Creating a Digital Signature In Adobe Acrobat

Now that the Registration paperwork is digital here are the instructions for creating a digital signature within adobe so you may sign the document. Red fields are required to be completed on the form. The other fields can be omitted till we need for a later date.

- When you click the signature field the bottom will show up. Click on configure id.
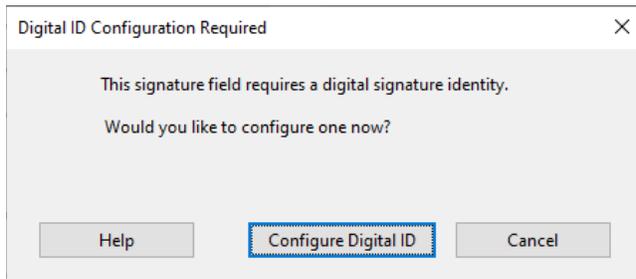
- The next box will be about configure a digital id for signing. Click create new and hit continue.
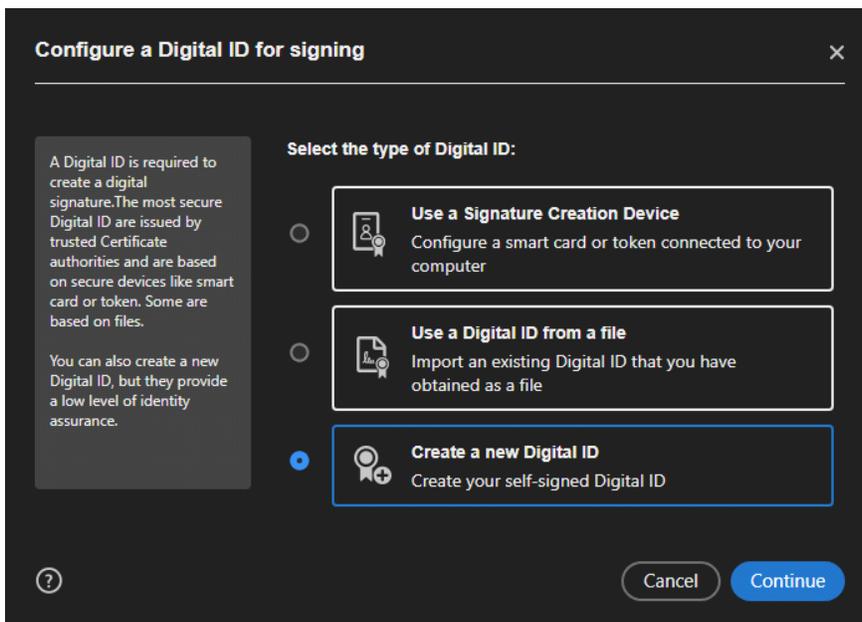
- Select destination, select save to windows certificate store.

- Fill in your information, for email address use your lawson # @hcps.net

- This is the digital id after created, click continue.
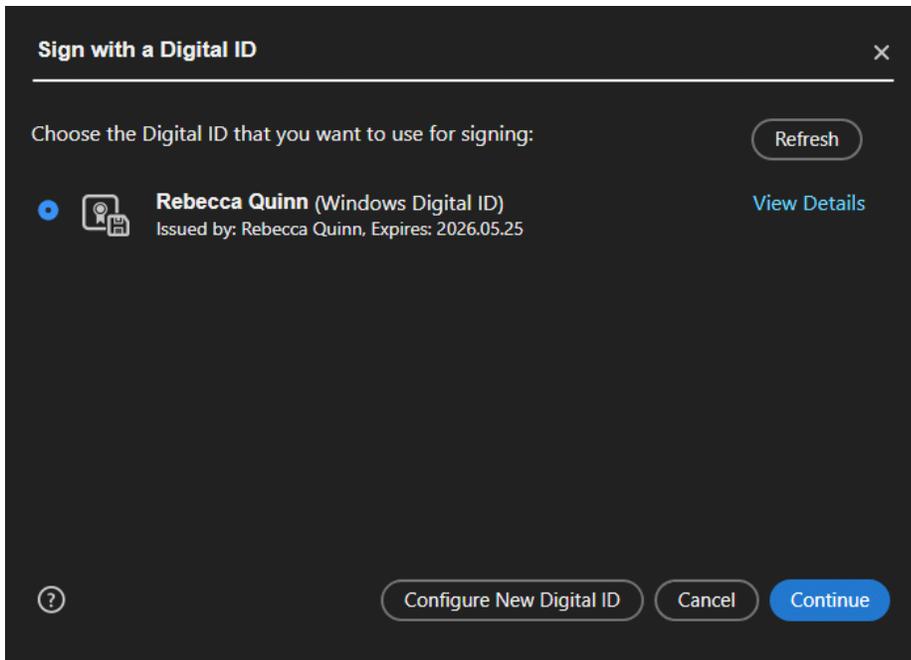
- This is a screen shot of what your signature will look like.
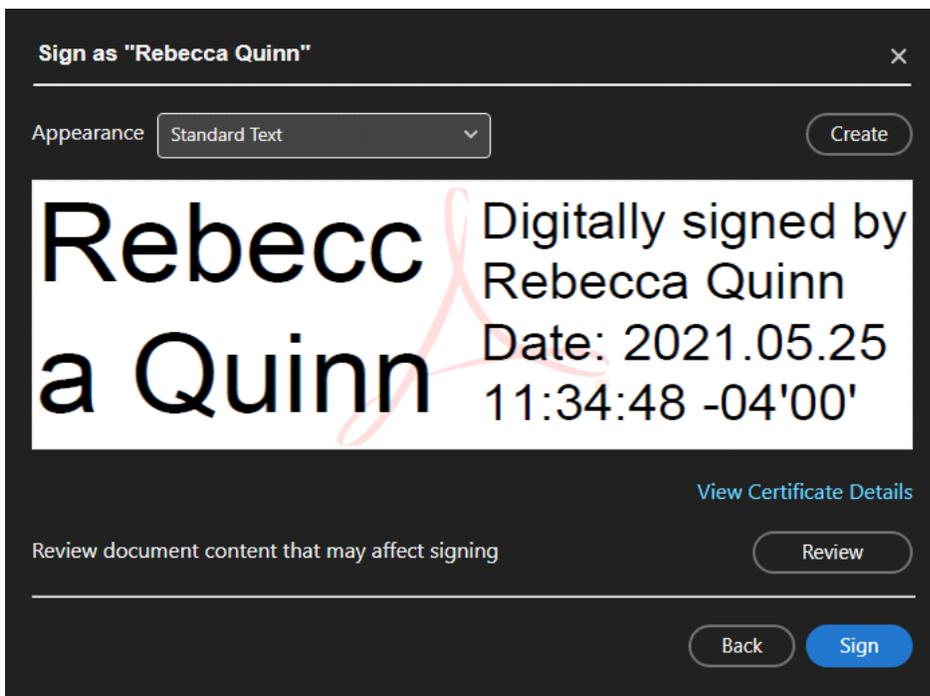
- This is what the signature will look like when digitally signed within adobe.
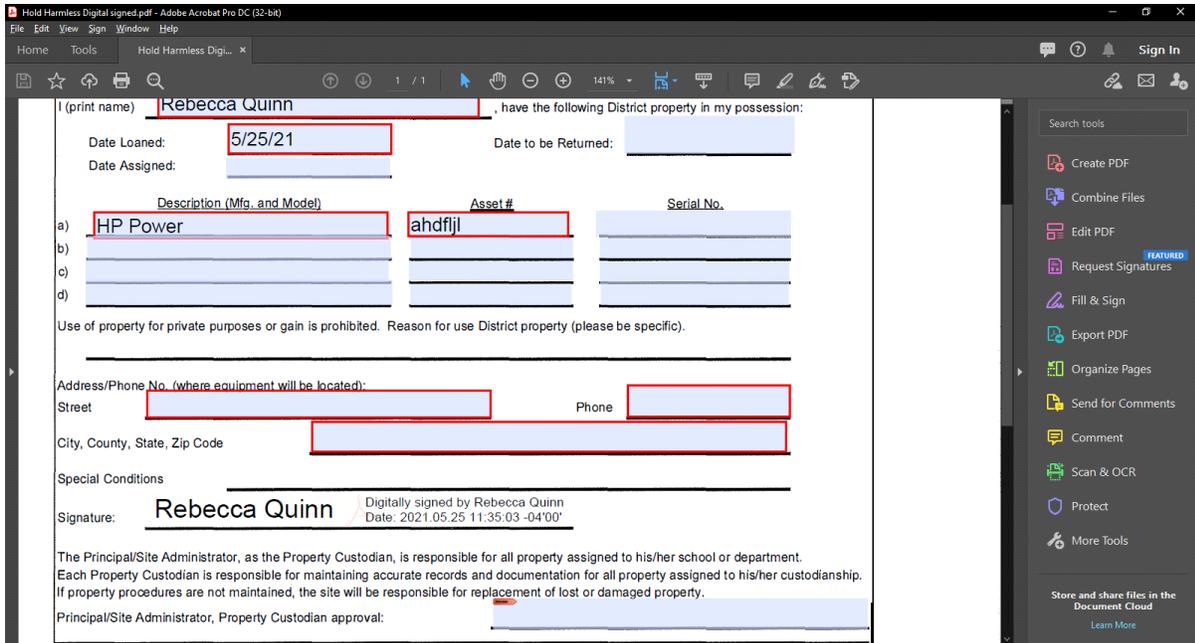
When you go to save the pdf make sure you do save as and add your last name to the document ie "Hold Harmless Digital Quinn" that way this will make it easier to identify the forms.