

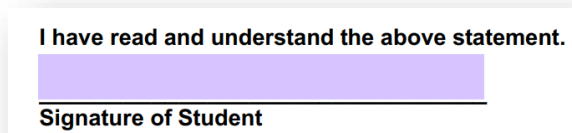
## Instructions for Digital Signatures

Please ensure you are running the latest version of [Foxit Reader](#) or [Adobe Acrobat Reader DC](#) (free download). The signature fields also work in the most recent versions of Adobe Pro DC and Foxit Phantom. If you are having problems with signing a form, first check to see if your software needs to be upgraded.

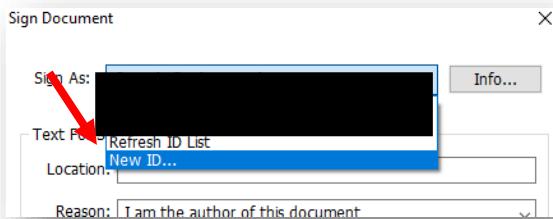
This walk through covers creating digital signatures in Foxit Reader and Adobe Acrobat Reader DC.

### DIGITAL SIGNATURES IN FOXIT READER

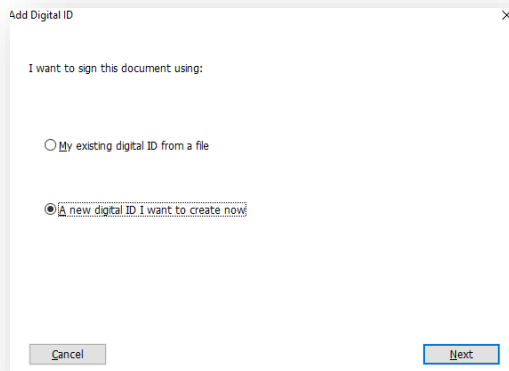
*Step 1: Click the signature field:*



*Step 2: Choose "New ID" if you have not previously created a Digital ID*



*Step 3: Chose "A new digital ID I want to create now"*



### Step 4: Chose ID Type

Decide whether or not you want to create a digital ID file or store your digital ID so that it is available in other Windows applications.

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.

Cancel Back Next

### Step 5: Enter your information

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:

Cancel Back Next

### Step 6: Decide where to save your signature and enter a password:

Add Digital ID

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.

File Name:  Browse...

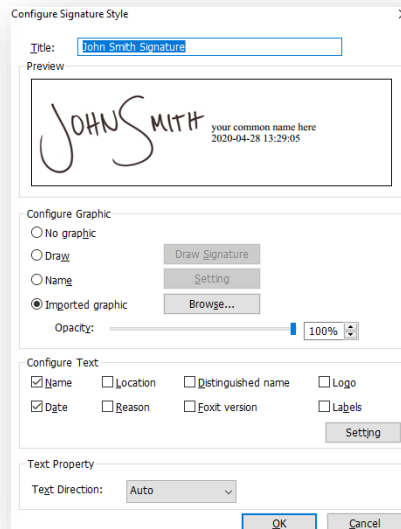
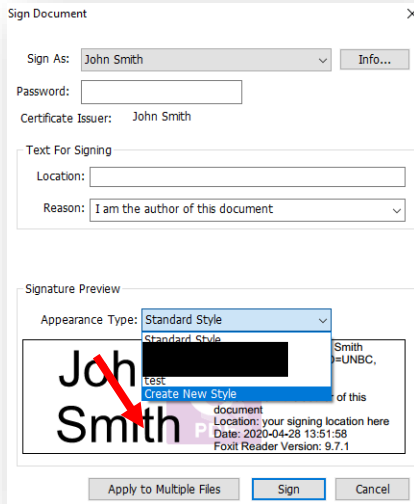
Password:

Confirm Password:

Cancel Back Finish

### Step 7: Format Signature

From here, you can customize the format of your signature by clicking on Appearance Type. You can choose what fields will appear, upload a picture of your handwritten signature, adjust the font size for the date and more.




### Step 8: Sign

Click the sign button. You will be prompted to save the file.



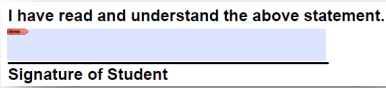
The signature field is now signed:

**I have read and understand the above statement.**

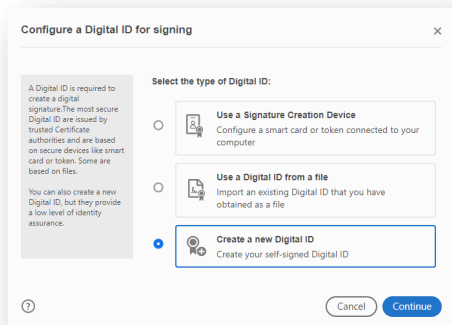
 John Smith  
2020-04-28 13:42:24  
**Signature of Student**

## Digital Signatures in Adobe Acrobat DC Reader

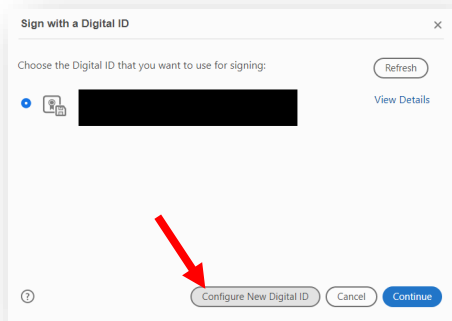
*Step 1: Click the signature field:*



*Step 2: Choose "New ID" if you have not previously created a Digital ID*

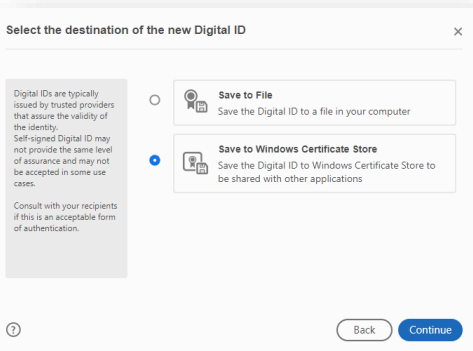


*Step 3: Chose "Configure a new Digital ID"*



*Step 4: Chose ID Type*

Decide whether or not you want to create a digital ID file or store your digital ID so that it is available in other Windows applications.



*Step 5: Enter your information*

The dialog box is titled "Create a self-signed Digital ID". On the left, there is a grey box with text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this is a question mark icon. The main area contains several input fields: "Name" (John Smith), "Organizational Unit" (Enter Organizational Unit...), "Organization Name" (UNBC), "Email Address" (john.smith@unbc.ca), "Country/Region" (CA - CANADA), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom right are "Back" and "Continue" buttons.

*Step 6: Decide where to save your signature and enter a password:*

The dialog box is titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this is a question mark icon. The main area shows "Your Digital ID will be saved at the following location:" followed by a file path and a "Browse" button. Below that are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom right are "Back" and "Save" buttons.

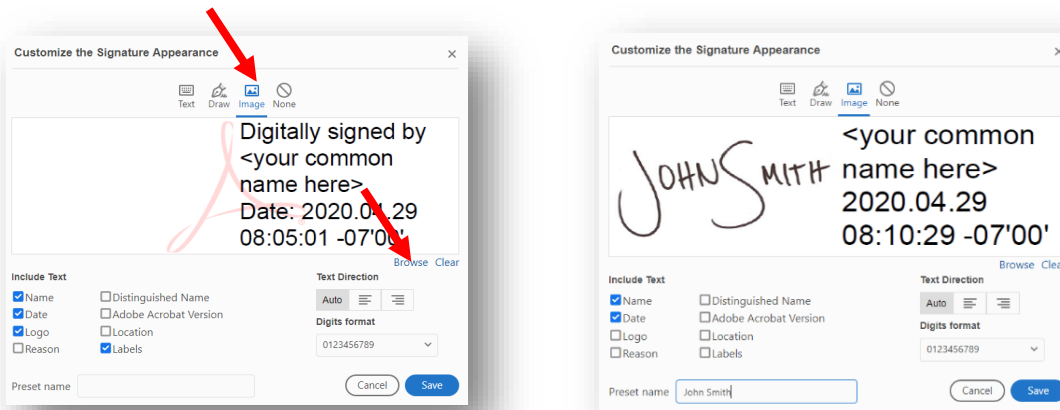
*Step 7: Format Signature*

From here, you can customize the format of your signature. Select the ID you just created and click "continue" and then "create". You can choose what fields will appear, upload a picture of your handwritten signature, adjust the font size for the date and more.

The dialog box is titled "Sign with a Digital ID". It says "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. Below is a list item for "John Smith (Digital ID file)" with "View Details" next to it. At the bottom are "Configure New Digital ID", "Cancel", and "Continue" buttons. A red arrow points to the "Continue" button.

The dialog box is titled "Sign as 'John Smith'". It has a "Create" button at the top right, with a red arrow pointing to it. Below is a preview of the signature: "John Smith" in large font, a handwritten signature, and "Digitally signed by John Smith Date: 2020.04.29 08:02:10 -07'00'". Below the preview are "View Certificate Details" and "Review" buttons. At the bottom is a field for "Enter the Digital ID PIN or Password..." and "Back" and "Sign" buttons.

To upload an image of your signature, select “image” and then “browse” to the image you want to use. Note that your image file must be in PDF format. You can select the text that will appear beside your signature as well. Once you have formatted your signature, click “save”.




### Step 8: Sign

Enter your password and click “sign”. You will be prompted to save the file.



The document is now signed.

**I have read and understand the above statement.**

 John Smith  
2020.04.29 08:14:03 -07'00'

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**Signature of Student**