

# Create and Use a Digital Signature In Acrobat Reader Forms

The application form is set up to accept a digital signature. Use the following steps to create and use a digital signature.

Click anywhere in the signature field.

If a digital signature has already been created, the **"Sign Document"** box will pop up at this point.

Click **"Sign"** and save the document as requested.

If no digital signature is saved, the **"Add Digital ID"** box will appear.

Click the radio button for **"A new digital ID"**.

Click **"Next"**.

Fill in all requested information.

Click **"Next"**.

Enter a password to assure that the digital signature is valid. Enter the password a second time to confirm.

Click **"Finish"**.

The **"Sign Document"** box will appear. The signature will appear as **"Standard Text"**. Please do not choose another option for the appearance. Click **"Sign"** and save as requested. **The digital signature contains the current date and time.**

