Creating a Digital Signature with Adobe Acrobat

A PDF document can be digitally signed wherever the form has the signature icon: **F**. For the leave RFLOA form two signatures are required; one by the employee submitting the request and a second for the manager approving it.

** <u>NOTIFICATION</u> : THIS LEAVE CONSTITUTES NOTIFICATION FOR FILEAVE WILL RUN CONCURRENTLY WITH ANY AVAILABLE FMLA AN	MLA AND/OR CFRA QUA D/OR CFRA LEAVE. SE
EMPLOYEE'S SIGNATURE	DATE

Clicking on the signature icon will bring up the 'Add Digital ID' screen. In this screen, the signer can specify where their signature file is saved, or they can create a new one if they had not previously done so. For these instructions, select 'A new digital ID I want to create now'.

Add Digital ID	
I want to sign this document using: My existing digital ID from: A file A roaming digital ID stored on a server A device connected to this computer A new digital ID I want to create now	IF setting up a new digital signature, select this option
Cancel	< Back Next >

To create the digital ID file, select the first option.

Add Digital ID	×
Where would you like to store your self-signed digital ID?	
⊙ New PKC5#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.	
O 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.	
Cancel < Back Next >	

Complete the screen below with the requested information. **Organizational Unit** will be your department and **Organization Name** is SDCCD.

	-	
Na <u>m</u> e (e.g. John Smith):	Kent Keyser	
Organizational <u>U</u> nit:	Information Technology	
Organization Name:	SDCCD	
<u>E</u> mail Address:	kkeyser@sdccd.edu	
Country/Region:	US - UNITED STATES	
<u>K</u> ey Algorithm:	1024-bit RSA	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	

Confirm where the digital signature file should be saved. Since it is assumed this form will be submitted by each employee from their work station on the district network, the digital signature ID should be saved on the private network drive. However, you may specify a different folder to save this file, if desired. Digital signatures are password-protected when created, so to use the digital signature, the same password is required. Click *"Finish"* when done. The signature file is now created.

Add Digital ID	x
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog. File Name: Use H drive (network) for saving file not the local C drive	
H:\KentKeyser.pfx Browse	
Password: This password will be required eac time your digital signature is used Strong	:h
Confirm Password:	
Cancel Sack Finish	1

The '**Sign Document'** screen will come up prompting the user to enter the same password used when creating the digital signature file.

) accurate	
assword:	——— Same password used when creating digital signa
Certificate Issuer: Kent K	leyser Info
	Appearance: Standard Text 👻
Kent	Digitally signed by Kent Keyser
	DN: cn=Kent Keyser, o=SDCCD, ou=Information Technology, email=kkeyser@sdccd.edu, c=US
Keyser	Date: 2013.03.28 15:54:51 -07'00'

If you are the last person signing this document, check on "Lock Document After Signing" to prevent additional editing after the document is finalized	Sign Document Sign As: Carlos Barreiro <cba Password: Certificate Issuer: Carlos Barreir</cba 	rreir@sdccd.ed - ro	tu> 💌 Info	•
	Appearance: Standard Text Carlos Digitally signed by Carlos Barreiro DN: on#Carlos Barreiro, 0% Corclos, ou=HR- Payroll, email=obarreirg]sdood.edu, c=US Date: 2012.02.16 16:26:47 - 08'00'		•	
	Lock Document After Signing		ign Cance	8

The RFLOA form requires 2 signatures. The second of these signatures is the manager's approval for this request. Note that the last person to sign the document can choose to "lock" it, so no additional editing is done after the approval is finalized. Check the 'Lock Document After Signing' box to do this.