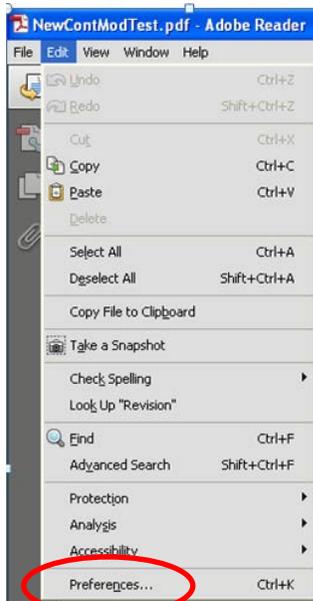

Fill out the first four fields and click next.

NOTE: It is helpful to make note of the file location. This will make it easier to import your signature from one device to another.
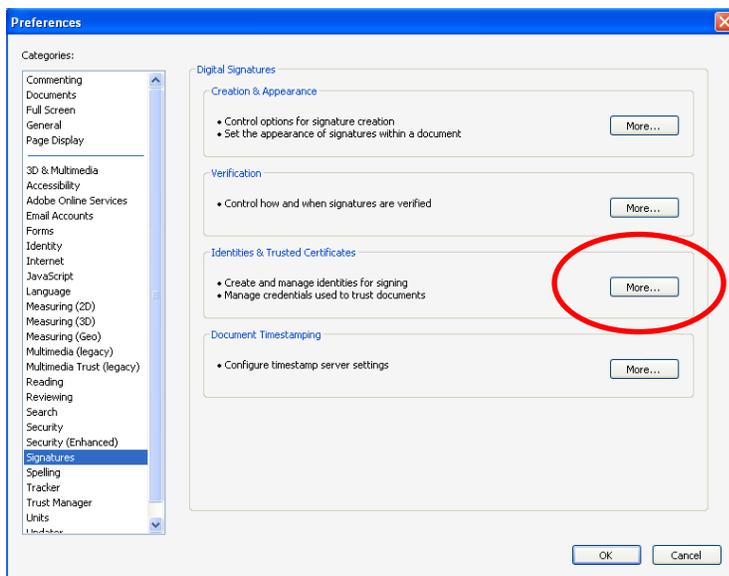
Enter and confirm a password and click finish.

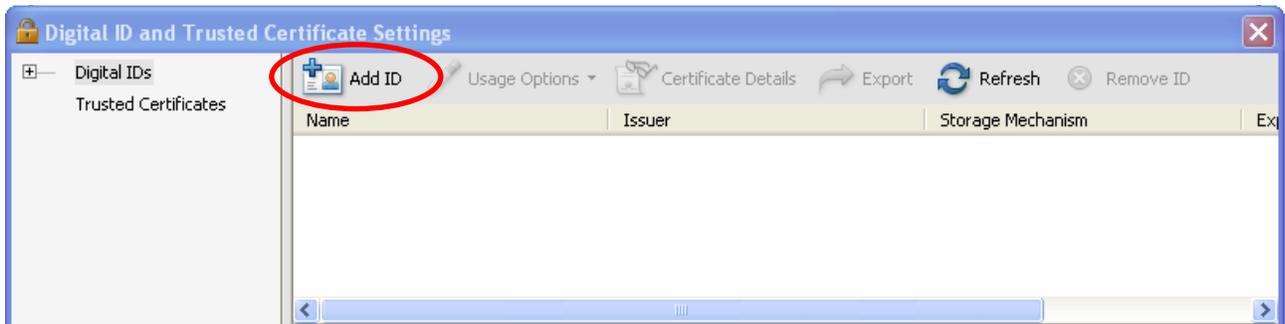# To Set Up a Digital Signature in Adobe Reader (XI) Ahead of Time
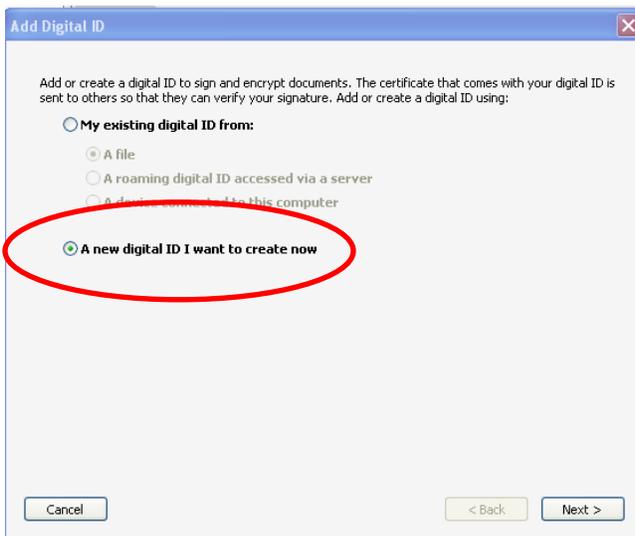
Open an existing PDF file.
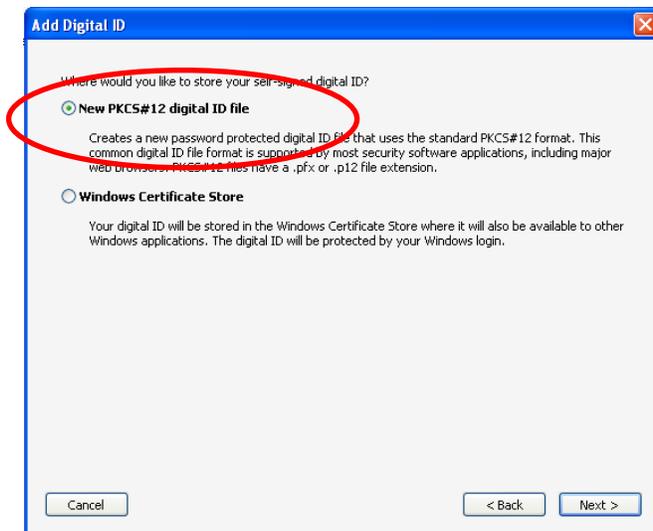

Click on Edit, then Preferences

Select "Signatures"(in left column) Click the "More" button next to Identities & Trusted Certificates

Click the Add ID button

Select "A new digital ID I want to create now" and click next

Select New PKCS#12 digital ID file and click next

Fill out the top 4 fields and click next

NOTE: It is helpful to make note of the file location. This will make it easier to import your signature from one device to another.
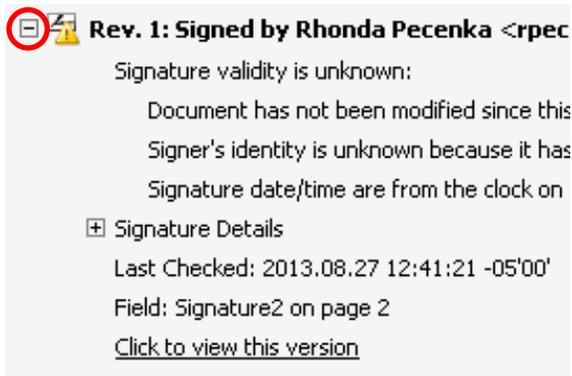
Create a password and click finish.

# Trusting and Validating a Digital Signature

When you receive a document with a new signature, Adobe will indicate that it has problems with the following warning icon.
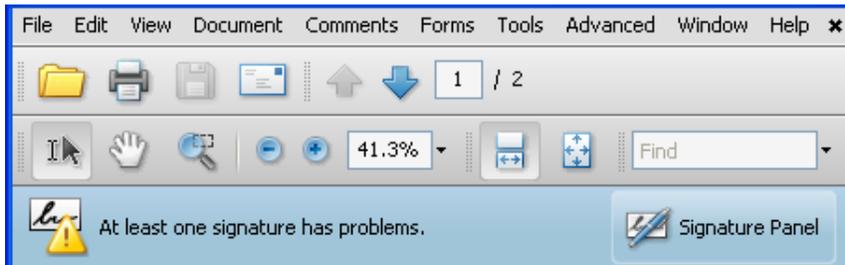
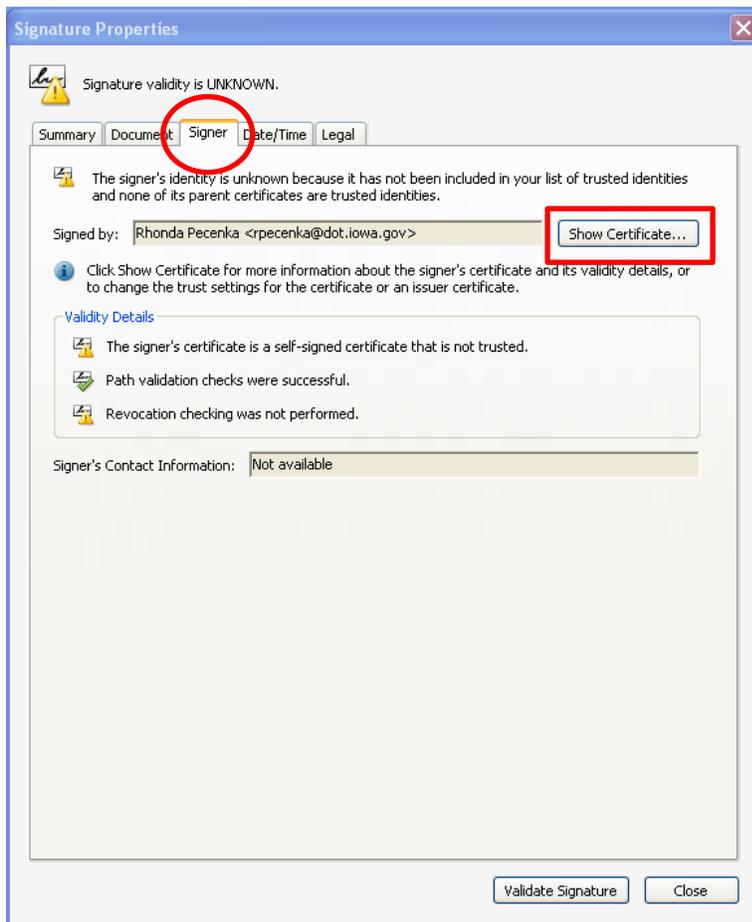Click on the Signature Panel on the right side of the screen.

The Signatures Panel will open on the left. Click on the + adjacent to the signature displaying the warning. This will display the information about the signature
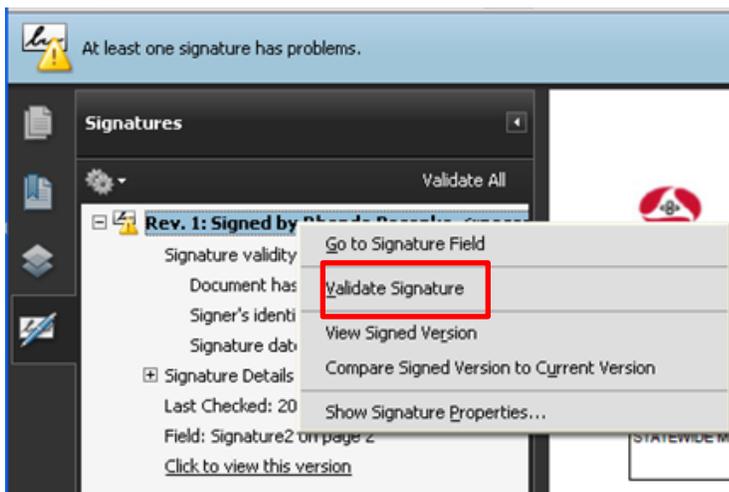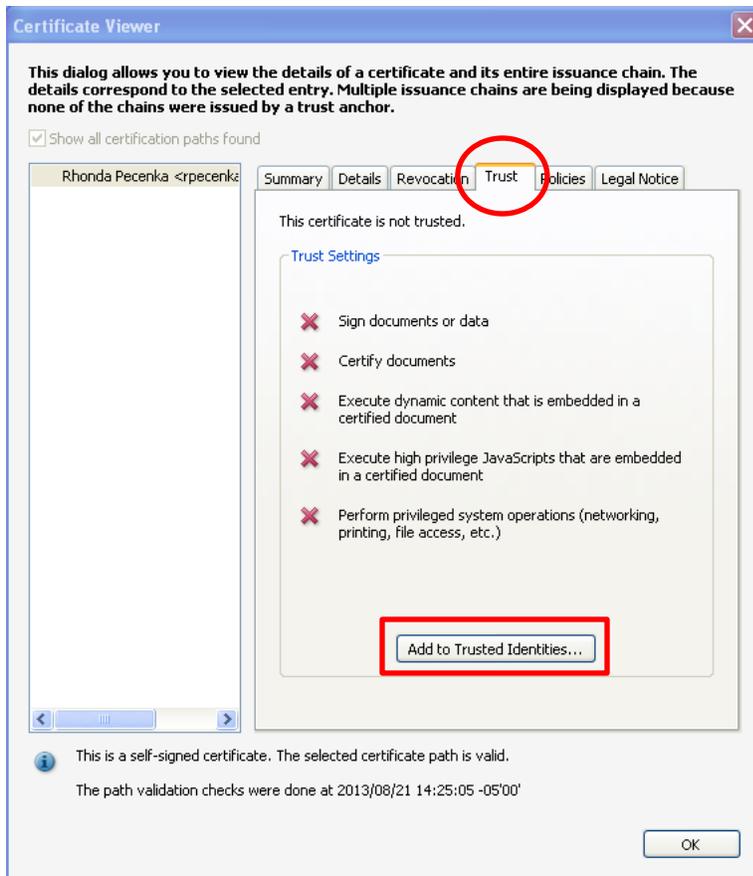

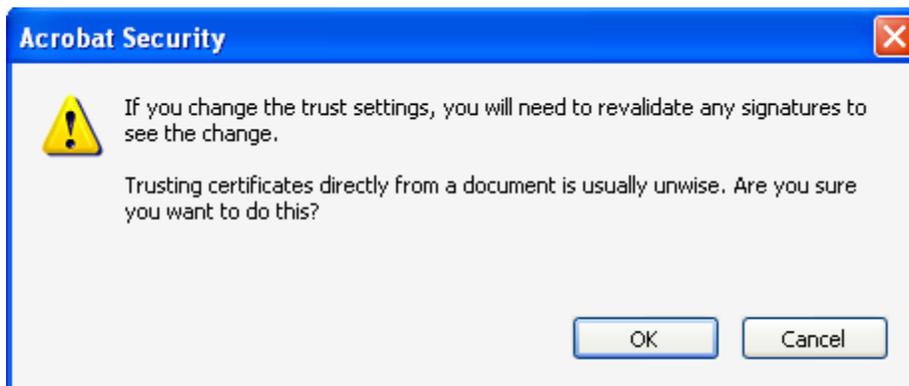Right click on the warning row and select Validate Signature
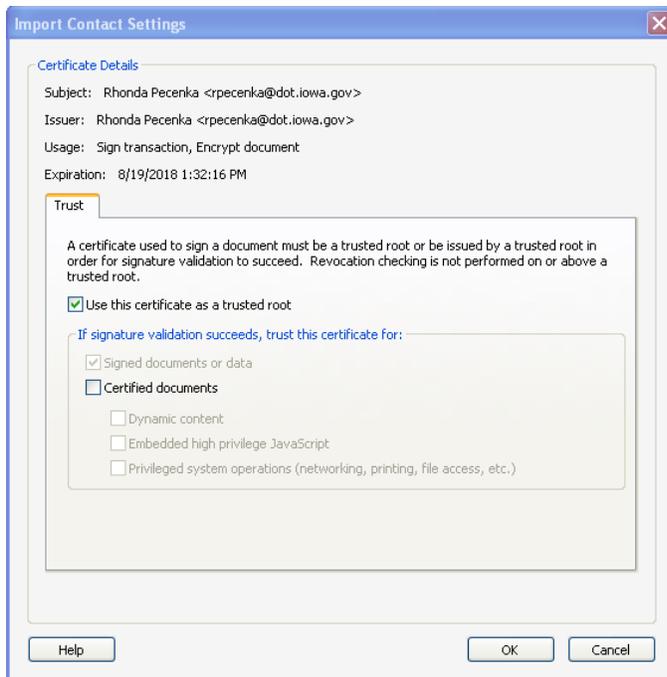
Select Signature Properties

On the Signature Properties window, select the "signer" tab, then "show certificate".
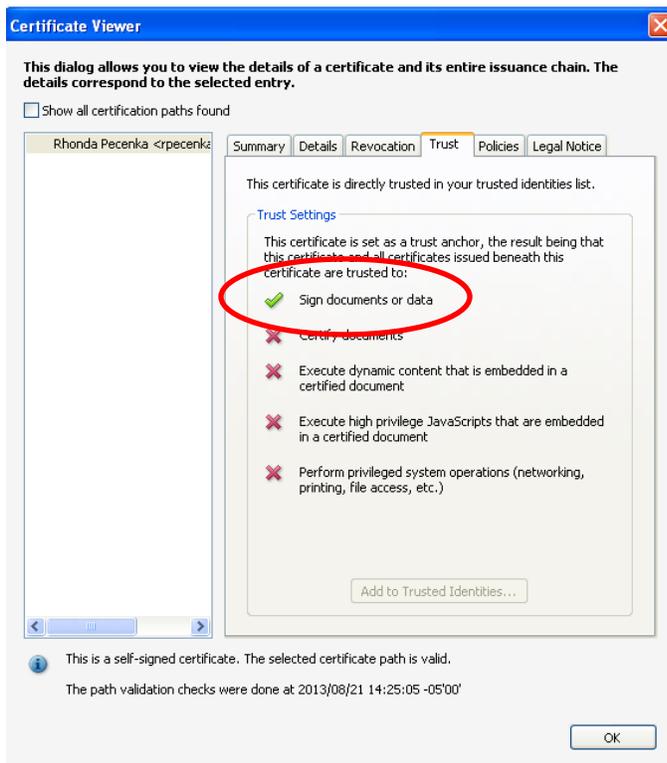
On the Certificate Viewer: Select "Trust" Tab, then click "Add to Trusted Identities".
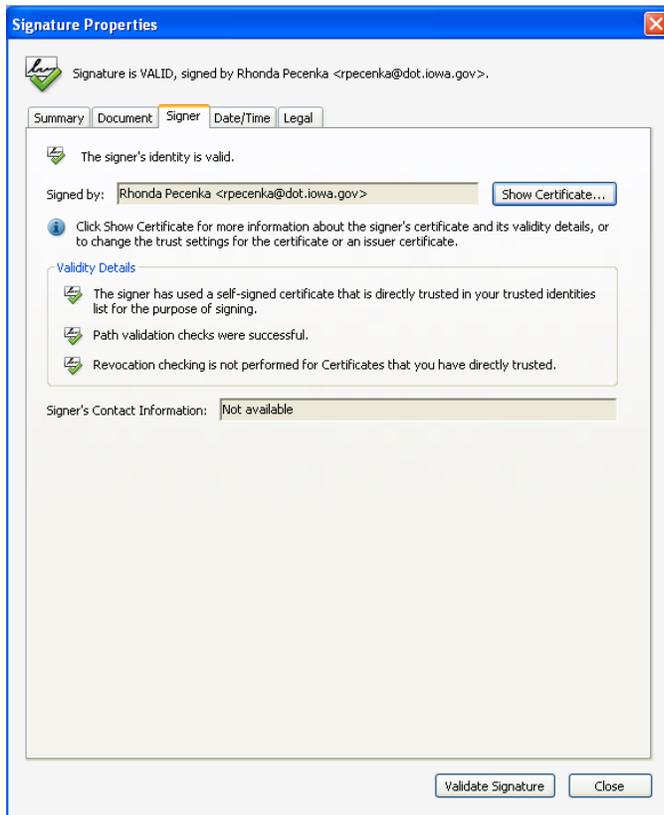

Click OK

On the Import Contact Settings window, click OK.

And OK again on the Certificate Viewer. Note there is now a green check mark next to "Sign documents or data"

Select "Validate Signature" and "Close" on the Signatures Properties window:

Signature should have a green checkmark in the Signatures Panel after they have been trusted and validated.

NOTE: Once you have validated a digital signature, this signature will not have to be validated again. The effort required to validate digital signatures will diminish as your list of trusted digital signatures expands.