



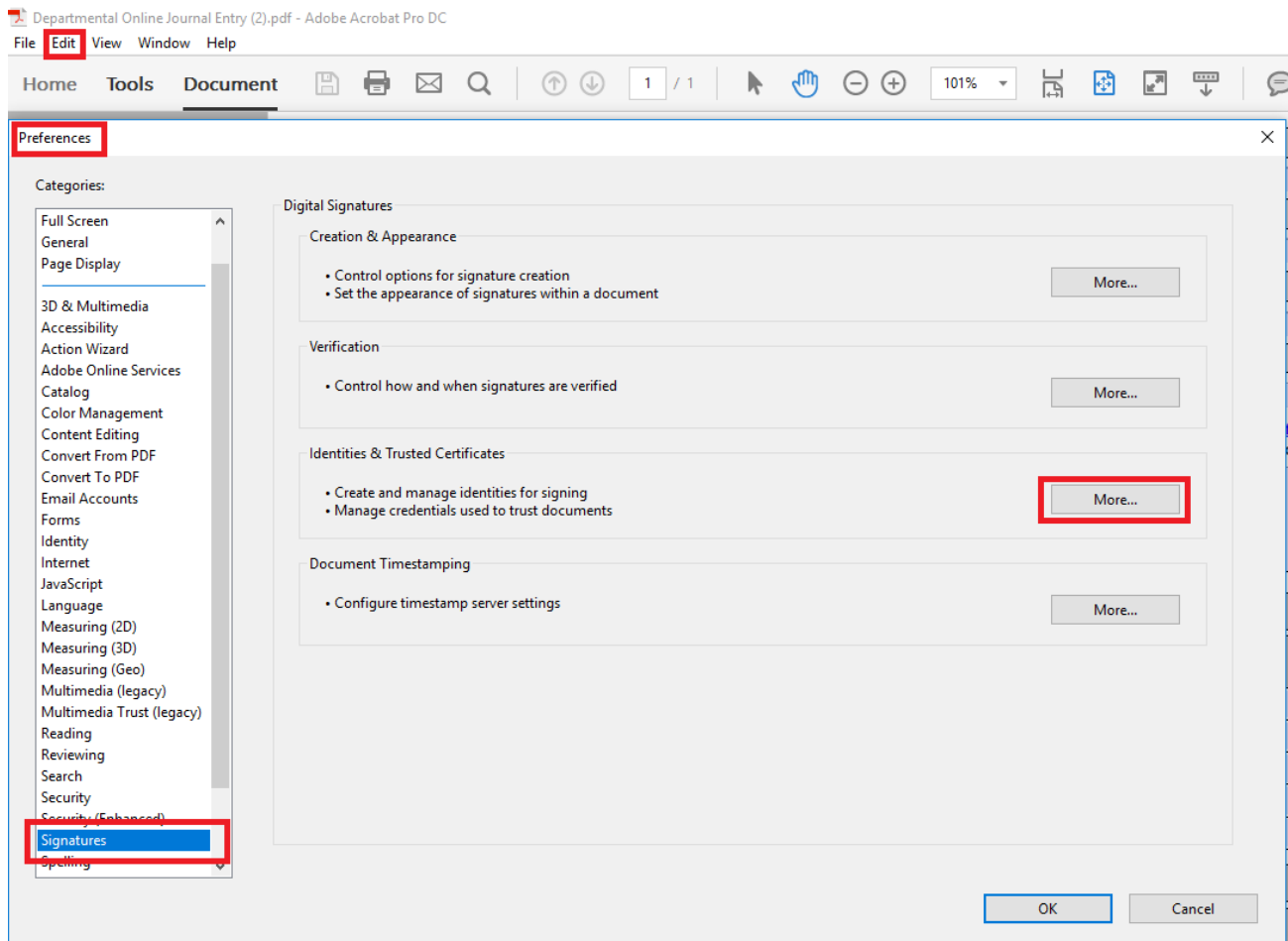
Adobe – Creating an Electronic Signature

Purpose


The purpose of this job aid is to demonstrate how to set up and use an electronic signature in Adobe Acrobat.

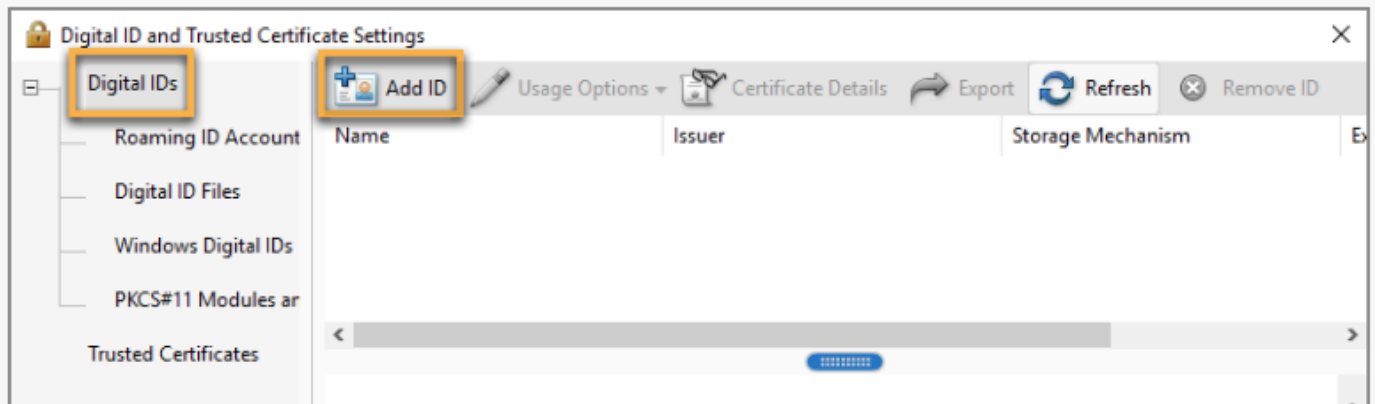
Procedure

1. In Acrobat, click the **Edit** menu at the top of your screen and choose **Preferences > Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.

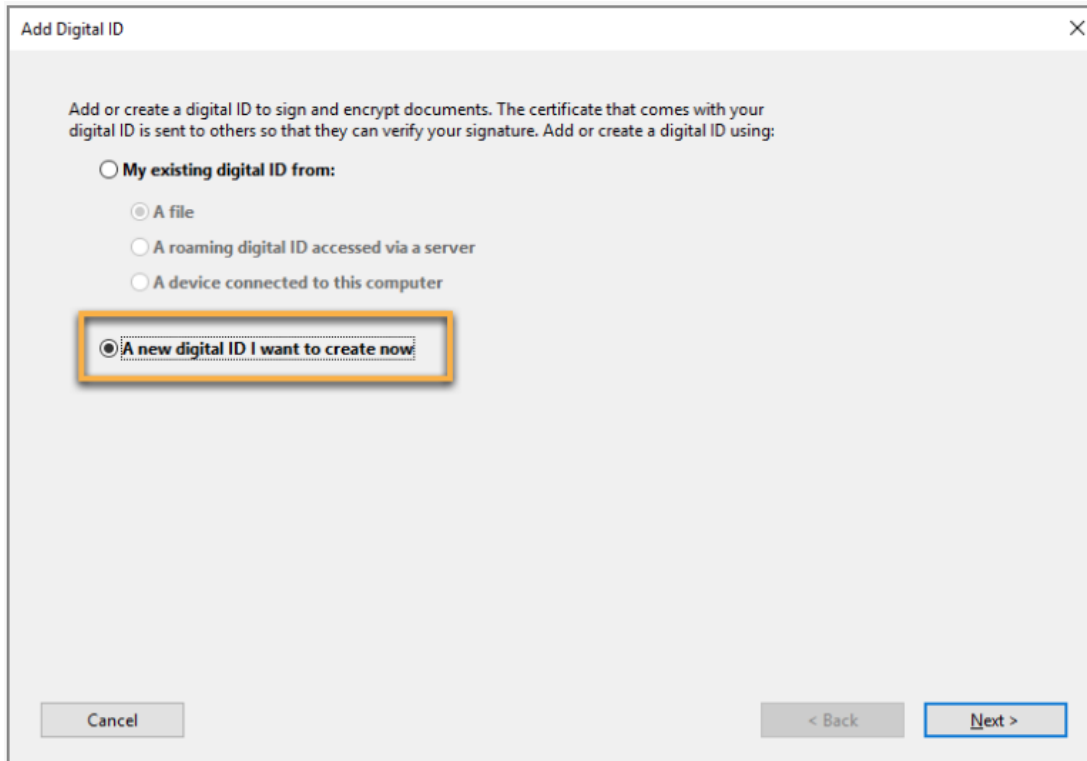




3. Select **Digital IDs** on the left, and then click the **Add ID** button .



4. Select the option **A new digital ID I want to create now**, and click Next.





5. Select **New PKCS#12 digital ID file** and click **Next**.

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

6. Fill out the blank fields as desired.
 - a. Be sure to leave the following fields unchanged: **Country/Region, Key Algorithm, and Use digital ID for.**
 - b. When you are finished, click **Next**.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

7. Choose a password for your digital signature. Click **Finish**. Reminder: If you forget this password, you will need to create a new digital signature. There is no password recovery system.



Using an Electronic Signature

1. Open the desired PDF document and click on the field you want to sign.



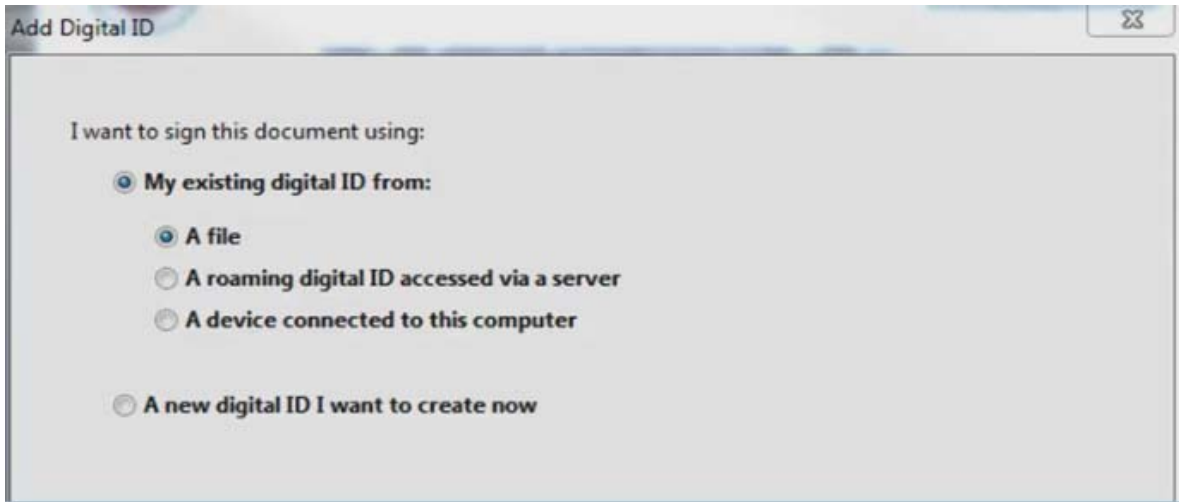
Office of the University Controller
 Florida State University
 6300A University Center
 Tallahassee, FL 32306-2393
 Ph: (850) 644-5010
GeneralAccounting@admin.fsu.edu

Departmental Online Journal Entry (DOL) Form

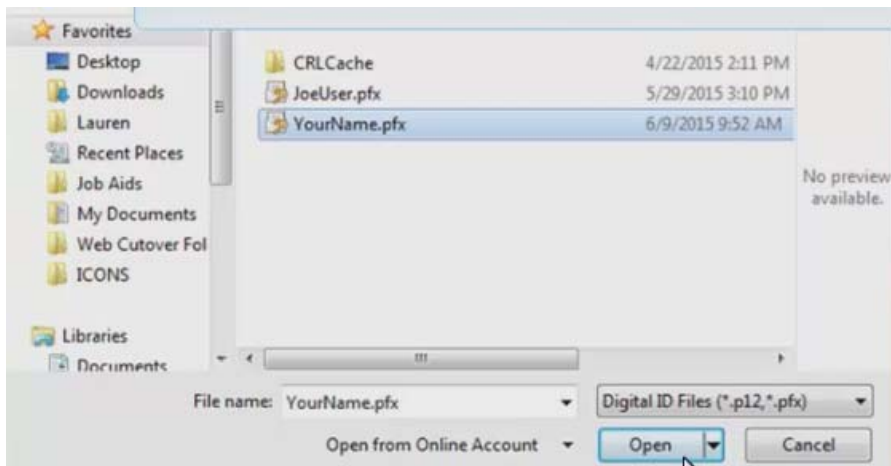
PREPARER	PHONE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DEPARTMENTAL APPROVER	DEPT APPROVER'S SIGNATURE	
<input type="text"/>	<input type="text"/>	
PROJECT APPROVER	PROJECT APPROVER'S SIGNATURE	
<input type="text"/>	<input type="text"/>	
SPONSORED RESEARCH APPROVER	SR APPROVER'S SIGNATURE	
<input type="text"/>	<input type="text"/>	

PURPOSE OF TRANSACTION (NOTE: Sample DOL Forms, as well as form instructions and guidance are available at <http://controller.vpfa.fsu.edu/accounting/interdepartmental-transactions>)
 ** Accounting & Reporting Services will not process DOL requests without sufficient backup **

2. If this is your first time attempting to use a digital signature, an Add Digital ID window may appear. Be sure that the first option – **My existing digital ID from:** is selected. The first option below – **A file** – should also be selected. Click **Next**.

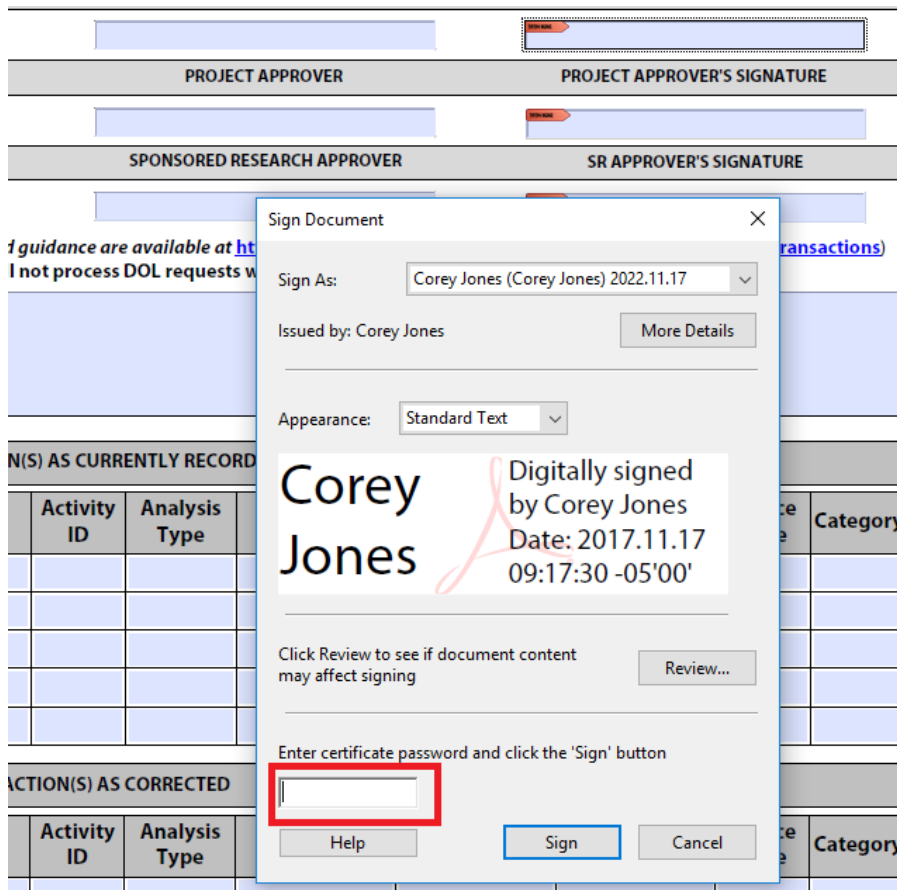


3. Use the **Browse** button to locate the digital signature file that you created earlier. Then click **Open**.





4. Enter the password that you chose for your digital signature. Then, click **Next**.
5. Your digital signature should now be added to the list of available signatures that can be used for signing. Click **Finish**.
6. Type in your password and click **Sign**.



7. Rename your signed document, then click **Save**. This step saves your digital signature to your document.
8. Congratulations! You have successfully signed your document using a digital signature.