# 1. Digital Signatures

## 1.1. Creating digital signature in Acrobat Reader

To create your digital signature file follow these steps:

1. Click on the "*Signature Field*" in the PDF form. The signature field is indicated by a red arrow in the top left corner of the field (e.g., the "*Principal Investigator*" field on the first page of the "*Initial Application*" form.)
2. Select "*I want to sign this document using a new digital ID I want to create now*" and click "*Next*"
3. Select "*New PKCS#12 digital ID file*" and click "*Next*"
4. Fill out the "*Identity Information*" and click "*Next*". Use only professional credentials.
5. Specify the location on your computer where you want to store the digital signature file. Enter and confirm the password that you want to use for the digital signature file and click "*Next*."

NOTE: Make sure to save the file in a location that is easy to remember and use a file name that will be easy to find. Store the password in a safe location. You will have to enter this password when signing PDF documents in the future.

Your new digital signature file will now be saved to your computer and you will be prompted to apply your signature to the PDF document.

6. From the "*Sign As*" drop-down menu select the digital signature that you just created. Enter the password that you used when you created the digital signature file. You can customize the appearance of the signature by selecting "*Create New Appearance*" from the "*Appearance*" drop down menu or select "Standard Text" to use the default appearance. Click "*Sign*." You will be prompted to save the signed document as a new file.

NOTE: After saving the document as a new file, only the new file will be digitally signed. When sending the files, please remember to attach the signed file.

## 1.2. Signing PDF documents using previously created digital signature

Once you create the digital signature file, it is permanently stored on your computer. You can use this signature file to sign documents without having to re-create the signature every time. To sign documents using a previously created signature file follow these steps:

1. Click on the "*Signature Field*" in the PDF form. The signature field is indicated by a red arrow in the top left corner of the field (e.g., the "*Principal Investigator*" field on the first page of the "*Initial Application*" form.
2. From the "*Sign As*" drop-down menu select the digital signature that you want to use. Enter the password that you used when you created the digital signature file. Select the appearance of the signature from the "*Appearance*" drop down menu or select "*Standard Text*" to use the default appearance. Click "*Sign*." You will be prompted to save the signed document as a new file.

NOTE: After saving the document as a new file, only the new file will be digitally signed. When sending the files, please remember to attach the signed file.