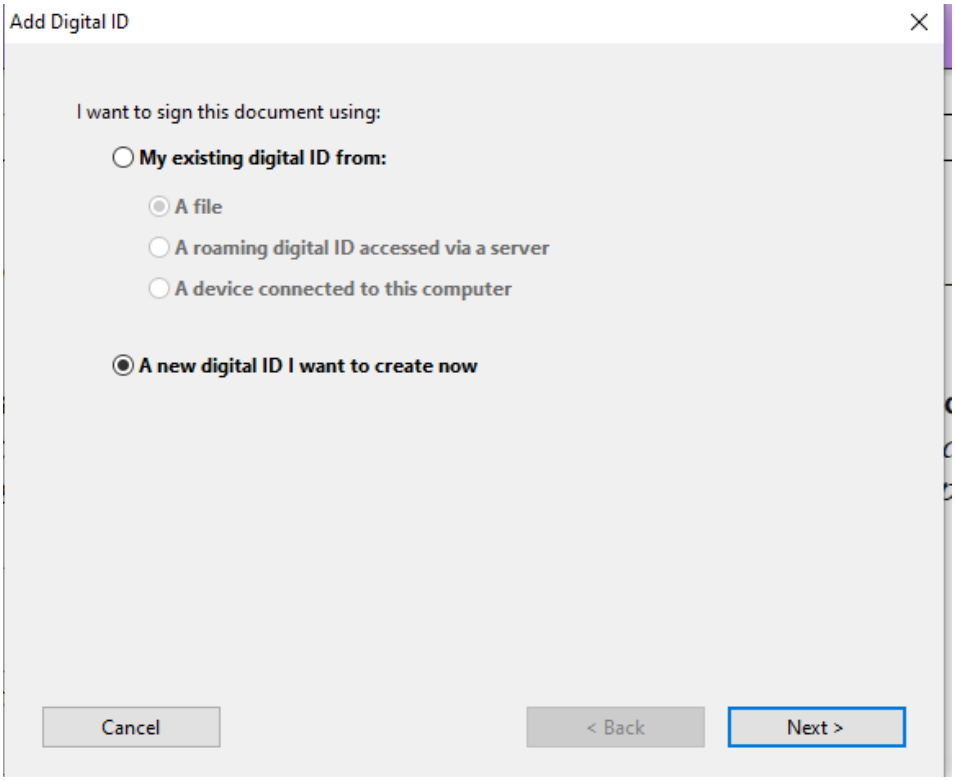
How to sign documents in Adobe PDF

1. All Grad Ed forms can be found on the forms page here: https://www.sdsmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/.
2. Save the PDF document to your computer.
    a. You must save the document as a PDF. Do not view it in a webpage, Microsoft Edge, or "print" to PDF (it will break the signature fields). Use the free Adobe Reader DC program or Adobe Pro; other versions of Adobe may not be usable.
3. Type in the appropriate sections of the form and save it again as a PDF (do NOT print to PDF).
    a. There should be a red arrow next to each signature line. If you do not see the red arrow, the signature fields will not function properly.
4. Email the document to the first person to sign.
    a. The person should sign electronically with a digital signature. Do NOT sign by hand or type in the signature, as it will break the remaining signature fields.
    b. After signing the document with a digital signature, forward it to the next person to sign.

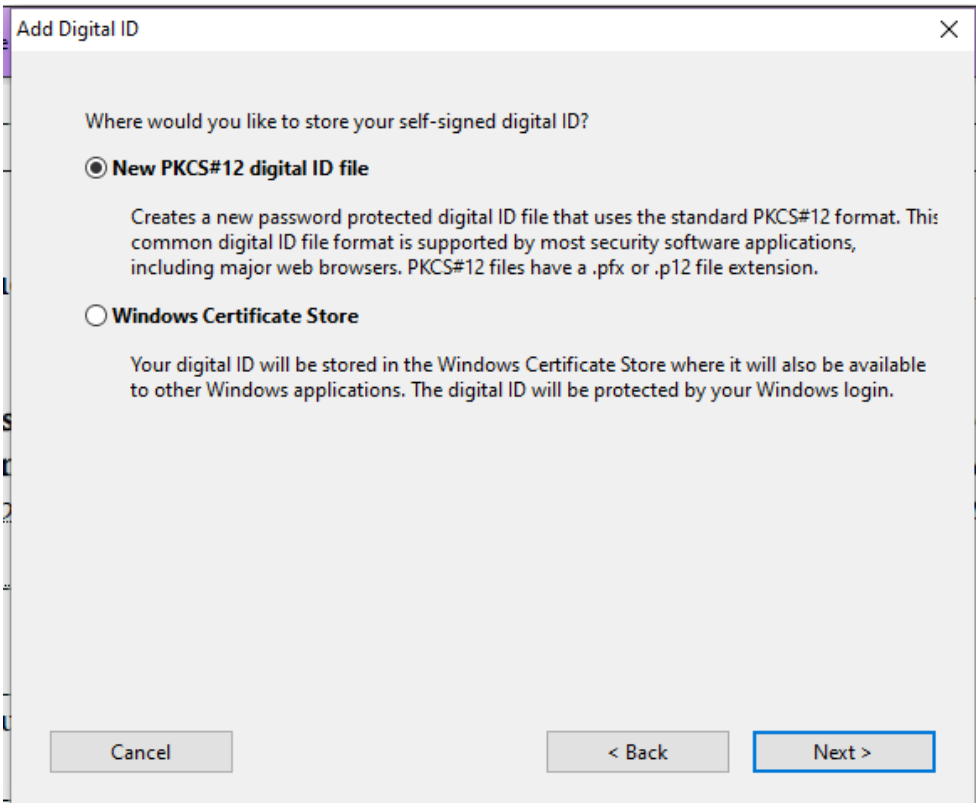
You can use this signature box to test your signature. Additional instructions for setting up your Adobe signature file follow if you need them.

How to create a digital PDF signature (one time step):

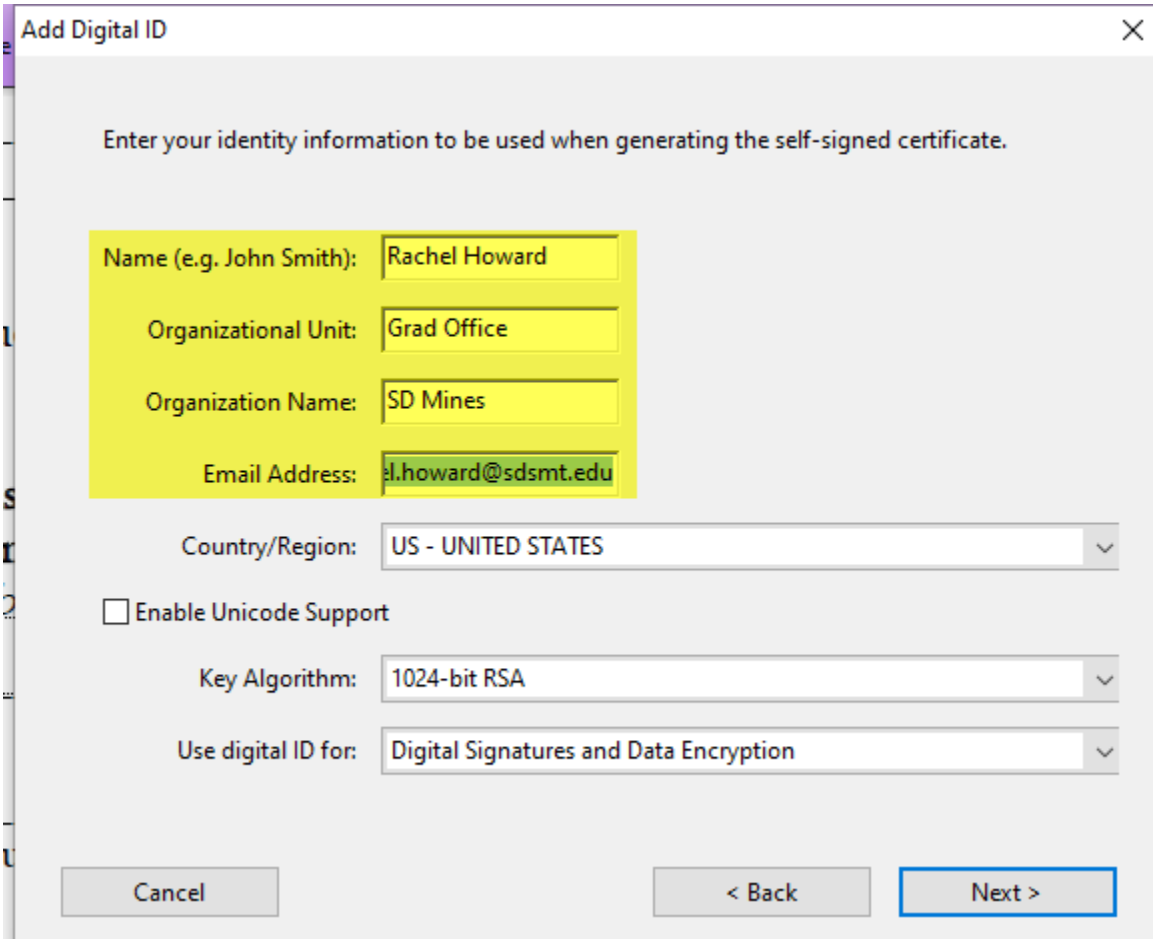
1. Use a document that has a digital signature field. There will be a red arrow in a signature field.
2. Click on the red arrow.
3. If you have not previously created a digital signature, select the option “A new digital ID that I want to create now”.



4. Follow the steps to create a digital ID. You can store your ID file on your computer or in the windows certificate store to use in other documents.



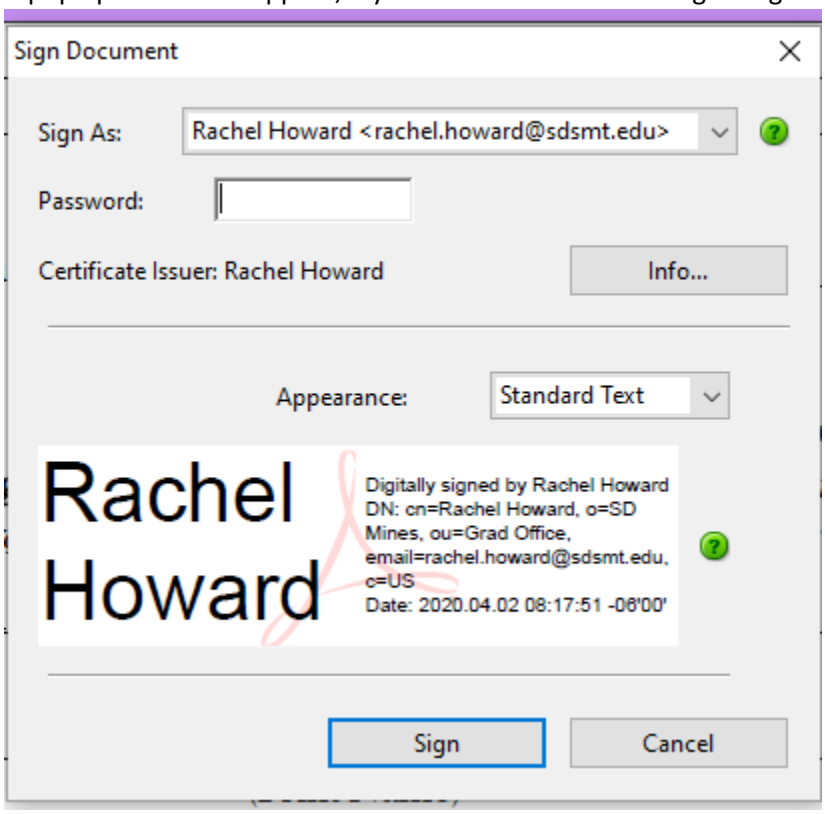
5. Fill in your information for your digital ID (highlighted sections below). Leave the rest of the settings as is.



6. Create a password.
7. The digital signature setup is complete.

How to sign a PDF document using your digital signature:

1. A signature field in a PDF form will be designated with a red arrow. Click on the arrow.
2. A pop up screen will appear; if you have more than one digital signature, select the one you wish to use.



3. Enter the password that you established when you created the digital signature.
4. Click “sign”.
5. A save box will appear. Save the document with your signature as a new PDF. Do NOT use the “print” to PDF function as the remaining signature lines will be broken.
6. Email the document to the next person to sign.