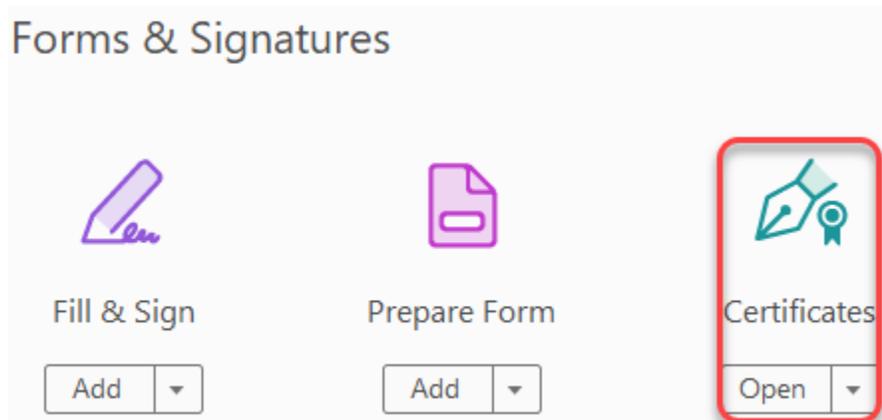


Adobe Acrobat - Digitally Signing PDF Documents in Acrobat

- Click **Tools** in the toolbar



- Under **Forms & Signatures** select **Certificates**



- In the toolbar, you will see a **Certificates** toolbar. Click **Digitally Sign**.



- Click and drag the area you want to make the digital signature, then select your certificate and click **Continue**

Sign with a Digital ID ×

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

 **Jose Placeres** (Windows Digital ID)
Issued by: Jose Placeres, Expires: 2025.02.06 View Details

? Configure New Digital ID Cancel Continue

- After reviewing, click **Sign** to complete the process. (Note: Click on **Create** to personalize your digital signature.)

Sign as "Jose Placeres" ×

Appearance Standard Text ▼ Create

Jose Placeres Digitally signed
by Jose Placeres
Date: 2020.02.06
12:52:26 -05'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

Note: Once you sign the document further changes will render your signature invalid and you will need to resign. You can also lock the document

by checking the box in the above window.