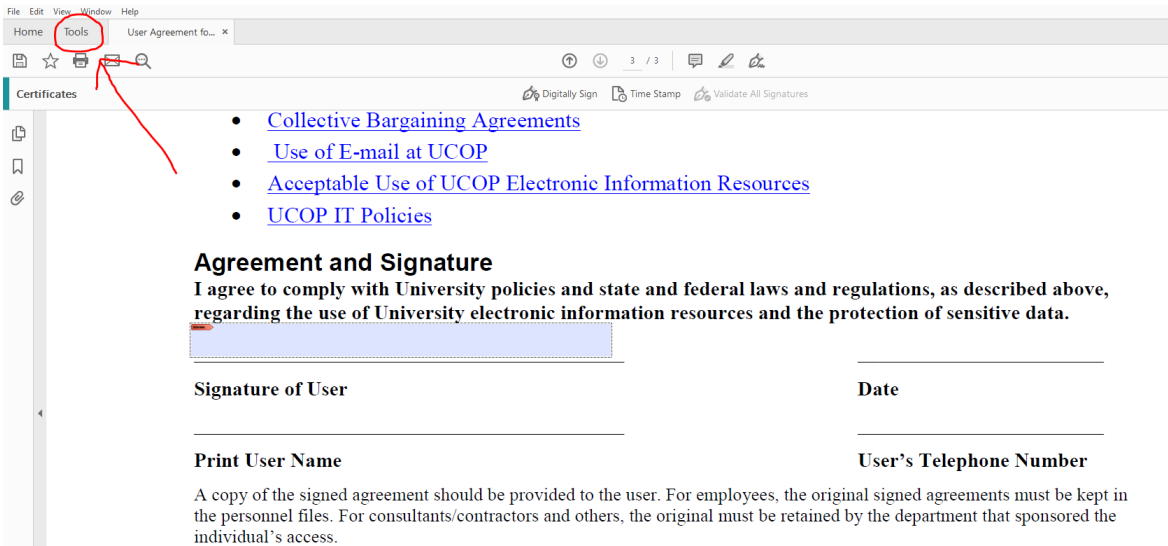
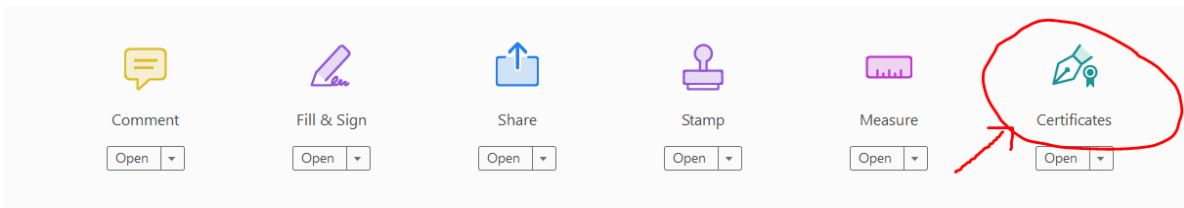


## How to Sign PDFs Electronically

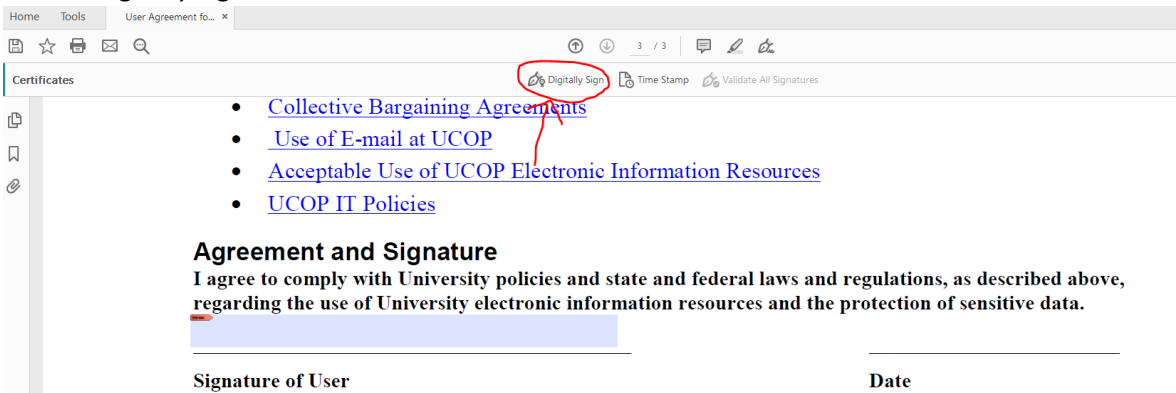
1. Open the PDF in Adobe
2. Scroll to the signature portion of the PDF
3. Select "Tools" from the top ribbon



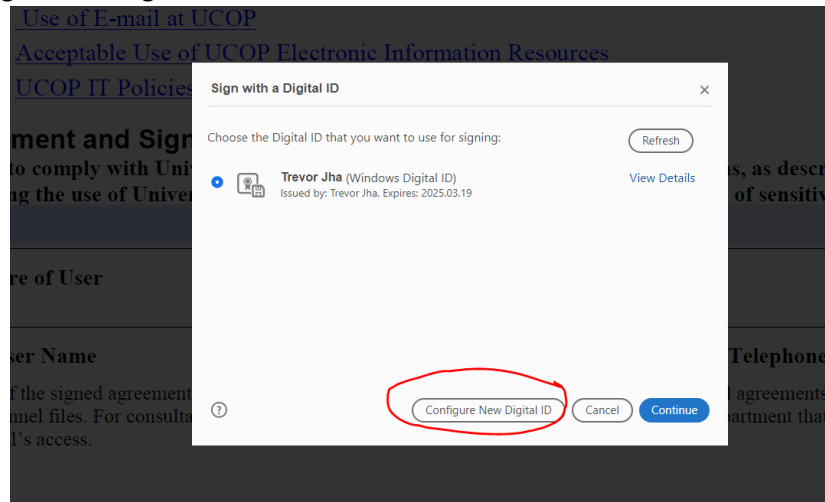
4. Select "Certificates"



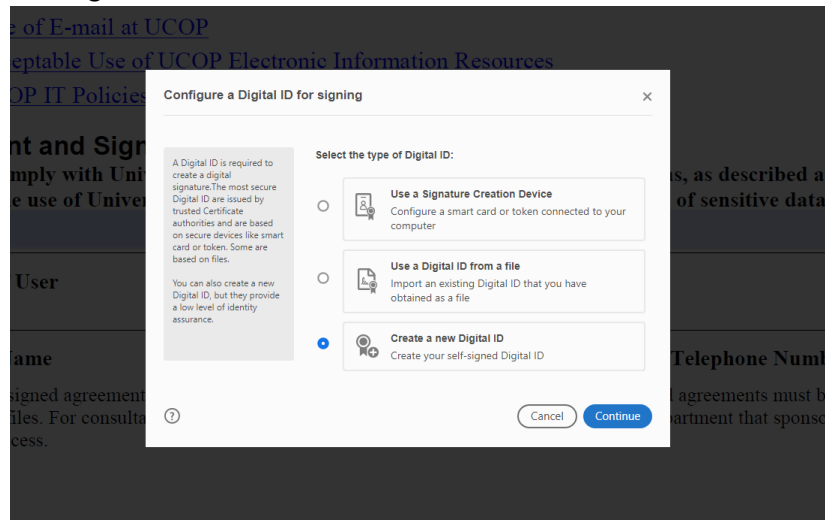
5. Select "Digitally Sign" from the new ribbon



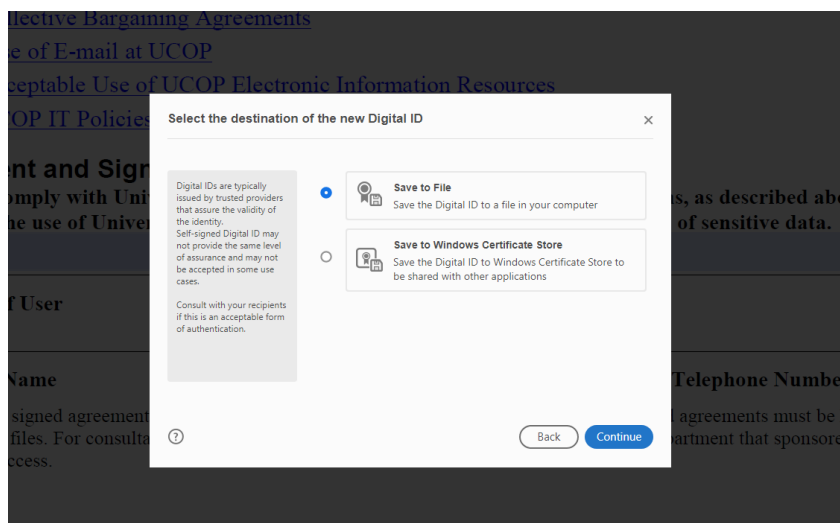
6. Draw a box where it goes
7. Select "Configure new digital ID"



8. Use Create a new Digital ID



9. Save to File



10. Provide your name and email

The screenshot shows a dialog box titled "Create a self-signed Digital ID". On the left, there is a text box with instructions: "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." Below this is a question mark icon. On the right, there are several input fields: "Name" (filled with "Trevor Jha"), "Organizational Unit" (placeholder "Enter Organizational Unit..."), "Organization Name" (placeholder "Enter Organization Name..."), "Email Address" (filled with "tjha@ucdavis.edu"), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom right are "Back" and "Continue" buttons.

11. Apply a password

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a text box with instructions: "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." Below this is a question mark icon. On the right, there is a text box: "Your Digital ID will be saved at the following location : C:\Users\tajha\AppData\Roaming\Adobe\Acrobat\DC\ [Browse button]". Below that are two password fields: "Apply a password to protect the Digital ID:" (with a green highlight on the right) and "Confirm the password:". At the bottom right are "Back" and "Save" buttons.

12. Select continue

The screenshot shows a dialog box titled "Sign with a Digital ID". At the top, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below are two options, each with a radio button and a "View Details" link: "Trevor Jha (Digital ID file)" (selected) and "Trevor Jha (Windows Digital ID)". Both options include the text "Issued by: Trevor Jha, Expires: 2025.03.19". At the bottom are "Configure New Digital ID", "Cancel", and "Continue" buttons. A question mark icon is located at the bottom left.

13. Enter password



14. Save signed version