

# Fillable PDF and Digital Signature Instructions

## Problems Filling out the form

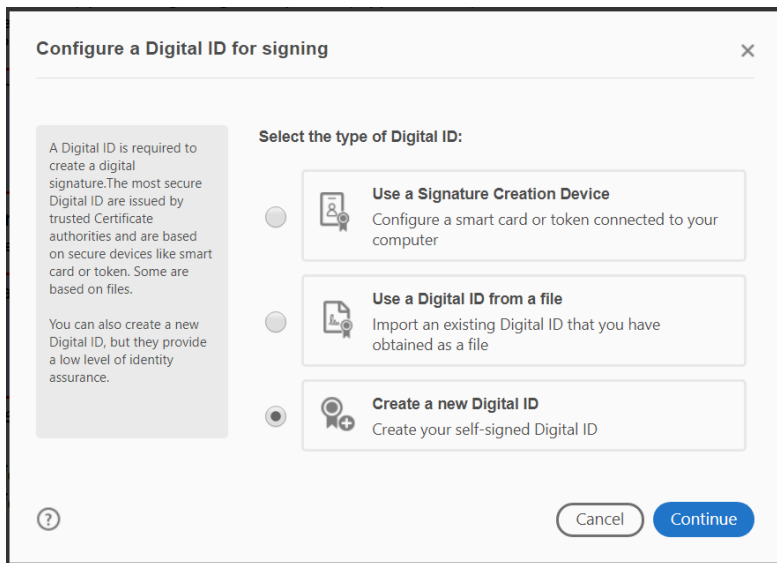
If you open the form and cannot enter any data, then try the following:

1. Switch to Internet Explorer – Chrome and Firefox have problems handling forms.
2. Downloading the form to your desktop and opening it with Adobe instead of using the browser.

## Creating a Digital Signature

If you do not have a digital signature configured and available on the PC you are using, then you will need to create a new one. Here is the process:

1. Select “Create a new Digital ID”. As the notes indicate, that is not a legally binding, certified signature but it is something that you setup and control with a password/pin so no one else can sign for you.



2. Select “Save to a File” and click Continue. In a later step you will select where on your PC you want to save this file.

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### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?](#) [Back](#) [Continue](#)

3. Enter your name and email address, leave the other values with the default setting. Click Continue.

### Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

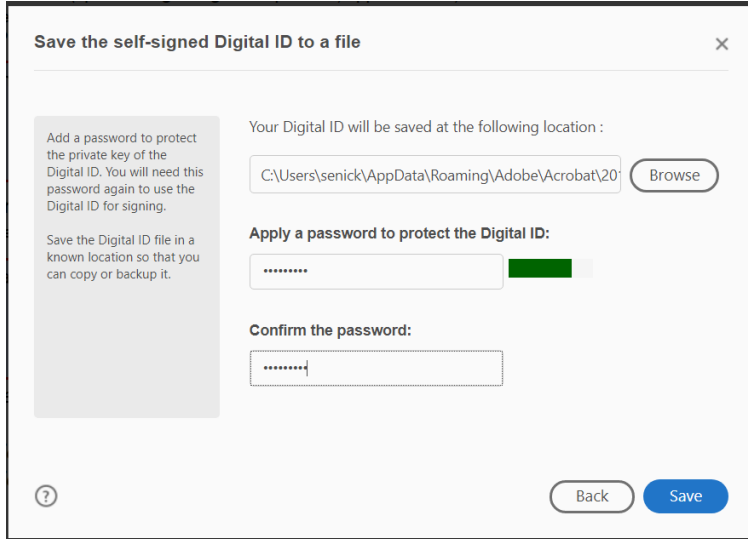
Name	<input type="text" value="Jane Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Jane.Doe@uchc.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

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4. Choose a location on your own PC to store the file and setup a password. Remember this password as you will need it each time you use your Digital ID. There is a red/green bar indicating the strength of your selected password.

***Remember this password as you will need it each time you use your Digital ID.***



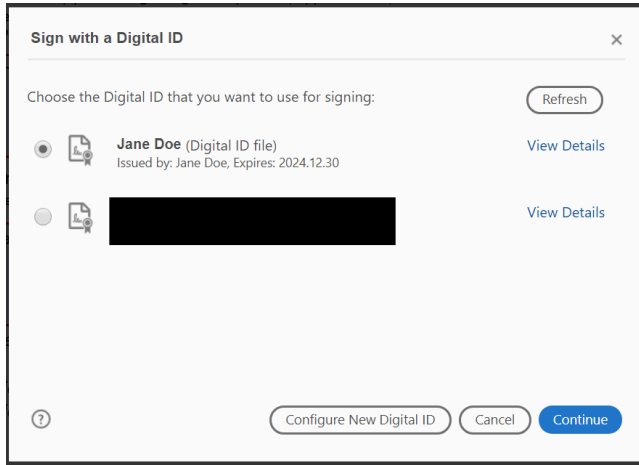
The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left side, there is a grey box containing instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." Below the instructions is a question mark icon. The main area of the dialog box contains the following elements: "Your Digital ID will be saved at the following location :" followed by a text input field containing the path "C:\Users\senick\AppData\Roaming\Adobe\Acrobat\20" and a "Browse" button. Below this is the section "Apply a password to protect the Digital ID:" with a password input field showing a green strength indicator bar. Underneath is the "Confirm the password:" section with another password input field. At the bottom right, there are "Back" and "Save" buttons.

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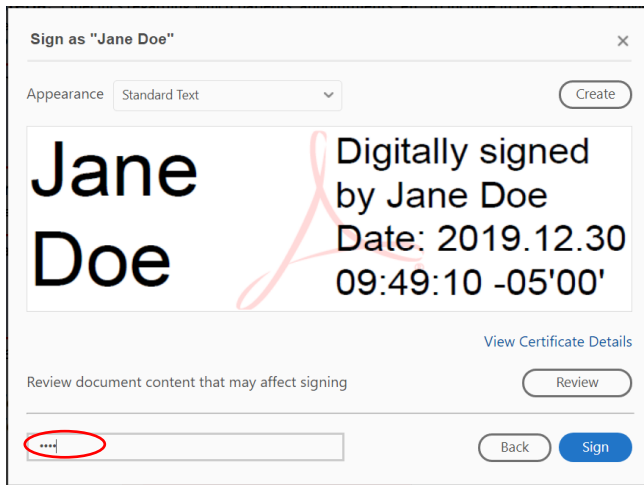
## Signing and Submitting the form

Once you have your Digital Signature configured then you are ready to actually sign the document.

1. Select your Digital ID and click Continue.



2. Your Digital ID and a timestamp are displayed and you must enter the password/pin you entered when configuring your Digital ID. Click Sign.

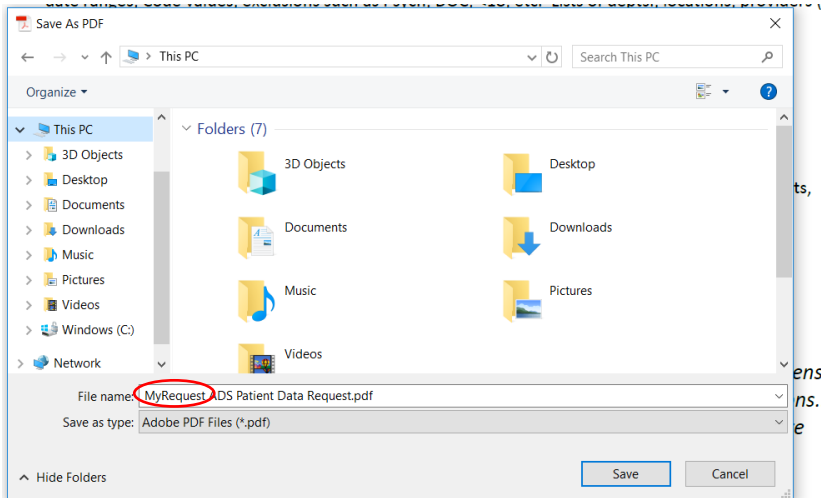



3. When you sign a Fillable PDF, you must save a new version of the document. Select a location on your PC and change the File name to reflect to something meaningful as this is your copy of the request.

## Un-Signing a Form

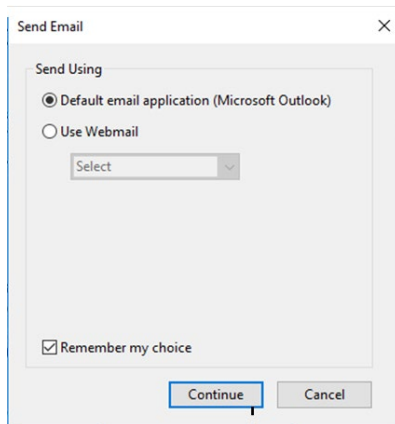
Once you sign the form, you will not be able to make any changes unless you un-sign the form by clearing your signature by Right Clicking on the signature and selecting Clear Signature.

## Fillable PDF and Digital Signature Instructions



**Requester Signature:**  Jane Doe Digitally signed by Jane Doe  
Date: 2019.12.30 09:50:20  
-05'00' [Having Trouble signing?  
Get Help here](#)

- Once the form is completely filled out and signed, then you can click on Submit Request. You may see this dialog box. You need to select Default email application (Microsoft Outlook) and check the Remember my choice box, then click Continue.



Next, you will see a pre-populated email with your request form attached. You can add to the email then send it as you would any other email.