



# STEPS TO DIGITALLY SIGN AN ADOBE PDF DOCUMENT

TLP:CLEAR



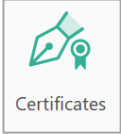

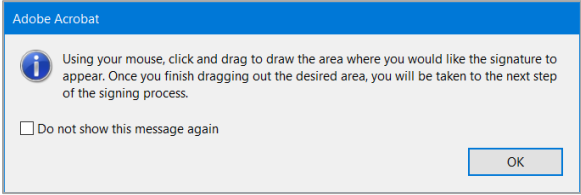
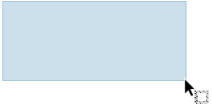
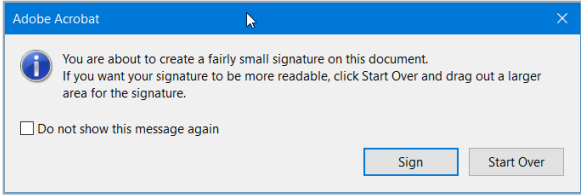
## OVERVIEW

This CISA factsheet provides instructions for digitally signing Adobe PDF documents when a signature form field is not present or does not automatically insert a certificate.

## PROCEDURE

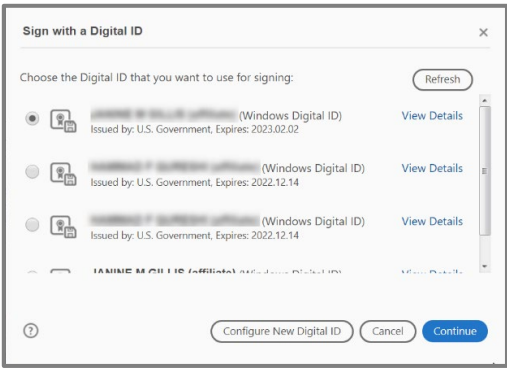
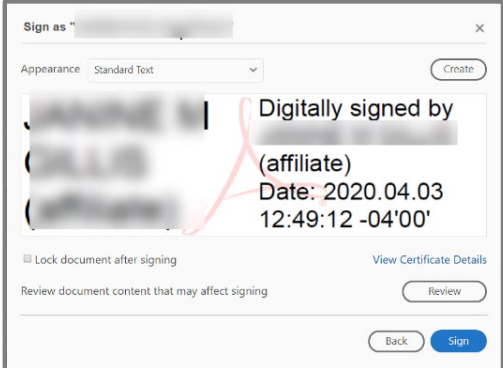
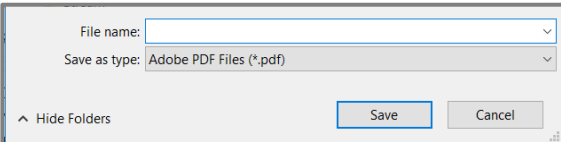
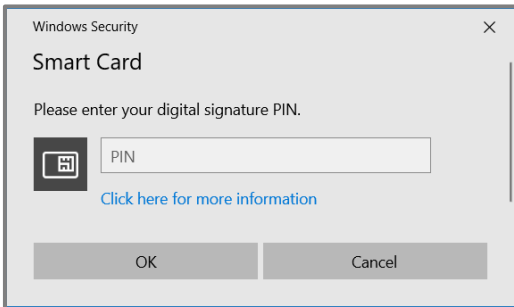
To digitally sign your Adobe document, follow the steps listed in Table 1.

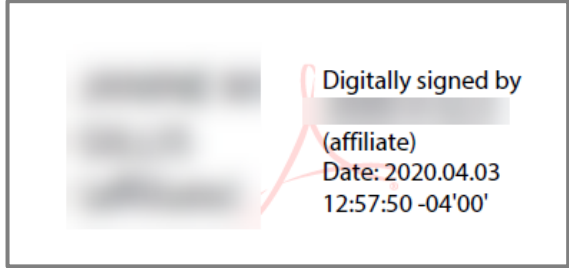
Table 1: Steps to Digitally Sign an Adobe PDF Document

Step	Image/Result
1. Open the Adobe PDF file that you wish to digitally sign.	
2. On the menu bar, select <b>Tools</b> .	
3. Select <b>Certificates</b> .	
4. Select <b>Digitally Sign</b> .	
5. A pop-up window may appear with instructions to click and drag your mouse to draw the area where you would like the signature to appear. Click <b>OK</b>	
6. Using your mouse, click and drag to draw the area where you would like the signature to appear. Release to move to the next step.	
7. A pop-up window may appear stating that you are about to create a fairly small signature on this document. Select <b>Start Over</b> to draw a larger box and make your signature more readable. Or, if the box is OK as-is, select <b>Sign</b> .	

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Step	Image/Result
<p>8. Select the appropriate digital ID (if more than one displays) and select <b>Continue</b>.</p>	 <p>The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:". There is a "Refresh" button in the top right. Below, there is a list of three digital IDs, each with a radio button, a name, and an expiration date. The first ID is selected. Each entry has a "View Details" link. At the bottom, there are buttons for "Configure New Digital ID", "Cancel", and "Continue".</p>
<p>9. On the next screen, select <b>Sign</b>. This will insert a digital signature stamp in the signature field you previously drew with your mouse.</p>	 <p>The screenshot shows a dialog box titled "Sign as". It has an "Appearance" dropdown set to "Standard Text" and a "Create" button. The main area shows a preview of a digital signature stamp: "Digitally signed by (affiliate) Date: 2020.04.03 12:49:12 -04'00'". There is a checkbox for "Lock document after signing" and a "View Certificate Details" link. At the bottom, there is a "Review" button and "Back" and "Sign" buttons.</p>
<p>10. When prompted, enter a <b>file name</b> and select <b>Save</b>.</p>	 <p>The screenshot shows a "Save as" dialog box. It has a "File name:" text box and a "Save as type:" dropdown menu set to "Adobe PDF Files (*.pdf)". There is a "Hide Folders" checkbox and "Save" and "Cancel" buttons at the bottom.</p>
<p>11. When prompted to enter your digital signature PIN, type the PIN in the box provided and select <b>OK</b>.</p>	 <p>The screenshot shows a "Windows Security Smart Card" dialog box. It says "Please enter your digital signature PIN." and has a text box for the PIN. There is a "Click here for more information" link and "OK" and "Cancel" buttons at the bottom.</p>

Step	Image/Result
12. When complete, your digital signature will appear in the document. You may now close the document.	

For more information or to seek additional help, contact us at [SkillingAcademy@cisa.dhs.gov](mailto:SkillingAcademy@cisa.dhs.gov).