

Using Digital Signatures in Adobe PDF Forms

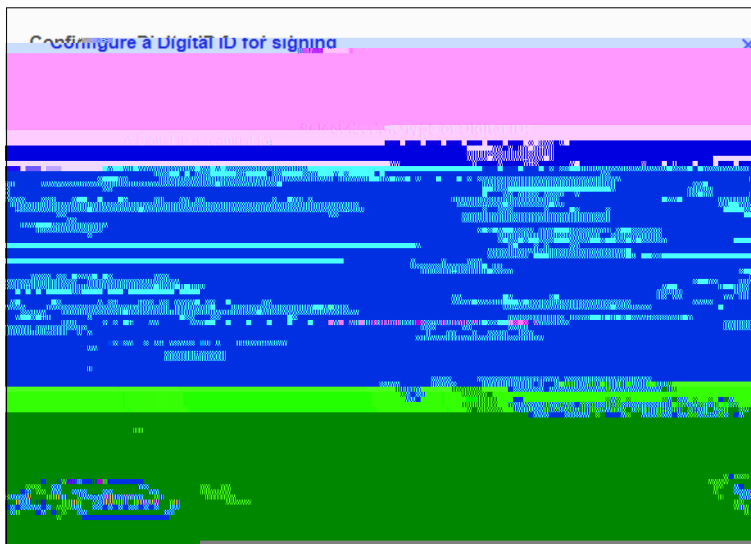
Creating a digital signature is a one-time process. Once set up, it can be used to sign any forms or documents inside Adobe.

STEP 1 Download form to your computer

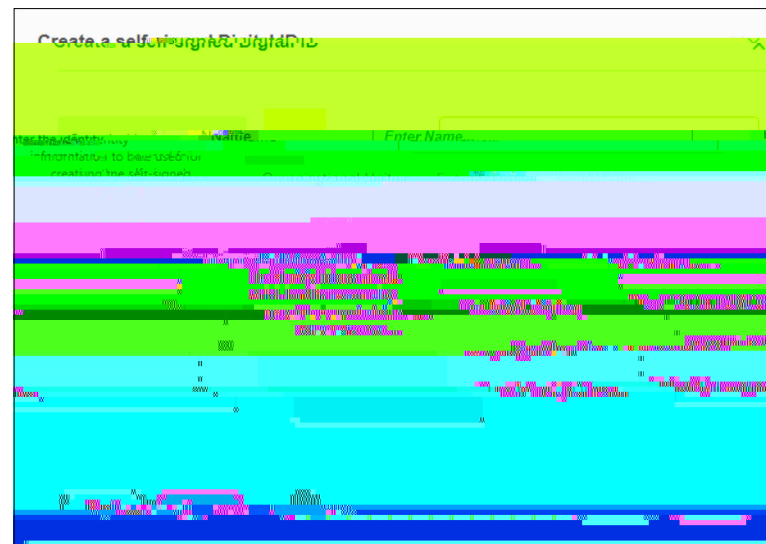
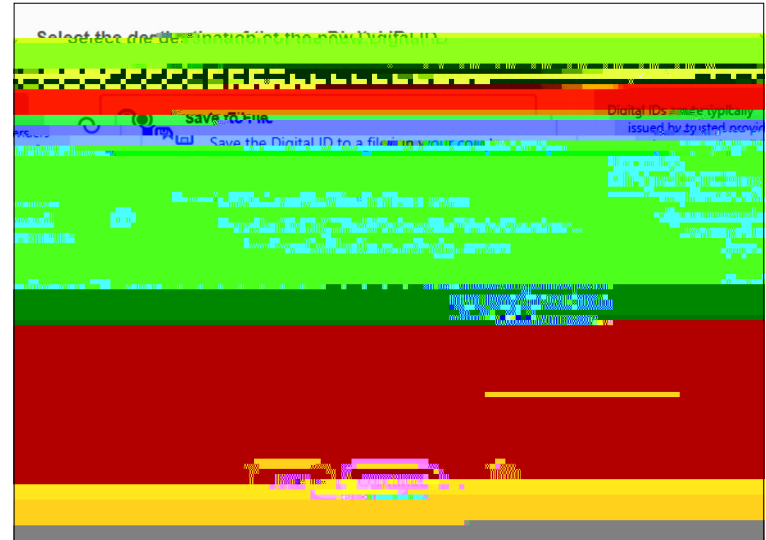
STEP 2 Open form in [Adobe Acrobat](#) (currently available for free to UA faculty/staff and students) or [Adobe Reader](#). **Do NOT open this form in a web browser or third party software**, as this will remove the functionality of some fields.

STEP 3 Click in applicable Signature field

STEP 4 Select "Create a new Digital ID"



STEP 5 Select "Save to Windows Certificate Store" or "Save to Apple Keychain"





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