

Digitally signing of documents using adobe reader

Note: Adobe Acrobat Reader DC is used for signing pdf files that application can be downloaded by visiting the Adobe Website [here](#).

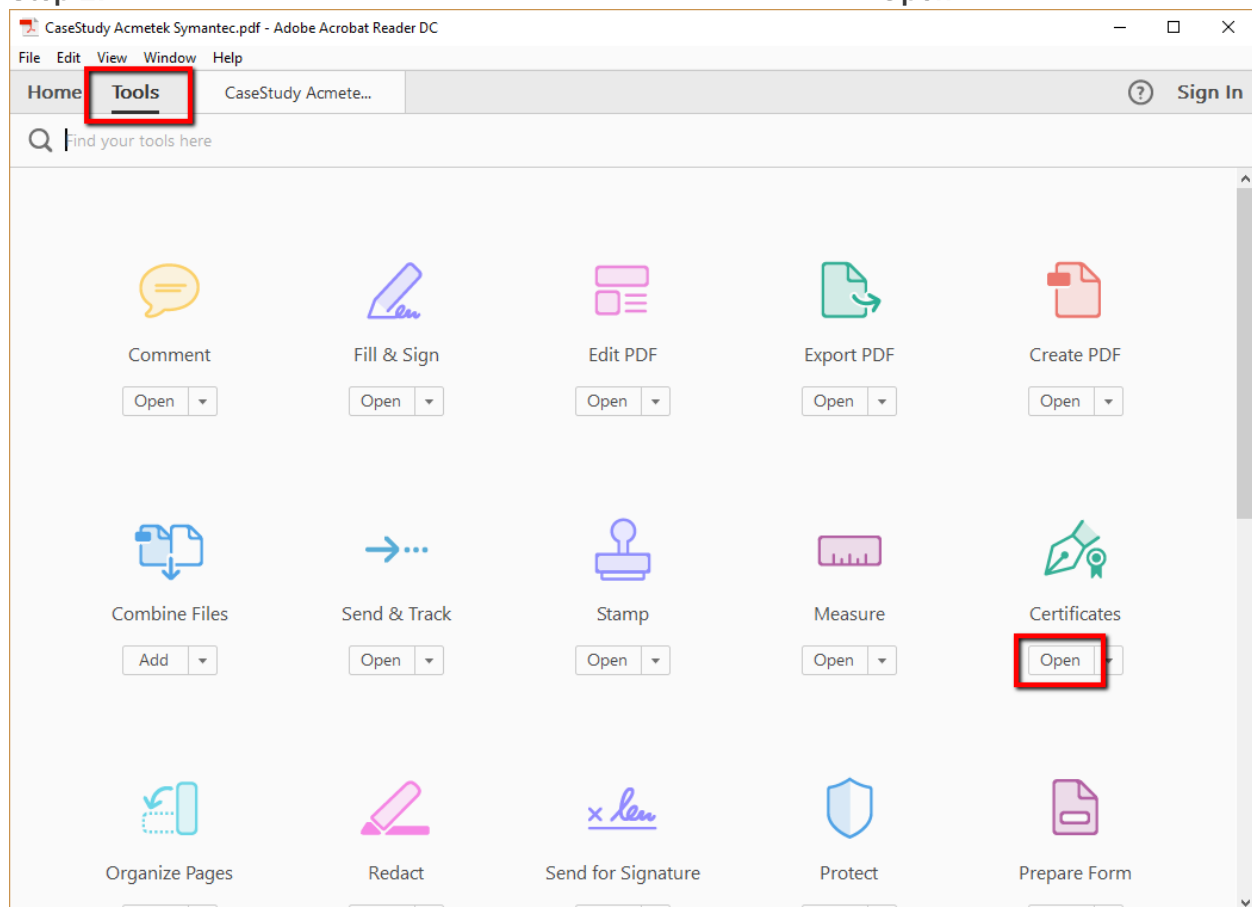
Note: If you cannot download this application due to firewall permissions or It has not been cleared within your organization then you will need to do the needful and contact your companie's IT team

To digitally sign a pdf document, perform the following:

Step 1: Open or create your pdf in Adobe Acrobat

In Adobe Acrobat Reader open or create the PDF you would like to sign

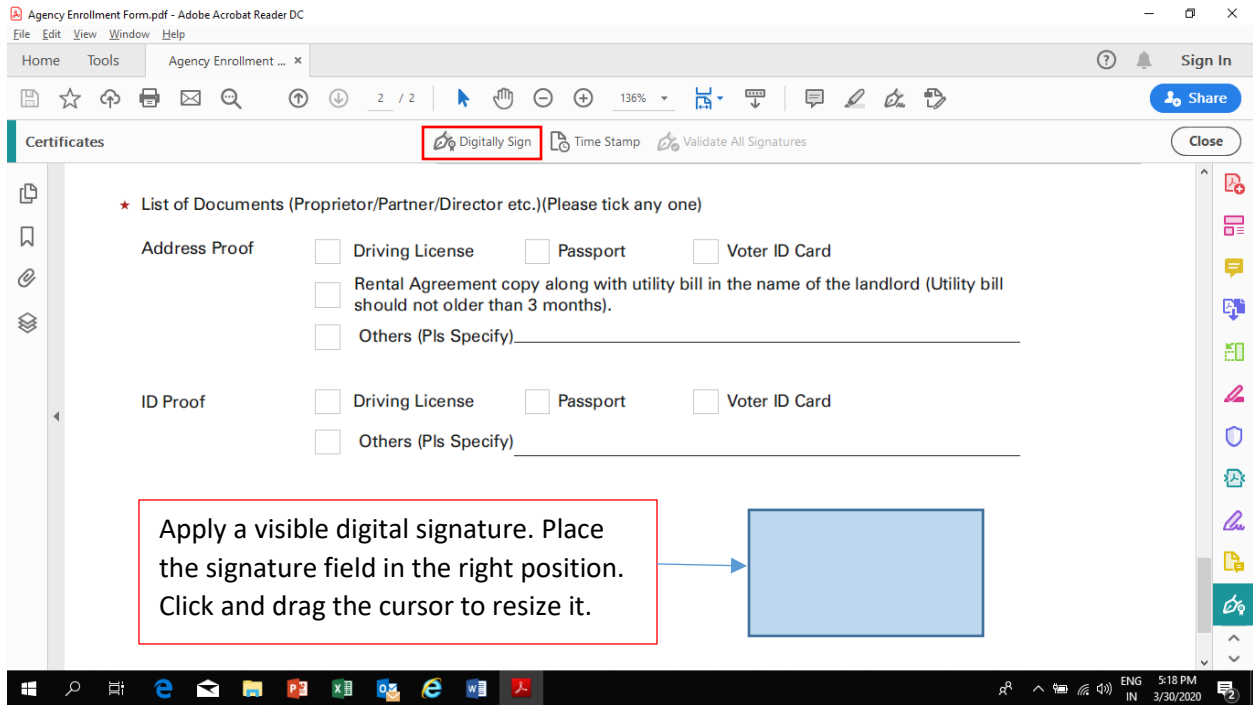
Step 2: Click the Tools tab and then click under Certificates click **Open**.



Step 3: A new section will be appended to the top of your document called Certificates. Click **Digitally Sign**.

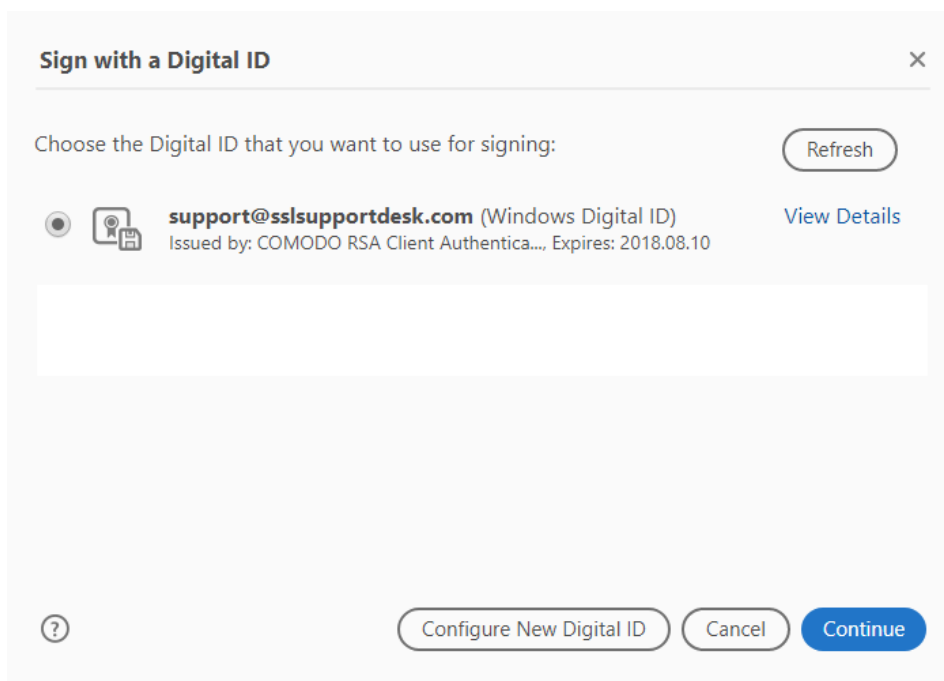
The screenshot shows the Adobe Acrobat Reader DC interface. The 'Certificates' panel is open at the top, displaying a 'Digitally Sign' button which is highlighted with a red rectangle. Other buttons in the panel include 'Time Stamp' and 'Validate All Signatures'. Below the panel, a message states 'At least one signature requires validating.' The main document area shows a form titled 'PERMANENT ADDRESS' with various fields for personal and organizational information, including PIN, House No./Building Name, Street/Area/Locality, Town/Village Name, Land Mark, City, State, Contact Person Mobile No, Contact Person Name, and Applicant Designation in Organization. At the bottom, there are checkboxes for 'Address Proof', 'Driving License', 'Passport', and 'Voter ID Card'. The Windows taskbar is visible at the bottom of the screen.

Step 4: Using your mouse, click and drag to draw an area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step in the signing process.
(anywhere will do). **Left mouse click > Drag a box > Release.**

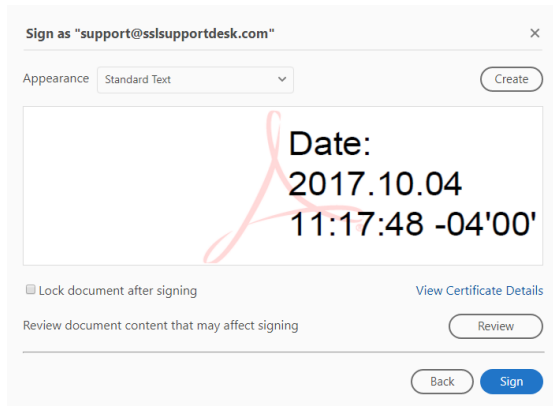


In the Sign with a Digital window, select by clicking on the digital signing certificate you would like to use, then click **Continue**

Note: If you don't have preconfigured digital sign then follow step 5 to configure new digital signature



On clicking on continue your digital sign will appear as following

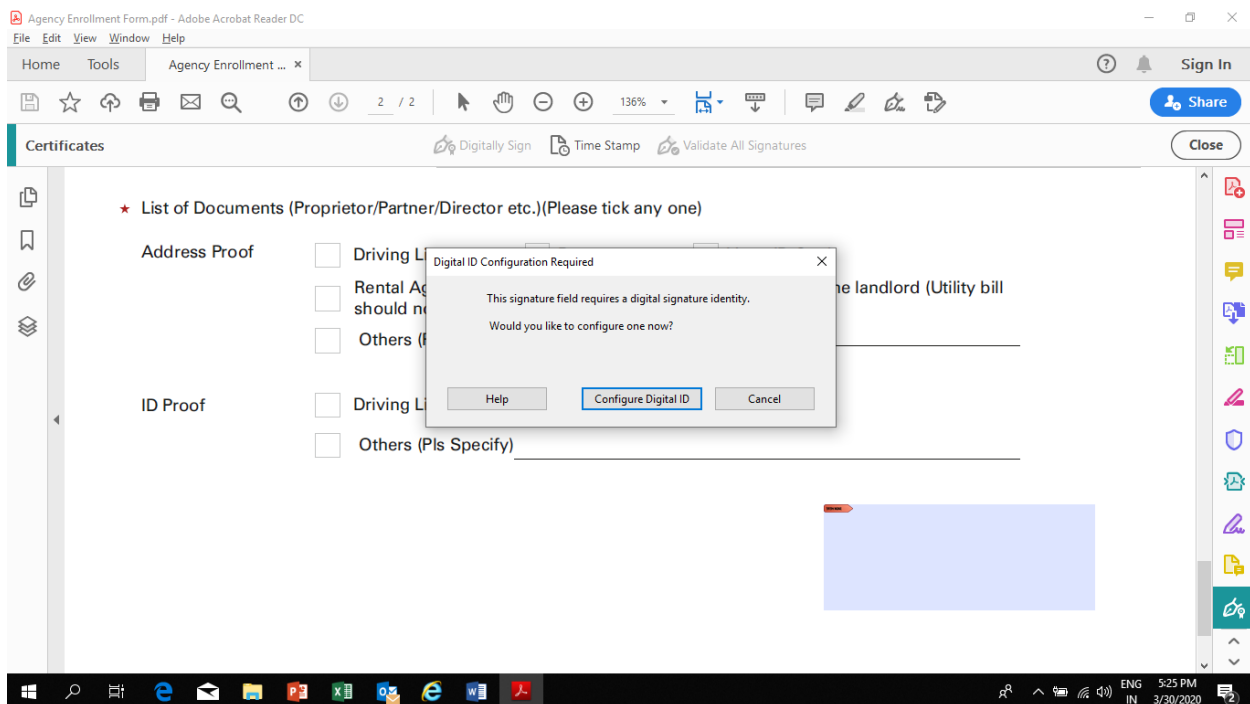


After you click 'Sign' you should get a pup up window to save your newly signed pdf file.

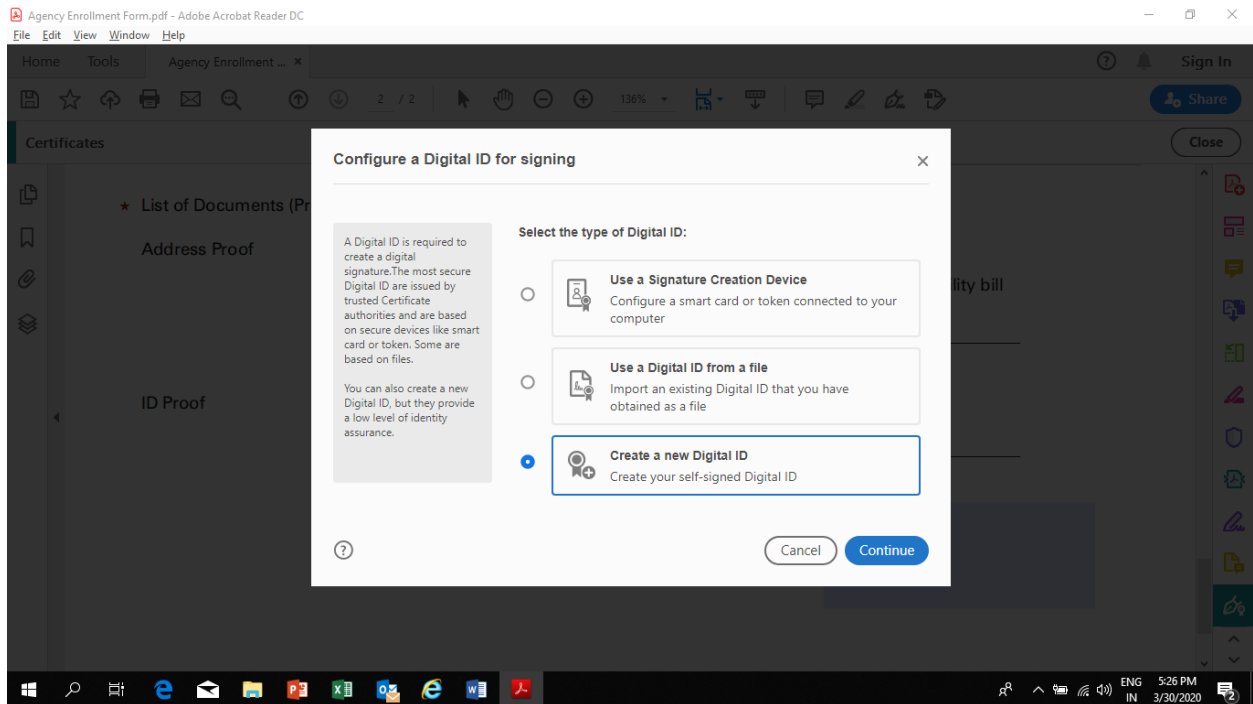
After saving this file if you open it up you should now see your signature in the location you drew out for signing.

Step 5: Configuration of New Digital Signature

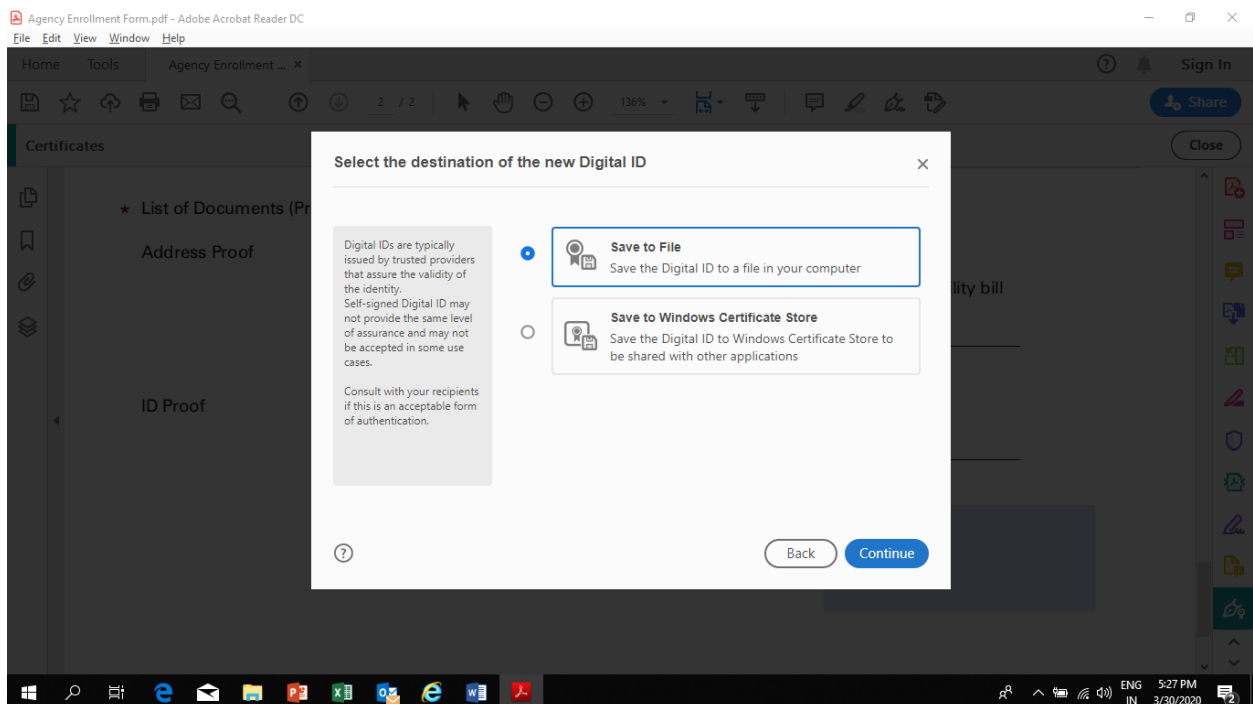
For configuration of new digital signature click on configure new Id on the pop up that will appear after following Step 4



Step 6: Select 'create new digital id' and click on 'continue'



Step 7: Select 'Save to file' option on the pop up window to save signature in your local computer and click on 'continue'.



Step 7: Fill all the details in the dialogue box that will appear. Given below are sample details. Fill your own details in the same and click on 'continue'.

The screenshot shows the Adobe Acrobat Reader interface with a document titled 'Agency Enrollment Form.pdf'. A dialog box titled 'Create a self-signed Digital ID' is open. The dialog box contains a text area on the left 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.' To the right of the text area are several input fields: 'Name' (RONIT K), 'Organizational Unit' (Company), 'Organization Name' (XYZ CORP), 'Email Address' (ron06031992@gmail.com), 'Country/Region' (IN - INDIA), 'Key Algorithm' (2048-bit RSA), and 'Use Digital ID for' (Digital Signatures). At the bottom of the dialog box are 'Back' and 'Continue' buttons.

Agency Enrollment Form.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Agency Enrollment ... x

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Sign In

Close

Certificates

List of Documents (Pr

Address Proof

ID Proof

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: RONIT K

Organizational Unit: Company

Organization Name: XYZ CORP

Email Address: ron06031992@gmail.com

Country/Region: IN - INDIA

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Step 8: Type an appropriate password and click on 'save'

The screenshot shows the Adobe Acrobat Reader interface with a document titled 'Agency Enrollment Form.pdf'. A dialog box titled 'Save the self-signed Digital ID to a file' is open. The dialog box contains a text area on the left 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.' To the right of the text area are several input fields: 'Your Digital ID will be saved at the following location :' (C:\Users\416849\AppData\Roaming\Adobe\Acrobat\DI), 'Apply a password to protect the Digital ID:' (empty), and 'Confirm the password:' (empty). At the bottom of the dialog box are 'Back' and 'Save' buttons.

Agency Enrollment Form.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

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Sign In

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Certificates

List of Documents (Pr

Address Proof

ID Proof

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.

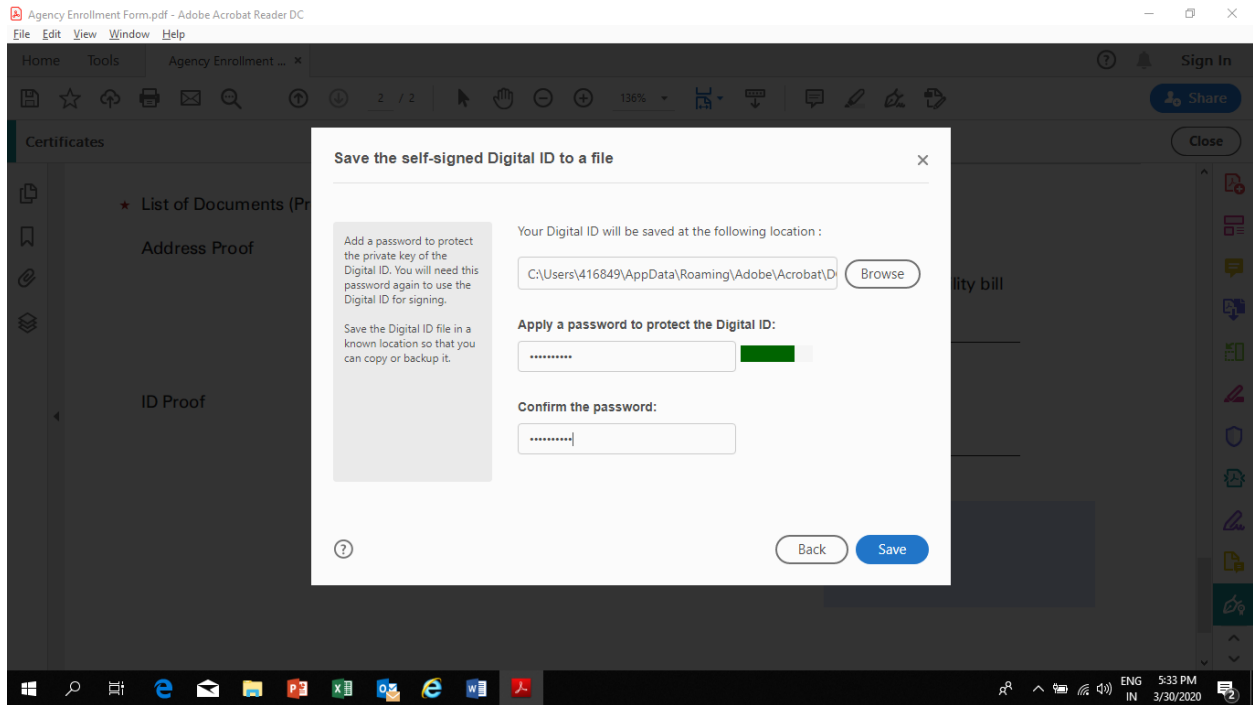
Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location : C:\Users\416849\AppData\Roaming\Adobe\Acrobat\DI

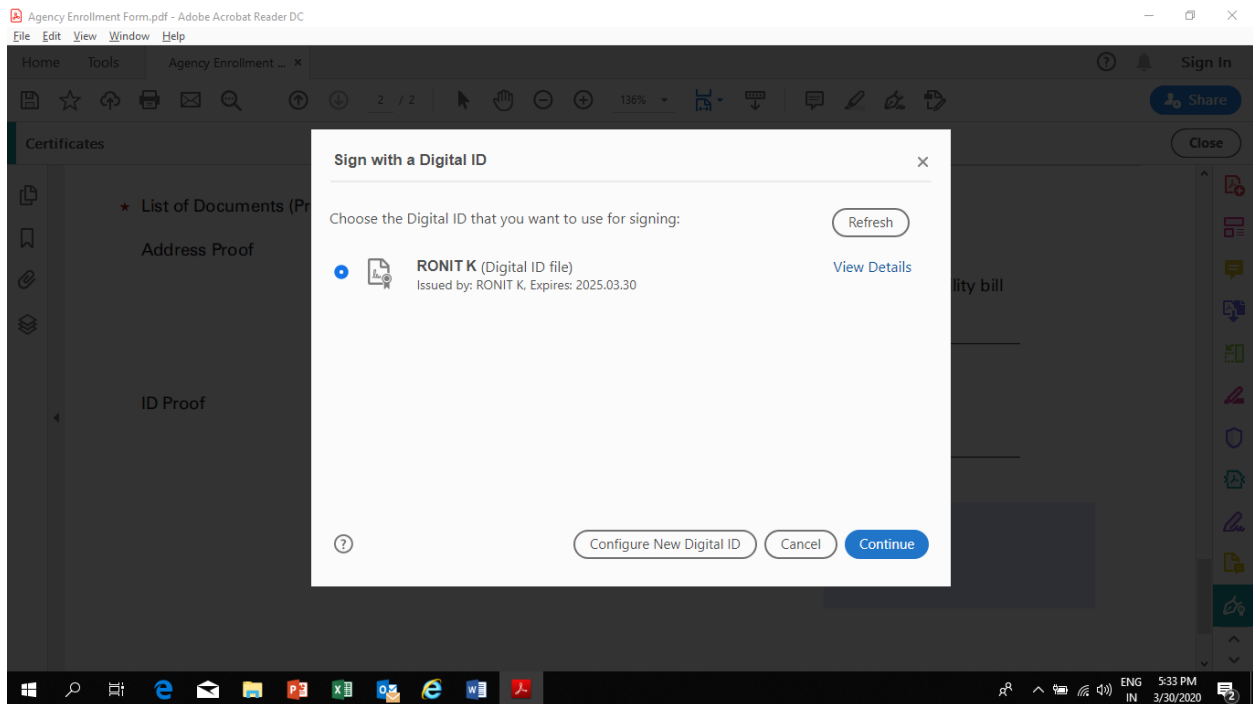
Apply a password to protect the Digital ID:

Confirm the password:

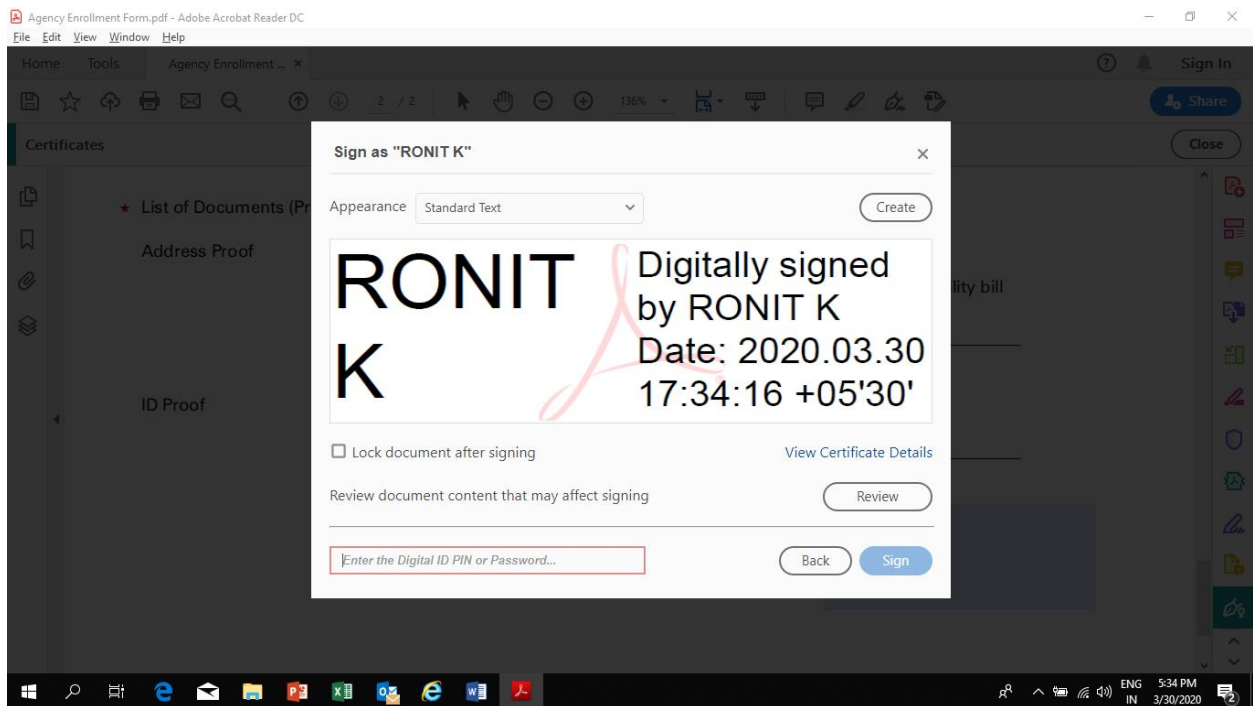
Back Save



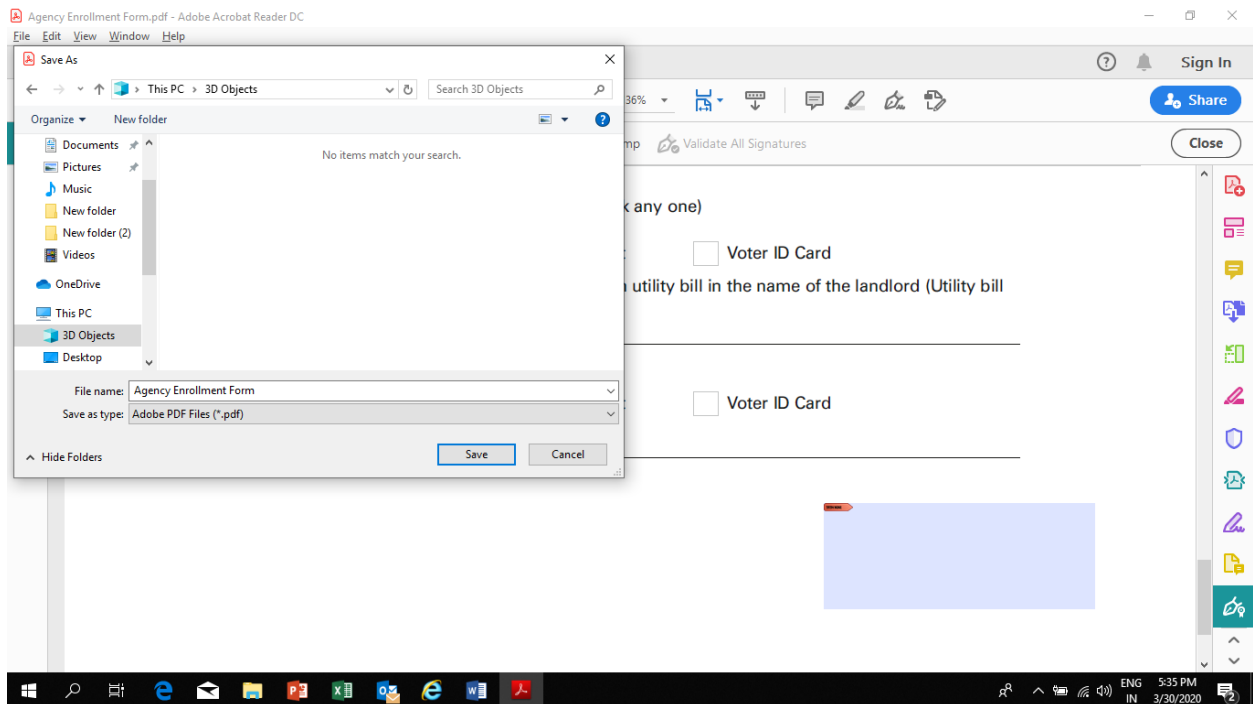
Step 9: Your digital signature is created now. Click on 'continue' by selecting the newly created digital ID



Step 10: Enter the password that you saved for creating signature and click on 'sign'.



Step 11: After clicking on 'sign', windows will prompt you to save the file. Save it in your preferred location on desktop.



Step 12: Open the saved pdf, you can see the digitally signed document as shown below.

