

How to insert a digital signature into a fillable form

1. Create the signature file that you will be using:

If you want to use your own signature:

1. Scan your signature
2. Save as an image file (PNG, JPEG) or PDF

Use typed name for signature:

1. Type name in chosen font in Microsoft Word
2. Save as PDF

2. Fill out the form completely.
3. Click on the signature field.
4. Select option of "A new digital ID I want to create now" and click Next.
5. Select option "Windows Certificate Store." This digital ID does not require a password. If you would like to input a password at signing, select the other option.
6. Fill in necessary boxes and click Finish.
7. In the "Appearance" drop box, select "Create new appearance"
8. In the new box, under "Configure Graphic", select "Imported graphic" and select the signature file you created above. You can browse your files on your computer for the proper image/PDF file.
9. Your signature may not appear at first glance in the correct folder. You may need to change the file type in the drop down menu, and then it should appear.
10. Click "OK"
11. The signature should now appear in the "Preview" section.
12. Under "Configure Text," check off the boxes you do not want to include in your digital signature. This will remove all of the text in the preview box that originally accompanied the digital signature. Now all that should be left is just the signature (and any other properties you chose to show).
13. Click "OK"
14. If needed, click Cancel to continue editing the form. If ready to sign the document, click Sign.
15. It will have you resave the document. Do not worry – this is just the default action for digital signatures from Adobe. You can save it as the same file name (or a different one). You will be able to edit the form fields after signing.
16. Once the file is saved, the signature will appear in the signature field box.
17. After setting up this Digital ID, you will only need to click the signature fields to sign documents in the future.