How to create a FREE electronic signature in Adobe Acrobat Reader

Instructions may vary depending on the program version, these are for version 2015.008.20082; performs best with Firefox and Internet Explorer. May not work properly with a hand-held device. You can download the most recent version of Adobe Reader DC here - <u>https://get.adobe.com/reader/</u> - for free.

1. From within a document, click on the pen icon and select Sign Document, select choice shown below the hit Next. Alternately select Fill & Sign from the ribbon and select Place Signature.

2. Select the option indicated [the Windows Store requires payment].

dd Digital ID	-	X
I want to sign this document using:		
My existing digital ID from:		
A file A f		
A roaming digital ID accessed via a server		
A device connected to this computer		
A new digital ID I want to create now		
Cancel	Rack	Nexts

Add D	igital ID	-		X
	una de la completa de completa de la			
	want to sign this document using:			
	My existing digital ID from:			
	③ A file			
	A roaming digital ID accessed via a server			
	A device connected to this computer			
	A new digital ID I want to create now			
	,			
	Cancel <	Back	Next	>

- 3. Use your first and last name in the first box feel free to add credentials after, if you prefer.
 - i. Org. Unit Your Department ex: Counseling, Chemistry, etc.
 - ii. Org. Name University of Missouri St. Louis
 - iii. E-Mail Address use your UMSL e-mail address.

Add Digital ID	Dans Dans Day in	×
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	FirstName LastName	
Organizational <u>U</u> nit:	Your Department	
Organization Name:	University of Missouri - St. Louis	
Email Address:	abcd@umsl.edu	
<u>Country/Region</u> :	US - UNITED STATES	
Key Algorithm:	1024-bit RSA	
Use digital ID for:	Digital Signatures and Data Encryption	
Cancel	Sack Net Control of	xt >

4.	Create a pa	ssword and	confirm the	password.	Click Finish.	Make sure
	to note the password for future use.					

5. The following box appears requiring your password. Enter your password in the box and click Sign. You will be required to save the document.

Add Digital ID	23
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:	
na\AppData\Roaming\Adobe\Acrobat\11.0\Security\FirstNameLastName.pfx Browse	
Password:	

Best	
Confirm Password:	
Cancel Fini	sh

Sign Document					
Sign As: FirstName LastName (FirstName LastName) 2021 🗸 🥑					
Password:					
Certificate Issuer: FirstName LastName Info					
Appearance: Standard Text 🔹					
FirstName D::confistMame LastName D::confistMame LastName D::confistMame LastName, e-University of Missouri - St. LastName LastName D::confistMame LastName, e-University of Missouri - St. Date: 2015.06.15 12:11:02 -05007					
Click Review to see if document content Review Review					
Sign Cancel					

6.	Your new signature will appear on the document was a date and time stamp.	Tith Anticipated Exit Requirement [if required for Comprehensive Exam Thesis	Total credit hours in program			e 5000 Exit project	
		Candidate Signature and Date FirstName LastName Date: 2015.09.1	Candidate Signature and Date Graduate Progra Digitally signed by FirstName LastName LastName Date: 2015 09 15 12:14:23, 05:001			m Director Signature and Date	
		Advisor Signature and Date Revised August 2015	Graduate School Dean Signature and Date			Date	
 7. In the future, to sign a document, do one of the following: a. Click on the red signature flag as shown on the form → Advisor Signature and Date 							
b. Click the pen icon and select Sign Document \rightarrow			Che Sig	gnature Panel			
	c. In the Tools Pane	e, click Fill & Sign →			🔔 Fill & Si	gn	

8. Select your name from the dropdown box shown in #5 and enter your password.