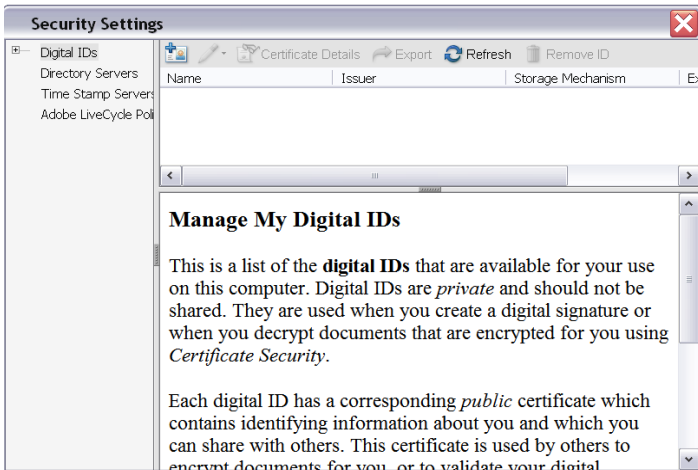


Creating Digital/Electronic Signatures and Signing Documents in Adobe Acrobat

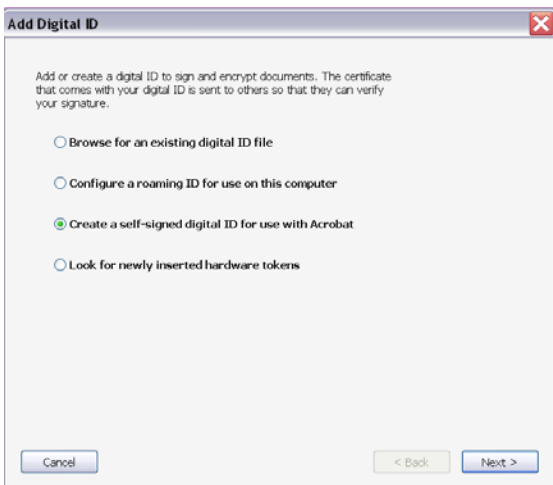
Digital signatures are a way of making it easier to sign forms. This allows the reader to sign the form without using a pen and can be easily sent by e-mail. In order to sign in a digital signature field, a digital ID must be created. A digital ID contains your unique signature, as well as other information to identify yourself.

1. Open the orientation packet in Adobe Reader. Before you start filling out the document, in the top menu click on Advanced and select Security Settings. This window should pop-up.

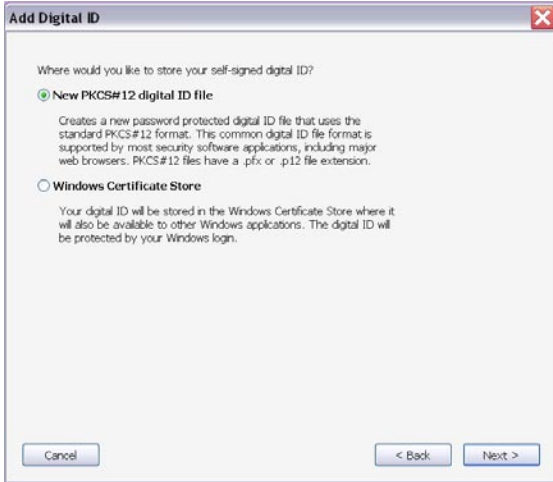


Select **Digital IDs** on the left, click **Add ID** on the right, and then follow the instructions in the Add Digital ID dialog box.

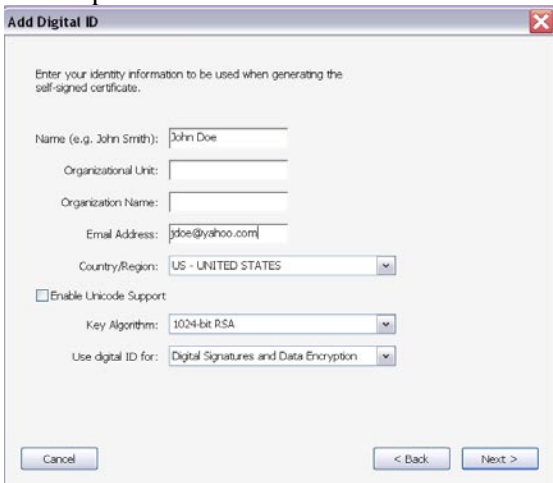
2. Select **Create a Self-Signed Digital ID**.



3. You will be prompted with a dialog box. Click **Next** to continue. You are asked which of two places you want to store your new digital ID. Select “New PKCS#12 digital ID file”, then click **Next** to continue.



4. Complete the name and email information lines, click **Next**.



5. Click on the **Browse** button to select where you'd like to store your digital signature file, then click Save. The default selection will save it in the adobe acrobat folder on your computer. Type in a **Password**. **Confirm Password**. Click **Finish**.



Signing the Document

To sign a document, click on the field that has the digital signature. It should have a small tag attached to the top of the field. Click anywhere in the field to sign.



Signature: _____
Unsigned signature field (click to sign)

Click on Continue Signing. If you have a password-protected digital ID, another dialog will ask you to enter your password.



Once finished, click Sign. Save and click OK when it has been confirmed. The finished signature should appear in the document and should look like the following Screenshot:

Signature: _____

If you have any questions about this process, you may contact (by phone or email):

Cortni Haralson
charalso@utmck.edu
865-305-8371

If you have any questions regarding any of the forms, please contact Martha Branch in the Graduate Medical and Dental Education office at 865-305-9339.