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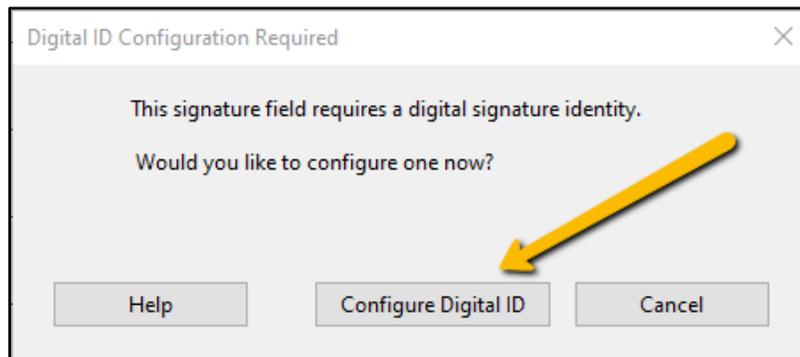
1. When a document is opened in Adobe Reader, the signature field should appear as it does in the picture below. Click the signature box you wish to sign.
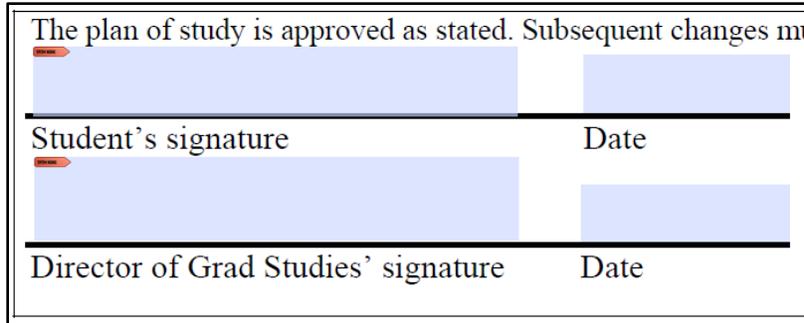


2. After selecting the box you would like to sign, you will be asked to configure a digital identity. Select the "Configure Digital ID" option to continue:



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

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



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

6. 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.



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

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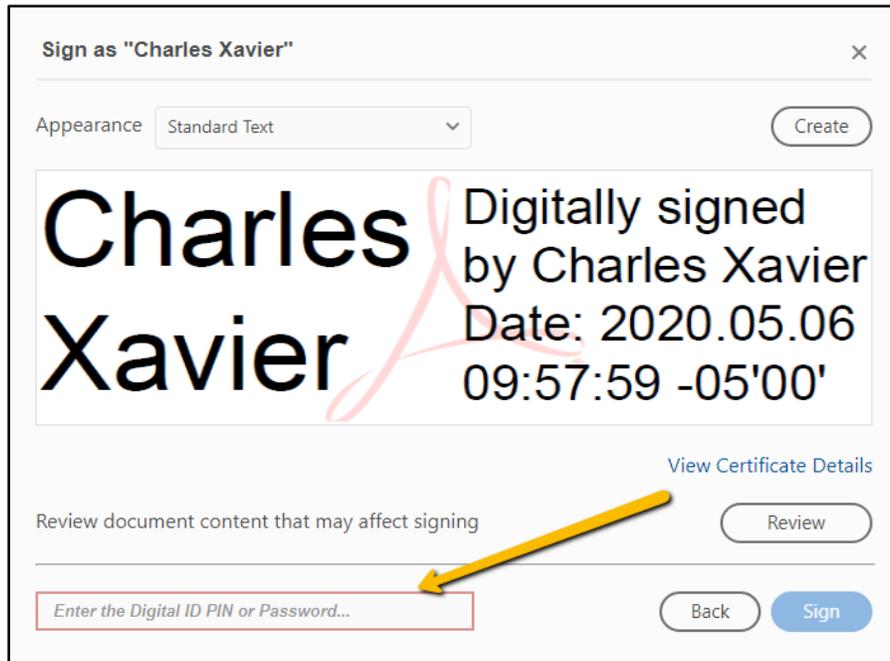


9.  Adobe will ask you where you would like to save the newly signed copy of the file. Select the location you'd like to save the file and hit "Save." Once you have done so, your signature will appear on the document as it does in the example below:



**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.**