Opening a PDF File which Requires a Digital Signature
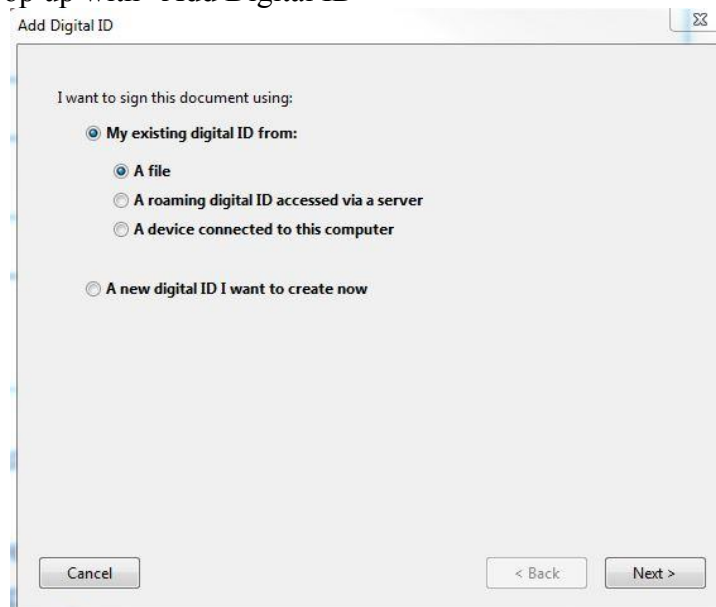
1) Right click your mouse on the PDF form's link.
2) Select "Save Target as".
3) Locate where you want to save the file on your computer.
4) Click "Save".
5) Open the document <u>directly</u> from your Desktop (Windows) or Finder (Mac).

Note: Some people have trouble opening the document, ensure that you are trying to open <u>directly</u> from your Desktop (Windows) or Finder (Mac) rather than your web browser (Chrome, Firefox, Safari, etc.). If this are still problems, feel free to visit the Impact Group or the Graduate Programs Office
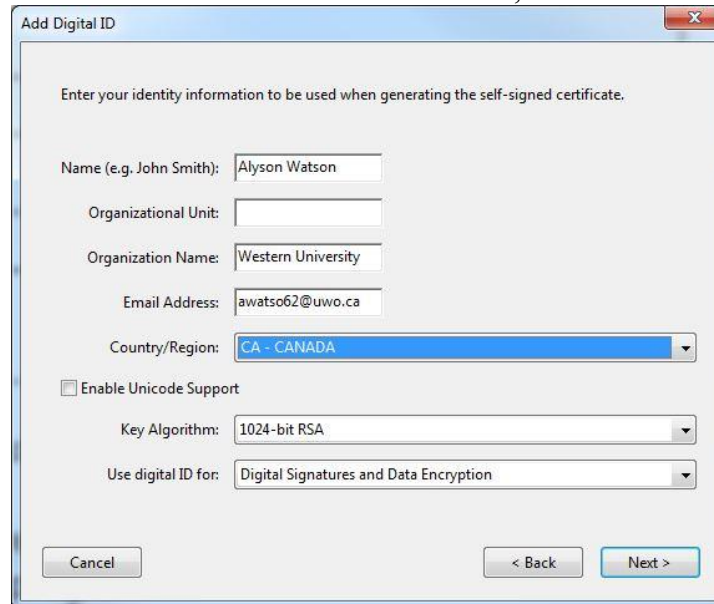
Adding a Digital Signature to a PDF File (PC Instructions)

1) Left click on the "Signature Field" where you want to add your signature.
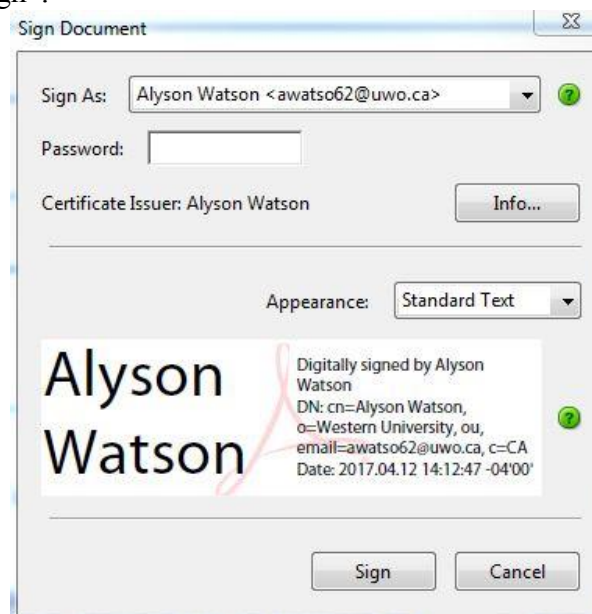2) A box will pop up with "Add Digital ID"

3) Click on "A new digital ID I want to create now", if you have not created a Digital ID before. Then click on "Next".
4) Click on "New PKCS#12 digital file". Click "Next". *Note*: It is best to create a digital file and save it to your computer so that you can go back and retrieve it to sign other documents in the future.

5) Fill out the information contained on the next screen, and then click "Next".

6) Include a password for your Digital ID.
7) Click on Finish.
8) A window will pop up that will tell you to enter your password. Enter your Password and then click on "Sign".

9) When you click on "Sign", you will get a pop up window asking you to save the file. Save it to where you want on your computer. This will be the PDF file which includes your signature.

Note: To sign a document in the future (as long as you saved your Digital ID to your computer), you can just click on the signature field, and then choose the option, "My existing Digital ID from" and then choose, "A file". You will then be asked for the password that you created initially. After you input your password, the instructions will be the same.