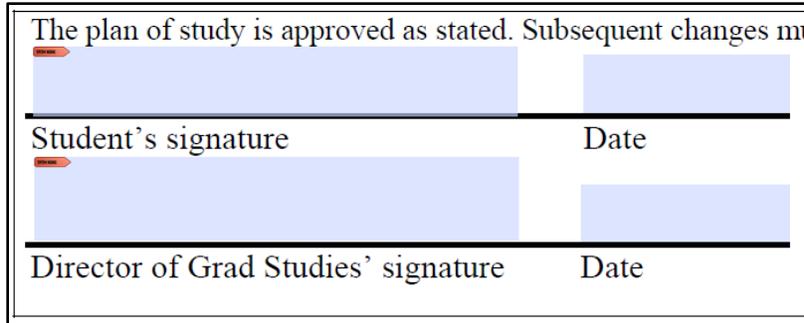


## Creating and Using E-Signatures in Adobe

To electronically sign a form, you will first need to download the Adobe Reader software. The software is available for free and can be downloaded at <https://get.adobe.com/reader/>.

**Once you have created your signature by completing steps 1-6, you will only need to complete steps 7-9 when you select the signature box in future documents.**

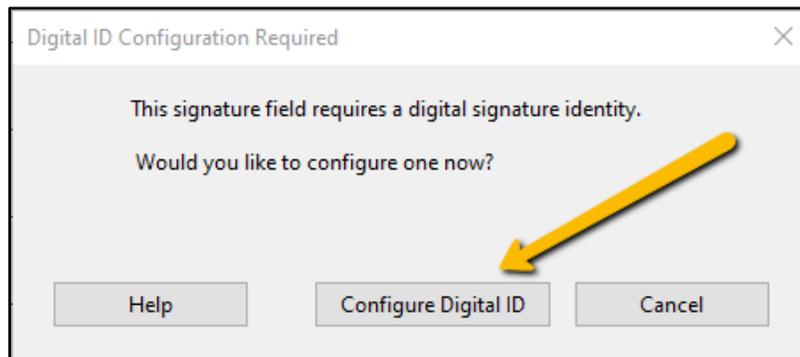
1. When a document is opened in Adobe Reader, the signature field should appear as it does in the picture below. Click the signature box you wish to sign.



The plan of study is approved as stated. Subsequent changes mu

Student's signature	Date
Director of Grad Studies' signature	Date

2. After selecting the box you would like to sign, you will be asked to configure a digital identity. Select the "Configure Digital ID" option to continue:



Digital ID Configuration Required

This signature field requires a digital signature identity.  
Would you like to configure one now?

Help    Configure Digital ID    Cancel

3. Choose the "Create a new Digital ID" and hit "Continue."



Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID  
Create your self-signed Digital ID

Cancel    Continue

4. Select "Save to File" to save the new Digital ID you are about to create to your computer. Then choose continue.

**Select the destination of the new Digital ID** [X]

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]

5. Type your name, department, university, and email address in the fields provided:

**Create a self-signed Digital ID** [X]

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: Charles Xavier

Organizational Unit: Genetics

Organization Name: University of Missouri

Email Address: xavierc@missouri.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

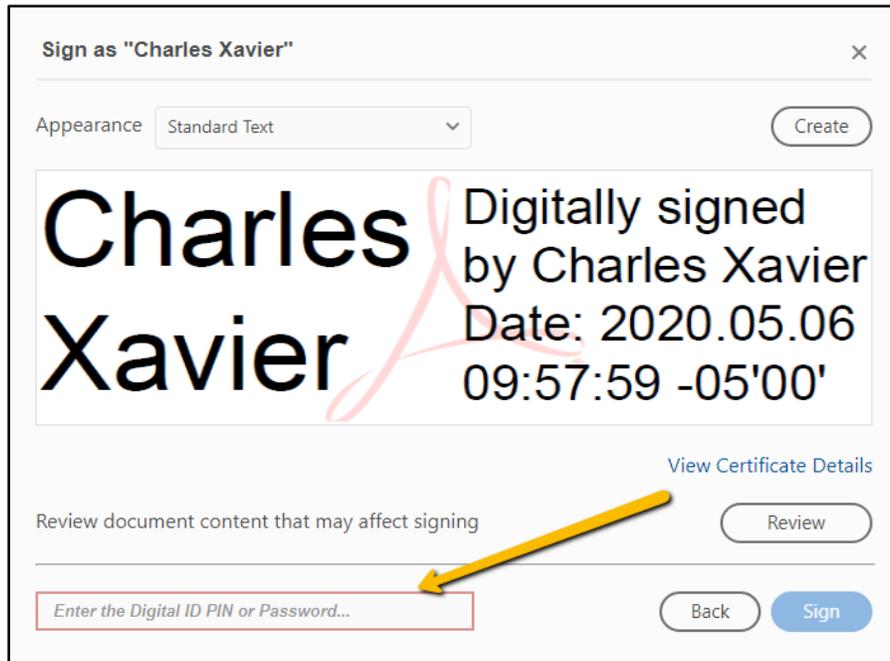
- When you have filled out your identity information, you will be asked to create a password. Choose something you will remember, since you will be asked to enter this password each time you sign digitally.

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, there is a grey box with 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." To the right, the text says "Your Digital ID will be saved at the following location :" followed by a text input field containing the path "C:\Users\comic\AppData\Roaming\Adobe\Acrobat\DC" and a "Browse" button. Below this, there are two more input fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom, there is a question mark icon on the left, and "Back" and "Save" buttons on the right.

- On the next screen, your saved signature will already be selected. Press continue to proceed:

The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. The text says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below this, there is a list item for "Charles Xavier (Digital ID file)" with a blue selection circle to its left. The details for this item are "Issued by: Charles Xavier, Expires: 2025.05.06" and a "View Details" link. At the bottom, there is a question mark icon on the left, and "Configure New Digital ID", "Cancel", and "Continue" buttons on the right.

8. Adobe will display a preview of your signature. Enter your password and select “sign” to sign the document:



9. Adobe will ask you where you would like to save the newly signed copy of the file. Select the location you'd like to save the file and hit “Save.” Once you have done so, your signature will appear on the document as it does in the example below:



**Note: Once you have created your digital signature, it will be the default option moving forward. You will only need to complete steps 7-9 when you select the signature box in future documents in Adobe.**