

Instructions for Using Digital Signatures in PDFs

Set Up:

The first time you use a digital signature in a PDF, Adobe Reader will ask you to set one up. You should only need to do this setup process once.

1. Choose "Create a new Digital ID" (the third radio button choice).
2. Choose "Save to File" (not "Save to Windows").
3. If you are a DORS Consumer, fill in your name and email address. If you are with a CRP or college, fill in your name, organization and email address. Leave the other form fields as they are
4. Create a password you will use each time you insert a signature into a document. NOTE: Remember this password or write it down. If you forget it, Adobe Reader doesn't have the ability to recover reset it. You'll have to make a new Digital ID if you forget the password.

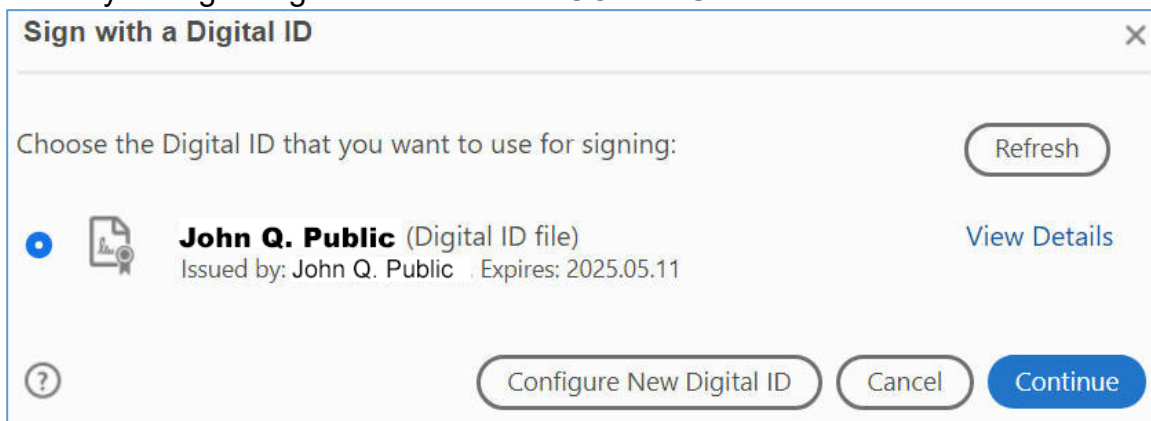
Signing:

Once your Digital ID is set up, here's how to sign PDF forms that have digital signature capability:

1. Make sure the rest of the form is complete and correct. Once you sign, you can't make changes.
2. Click on the Signature field in the form. You can tell if it's a digital signature because there will be a red arrow in the upper left corner of the field.

Financial Aid Administrator Signature:

3. Select your digital signature and hit the CONTINUE button.



4. Enter your Digital ID password and hit the SIGN button.



5. Save the completed form under a new name. This is the signed version of the form you will email back to the DORS counselor.