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Adobe Signature Certification Instructions

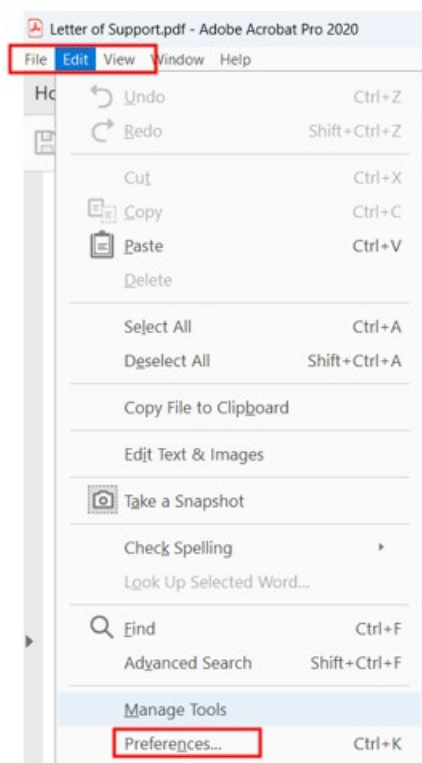
The Grants and Contracts Office (GCO) has created instructions on using certified signature feature in Adobe Acrobat software products when needed to comply with external funding agency requirements. These instructions apply to ISMMS's current versions of Acrobat Reader and Adobe Acrobat Pro. Menu locations and appearance may vary slightly by version. This document is organized in the following sections:

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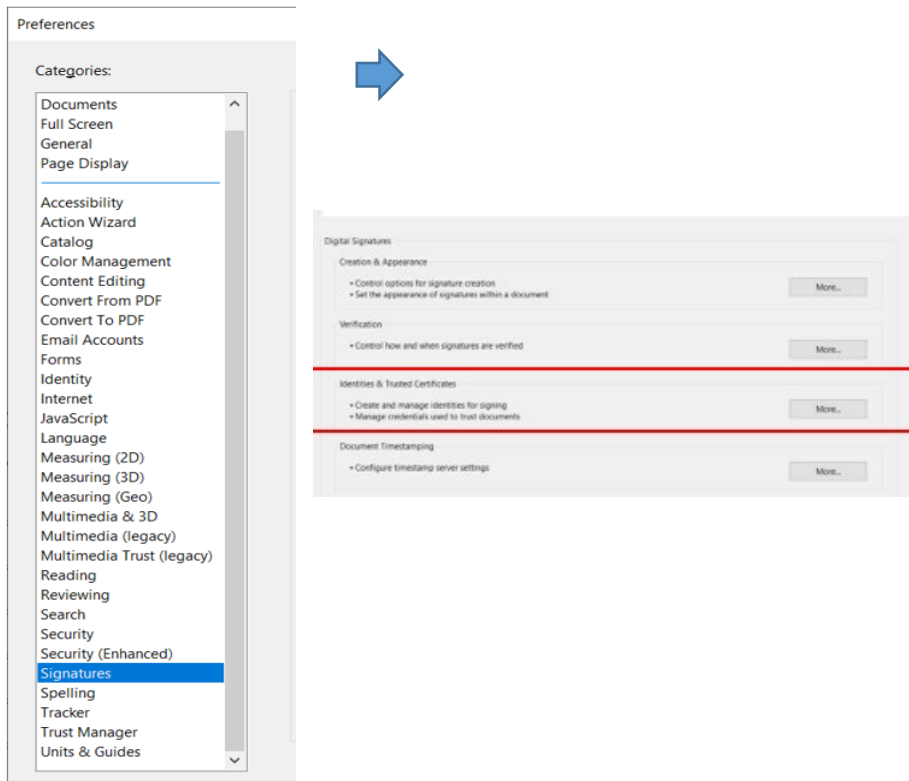
I. Setting up a Certified Signature in Adobe

Adapted from [Adobe Help](#) webpage

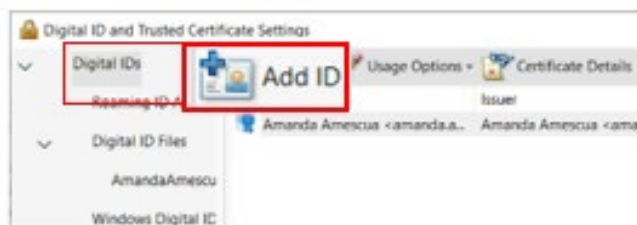
Step 1 Open Adobe > Edit Menu > Preferences



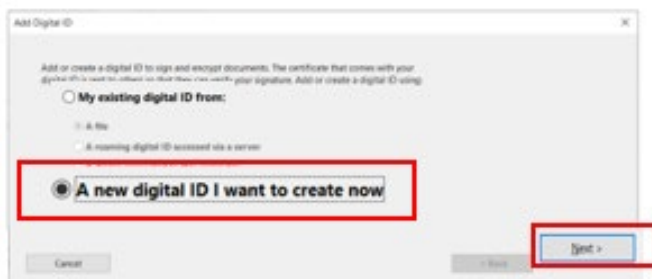
Step 2 From Preferences Menu, click “Signatures”, then under “Identities & Trusted Certificates” click More



Step 3 Under “Digital IDs”, click “Add ID.”



Step 4 “A New digital ID I want to Create Now”, click Next.

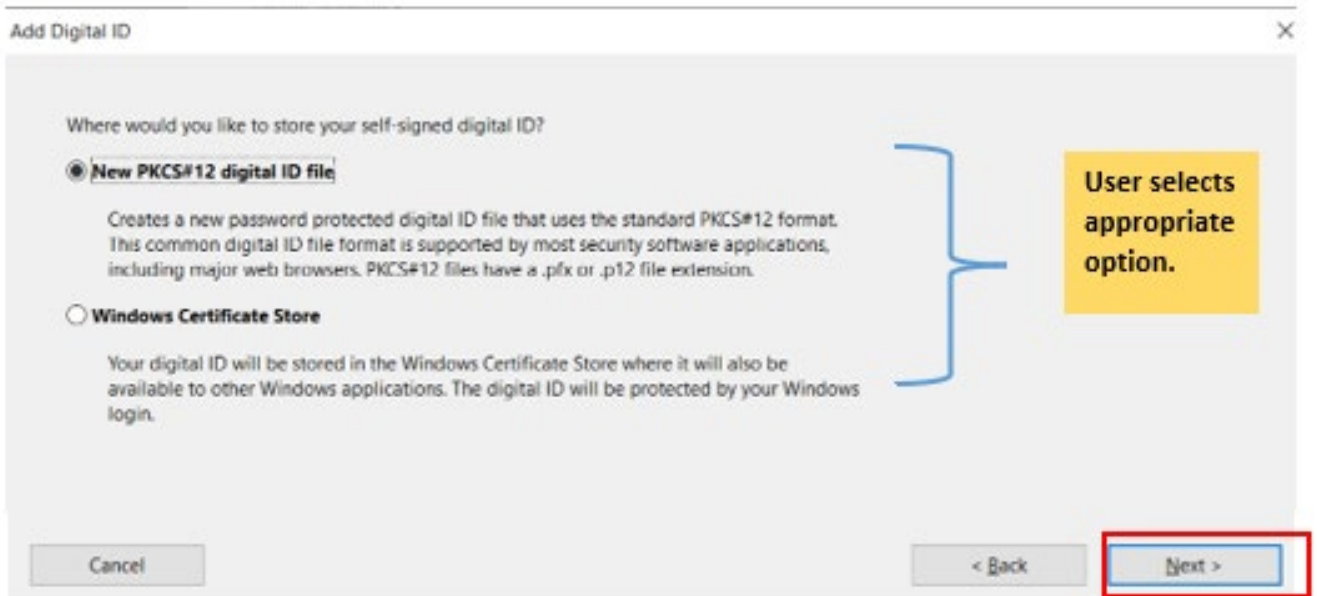


Step 5 Specify where to store the digital ID, and click **Next**.

New PKCS#12 Digital ID File

Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in **Mac OS**. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Adobe still recognizes it.

Windows Certificate Store (Windows only)



This stores the digital ID to a common location from where other Windows applications can also retrieve it.

Step 6 Adding Digital ID

1. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
2. From the **Key Algorithm** menu, select a 2048-bit RSA key..

3. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
4. Click **Next**.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

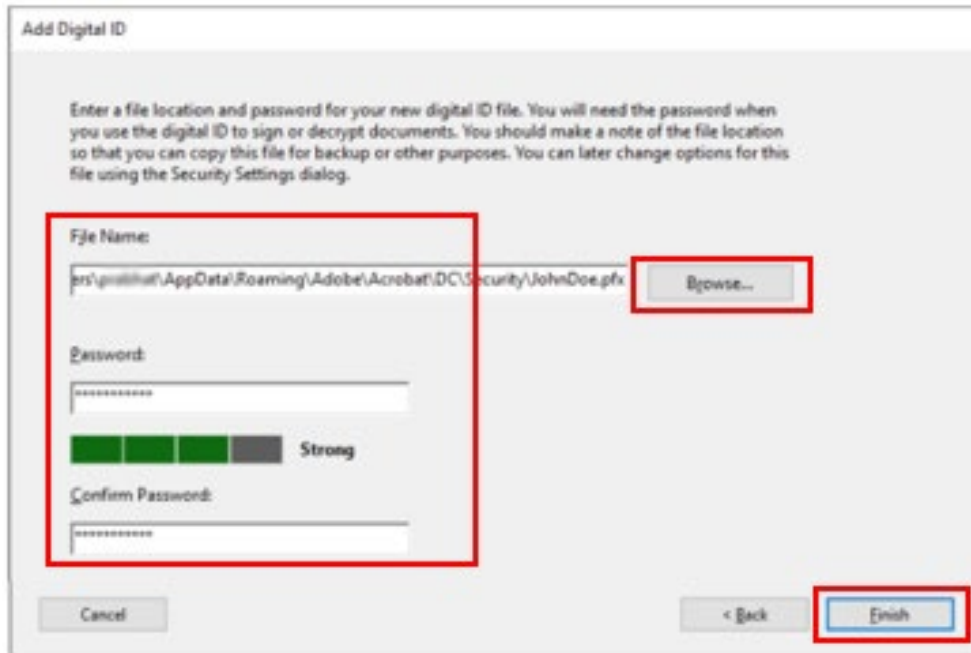
Email Address:

Country/Region:

Key Algorithm:

Step 7 Adding a Password

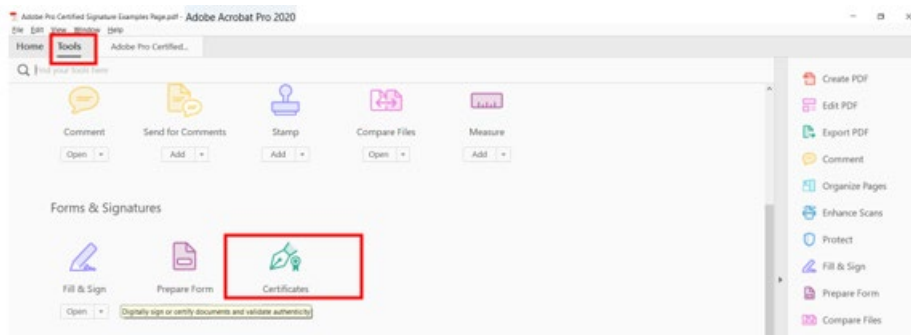
1. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
2. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
3. Click **Finish**.



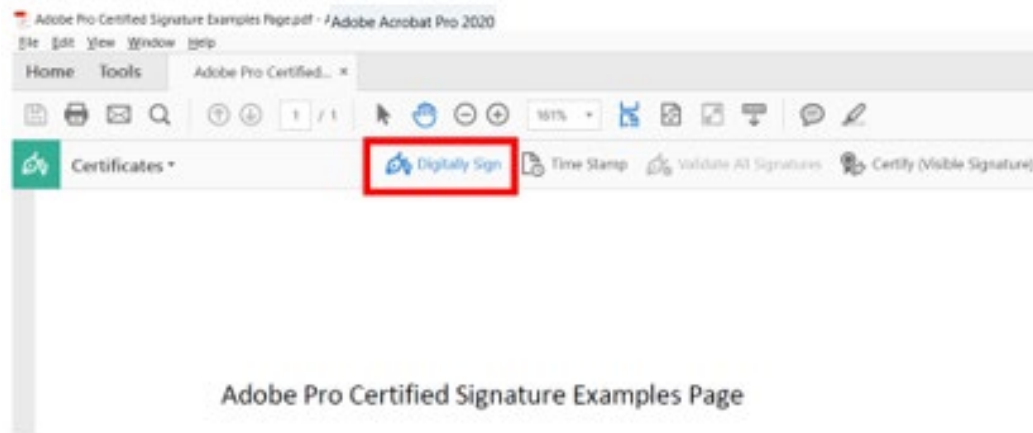
II. Signing the Document After Digital ID is Created

1. Open Adobe > Open the document you want to sign.
2. From the TOOLS menu, click "Certificates" Icon.

Note: There may be slight variations in appearance of the icon, based on Adobe versions.



3. Choose "Digitally Sign" from the Certificates toolbar:

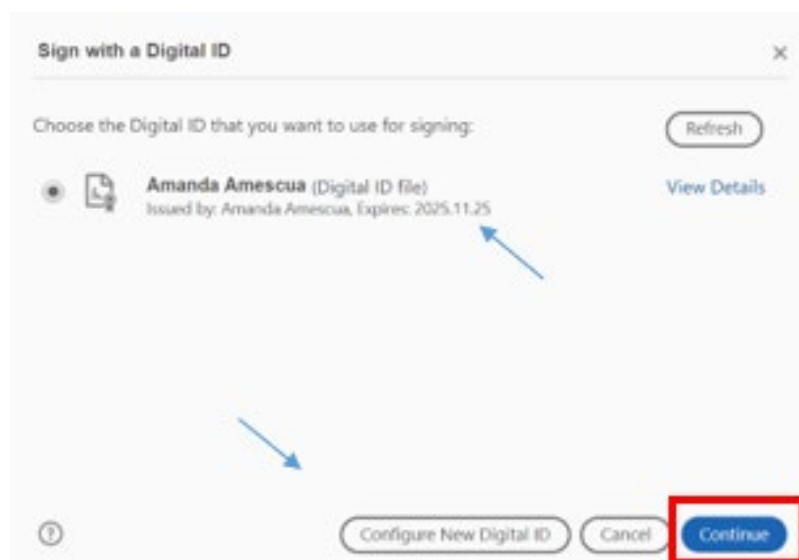


4. This pop-up box will appear. Click Ok and follow the instructions in the text box for signing.



5. Choose the Digital ID that you want to use for signing. If you need to create a New Digital ID, then click "Configure New Digital ID", and follow the prompts.

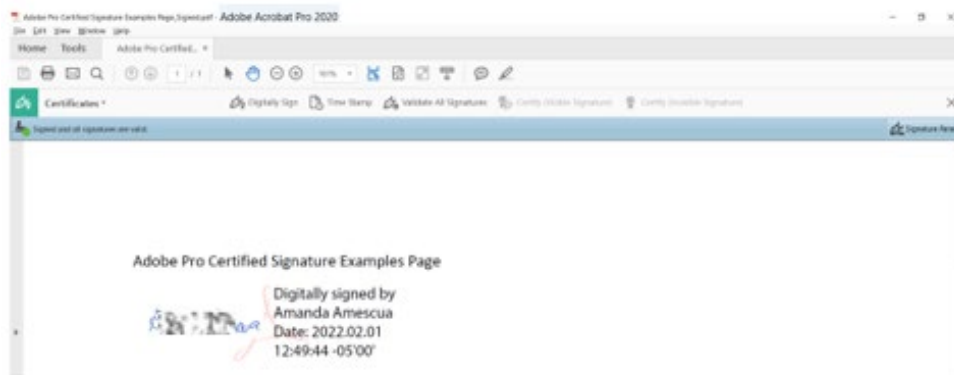
Once you have the Digital ID you want to use, choose the radio button, and then click "Continue."



6. Enter the password you set up when creating your digital ID, then click Sign:



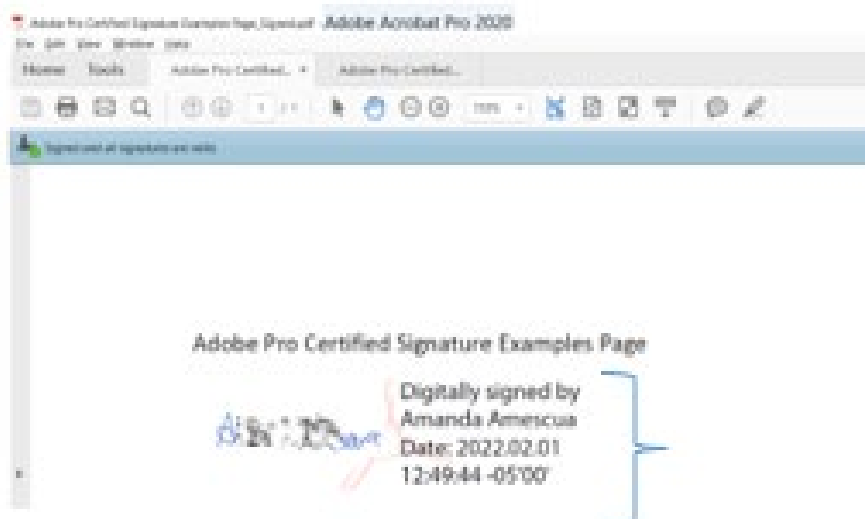
7. You will be prompted to save the signed document. Once saved, the signature will appear on the document.



III. Acceptable Versus Unacceptable Signatures

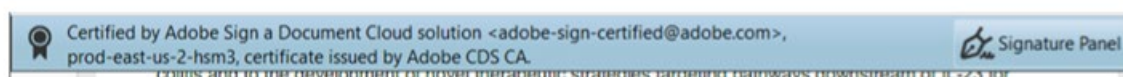
Acceptable: Please note these examples of acceptable signatures.

✓ **Example 1**



Note example states “digitally signed” and includes date/time stamp.

✓ Example 2



At the top of the PDF, Acrobat may also display a blue certification ribbon with a certification message.

Unacceptable: Please note these examples of unacceptable signatures.

✗ Example 1



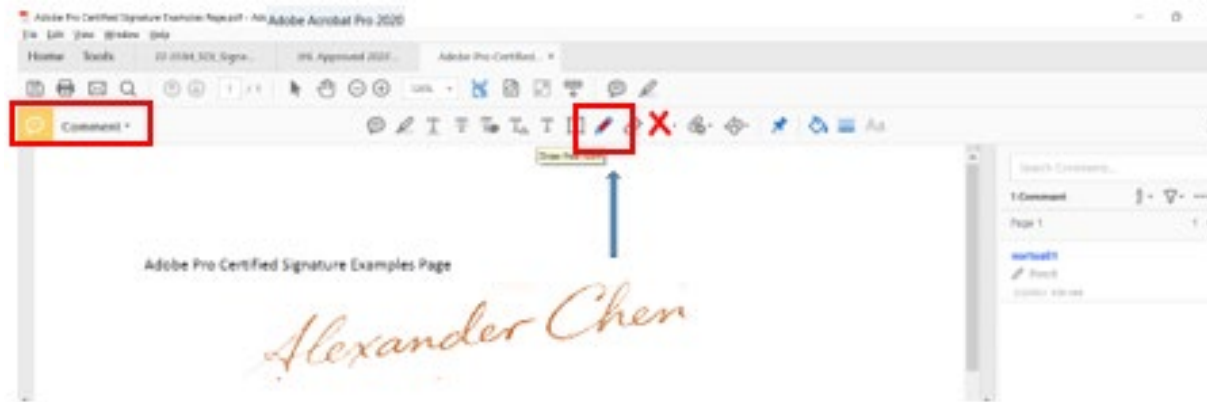
✗ Example 2



Note examples do not state “digitally signed” and do not include a date/time stamp.

Do not use:

- ✗ Adobe Fill & Sign Tool Signature
- ✗ Pen Feature in the Comments Tool

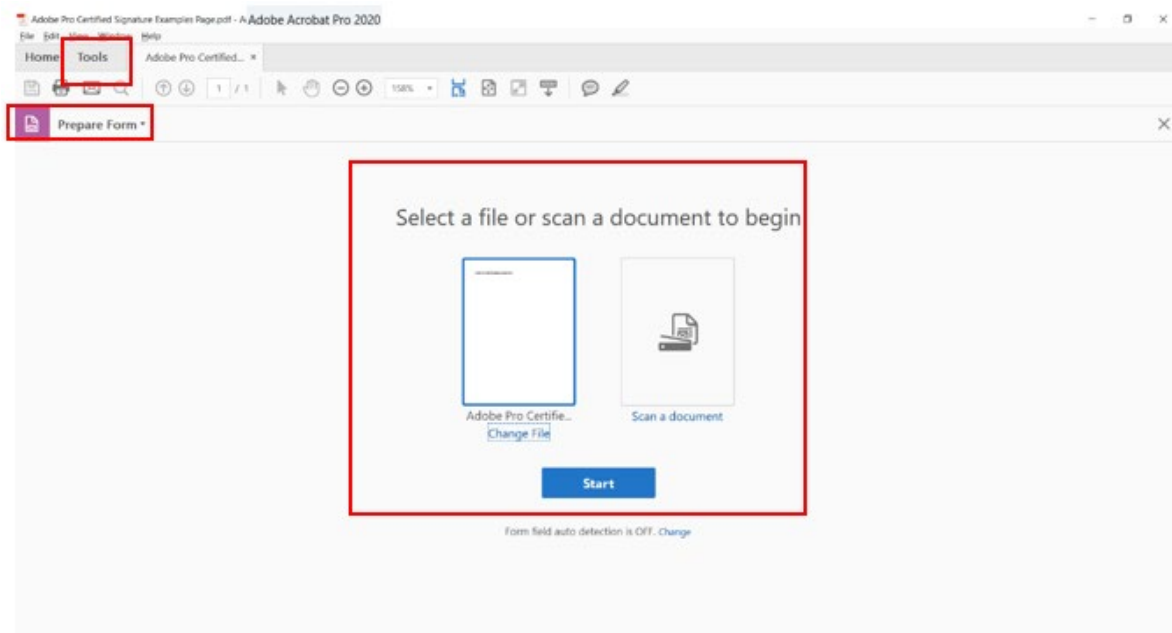


IV. Inserting Certified Signature

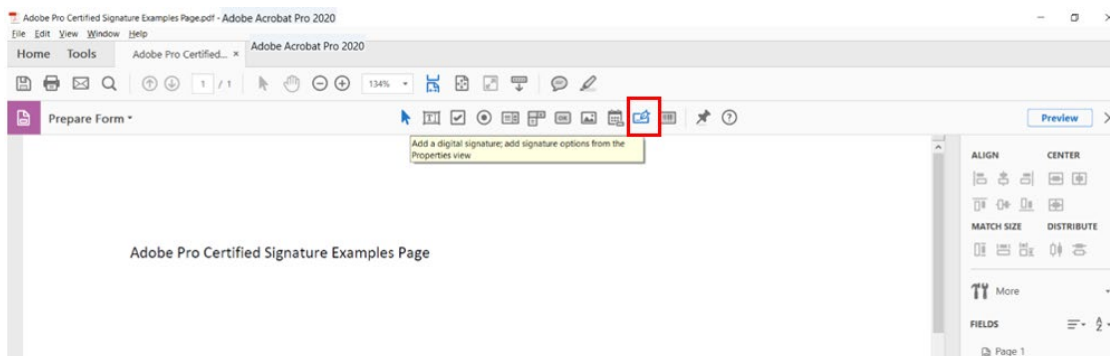
You can insert a certified signature two ways as follows:

1. Using the Certificates tool
See [Section II Signing the Document After Digital ID is Created.](#)
2. Inserting a certified signature block into the document using the Prepare Form tool:

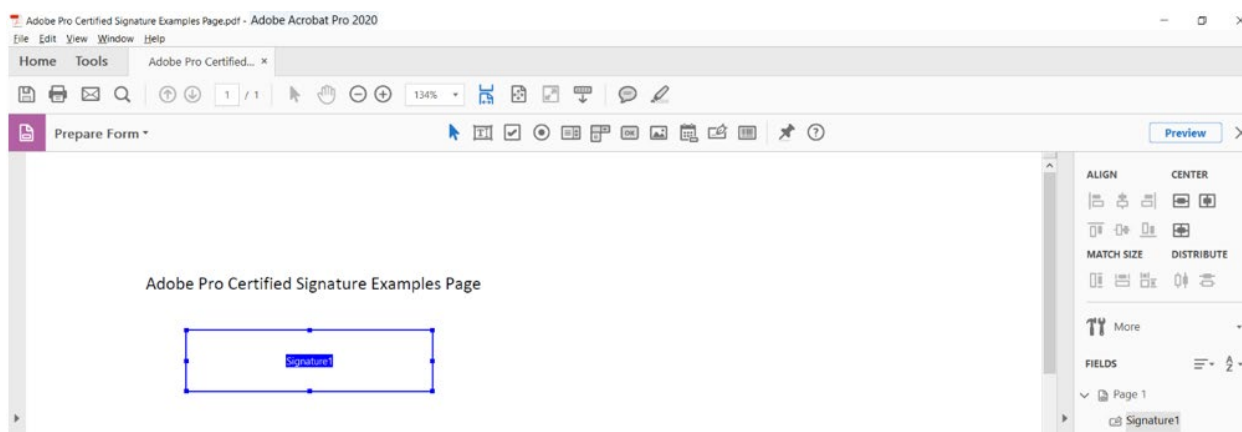
Step 1 Open Adobe > Tools > Prepare Form > Choose the document you want to use > Start



Step 2 Click on the Add a Digital Signature icon



Step 3 Insert the signature block in the document where you want the signature to appear.



Step 4 Close Prepare Form tool, then click in the signature box field and follow prompt to complete signing.