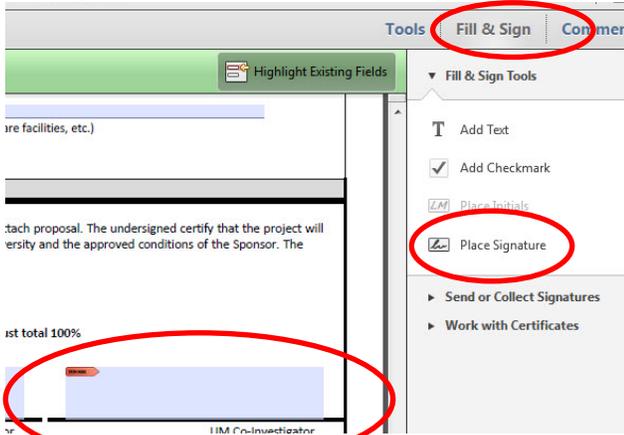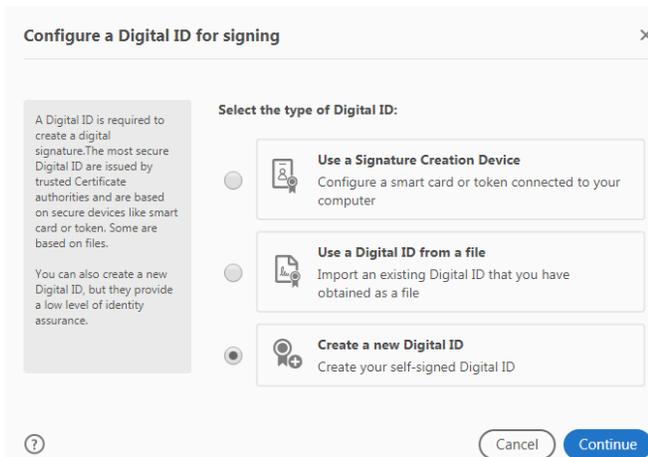# Creating/Inserting a Digital Signature into a PDF

When a PDF requires a Digital Signature:

#1. Click on 'Fill & Sign' and 'Place Signature', or click on the fillable signature box if PDF has one.
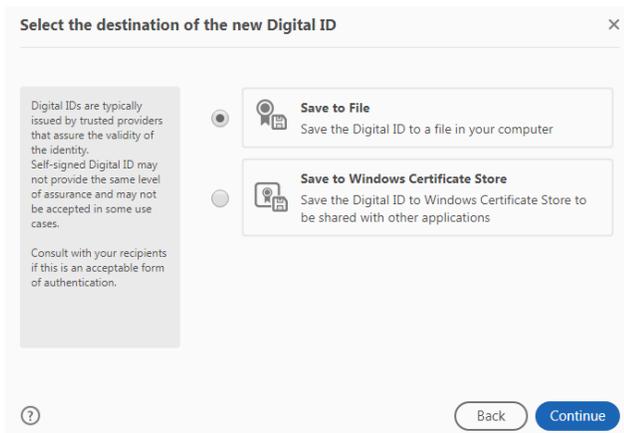

*If you already have a Digital Signature set-up, proceed to step #6.

#2. Configure Digital Signature. Select **Create a new Digital ID**. Click **Continue**.

#3. Click Save to File.

#4. Enter your Information and Organization.

#5. Save your Signature and create a password. This password will be required every time you need to Digitally Sign a PDF.

#6. Select signature, click Continue.

#7. Enter password and sign document.

**Do <u>NOT</u> lock document after signing. You will not be the last person to sign the document, if you lock the PDF, the document cannot be signed by others. Your signature is safe and cannot be moved or duplicated. Do NOT lock the document.

#6. You will be prompted to save the document, which now includes your signature.

Reminder: Do <u>NOT</u> lock document after signing. You will not be the last person to sign the document.