

Creating a Digital Signature for the First Time – Adobe Reader DC

1. Click in the **Signature field** in the document

CERTIFICATION OF CALLS: By signing below, employee verifies that all telephone, fax & cellular calls have been reviewed. Any personal calls are identified & reimbursed according to the NMSU policy manual: <http://af.nmsu.edu/boffice/wp-content/uploads/sites/4/2013/05/nmsu-policy-manual-bor-051013.pdf> Make checks payable to NMSU and remit to your department. If no personal calls are identified, employee is certifying that calls were made for business purposes and are in compliance with NMSU policy guidelines.

Print

Name: _____ Signature: _____ Date: _____

Enclosed Amount: \$ _____ Reviewed by: _____ Date: _____

2. Select **A new digital ID I want to create now** and click the **NEXT** button lower right corner

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

3. Select the **Windows Certificate Store** and click **NEXT** button lower right corner

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

4. Fill in the fields: Name, Organization, email and click the **FINISH** button

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

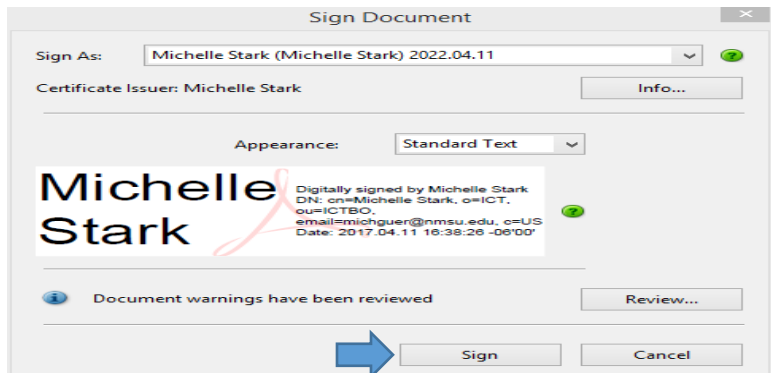
Country/Region:

Key Algorithm:

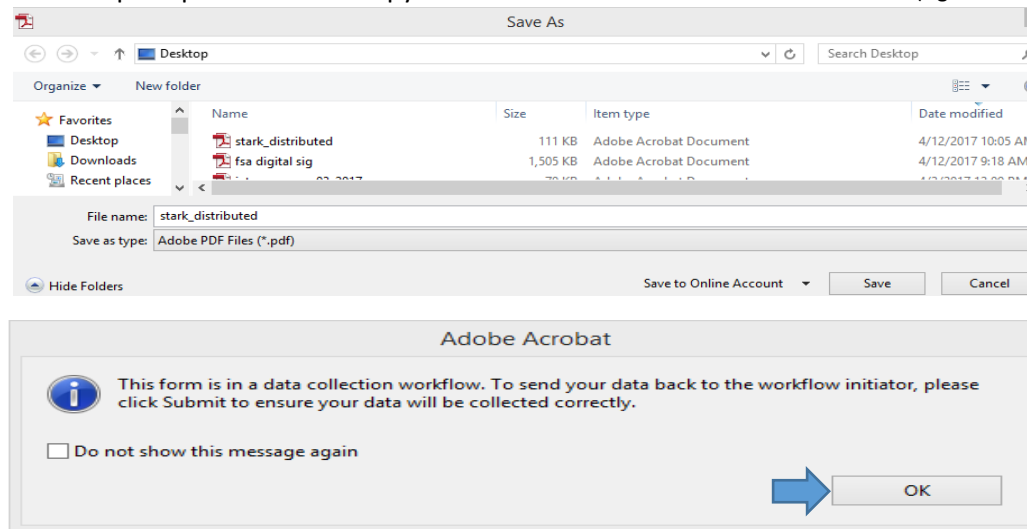
Use digital ID for:

Digitally Sign a PDF Document

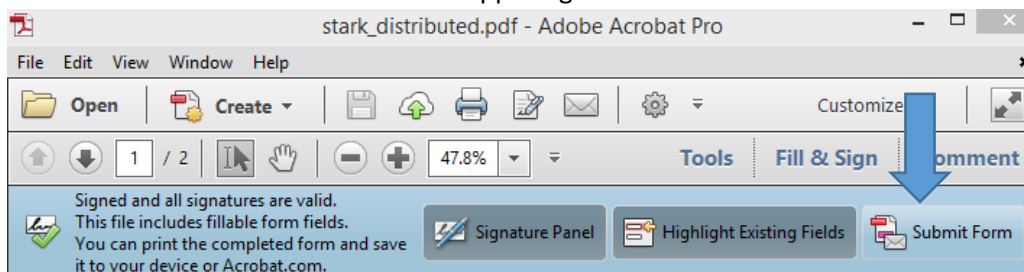
- Click the **SIGN** button



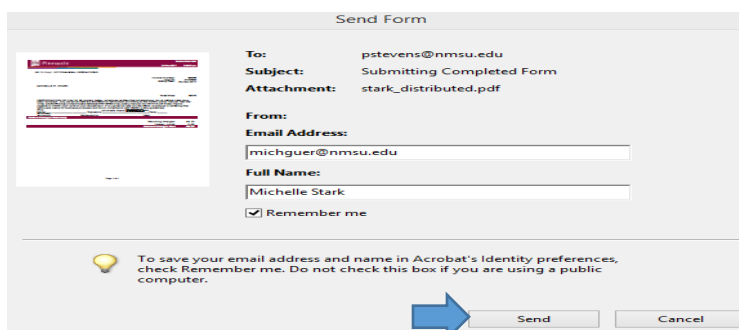
- You'll be prompted to **Save** a copy of the document and click the **OK** button (signature will appear in document)



- Fill in the rest of the highlighted fields in the form and the total \$ amount of calls to be reimbursed.
- Click the **SUBMIT FORM** button in the upper right hand corner

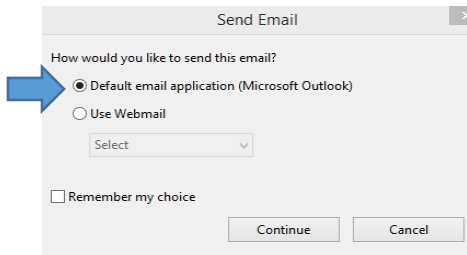


- Fill in your email address click the **SEND** button

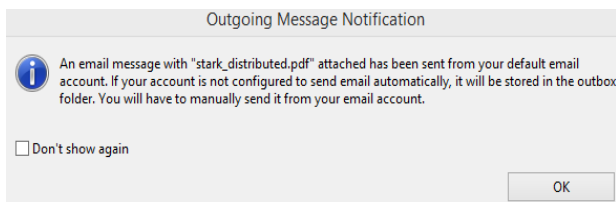


10. Select one of the following (a or b) depending on your email application:

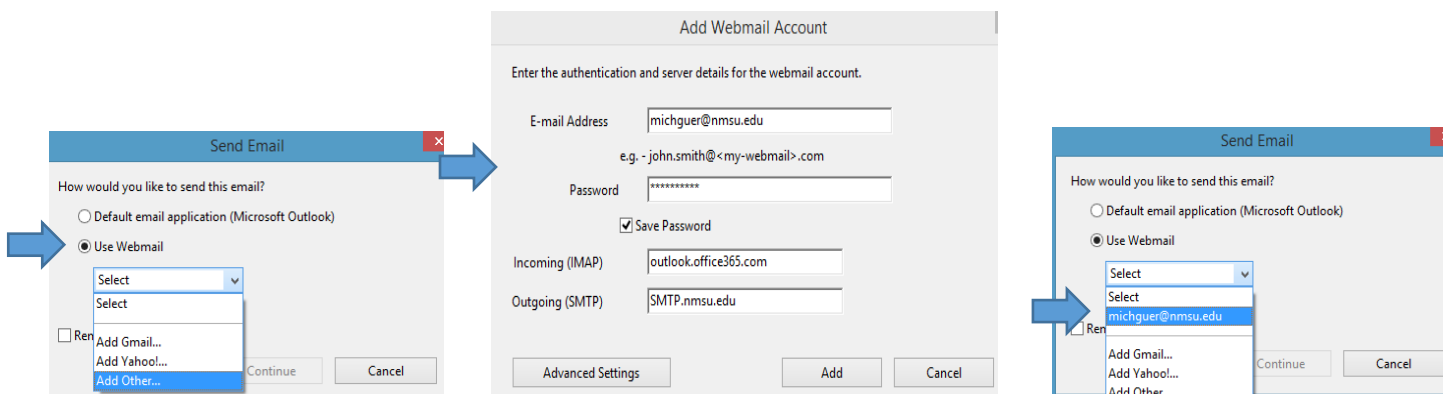
- a. **Microsoft Outlook users** select the **Default email application** and click **Continue**



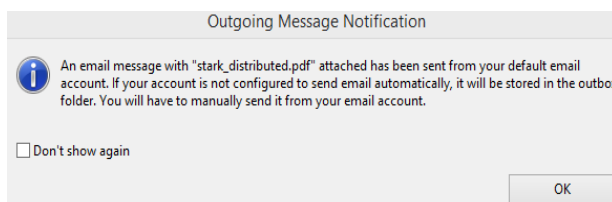
You'll receive an Outgoing Message Notification



- b. **Webmail users** select the **Use Webmail** > fill in the fields and **Add** your Webmail Account > then **Select** your email and click **Continue**



You'll receive an Outgoing Message Notification



Thank you for creating a digital signature and submitting the form.