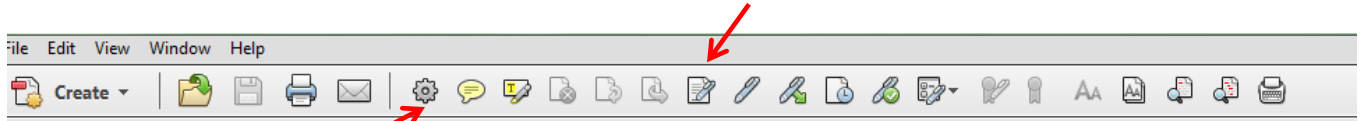


How to digitally sign ANY PDF document in Adobe

1. The document must be a reader-enabled document.
2. Open your PDF document
3. In the tool bar, click on the “Digitally Sign Document” icon



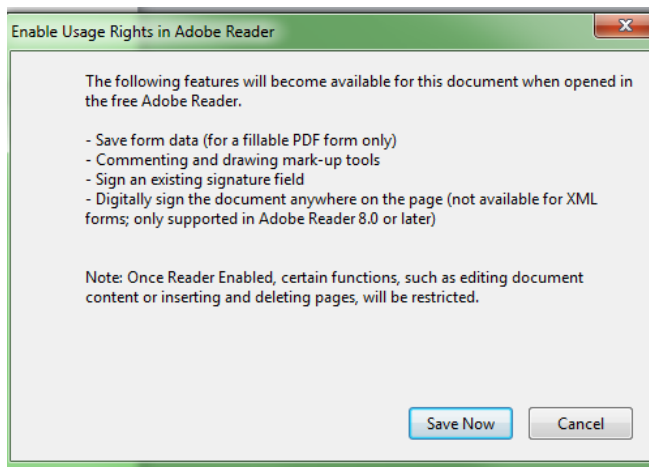
If you don't have this icon in the tool bar, go to Sign & Certify to the right menu, click on 'sign document' or to add the Sign & Certify to your tool bar, do the following:

1. Click on the gear icon to access the toolbar settings
2. Choose the + sign next to “Sign and Certify”
3. Double click “Sign Document”

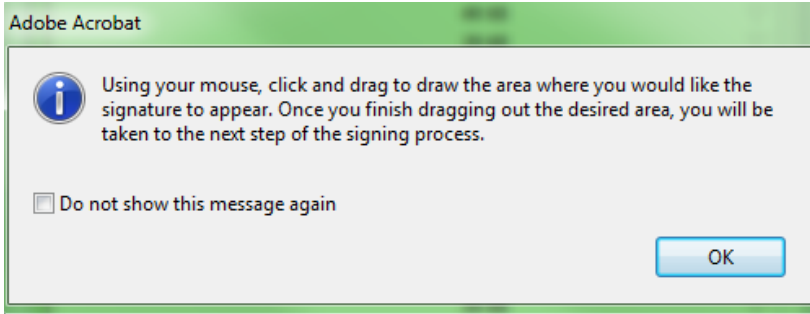
If the above icon is greyed-out follow the instructions above to add it to your tool bar and/or follow the instructions in number 4.

If the above icon is active, move to number 5

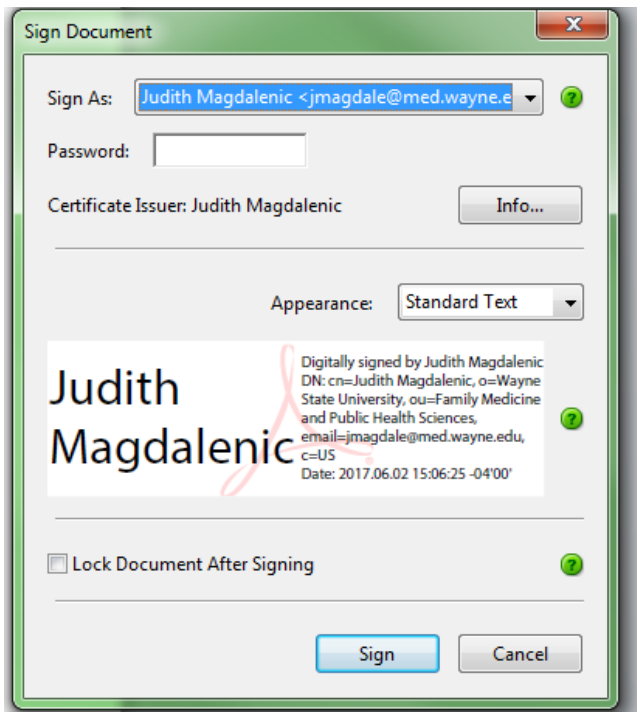
4. If the above icon is grey-out, you may need to save your document as reader-enabled.
 - a. File
 - b. Save As
 - c. Reader Extended PDF....
 - d. Click on: Enable Additional Features..... The box below will appear
 - e. Click: Save Now and rename the document



5. Now when you click on the icon, you will get the following message,



6. Click OK then your mouse will turn into the cross hairs which will allow you to draw the signature box anywhere on the page and will bring up the Sign Document box to add your password. Once you add your password, your signature will be added digitally to the box



Judith Magdalenic
Digitally signed by Judith Magdalenic
DN: cn=Judith Magdalenic, o=Wayne State
University, ou=Family Medicine and Public Health
Sciences, email=jmagdale@med.wayne.edu, c=US
Date: 2017.06.02 15:07:10 -04'00'