

“DIGITAL SIGNATURE USING ADOBE” TRAINING

Digital signature is a type of electronic signature, which utilizes stringent encryption verification technology allowing users to sign documents online and the recipients to authenticate the signatories and the electronically signed documents as well.

This manual is divided into two parts.

- [Part I](#) will cover the things that need to be done before go to part II:
 - [Request for an Adobe account](#)
 - [Download Acrobat Pro DC Software](#)
- [Part II](#) will illustrate the following:
 - [Create a Digital Signature in Adobe](#)
 - [Create a Digital Signature Field](#)
 - [Sign a PDF with a Digital Signature](#)

PART I. Steps you need to be done before go to part II

1. Request for an Adobe Account

Click [HERE](#) to request for a new UH Adobe ETLA account. You will be asked to log in with your UH Username and password. An email from Adobe will be sent to you within 2-3 business days to either create a new account or connect with an existing account (please check your Spam/Junk folder as this email often gets filtered there).

If you are unable to request an account or cannot locate the email from Adobe, please email sladmin@hawaii.edu for assistance.

(Complete this step if you have not requested an adobe account by now.)

2. Download Acrobat Pro DC Software

An email from Adobe will be sent to you within the next business day after you have requested to confirm your access to the Acrobat Pro DC software. Please check your Spam folder for this email as well.

If you are still unable to find the email, you can visit the following site to download and install Acrobat Pro:

https://www.adobe.com/go/get_acrobatdc_pro_win

NOTE: When starting up Acrobat Pro for the first time,

- You will be asked to log in to Adobe. After entering your email address, you will be prompted to choose an account.
- Select the "Enterprise ID" option. The UH login screen will appear next.
- Enter your UH account information to gain access to your Adobe Account.
- Once you have successfully logged in, the Acrobat Pro software will be fully licensed.

As a reminder, this Adobe account will allow you to license (2) computers at any given time.

(Complete this step if you have not downloaded adobe pro DC software.)

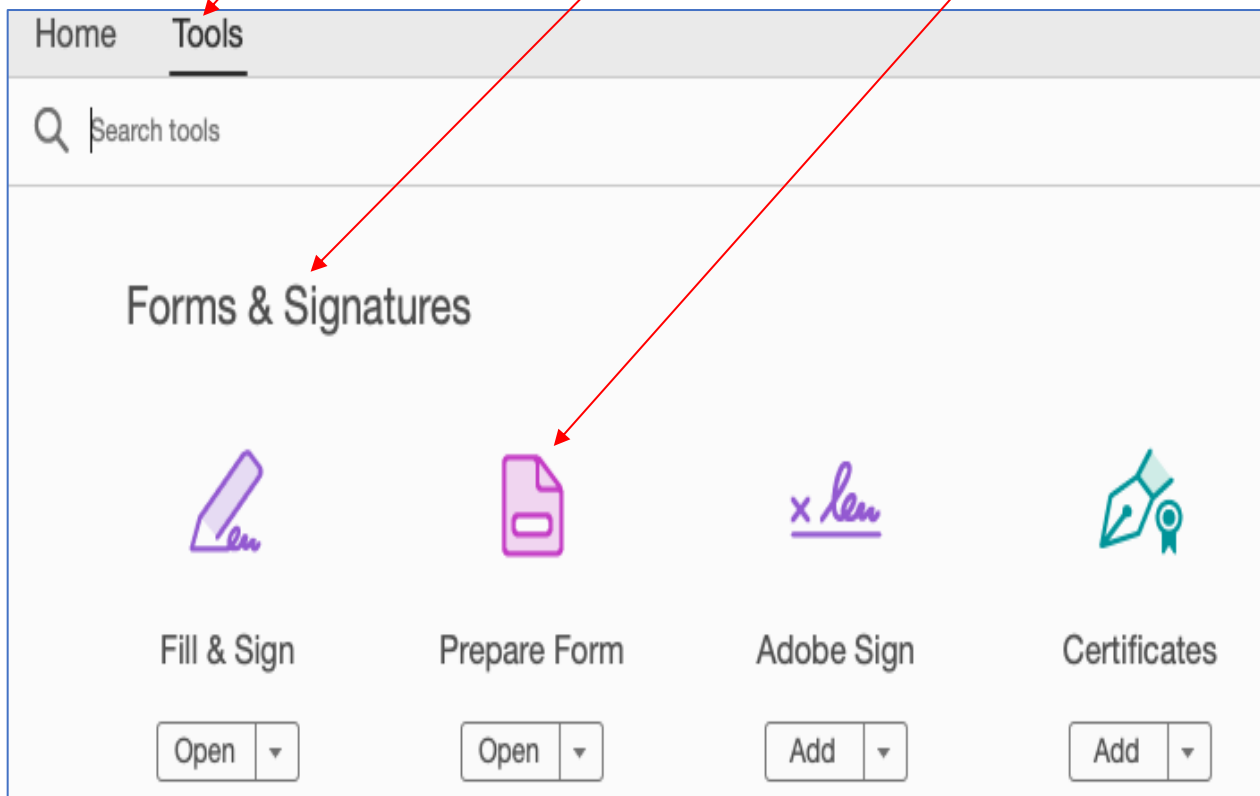
PART II. Learning about Digital Signature

Create a Digital Signature Field

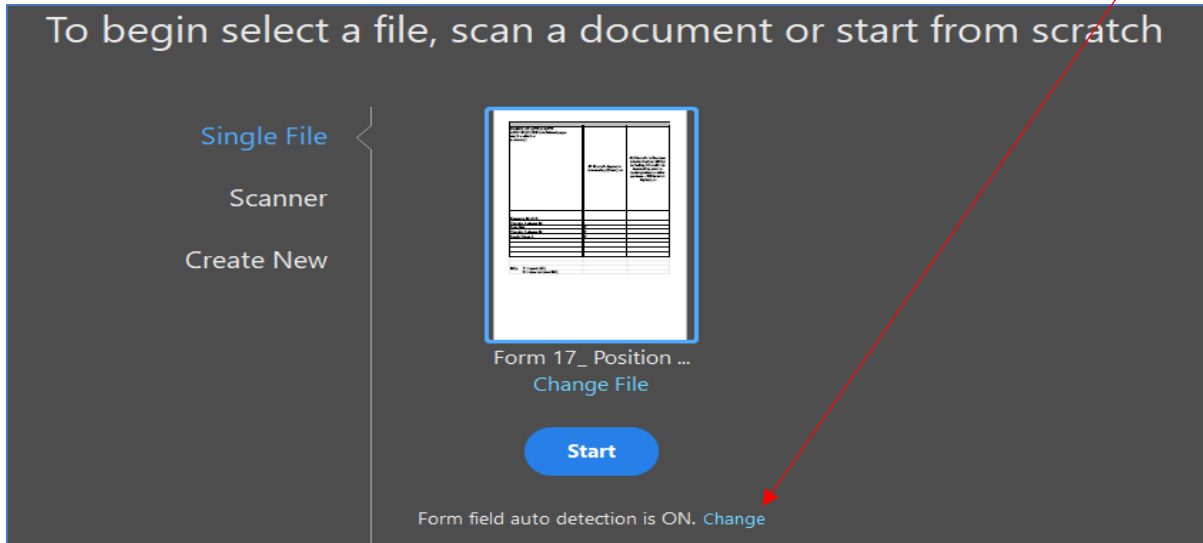
1. Open your document or form using **Adobe Acrobat Pro DC**.



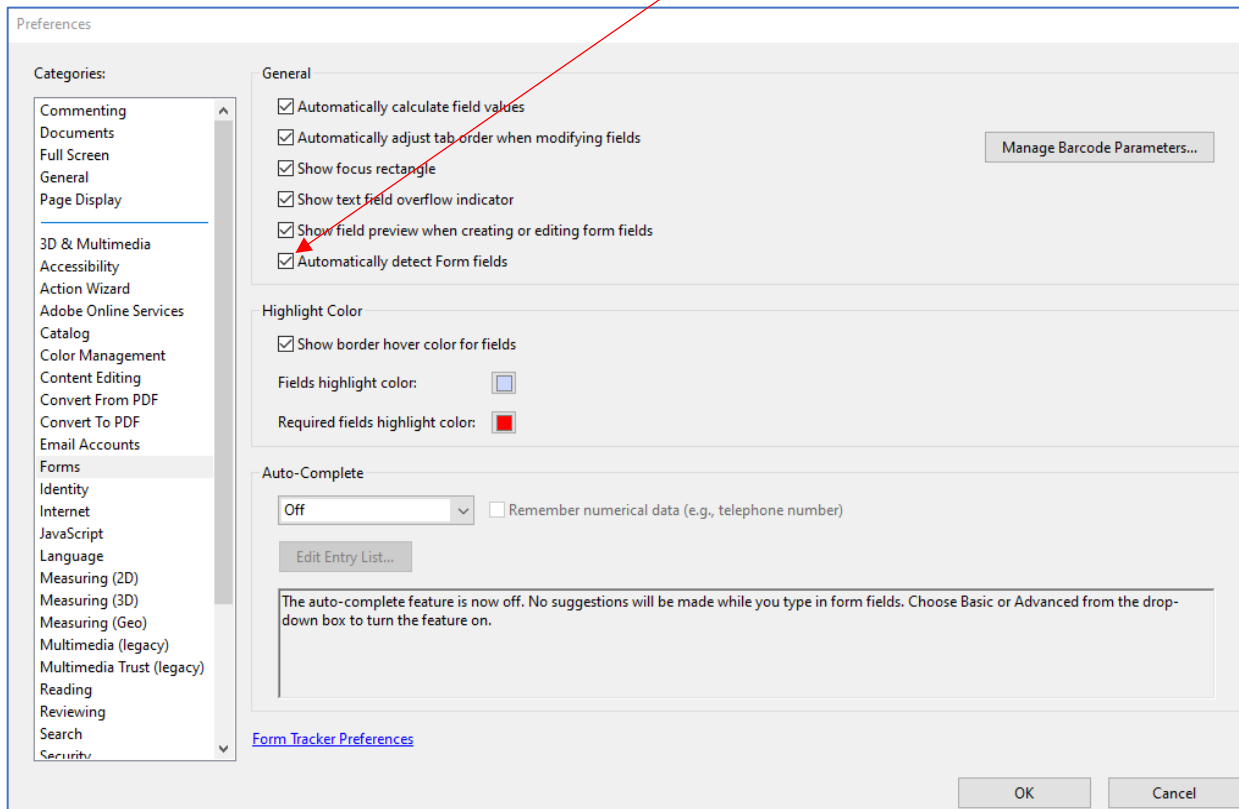
2.a. Click on **Tools**. Scroll down to **Forms & Signatures**. Click on **Prepare Form** icon.




2.b. Clicking on the **Prepare Form** icon may result in a popup box displaying a message such as the image below. To change auto detection, click on **Change**.



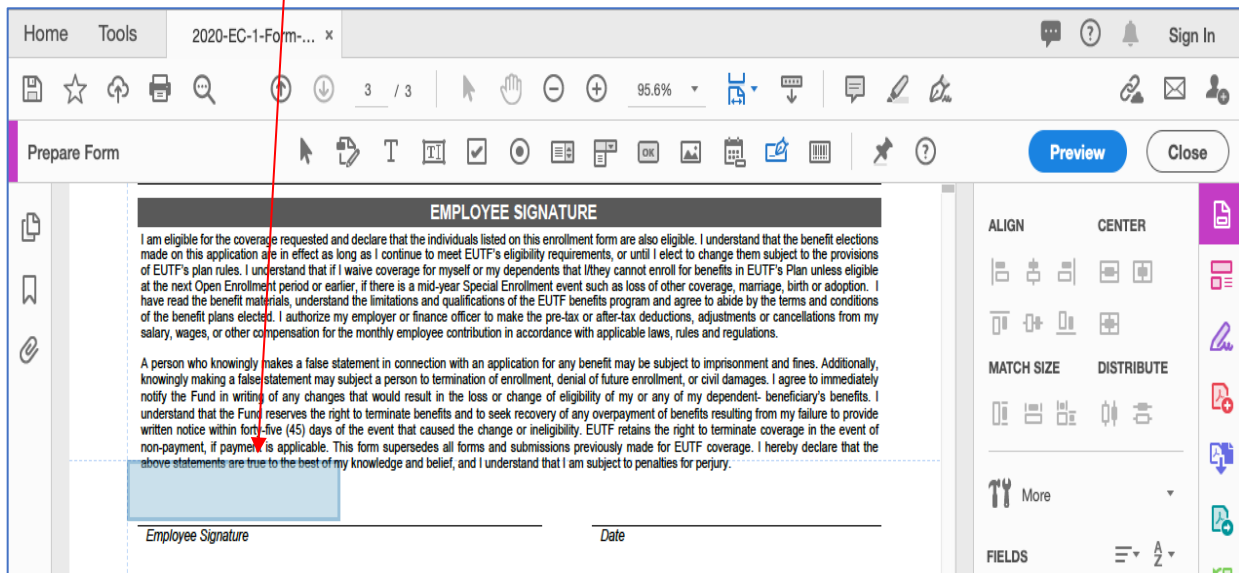
2.c. Once **Change** button is clicked, a popup box will appear. To turn off the auto detect, under **General**, uncheck the “Automatically detect Form fields”. Then click **OK**.



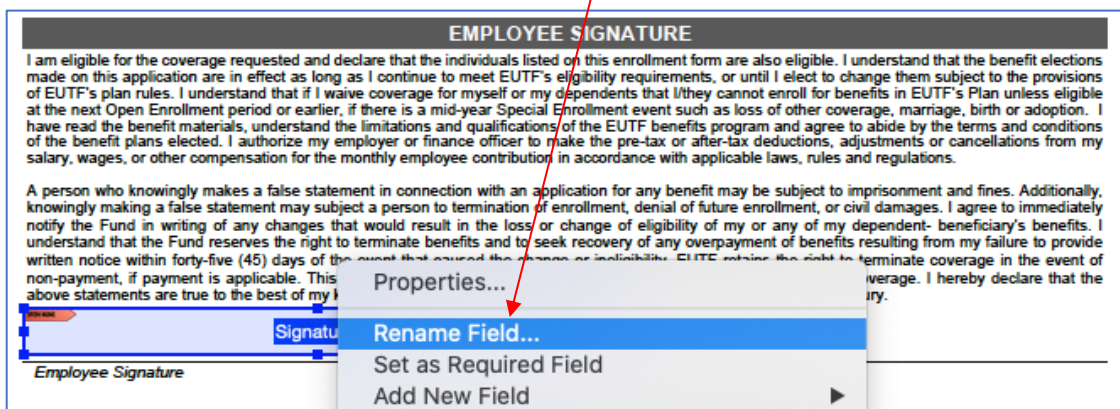
3. Click the **Add a Digital Signature** button  , which can be found at the upper portion of the form.



4. Drag the blue signature box/field in the desired area (i.e. above the line marked as “signature”). Align and adjust the blue signature box/field to ensure that the digital signature, once affixed, will not obstruct the text surrounding the digital signature.

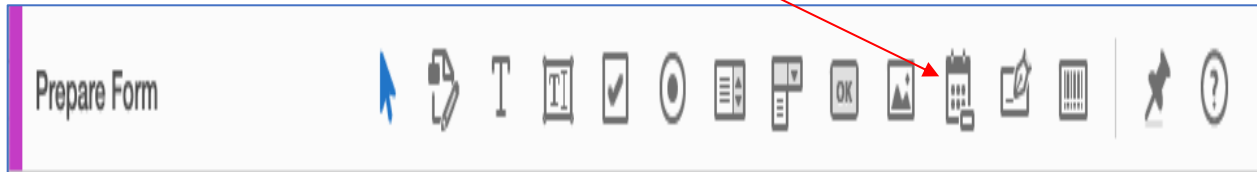


5. After aligning and adjusting the signature box, you may rename the signature box by doing a right click and choosing **Rename Field**.

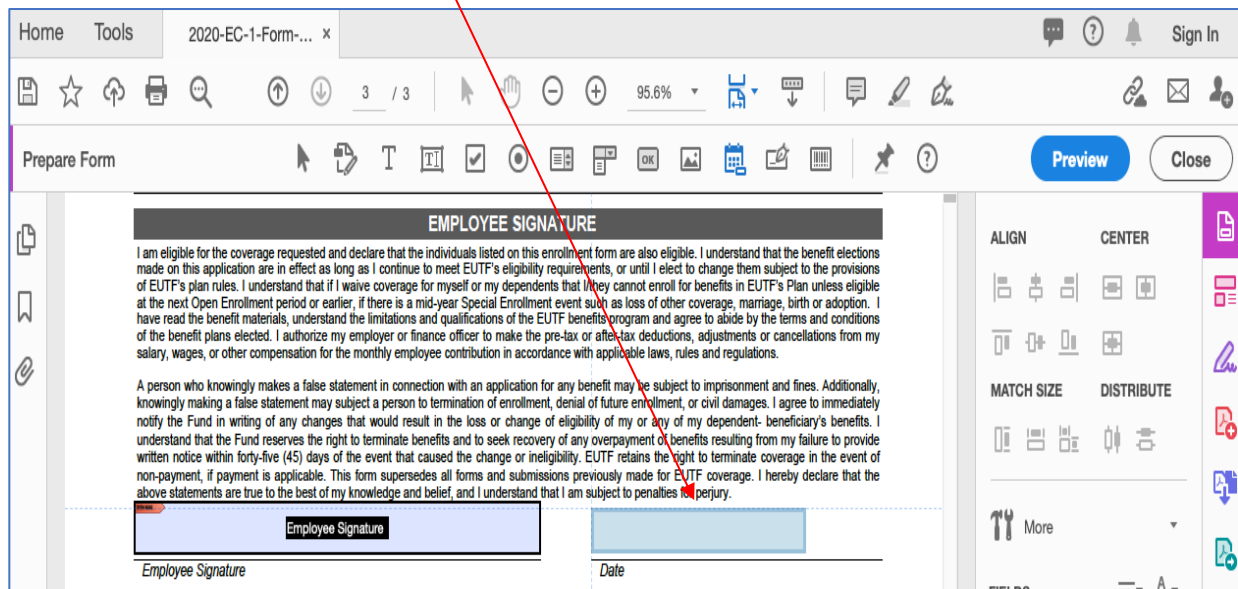


Additional steps to add date field to your document or form:

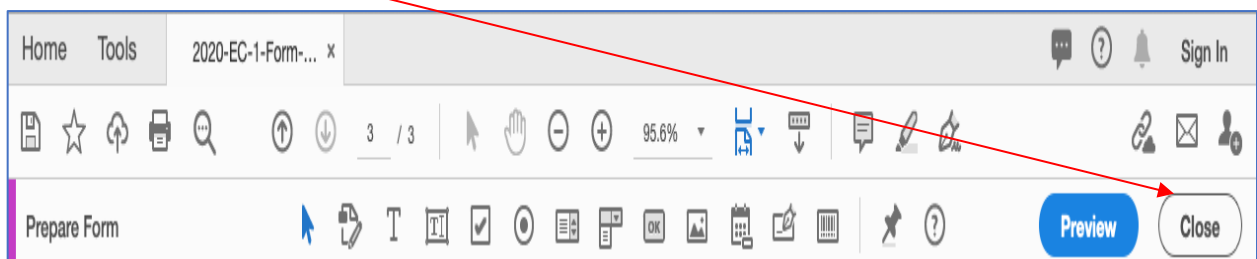
6. Click the **Add a Date Field** button , which can be found at the upper portion of the form.



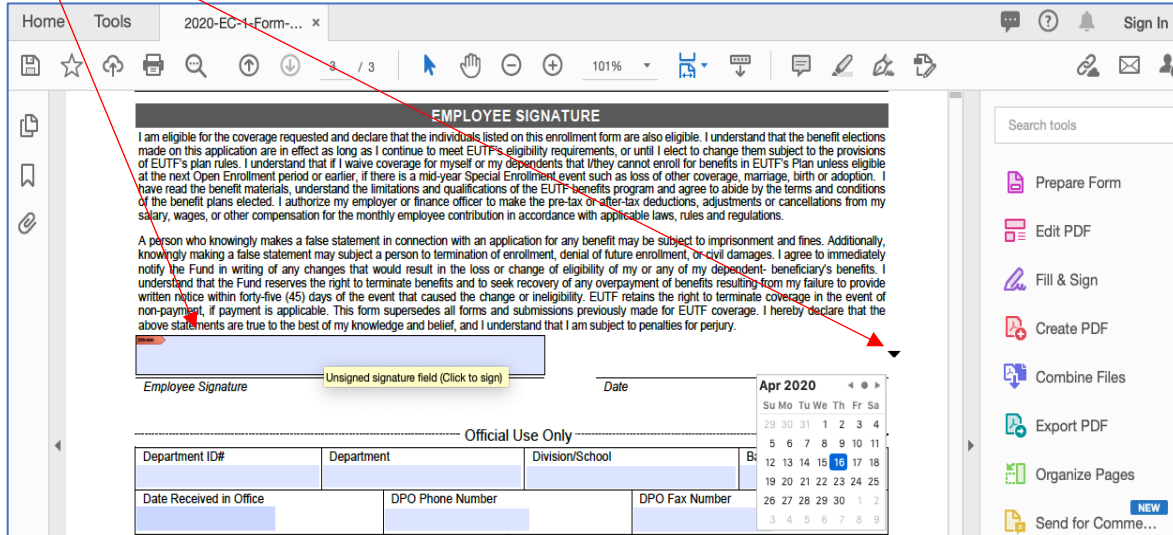
7. Drag the blue date box/field in the desired area (i.e. above the line marked as “date”). Align and adjust the blue date box/field to ensure that the signing date, once affixed, will not obstruct the text surrounding the signing date. After aligning and adjusting the date box/field, you may rename the date field box/field (see step 5).



8. Click the **Close** button located at the upper right-hand corner of the form.



9. After closing the **Prepare Form** tool, the document will look like the image below. You can confirm that you have successfully created a digital signature field by hovering over the signature date field, which will give you the message “Unsigned signature field (Click to sign)”. On the date field/box, you can manually type in the date or you can click the triangle on the right side of the date field, which will then display a calendar.



Sign a PDF Document with Digital Signature

1. Open a document or form using **Adobe Acrobat Pro DC**.
2. Enter the signing date first if a date field is present. You can manually type in the date or you can click the triangle on the right side of the date field, which will then display a calendar.

EMPLOYEE SIGNATURE

I am eligible for the coverage requested and declare that the individuals listed on this enrollment form are also eligible. I understand that the benefit elections made on this application are in effect as long as I continue to meet EUTF's eligibility requirements, or until I elect to change them subject to the provisions of EUTF's plan rules. I understand that if I waive coverage for myself or my dependents that I/they cannot enroll for benefits in EUTF's Plan unless eligible at the next Open Enrollment period or earlier, if there is a mid-year Special Enrollment event such as loss of other coverage, marriage, birth or adoption. I have read the benefit materials, understand the limitations and qualifications of the EUTF benefits program and agree to abide by the terms and conditions of the benefit plans elected. I authorize my employer or finance officer to make the pre-tax or after-tax deductions, adjustments or cancellations from my salary, wages, or other compensation for the monthly employee contribution in accordance with applicable laws, rules and regulations.

A person who knowingly makes a false statement in connection with an application for any benefit may be subject to imprisonment and fines. Additionally, knowingly making a false statement may subject a person to termination of enrollment, denial of future enrollment, or civil damages. I agree to immediately notify the Fund in writing of any changes that would result in the loss or change of eligibility of my or any of my dependent- beneficiary's benefits. I understand that the Fund reserves the right to terminate benefits and to seek recovery of any overpayment of benefits resulting from my failure to provide written notice within forty-five (45) days of the event that caused the change or ineligibility. EUTF retains the right to terminate coverage in the event of non-payment, if payment is applicable. This form supersedes all forms and submissions previously made for EUTF coverage. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that I am subject to penalties for perjury.

Employee Signature
Date

Official Use Only

Department ID#	Department	Division/School	B
Date Received in Office	DPO Phone Number	DPO Fax Number	

Apr 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

3. Click on the signature field indicated by a red flag.

EMPLOYEE SIGNATURE

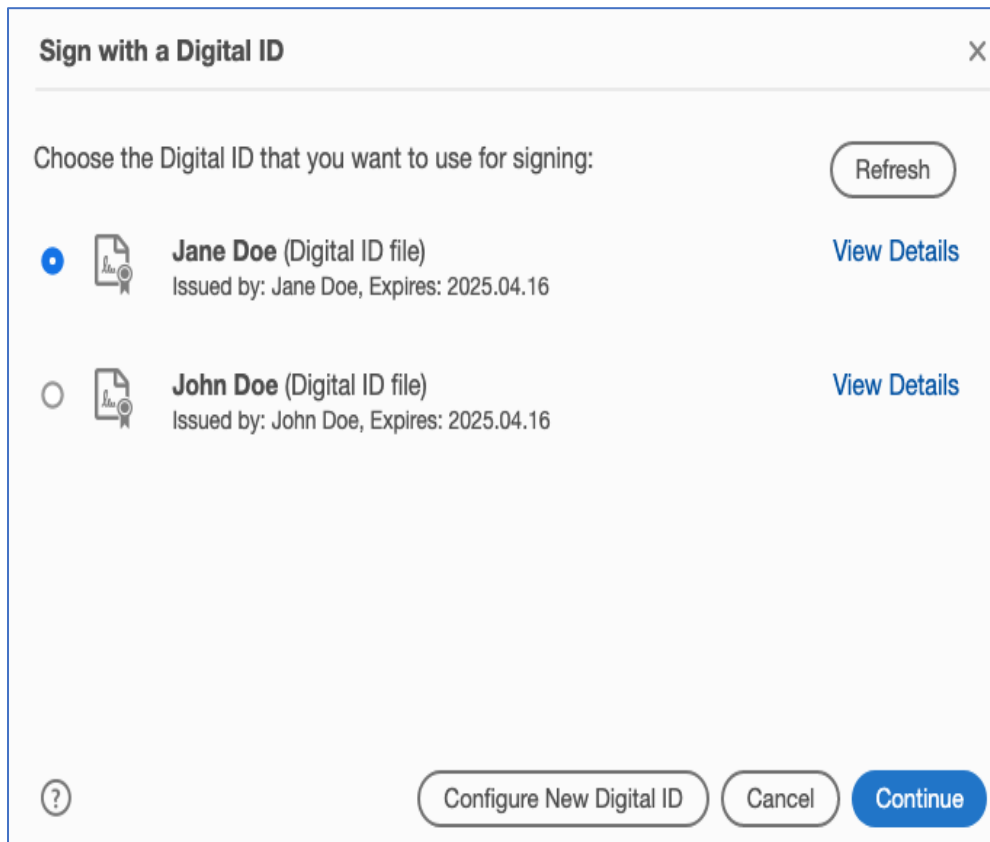
I am eligible for the coverage requested and declare that the individuals listed on this enrollment form are also eligible. I understand that the benefit elections made on this application are in effect as long as I continue to meet EUTF's eligibility requirements, or until I elect to change them subject to the provisions of EUTF's plan rules. I understand that if I waive coverage for myself or my dependents that I/they cannot enroll for benefits in EUTF's Plan unless eligible at the next Open Enrollment period or earlier, if there is a mid-year Special Enrollment event such as loss of other coverage, marriage, birth or adoption. I have read the benefit materials, understand the limitations and qualifications of the EUTF benefits program and agree to abide by the terms and conditions of the benefit plans elected. I authorize my employer or finance officer to make the pre-tax or after-tax deductions, adjustments or cancellations from my salary, wages, or other compensation for the monthly employee contribution in accordance with applicable laws, rules and regulations.

A person who knowingly makes a false statement in connection with an application for any benefit may be subject to imprisonment and fines. Additionally, knowingly making a false statement may subject a person to termination of enrollment, denial of future enrollment, or civil damages. I agree to immediately notify the Fund in writing of any changes that would result in the loss or change of eligibility of my or any of my dependent- beneficiary's benefits. I understand that the Fund reserves the right to terminate benefits and to seek recovery of any overpayment of benefits resulting from my failure to provide written notice within forty-five (45) days of the event that caused the change or ineligibility. EUTF retains the right to terminate coverage in the event of non-payment, if payment is applicable. This form supersedes all forms and submissions previously made for EUTF coverage. I hereby declare that the above statements are true to the best of my knowledge and belief, and I understand that I am subject to penalties for perjury.

4/16/20

Employee Signature
Date

4. Once you click the signature field, a popup box will appear with options to affix your digital signature or configure a new one. *(If you have already created a digital signature, please skip step 5 to 9 and jump to step 10).*

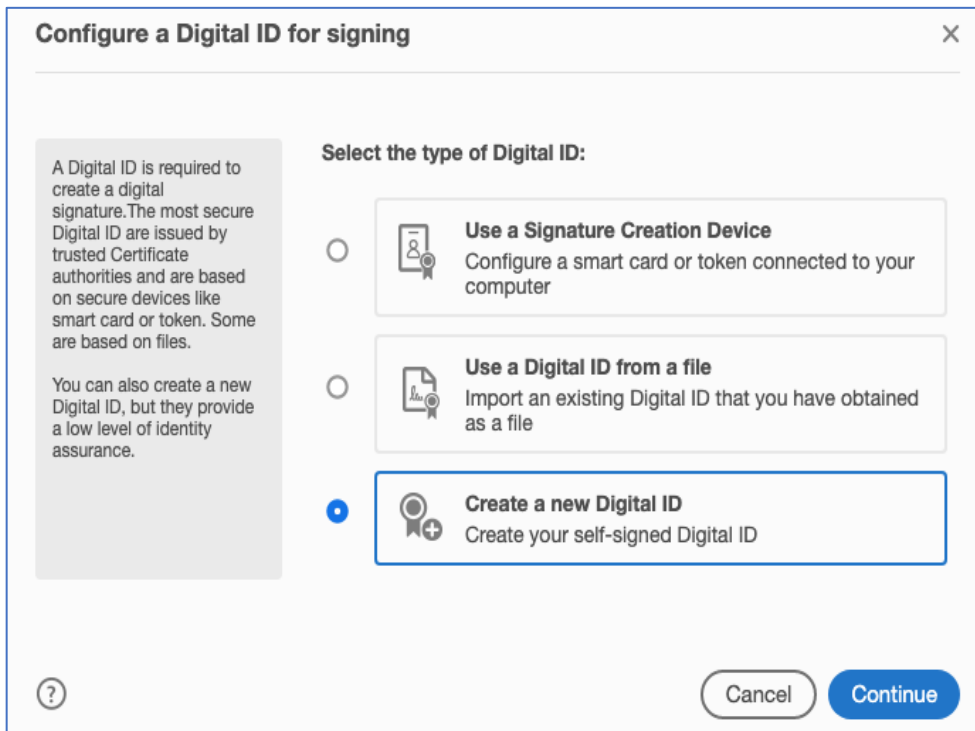


Create a Digital Signature in Adobe

5. If you do not have a digital signature already set up, click **Configure Digital ID**.



6. Click **Create a New Digital ID**, then click **Continue**.



7. Click **Save to File**, then click **Continue**.

Select the destination of the new Digital ID ×

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Apple Keychain
Save the Digital ID to Apple Keychain to be shared with other applications

? Back Continue

8. Enter your information. Leave the key algorithm at 2048-bit RSA. Click **Continue** when done.

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="Human Resources Department"/>
Organization Name	<input type="text" value="Kapiolani Community College"/>
Email Address	<input type="text" value="johndoe@hawaii.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

9. Once you click **Continue**, a popup box will be displayed asking for you to apply a password to protect the digital ID of your signature. Confirm your password. When done, click **Save**.

Save the self-signed Digital ID to a file [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

/Users/Library/Application Support/Adobe/Acrobat/D [Browse]

Apply a password to protect the Digital ID:

Confirm the password:

[Back] [Save]

10. Once you click **Save**, you will see a popup box displaying your newly configured digital ID (along with other digital IDs you have created previously, if any). Choose the ID you want to use to sign the PDF document then click **Continue**.

Sign with a Digital ID [X]

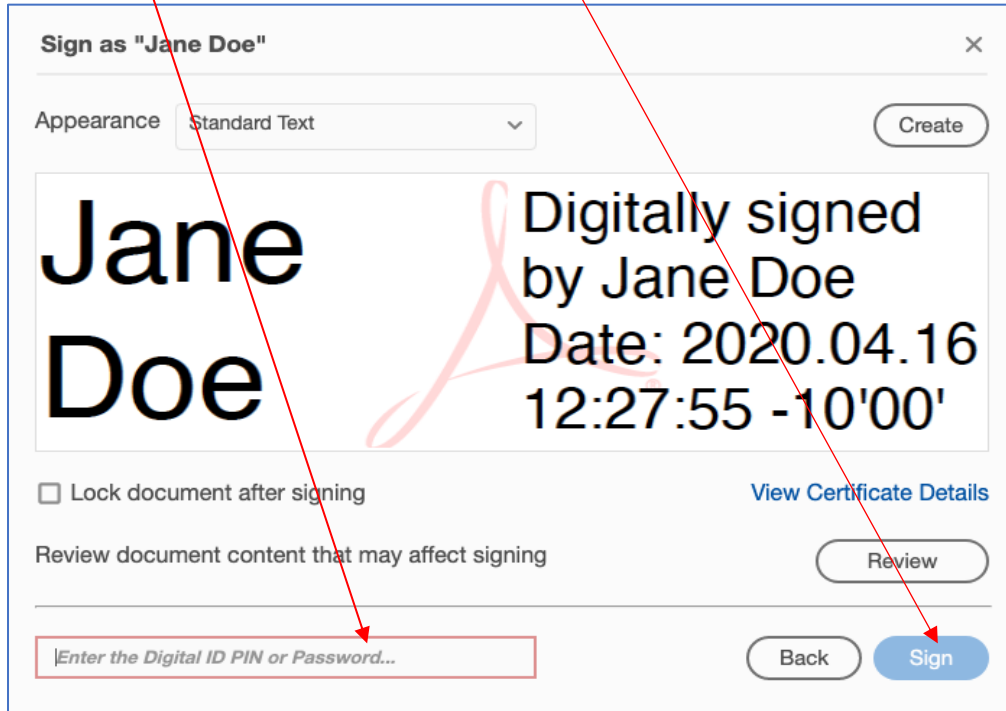
Choose the Digital ID that you want to use for signing: [Refresh]

Jane Doe (Digital ID file)
Issued by: Jane Doe, Expires: 2025.04.16 [View Details]

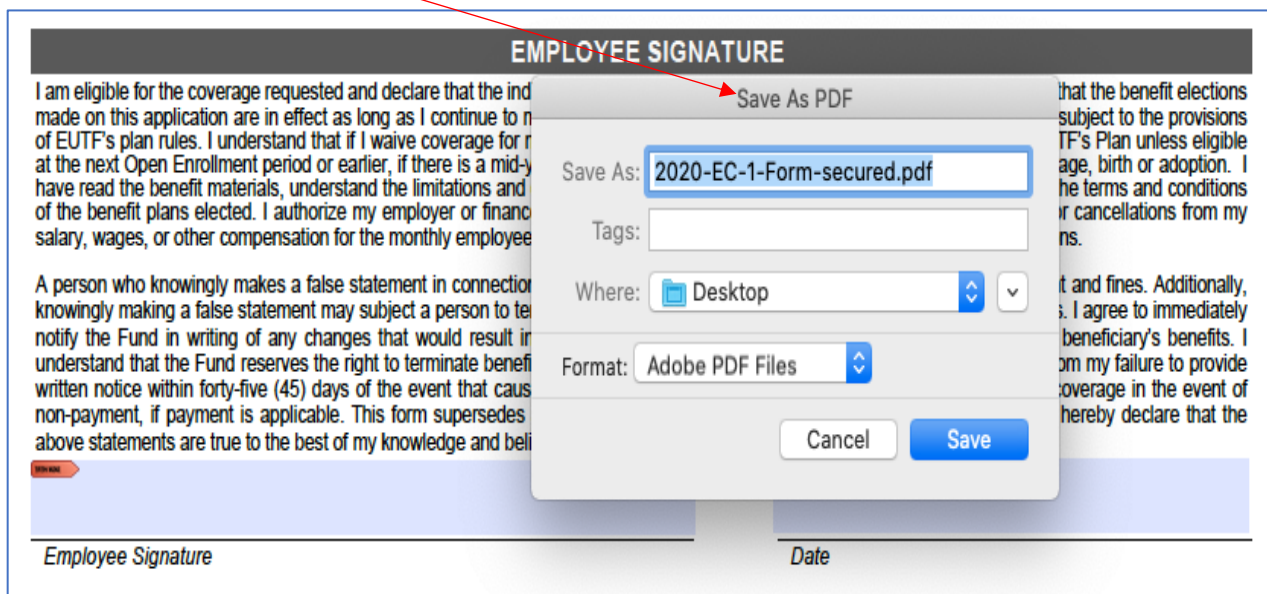
John Doe (Digital ID file)
Issued by: John Doe, Expires: 2025.04.16 [View Details]

[Configure New Digital ID] [Cancel] [Continue]

11. Once you click **Continue**, a popup box with your digital ID will be displayed. At the bottom left of the popup box, you will be required to enter your Digital ID Signature Password. When done, click **Sign**.



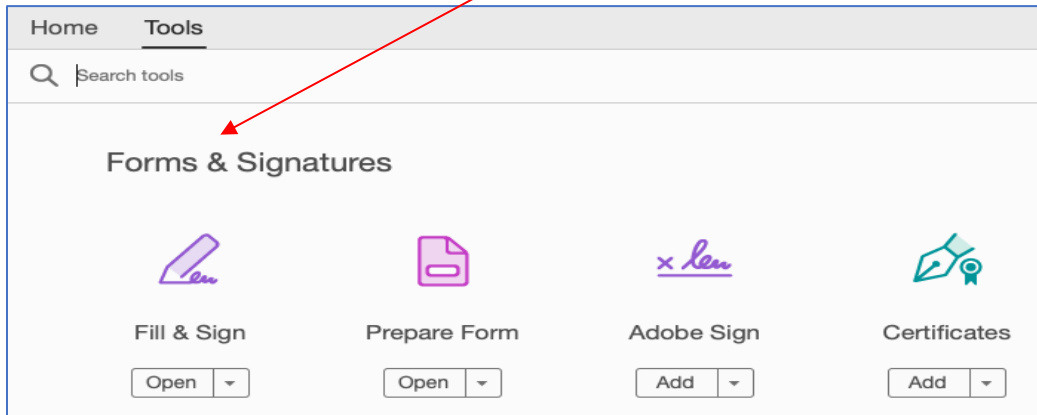
12. **Save As PDF** popup box will appear prompting you to save the signed document.



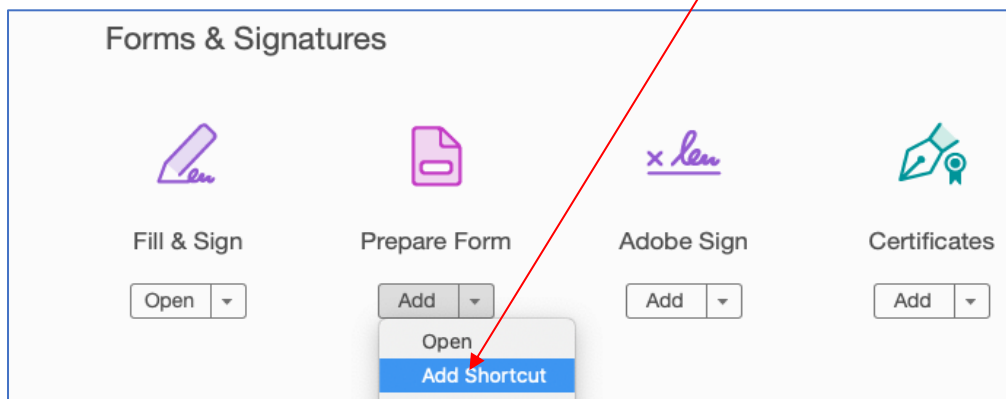
**PLEASE REFER TO THE NEXT PAGE
FOR SOME PRO TIPS.**

Pro Tip: Want to add the **Prepare Form** option as a shortcut? Follow the steps below:

1. Go to **Tools**. Scroll down to **Forms & Signatures**.



2. Click the arrow down on **Prepare Form** and click **Add Shortcut**. The shortcut will automatically be added to the list of shortcut tools on the right side.



3. You can find the shortcut on your right-side panel. If you would like you may **EITHER** move the tools by dragging them up or down **OR** right click and choose **Move Up** or **Move Down**.

