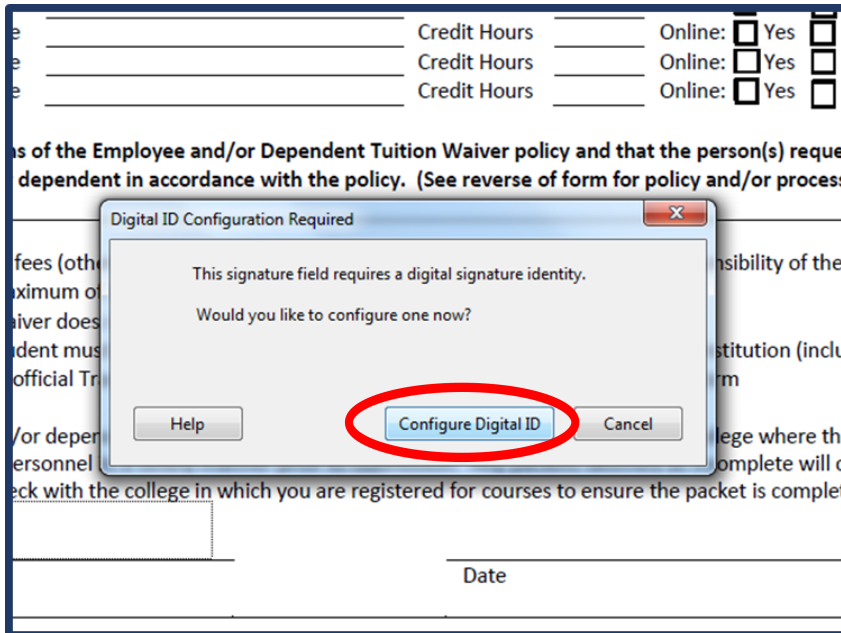# Directions for adding a digital signature to a PDF file

If the PDF document is setup for digital signatures you will see an icon (➡) in the Signature field.

To add your signature, click on the Signature icon and follow the steps outlined below.
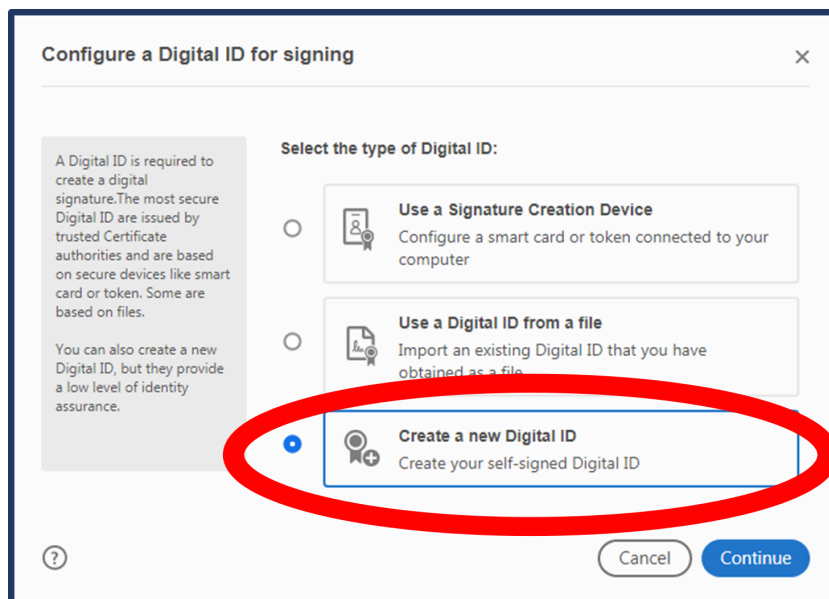
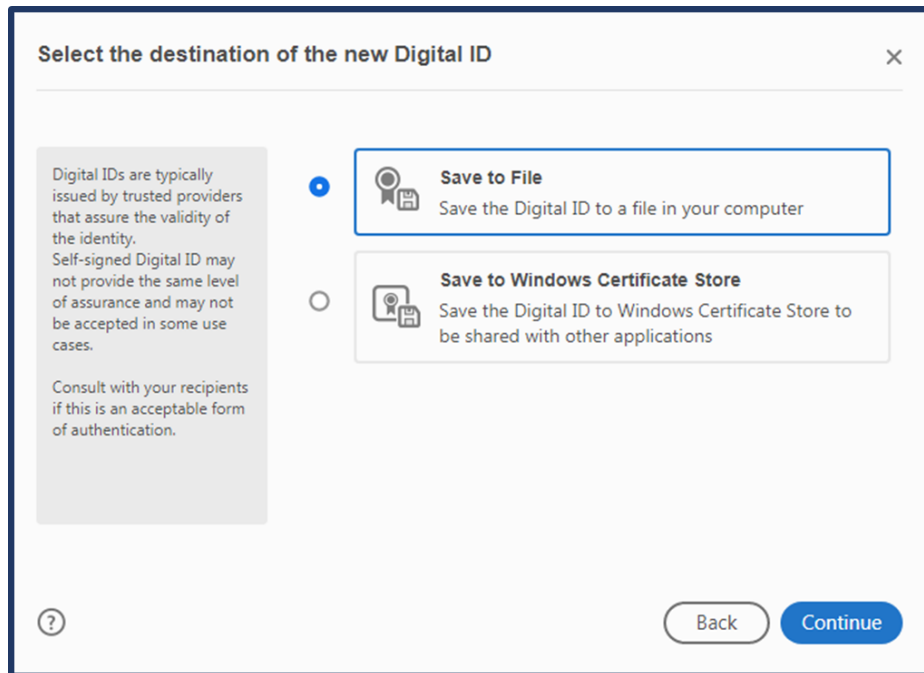## Step 1:

Select the option to Configure Digital ID.

Step 2:

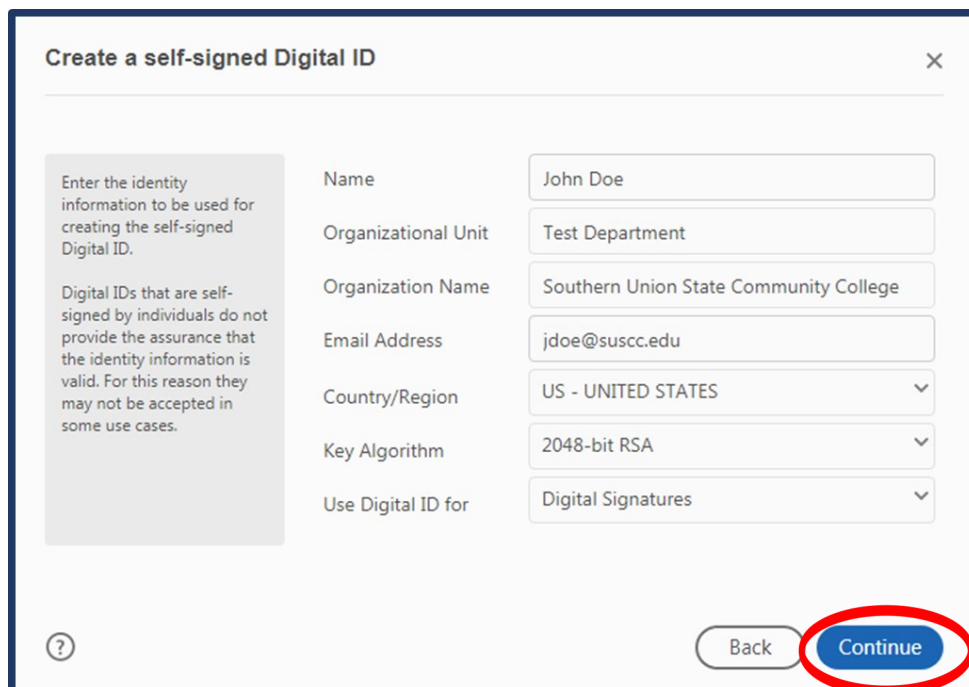**Select the option to Create a new Digital ID**

Step 3:

Select the destination of your new Digital ID. Most users select the Save to File option. This will save your signature information on your computer.

Step 4:

Enter in your Name, Organizational Unit (Optional), Organization Name (Optional), Email Address, Country/Region, Key Algorithm (leave as 2048-bit RSA), and make sure the Use Digital ID is set to Digital Signatures.
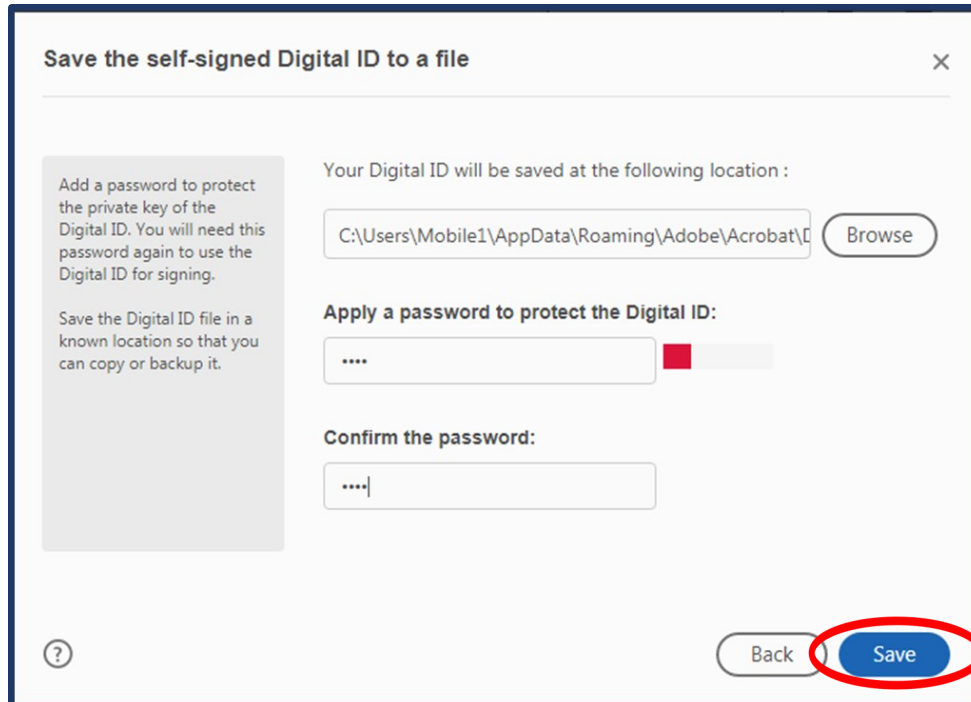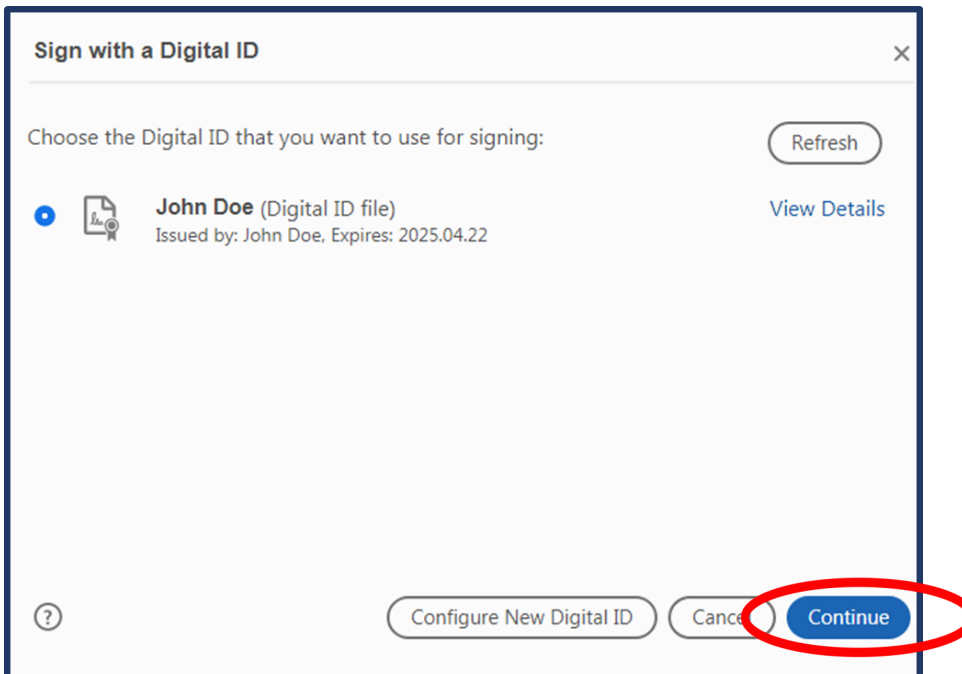
Step 5:

Leave the default path for the location where your Digital ID will be saved. You will need to set a password to securely identify your signature.

Step 6:

Your name should be displayed in this window. Click on Continue to for additional options.

Step 7:

From this screen you will need to enter the password you setup in step 5 and select the option to Create.


Step 8:

On this screen you have several options. If you want to use plain Text you can select the Text option at the top. In this example, we will use the Draw option which will enable you to use the mouse to draw a signature. You can select the additional text fields if you want to include these items with your signature. In the example we have deselected all of these fields. Click Save.
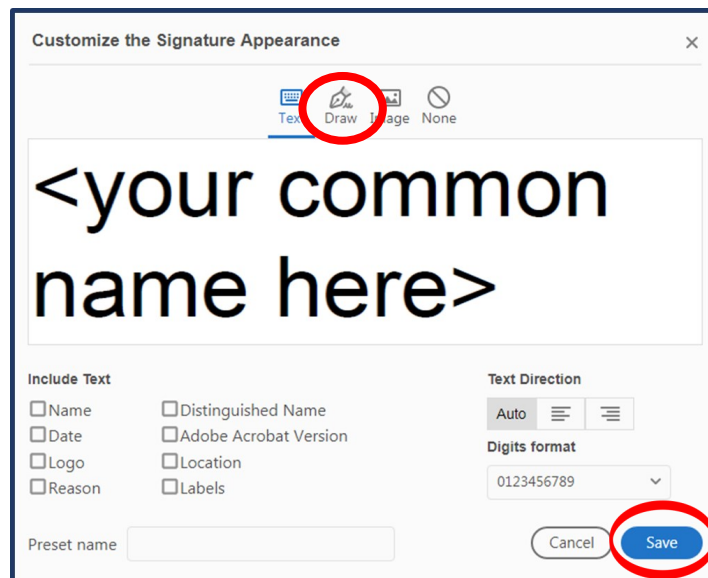
Step 9:

If you selected the Draw option you will be able to use your mouse to draw your signature. You can use the Clear option until your satisfied with your signature. Once your signature is finished click on Apply and Save.
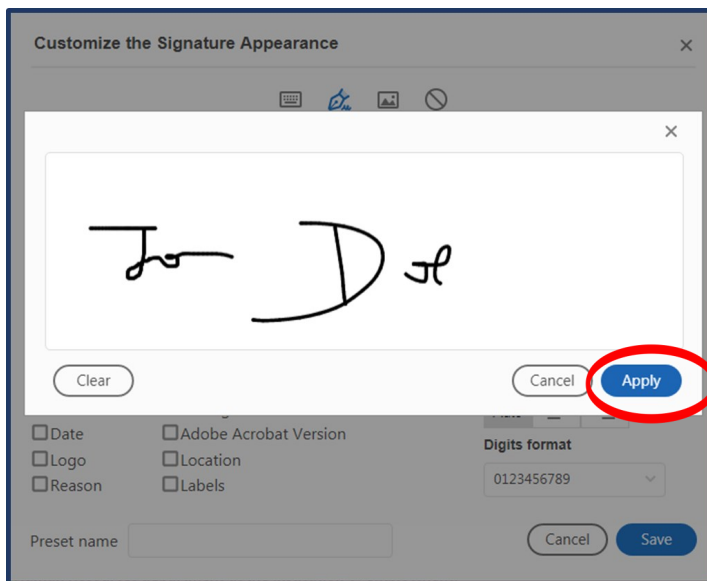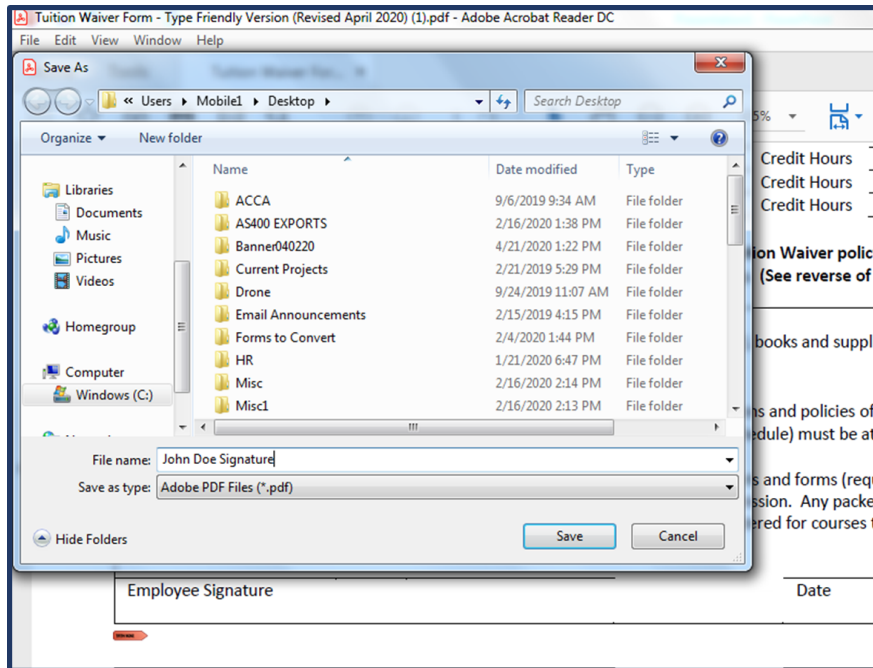

Step 10:

To insert your signature on the document type in the password you set up and click on the Sign option.

Step 11:

Click on Save to insert the signature you just created in to the document. This will also save your signature file to your computer so you can use this digital signature for other documents.

Step 12:

Once you click Save you will see your signature appear in the document.