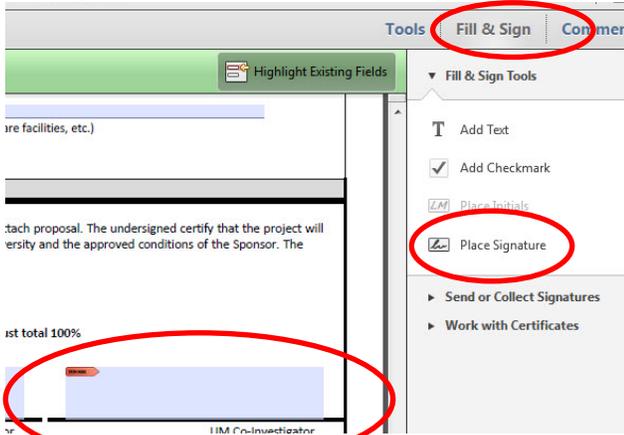


Creating/Inserting a Digital Signature into a PDF

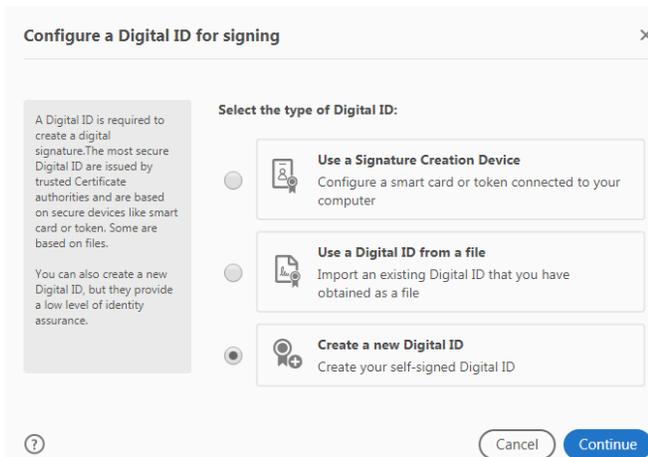
When a PDF requires a Digital Signature:

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

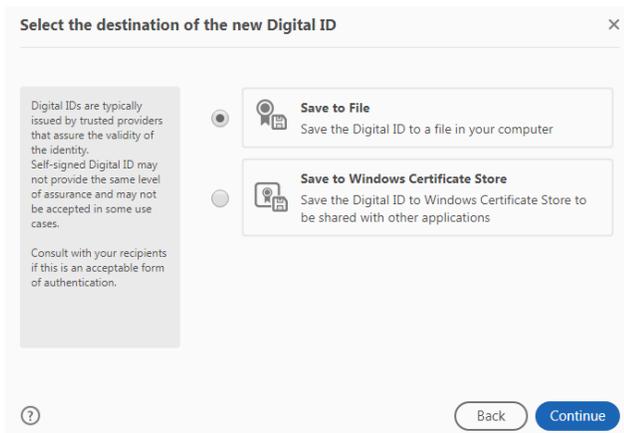


*If you already have a Digital Signature set-up, proceed to step #6.

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



#3. Click Save to File.



#4. Enter your Information and Organization.

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 | <input type="text" value="Signing Name"/> |
| Organizational Unit | <input type="text" value="Signing Unit"/> |
| Organization Name | <input type="text" value="University of Manitoba"/> |
| Email Address | <input type="text" value="signingname@umanitoba.ca"/> |
| Country/Region | <input type="text" value="CA - CANADA"/> |
| Key Algorithm | <input type="text" value="1024-bit RSA"/> |
| Use Digital ID for | <input type="text" value="Digital Signatures and Data Encryption"/> |

[?] [Back] [Continue]

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

Save the self-signed Digital ID to a file [X]

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.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

[Browse]

Apply a password to protect the Digital ID:

[Green bar]

Confirm the password:

[?] [Back] [Save]

#6. Select signature, click Continue.

Sign with a Digital ID [X]

Choose the Digital ID that you want to use for signing: [Refresh]

-  **Signing Name** (Digital ID file)
Issued by: Signing Name, Expires: 2022.10.16 [View Details](#)

[?] [Configure New Digital ID] [Cancel] [Continue]

#7. Enter password and sign document.

****Do NOT 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 NOT lock document after signing. You will not be the last person to sign the document.