# Digital Signature Instructions

Please follow the instructions below to create a digital signature
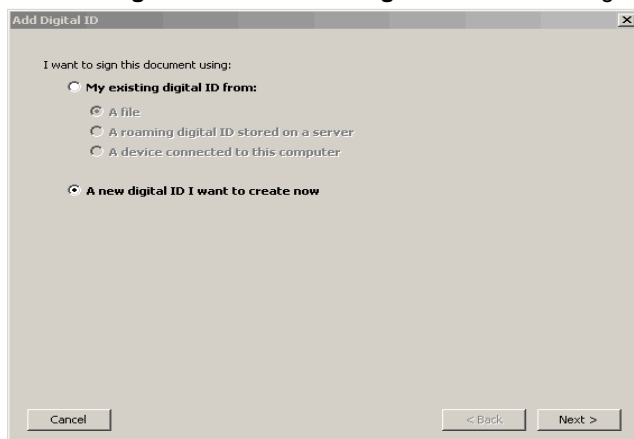
1. Need Adobe Reader (**We recommend you install the latest version of Adobe Reade**r).
   a. It is a free install.
   b. Go to Adobe site to install the latest Adobe Reader.
      OR
   c. Go to google and search for "Adobe Reader". Then select the result that is the adobe site.
2. Now that you have this document opened in Adobe Reader and it's the lasts version you can begin creating a Digital ID.
3. Click Signature Box on the bottom of the form.

4. **Sign As Dropdown** SELECT- "New ID …" (Some versions of Adobe will take you directly to step 5) **OR You may be prompted to Step 5 if you are doing this for the first time….**
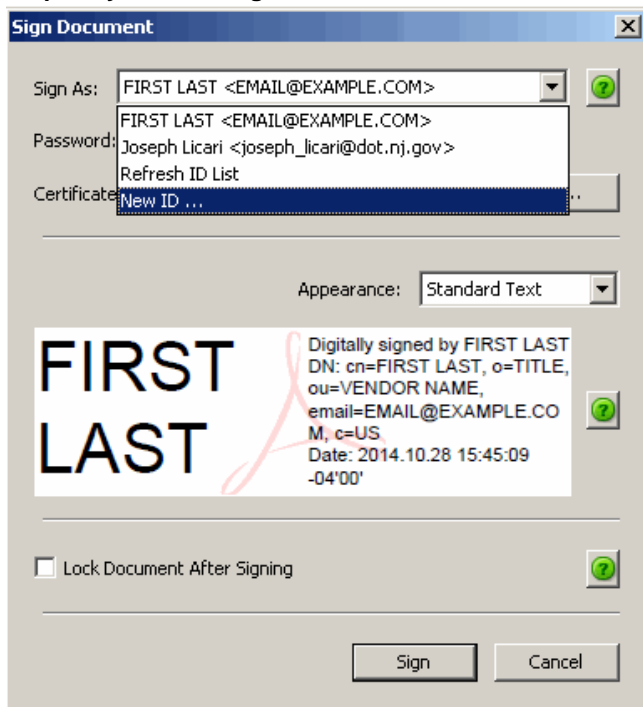
5. **I want to sign the document using** SELECT "A new digital ID I want to create now" THEN CLICK NEXT.

6. **Where would you like to store your self-signed digital ID?** VERIFY "New PKCS…." is selected CLICK NEXT.

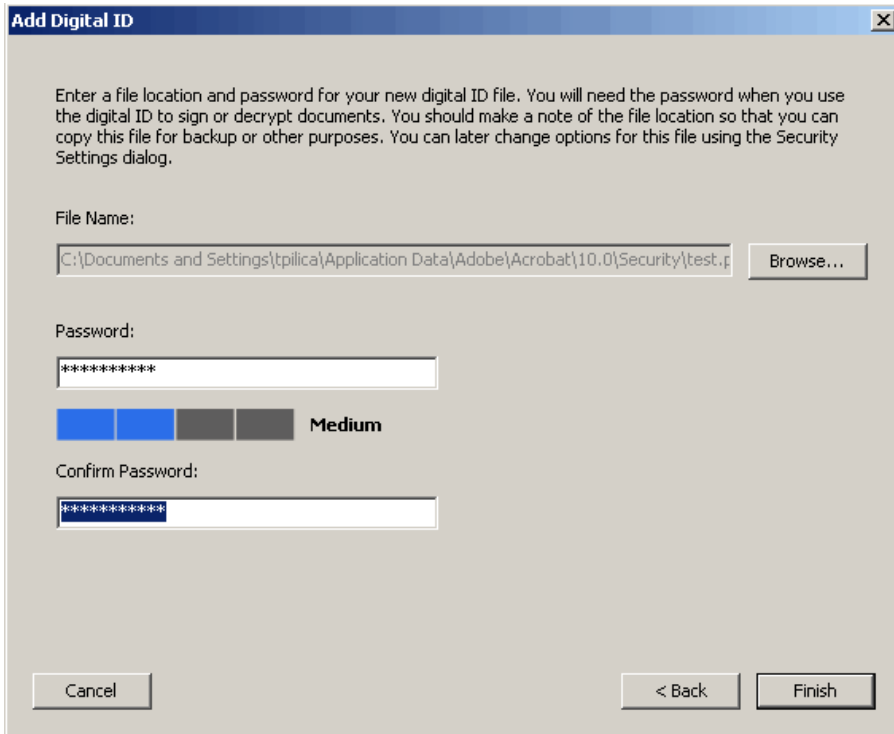

7. Enter your identity information: ENTER Name (FIRST LAST Name), Organizational Unit (BUREAU), Organization Name (DIVISION), and Email Address CLICK NEXT.

8. Create a password for your signature. Click FINISH.

Add Digital ID ☒

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

| C:\Documents and Settings\tpilica\Application Data\Adobe\Acrobat\10.0\Security\test.p | Browse... |

Password:

| ********** |

▮▮ ▮▮ **Medium**

Confirm Password:

| ********** |

| Cancel | | < Back | Finish |

9. Now that you have a DIGITAL ID we want the signature to appear a particular way.
   a. Click the signature box if **Sign Document** dialog does not appear
   b. At sign-in **Sign As:** Select your newly created digital id.
   c. **Appearance dropdown** SELECT "Create New Appearance".

Sign Document ☒

Sign As: Joseph Licari <joseph_licari@dot.nj.gov>   ▼ ?

Password: [   ]

Certificate Issuer: Joseph Licari   Info...

Appearance: Standard Text   ▼

Standard Text
SomeTypeofSignature
Created 2014.10.28 16:31:56 -04'00'
Create New Appearance ...

Joseph Licari

Digitally signe
DN: cn=Josep
ou=ADSS,
email=joseph_licari@dot.nj.gov,
c=US
Date: 2014.10.28 16:32:20 -04'00'

☐ Lock Document After Signing   ?

| Sign | Cancel |
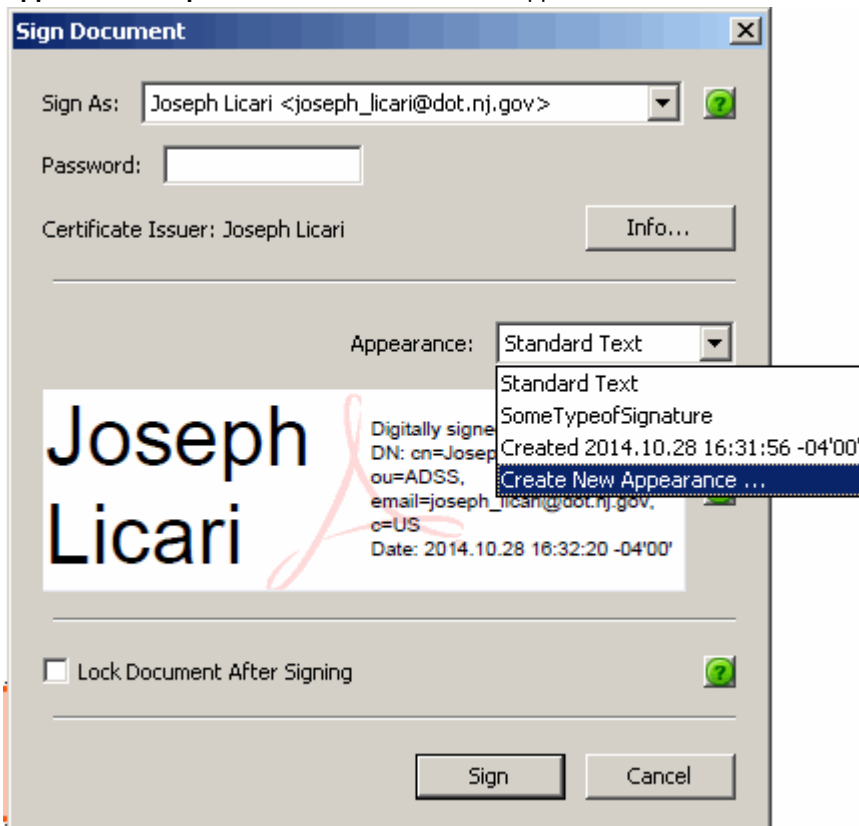
   d. Configure the Appearance of your signature.
      Title: Name the appearance configuration what you want OR "NJDOT Appearance"

Configure Graphic: SELECT Name
Configure Text: Only DATE, NAME, LABELS should be selected (see picture below)
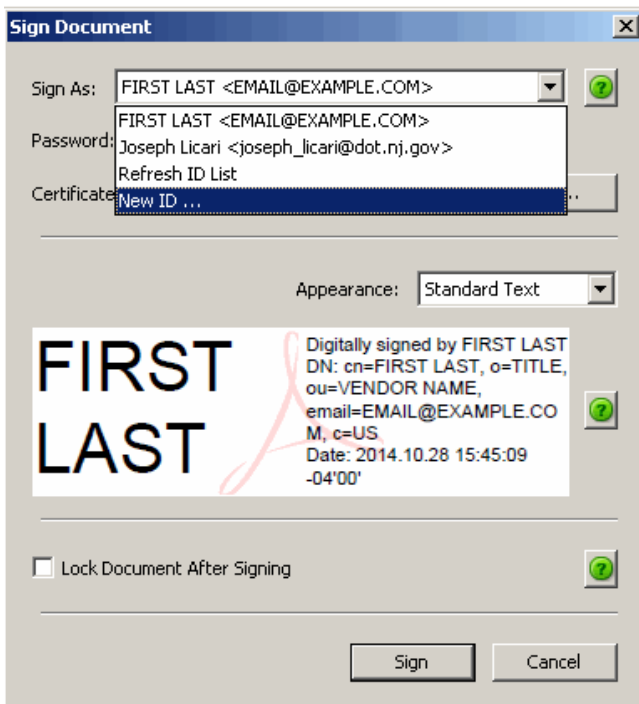CLICK OK.
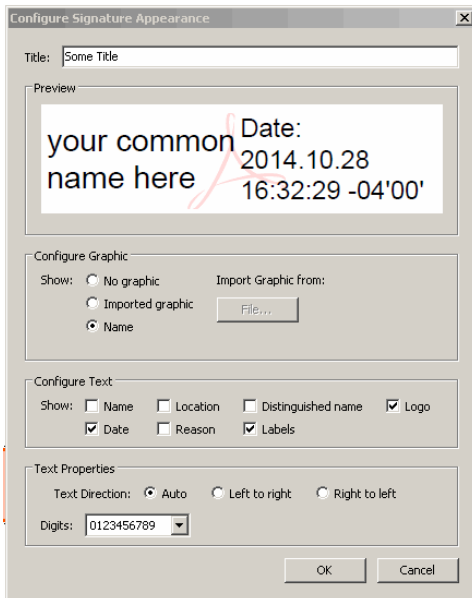
YOU ARE NOW READY TO SIGN DOCUMENTS!!!!!!! IF YOU FORGET YOUR PASSWORD CREATE NEW ID.

Sign documents

1. Click Signature Box.

2. Select Your Created ID.

3. **SIGNATURE WILL BE ENTERED. IF YOU FILLED OUT A SAVED COPY THROUGH ADOBE READER YOU MAY BE PROMPTED TO SAVE THE DOCUMENT PLEASE SAVE THE DOCUMENT WITH THE WORD "SIGNED_" AS THE PREFIX OF THE FORM NAME "wost_agreement2015.pdf" SO "signed_wost_agreement2015.pdf"**