To set up an electronic (Digital) signature for PDF documents:

- Open Adobe Reader
- click Edit
- click Preferences
- click Signatures
- click More beside Identities & Trusted Certificates
- click the Icon with the plus symbol outlined in red below

🔒 Digital ID and Trusted Certificate Settings						×
>	Digital IDs	🔛 🧪 Usage Option	ns 👻 🝸 Certificate Detail	s Export 🔁 Refr	resh 🛛 🔞 Remove ID	
	Trusted Certificates	Name	lssuer	Storage Mechanism	Expires	
		you @millikin.edu <you @milli<="" td=""><td> Communications Server</td><td>Windows Certificate Store</td><th>2020.04.03 01:56:30 Z</th><td></td></you>	Communications Server	Windows Certificate Store	2020.04.03 01:56:30 Z	
		your username (@millikin.edu				
		Issued by: Communications Server				
		Valid from: 2020/04/02 12:56:30 -05'00'				
		Valid to: 2020/04/02 20:56:30 -05'00'				
		Intended usage: Client Authentication				

- Click A new digital ID I want to create now
- Click New PKCS#12 digital ID
- Enter your signature information and click Next
- Browse for file location to store your certificate ID. Please save to a location you will have access to later.
- Enter and confirm a password.
- Click Finish

To place an electronic signature:

Open the PDF you wish to sign

- Click on the **sign here** field of the PDF document.
- In the **sign as** dropdown box, *hopefully*, is the signature you just created. (You can change the appearance of your signature if you wish)
- Key in the password you just assigned to your digital ID.
- Then it will automatically ask you where you want to save this signed PDF. You can either save it in a file you call signed documents, or individual files, or you can just save it to your desktop and then delete it if you don't really need to save a copy.
- The next time you need to sign a PDF document, you won't have to go through the top steps. You just click on the **sign here** field of the PDF document, enter a password and done.