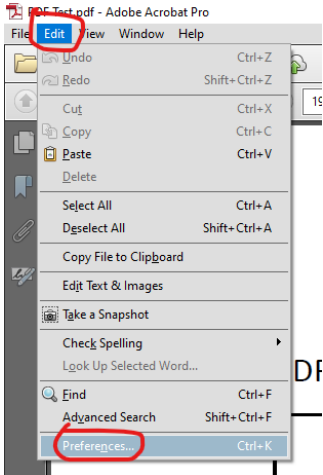
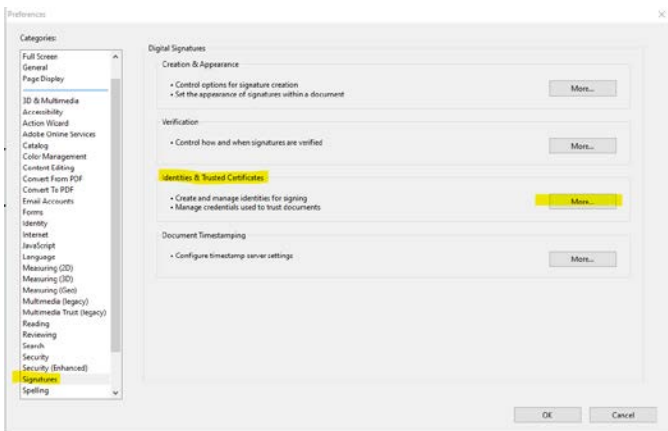


How to create and add Digital Signature to an Adobe PDF

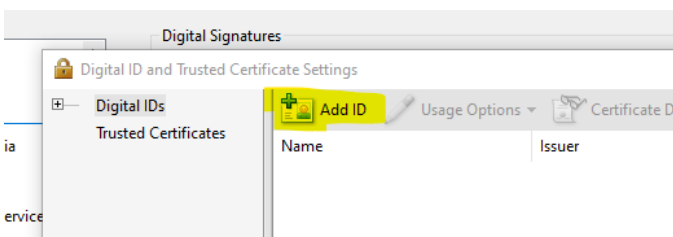
Open pdf and select “Edit” from the toolbar. Then click on “Preferences”



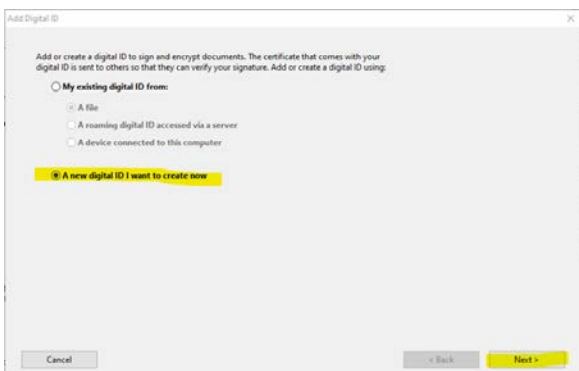
Scroll down to “Signatures” then in “Identities & Trusted Certificates” click on the “More...” button.



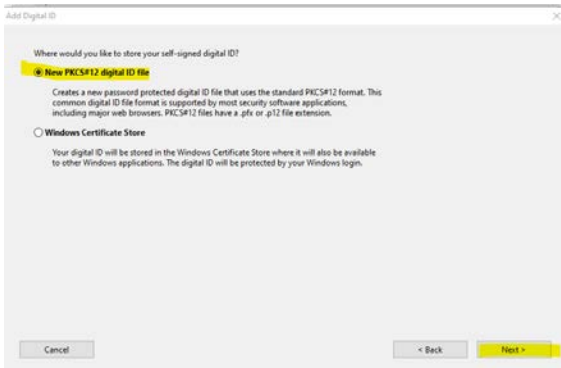
Click on “Add ID”



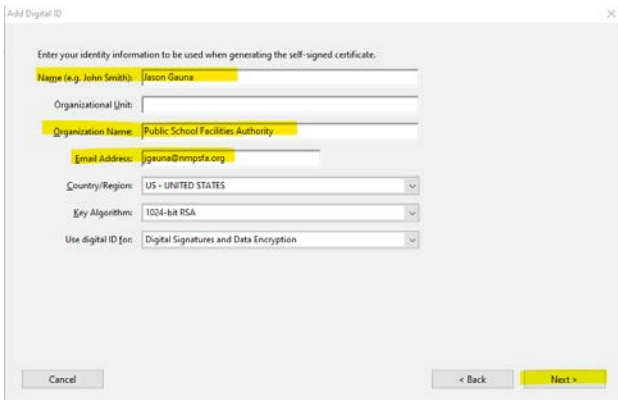
Select “A new digital ID I want to create now” then click “Next”



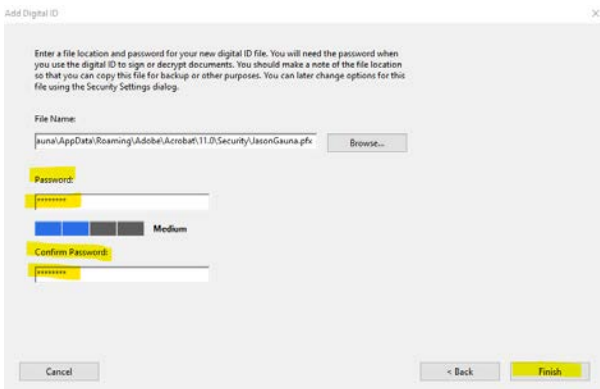
Select "New PKCS#12 digital ID file" and click "Next"



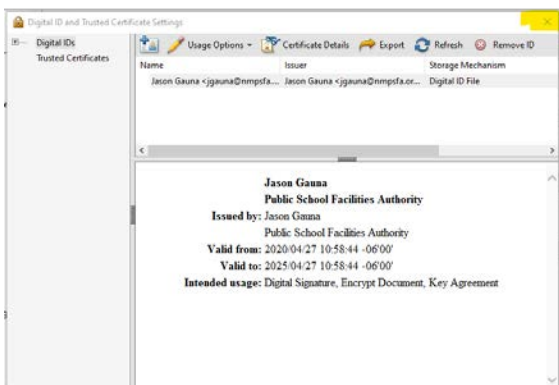
Enter "Name", "Organization Name" and "Email Address" then click "Next"



Enter a "Password" and "Confirm Password" then click "Finish"



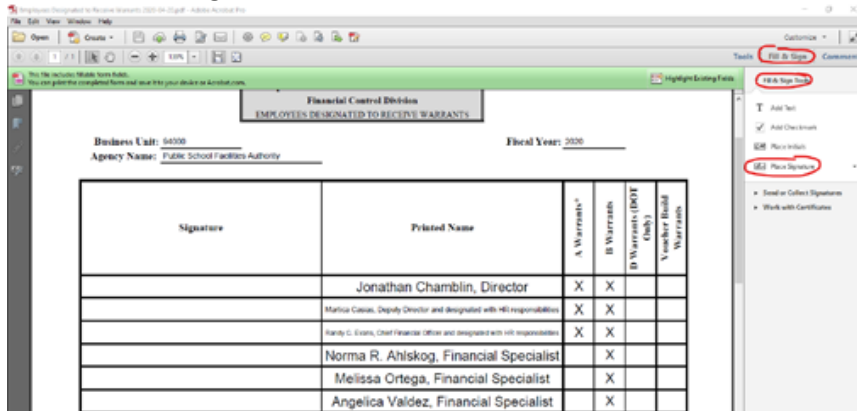
Close this window.



Then click "OK"

To place your signature on a pdf:

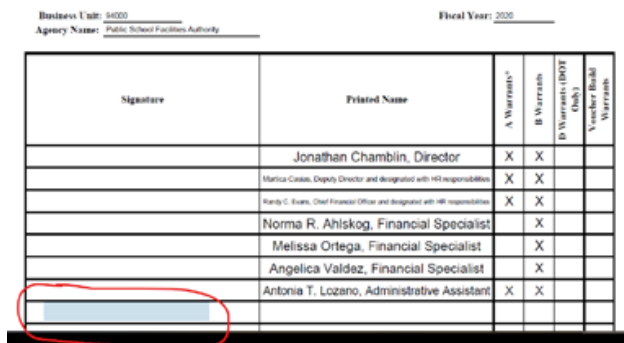
Open Adobe document
Click on "Fill & Sign", then "Fill & Sign Tools".
Click on "Place Signature"



Click "Drag New Signature Rectangle ..."



Drag signature rectangle where you want to place your signature



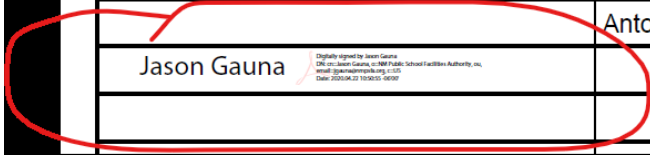
Click on "Sign".



Enter your password then click "Sign"



Select location to save document, then click "Save"
Your signature is now on the document.

	Irma Ortega, Financial Specialist		^		
	Angelica Valdez, Financial Specialist		X		
	Antonia T. Lozano, Administrative Assistant	X	X		
	Jason Gauna <small>Digitally signed by Jason Gauna DN: cn=Jason Gauna, o=NYC Public Schools Authority, ou email=jgauna@nycps.org, c=US Date: 2023.04.23 10:50:55 -0500</small>				