

Directions for obtaining a Digital Signature and Signing Forms

In order to obtain a digital signature, and use it to sign your name on the files, please follow these steps:

- 1) Open the form you need to sign. The form will open as a pdf file in Adobe Acrobat.
- 2) Go to the signature line for the relevant signature.
- 3) Click on the box where you need to sign.
- 4) A box will open up that offers two options, one asking if you want to sign using a previously existing digital ID. The second will ask if you want to sign with a new digital ID that you want to create now.
- 5) Click on the option for a new digital ID, then click on Next.
- 6) The next screen asks where you would like to store the file for your next digital ID. While you can choose either option, the first option is preferable, in that it is password protected. Once you select it, hit next.
- 7) In the next screen, most of the information, including your name, will already be filled in. For organizational unit, type in your department. For organization name, use Radford University. Then hit next to go to the next screen.
- 8) On the next screen, you will see the file location for the digital signature file. Type in a password, and confirm the password. Click on finish.
- 9) The screen will then go back to the pdf file, and you'll see the digital ID screen. Type in your password and click on sign. The program requires that you save a copy of the document before it will sign will the document. Once you save the copy, the signature will appear on the page. The document can then be emailed to the next person, for their signature.
- 10) In the future, when you sign another document digitally, the sign document screen will come up again. You will need to enter your password every time you sign a document.