

How to Sign a PDF Form with a Digital Signature

1. Open PDF in Adobe Acrobat Reader
2. Click on signature field
3. Select **Create a new Digital ID**
4. Select **Continue**
5. Select **Save to File**
6. Select **Continue**
7. Create a self-signed Digital ID
 - a. Name
 - b. Email Address
 - c. Country/Region
8. Select **Continue**
9. Apply a password of choice (something you will remember)
10. Select **Save**
11. Select **Continue** to insert a digital signature into document
12. Select **Create** which is located at the top right-hand corner of the window
13. Select **draw**
14. Use your mouse to draw your signature
15. Type your full name in text box, where it says **present name**
16. Select **Save**
17. Enter your Password from step 8
18. Select **Sign**
19. Select **Save** to save signature to your computer for future use.
Signature will now be inserted into PDF document.

To add another signature, click on the next signature field, then select **Configure New Digital ID**, and repeat steps 3-18.

Please note: if you are having issues with the digital signature please contact the School Office.