

DIGITAL “CERTIFIED” SIGNATURES FOR ADOBE DOCUMENTS

Creating a Digital ID

Step 1 - In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**

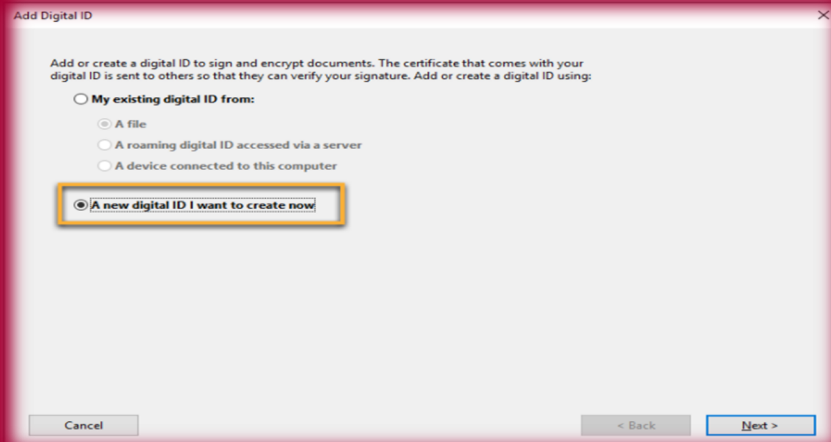
On the right, click **More** for **Identities & Trusted Certificates**

Select **Digital IDs** on the left, and then click the **Add ID** button

Note - Digital ID creation is required to prior to signing a document with a “Certified” Signature



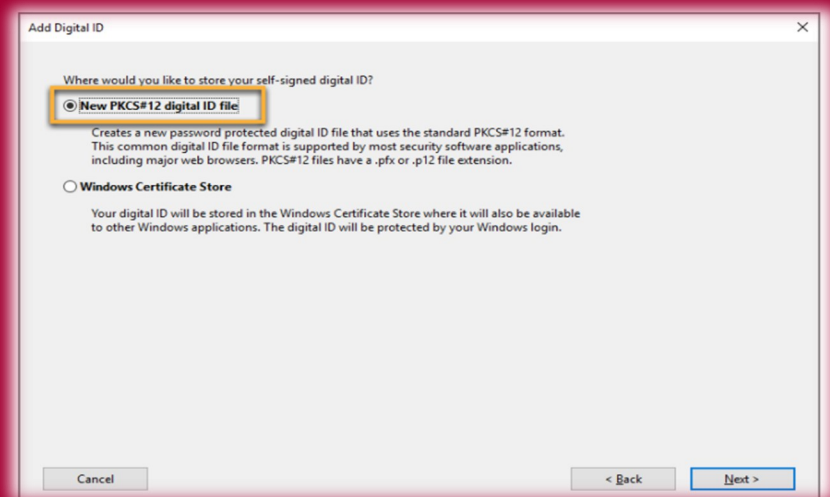
Step 2 - Select the option **A New Digital ID I Want To Create Now**, and click **Next**



Step 3 - Specify where to store the digital ID

Select **New PKCS#12 Digital ID File** and click **Next**.

Note - For Windows the stored ID information will have a .pfx extension and for Mac OS it will have a.p12 extension. This Digital ID file may be used interchangeably between both of these operating systems.



DIGITAL “CERTIFIED” SIGNATURES FOR ADOBE DOCUMENTS

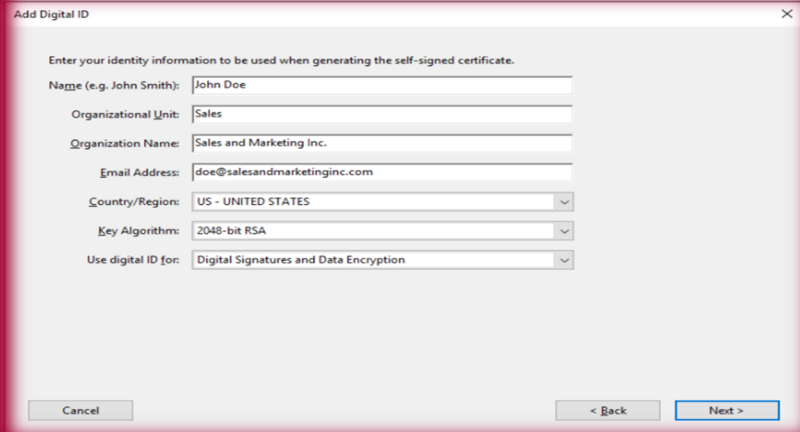
Step 4 - Entering your identity information

Type in your name, email address, and the other information fields.

Select a **Key Algorithm** option. The 2048-bit RSA is more secure however the 1024-bit RSA is more universally compatible.

Choose “Digital Signatures and Data Encryption” from the **Use Digital ID for**, then click **Next**.

Note - The name entered here will be the name that appears upon signing a document.



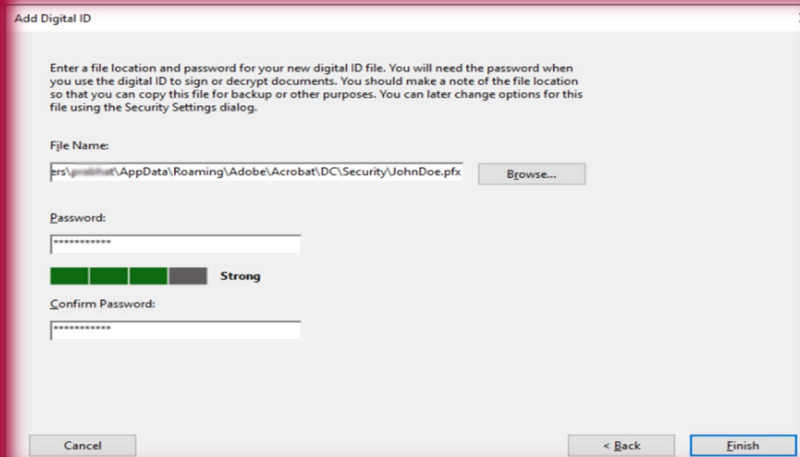
Step 5 - Create a password

Type in a **Password** of your choice, there is a meter to evaluate the strength of your password.

Confirm Password in the next field

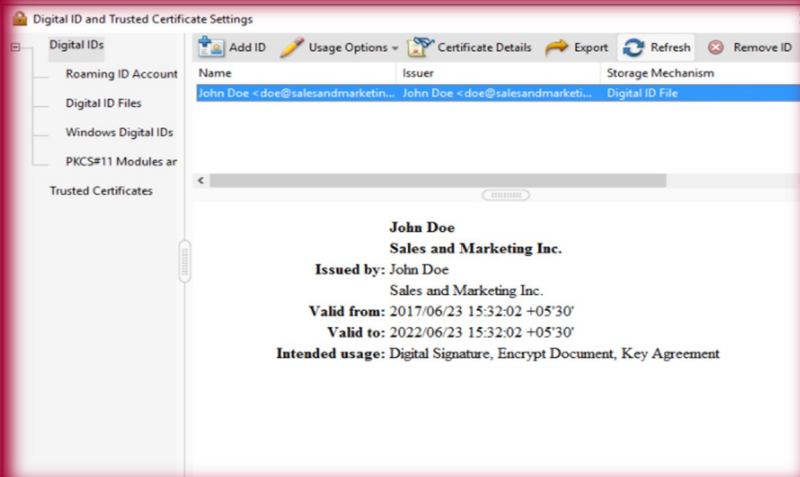
Your Digital ID file will be stored in the default location indicated in the **File Name**. To change the file location select **Browse**.

Click **Finish**.



Your Digital ID is now created!

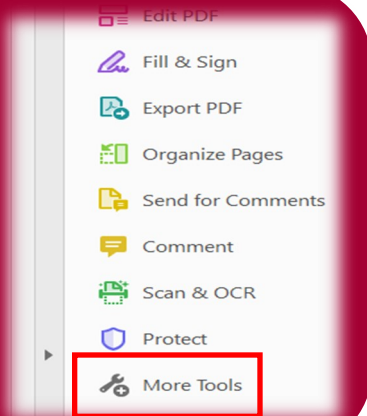
You now have the option to sign PDF documents with a Certificate Based Signature.



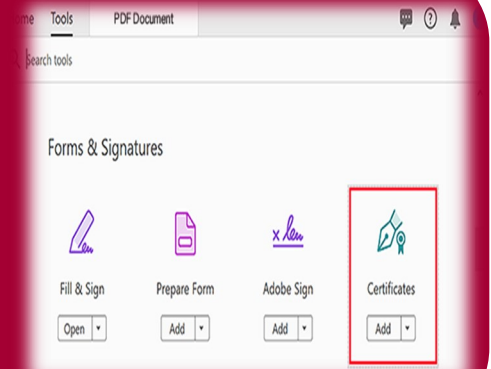
DIGITAL “CERTIFIED” SIGNATURES FOR ADOBE DOCUMENTS

Adding a Digital Certified Signature to your Documents

Step 1 - In the right pane of your open PDF document select **More Tools**.

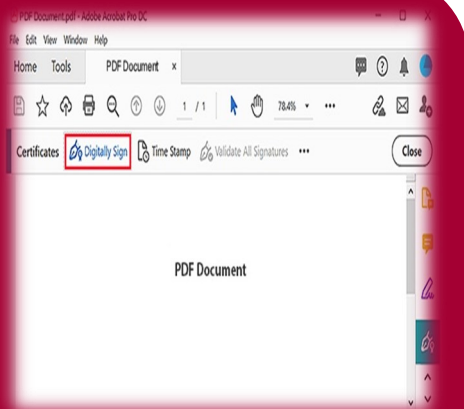


Step 2 - Scroll down to the Forms & Signatures group then select **Certificates**. This will add the certificates icon to the right pane tool bar and open a certificates menu.

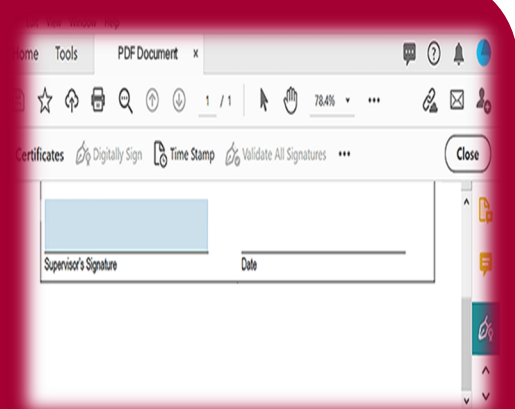


Step 3 - On the Certificates tool bar, click on the **Digitally Sign** Tool.

Note - An Adobe Acrobat window will open. Read then click OK.



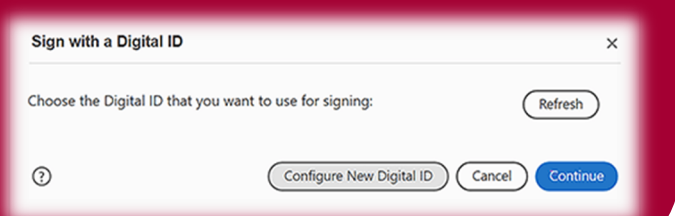
Step 4 - Click and drag your mouse to draw a window box on your document in the location you want your signature to appear. Be sure the box size allows a legible signature.



Step 5 - On the **Sign with a Digital ID** window, choose from the following options.

If have already created a Digital ID, select your existing Digital ID an click **Continue**.

To create one, click **Configure New Digital ID** and follow the instructions.



Step 6 - On the **Sign as “User Name”** window, enter your Digital ID password, then click **Sign**.

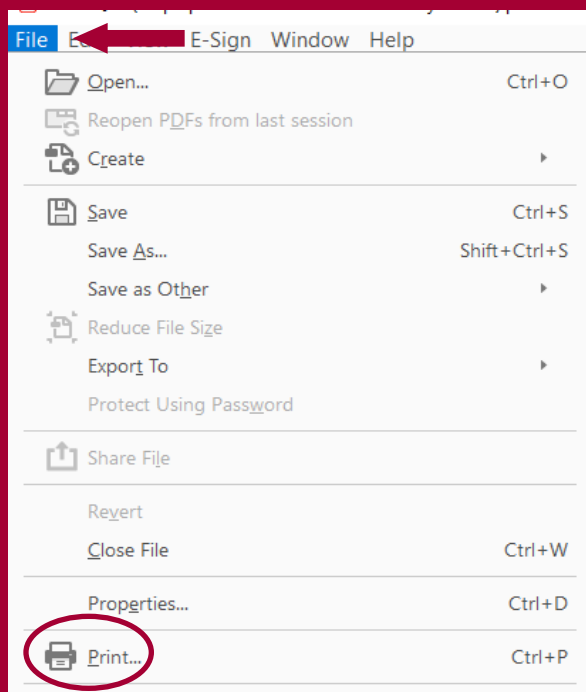


IMPORTANT! - Once your Other Support document has the required “non- typed” signature, your document must be “Flattened” per NIH guidance. Click [HERE](#) for reference.

HOW TO CREATE A “FLATTENED” PDF DOCUMENT

Step 1 - With your PDF document open, click **File** in the top left.

Next, from the drop down menu, click the **Print** function.



Step 2 - Select **Adobe PDF** from the **Printer** drop down menu.

Next, click **Print**.

When prompted, select the destination on your computer where you want to save the Flattened PDF file, then click **Save**.

You now have a Flattened PDF file!

