

15 EASY STEPS TO...

Create a Digital Signature in Adobe

FOR USE WITH PDF FORMS

1. Open the document for signature, using the available Adobe software.
If you do not have any Adobe software installed on your computer, please use the following address to install Adobe Reader DC: <http://get.adobe.com/reader/>
2. Select the signature box, highlighted by a small red flag in its upper left corner
3. In the new window, select "A new digital signature I want to create now"
4. Select "Next"
5. Select "New PKCS#12 digital ID file"
6. Select "Next"
7. Enter the appropriate information:
 - a. Name – Your name
 - b. Organizational Unit – Department/Program Name
 - c. Organization Name: New York City College of Technology
 - d. Email Address: You must use your CityTech email address
8. Select "Next"
9. Create and confirm a password
10. Select "Finish"
11. Enter your password in the new window
12. Select "Sign"
13. Enter the file name in the new window
14. Select "Save"
15. Your signature is now available for all future forms