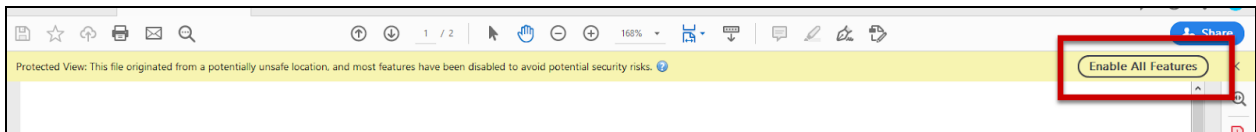
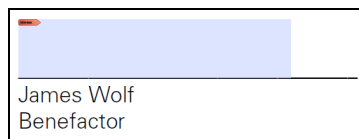


Steps for Digital Signatures on Adobe Documents

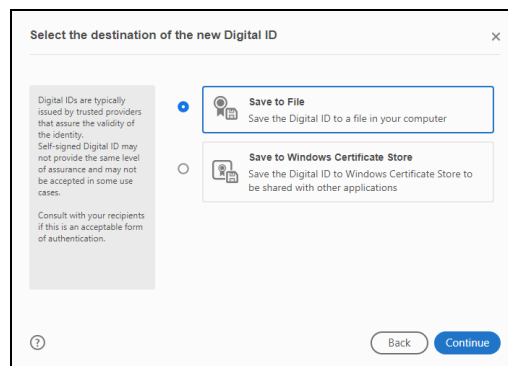
1. **Download the document to be signed.** The pdf document is attached to the email you received.
2. **Open the document** from your “Downloads” folder. If a yellow “Protected View” banner appears on the opened document, click the “Enable All Features” button in the top right corner:



3. **Navigate to the signature section.** Any sections requiring action will be highlighted with light blue boxes:

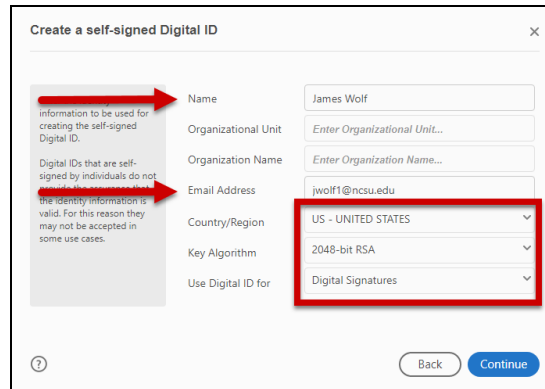


- a. Click the blue box above your signature line.
 - b. Click “Configure Digital ID” in the pop-up message that follows.
4. **Sign with an existing digital signature** stored on your computer from a previously signed document.
 - a. Select the digital ID file displayed, or search using the options provided, followed by “Continue”.
 - b. **Skip to Step 6.**
 5. **Or create a new digital signature.**
 - a. Select “Create a new digital ID”, followed by “Continue”.
 - b. Select “Save to File”, followed by “Continue”.



Steps for Digital Signatures on Adobe Documents

- c. In the “Create a self-signed Digital ID” form, enter your name and email address and verify that the other settings match the image below. Then “Continue”.



- d. Select a file location for your Digital ID to be saved.
 - i. You may leave the default file path if you prefer.
 - ii. Select a password that you will easily remember for your Digital ID, and click the blue “Save” button.
 - e. On the following screen, check that the digital ID you just created is selected. Then “Continue”.
- 6. Sign the document.**
- a. When you are ready to sign the document, enter the password you created and click the blue “Sign” button.



- b. When prompted, save the signed document as a new document with “SIGNED” in the file name.
 - c. Click on the blue box over the “Date” line in your document and type today’s date.
 - d. Re-save the document.
- 7. The document is now completely signed and ready to return to NC State as an email attachment.**