HOW TO CREATE AN AUTHENTICATED DIGITAL SIGNATURE USING ACROBAT READER
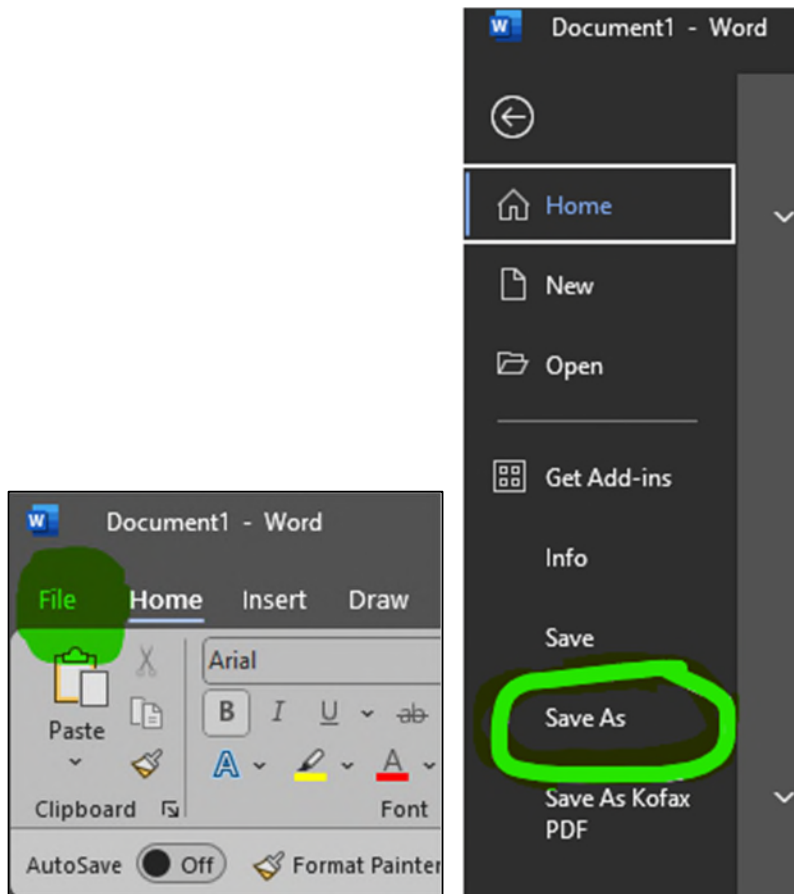
To create an authenticated digital signature using Adobe Acrobat Reader, follow these steps:

1. Open the pdf document to be signed using Acrobat Reader ("Acrobat").

    Note: If the document is not a pdf it must first be converted to pdf following these steps:
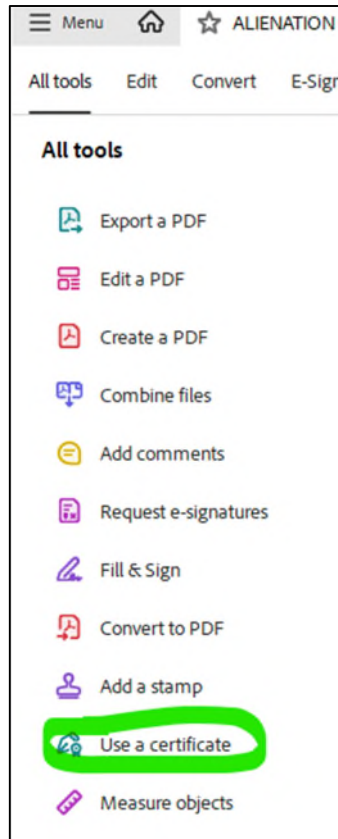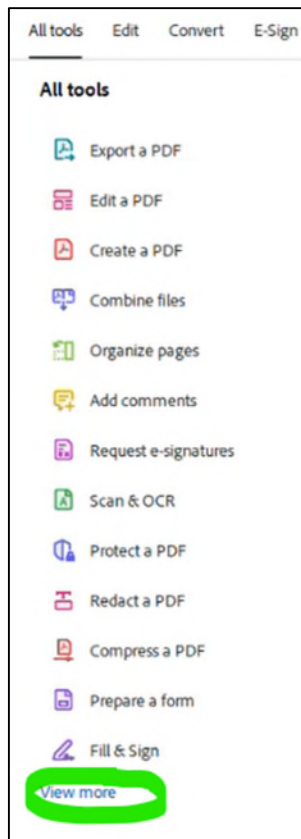
   a. Open the file in its current format and File, Save As:

    b. Select the folder location where the document will be saved. From the Save as type drop down menu select pdf then click Save:
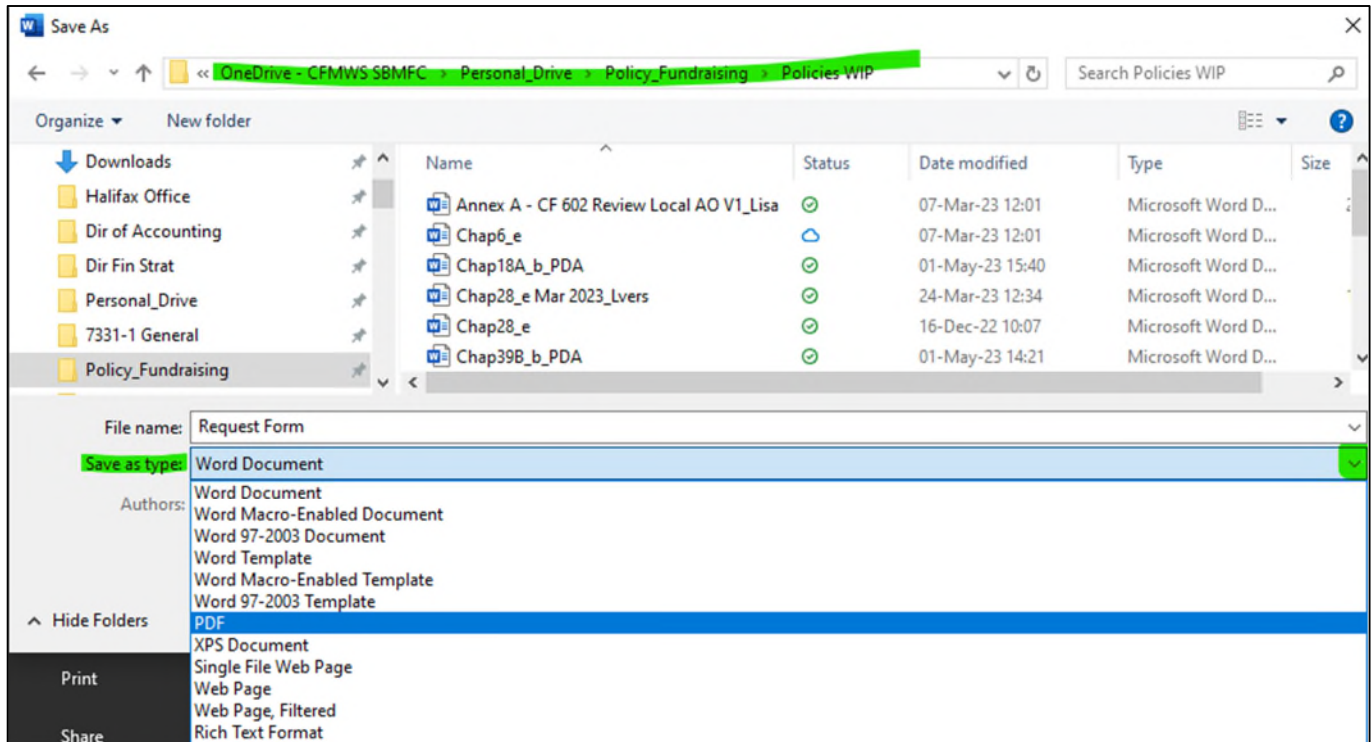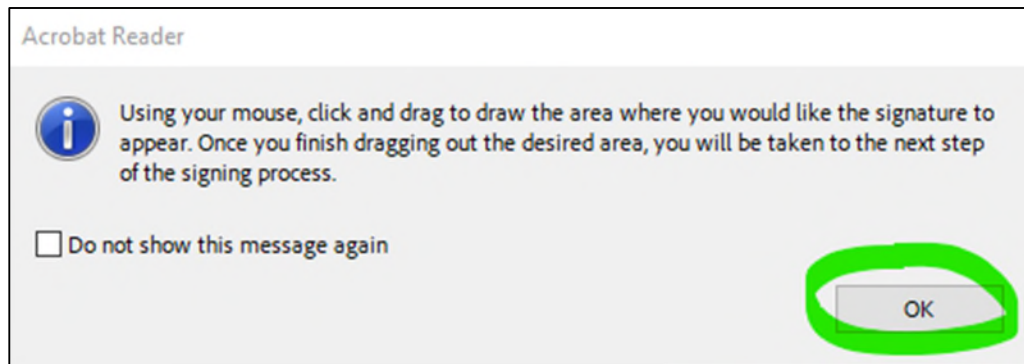
c.   Open the newly saved pdf document.

2.   From the tools on the left-hand side, select Use a Certificate. If Use a Certificate is not an option, click on View More then click on Use a Certificate:
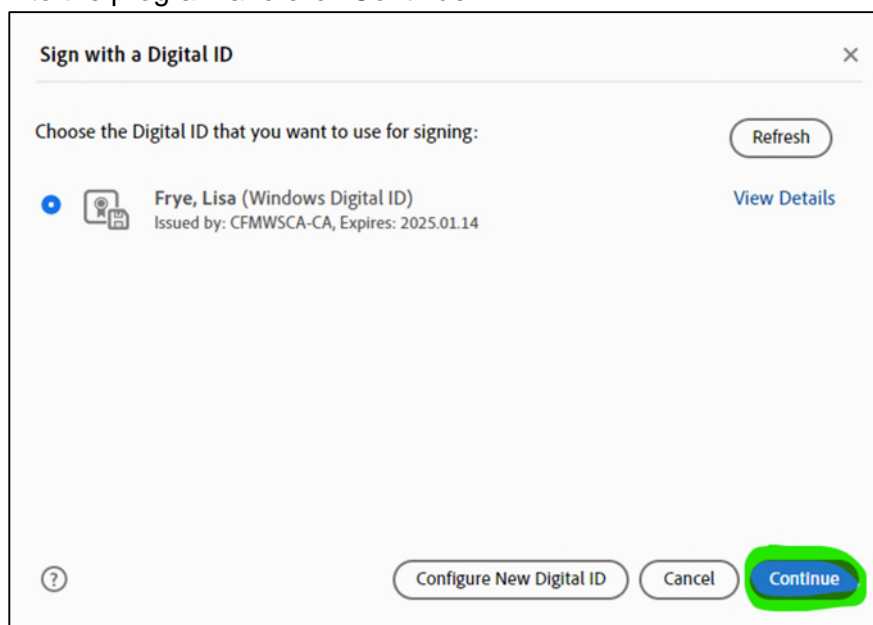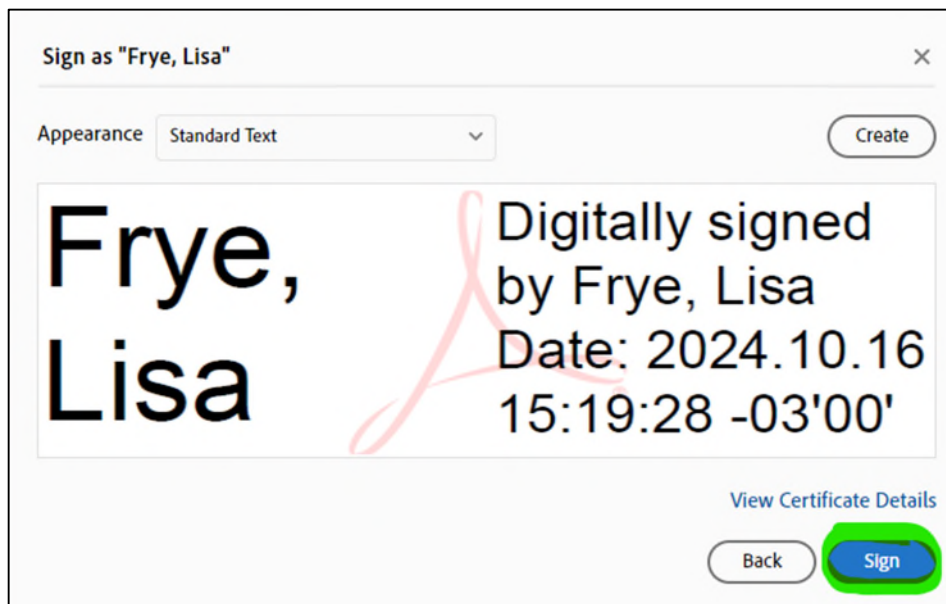
3. Click on Digitally sign:
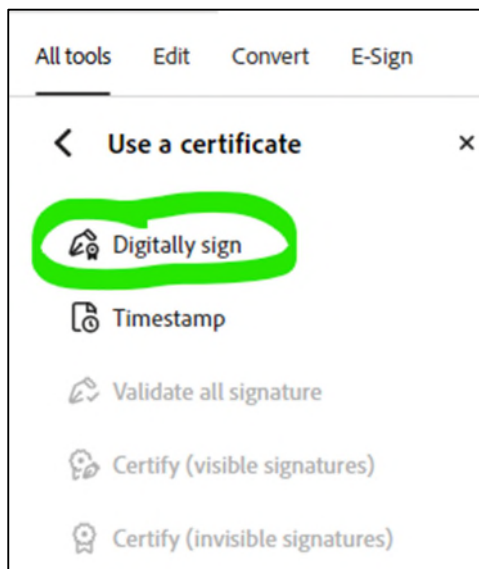
4. A pop up will appear that explains how to create a signature box; read the pop up then click OK:
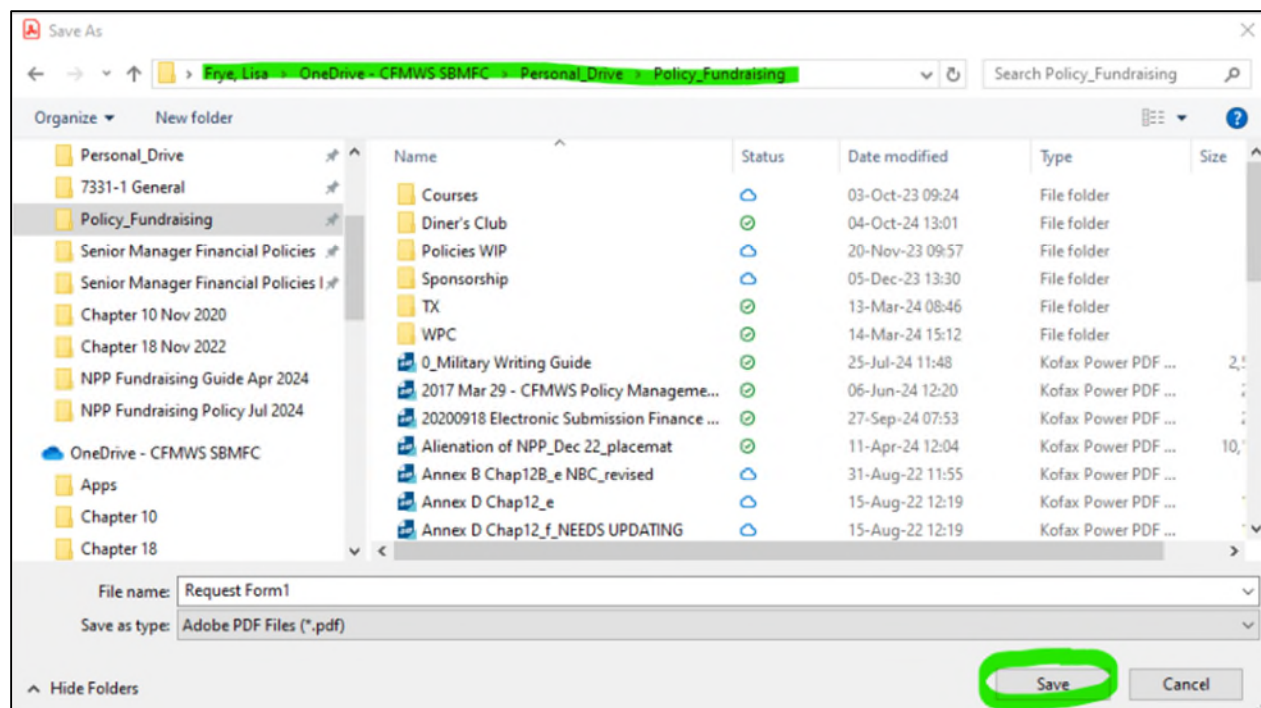
5. Draw the area where the digital signature will go and then select the Digital ID that is imbedded into the program and click Continue:
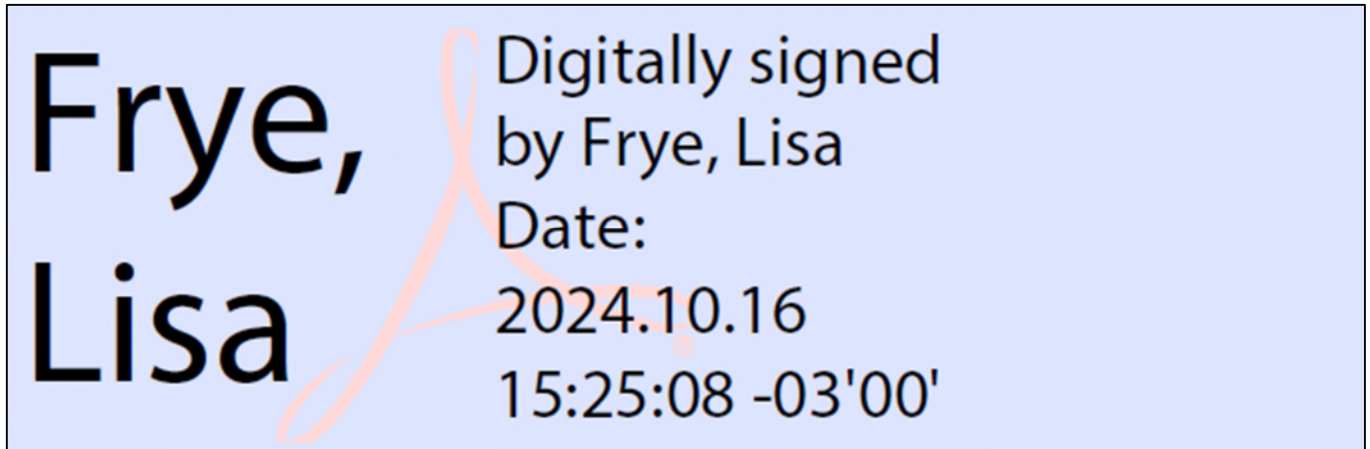
6.   Click Sign:

7.   A pop-up window appears requesting the file be saved. Select a folder location then click Save:

8. The digital signature has now been added to the document:

Note 1: In addition to the digital signature, the signer's signature block showing their position title must appear by the signature. This information can be added 2 ways:

      a. manually added by typing the information directly onto the document; or

      b. adding a signature block image to your existing Digital ID.

For those who frequently sign documents, option b may be the preferred option as adding a signature block image to your existing Digital ID is a one-time process that does not have to be repeated.

Note 2: If you encounter any issues with the digital signature, please create an IT ticket and attach a screenshot of the problem.

## Option a – manually adding signature block information to a document

1. If there is not already a box where the signature block information can be typed in, create your own box by selecting the Edit tab, click on the Add a text comment with a border box then click on Add text comment:
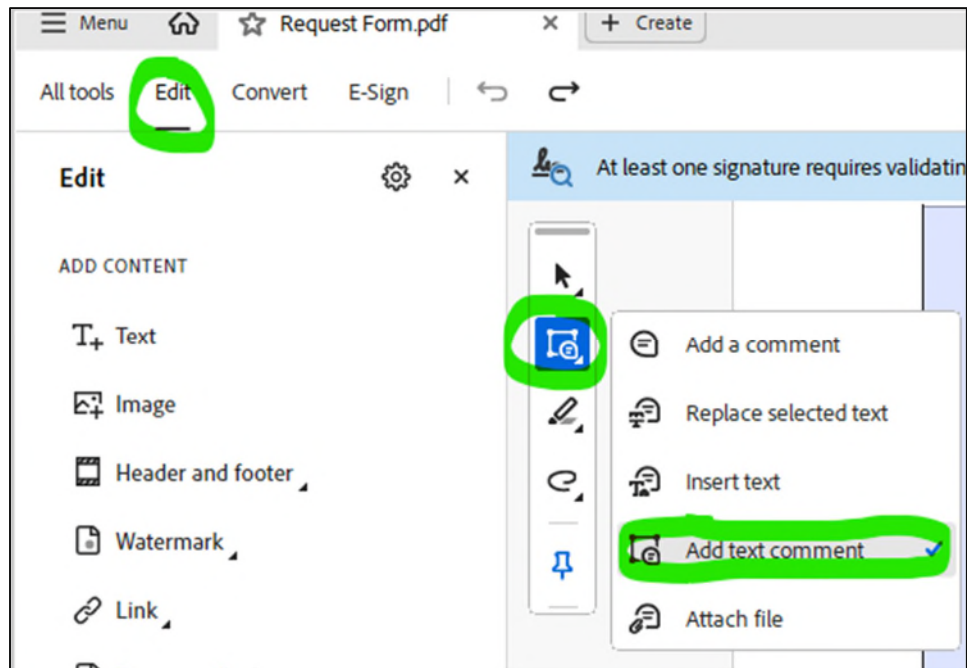
2. Draw a box where you want to enter the signature block text, making sure it does not overlap with the digital signature, and enter your signature block information:


Note: the default box colour is red but that can be changed by right clicking the text box, selecting properties and changing the border colour from within the Text Box Properties window:
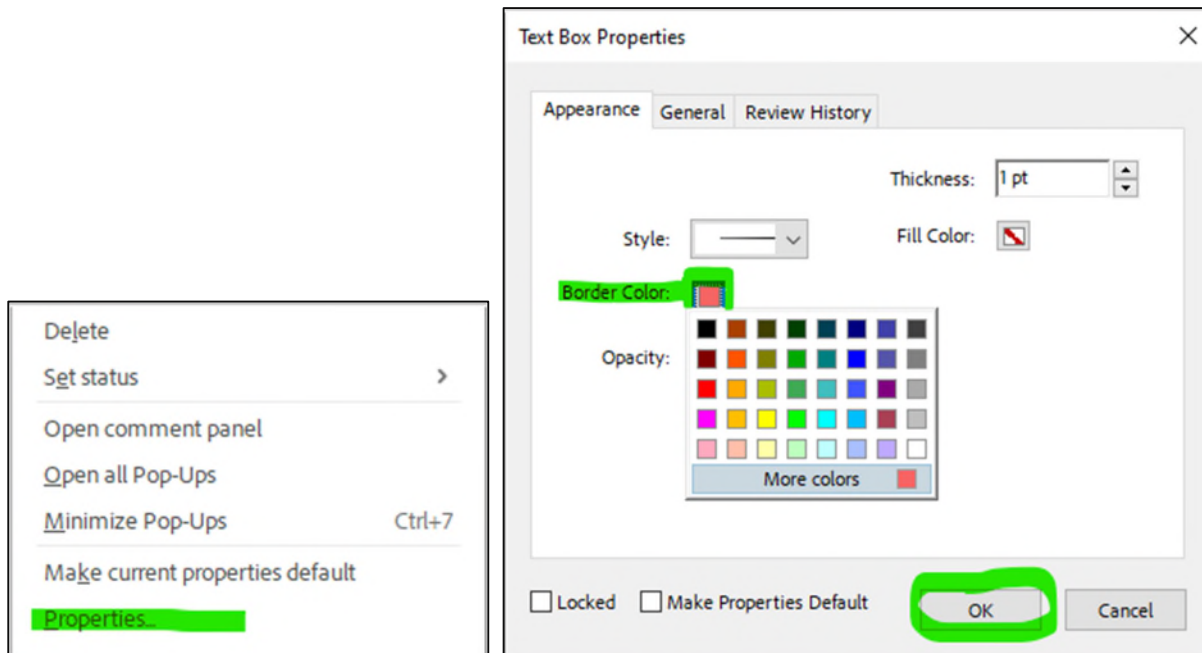
## Option b – Adding an image to your Digital ID

Note: Only pdf images can be added to a digital signature. When using your email signature block (recommended) or other signature block source, copy and paste it into a Word document then save as pdf. From the top left-hand corner of Acrobat, click Menu then Preferences:
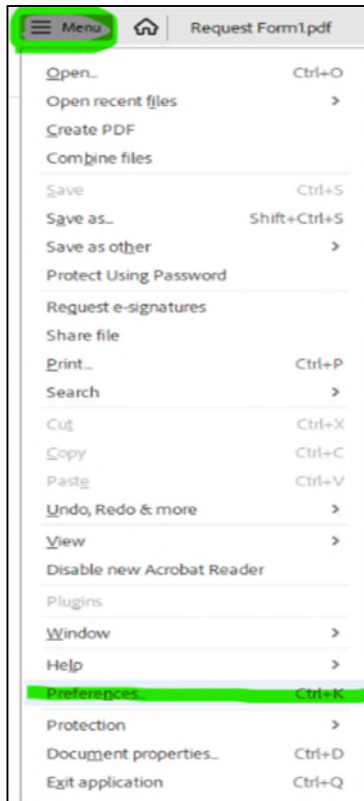
1. From the Preferences menu, select Signatures then click the More button next to Creation & Appearance:
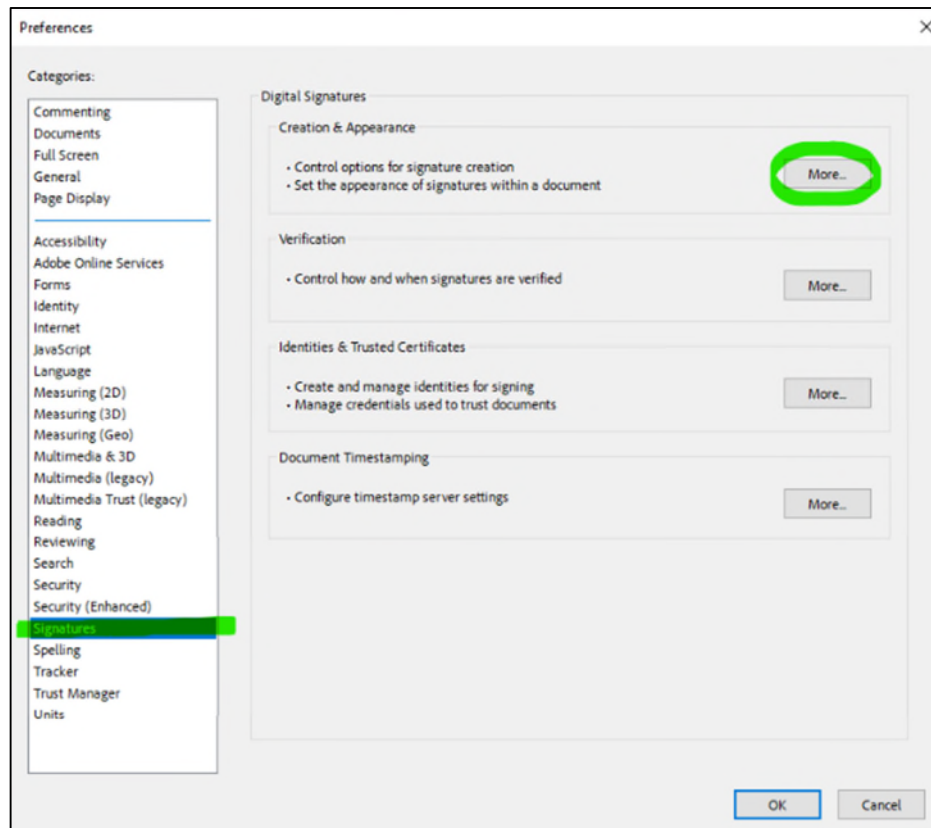
2. In The Creation & Appearance box, click New to create a new Digital ID Appearance:
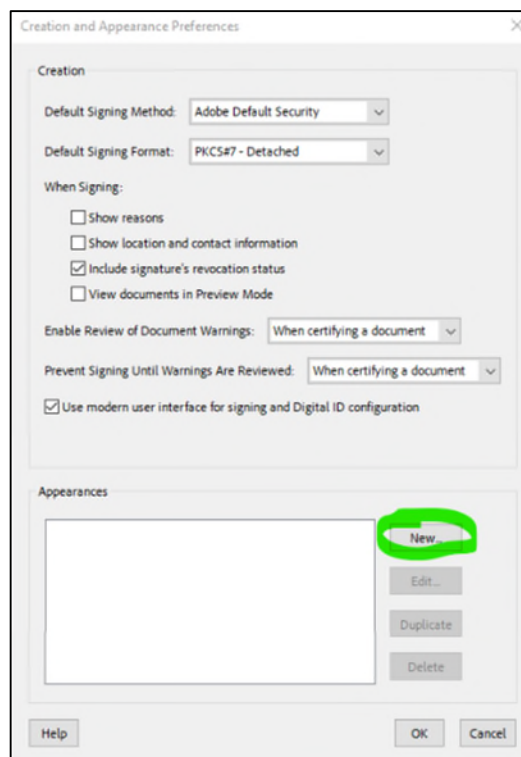
3. Enter a name ("Title") for the new Digital ID Appearance, then select "Imported Graphic" and click on File…:

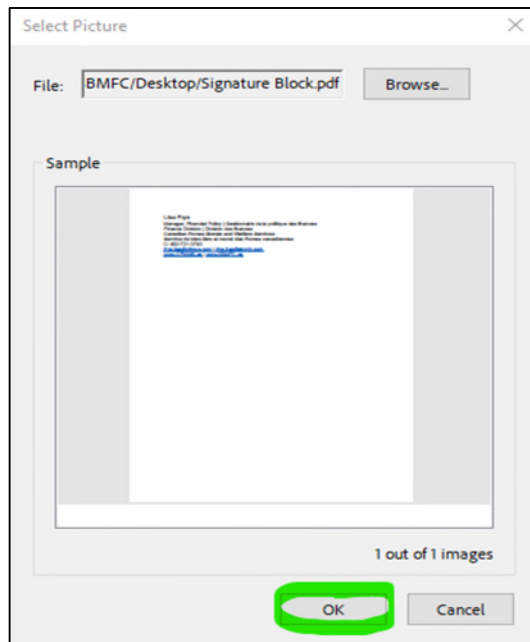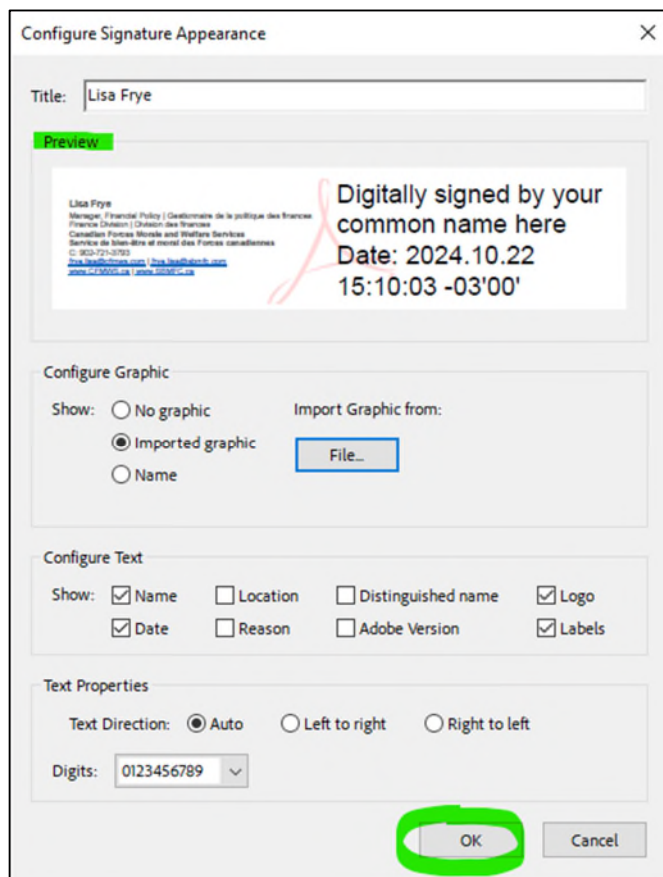4. Click on Browse and select the pdf file to import into your digital signature then click Open:
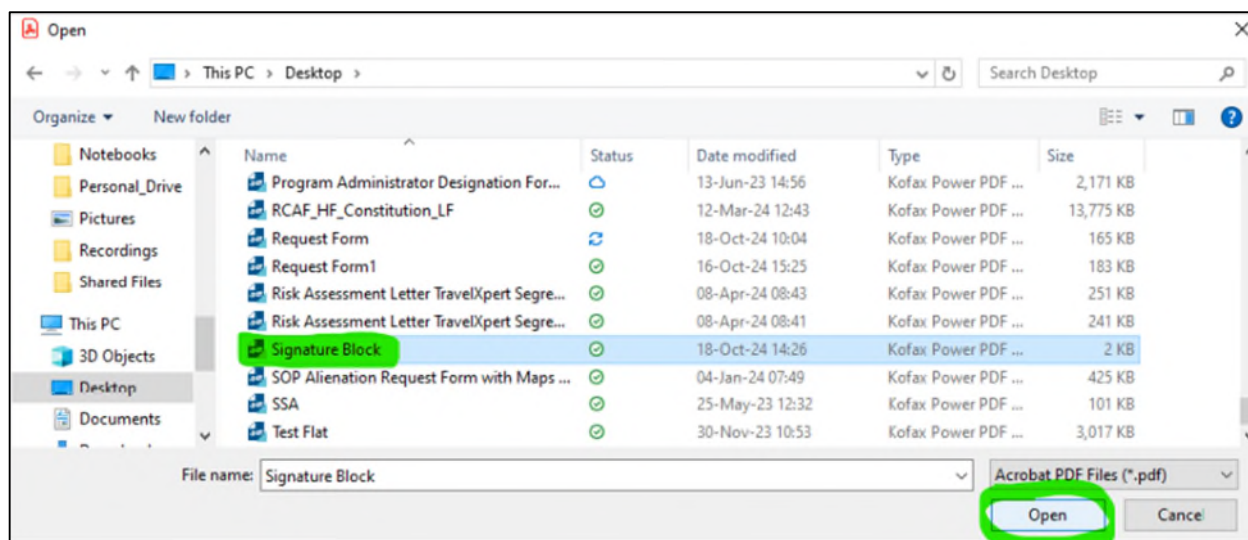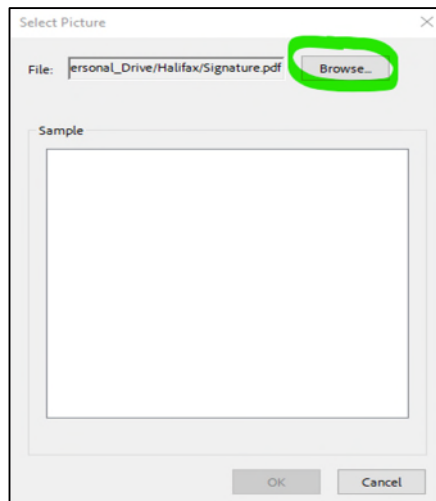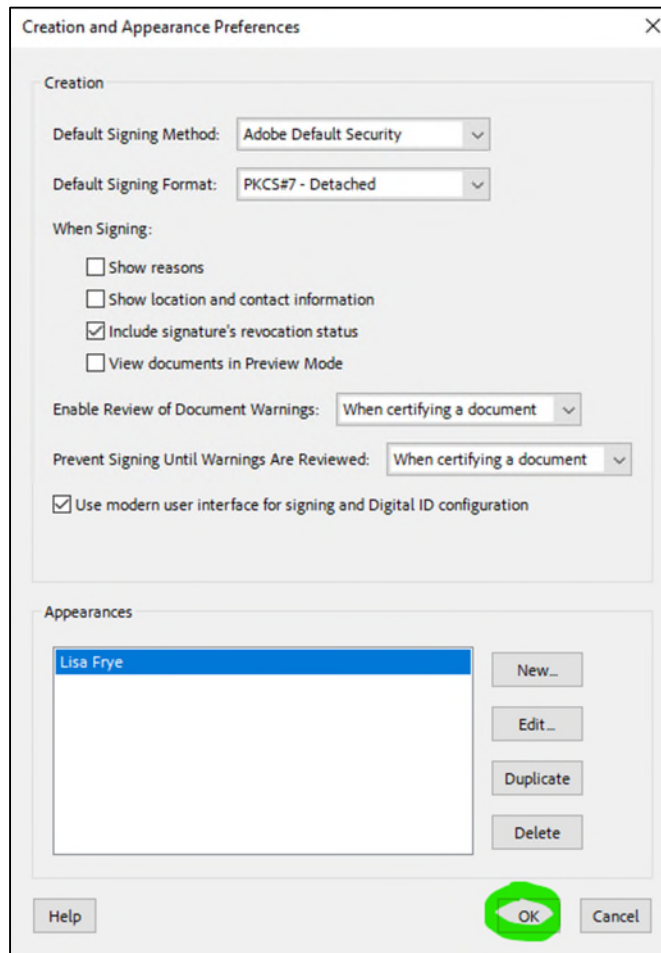
5.   A preview of the image will appear in the Sample window. If correct, click OK:
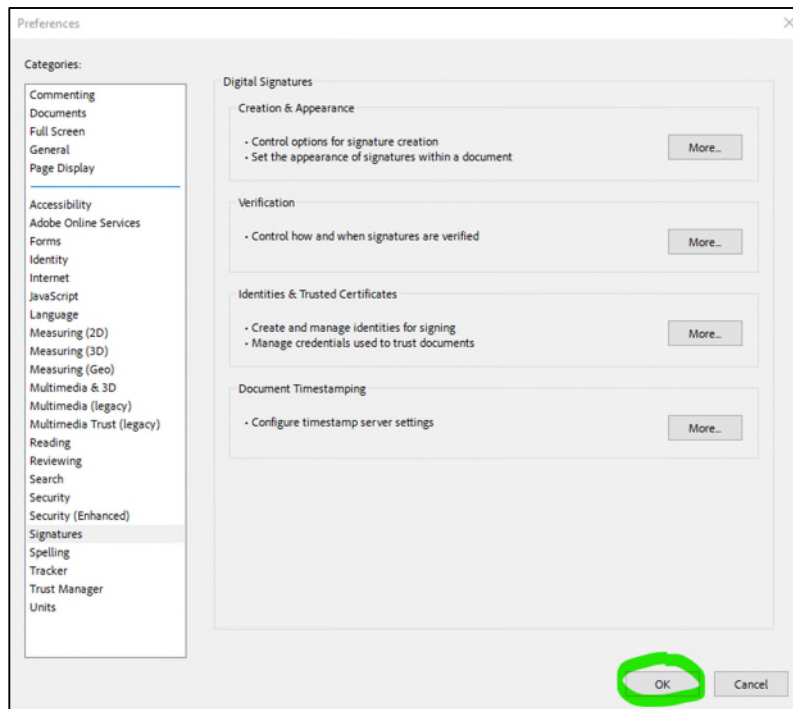
6. Verify the image in the Preview section then click Ok:
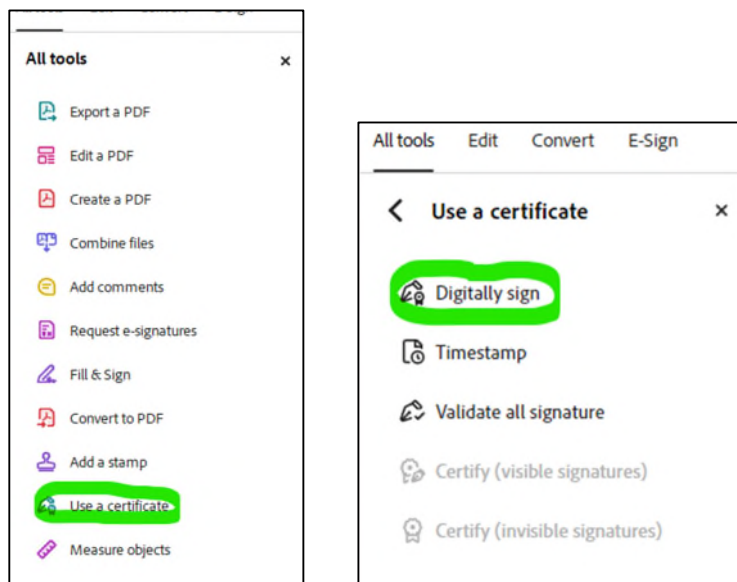

7. Your new Digital ID Appearance should show in the Appearances window. Click OK:

8. Click OK again on the Preferences box:
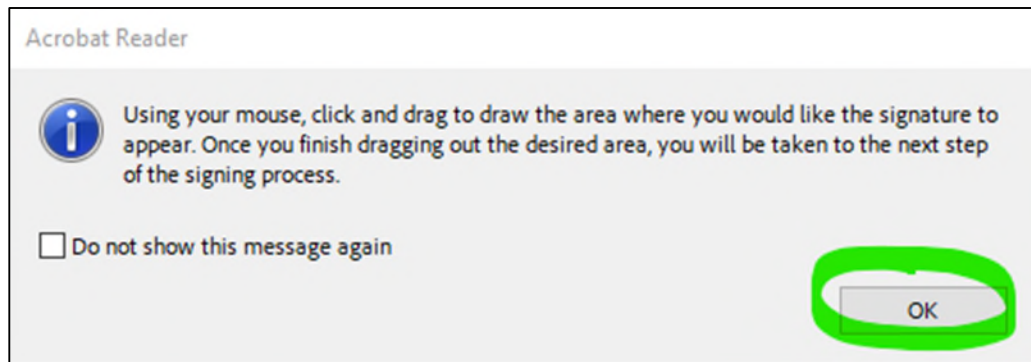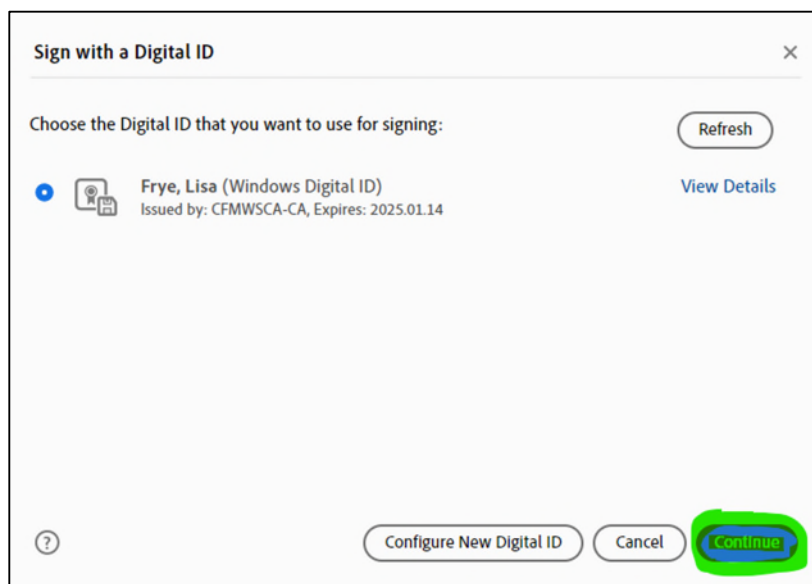
9. The new Digital ID Appearance is now ready to use as a component of your digital signature and must be selected when signing documents following these instructions.

10. Click on Use a Certificate then click on Digitally Sign:
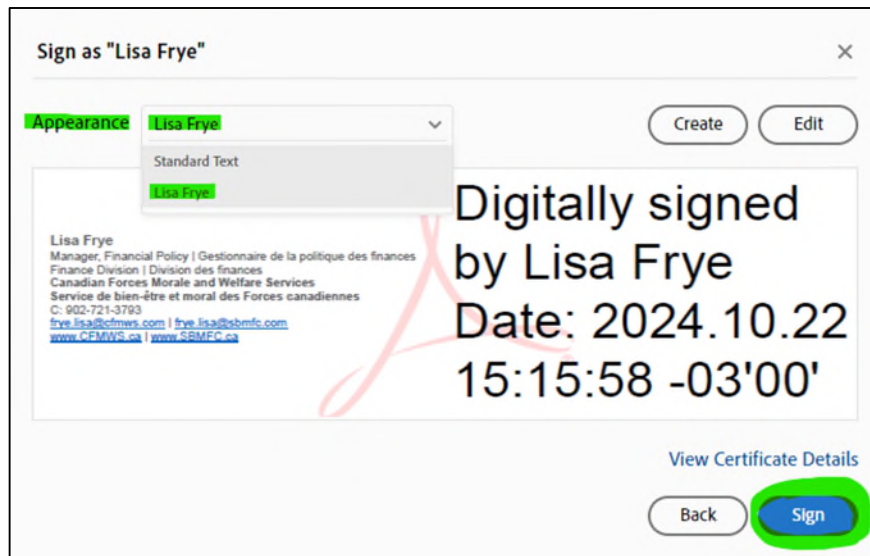

11. Click OK in the pop-up box (if you have not already clicked on "Do not show this message again") then draw the box where the Digital Signature will go:
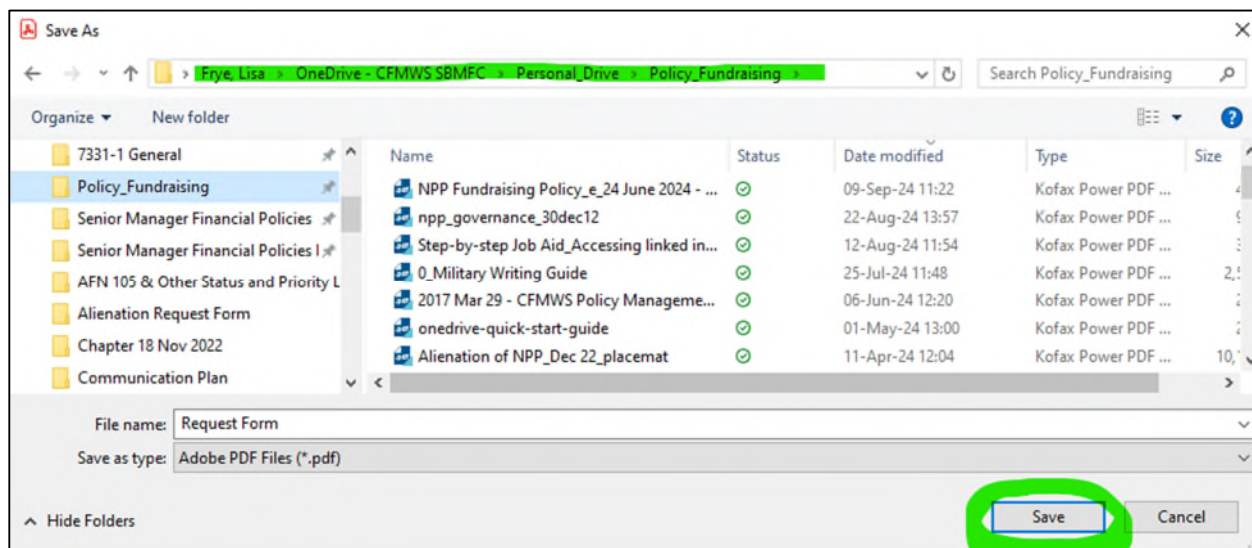
12. Click Continue:

13. Ensure the newly created Digital ID Appearance name is showing in the Appearance box; if it is not, click the drop-down arrow and select the new Digital ID Appearance name then click Sign:

14. Choose a location to save the document, then click Save:

15. The document now contains your digital signature and signature block.

Lisa Frye
Manager, Financial Policy | Gestionnaire de la politique des finances
Finance Division | Division des finances
Canadian Forces Morale and Welfare Services
Service de bien-être et moral des Forces canadiennes
C: 902-721-3793
frye.lisa@cfmws.com | frye.lisa@sbmfc.com
www.CFMWS.ca | www.SBMFC.ca

Digitally signed
by Lisa Frye
Date: 2024.10.22
15:17:24 -03'00'

Note: If you encounter any issues with the digital signature, please create an IT ticket and attach a screenshot of the problem.