

## How to Create a Digital Signature in Adobe.

Save the document on your computer, then open the saved file. Review the document and add your digital signature in Adobe Acrobat.

If you do not have a digital signature, follow these instructions. If you already have already created a signature in Adobe, skip to **How to Add a Digital Signature in Adobe**.

1. Click in the blue signature box

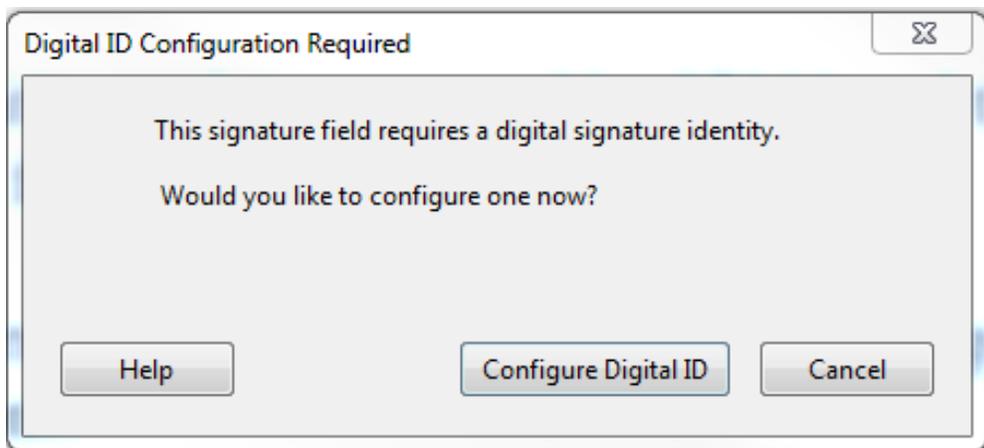
This Notice to Proceed has been approved for transmittance.

Signature:

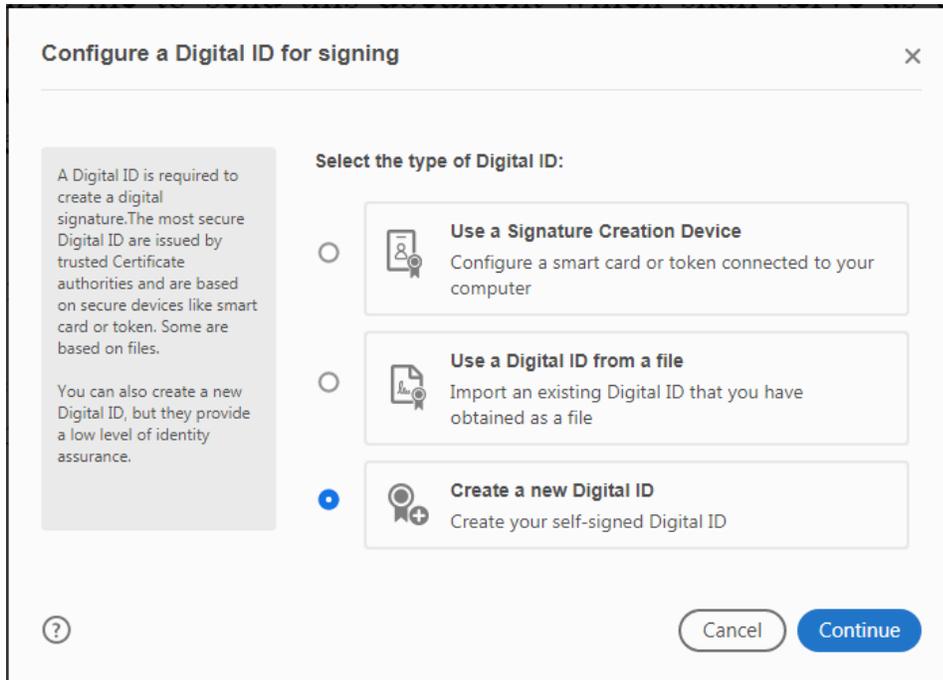


Joe Smith, Director of Marketing

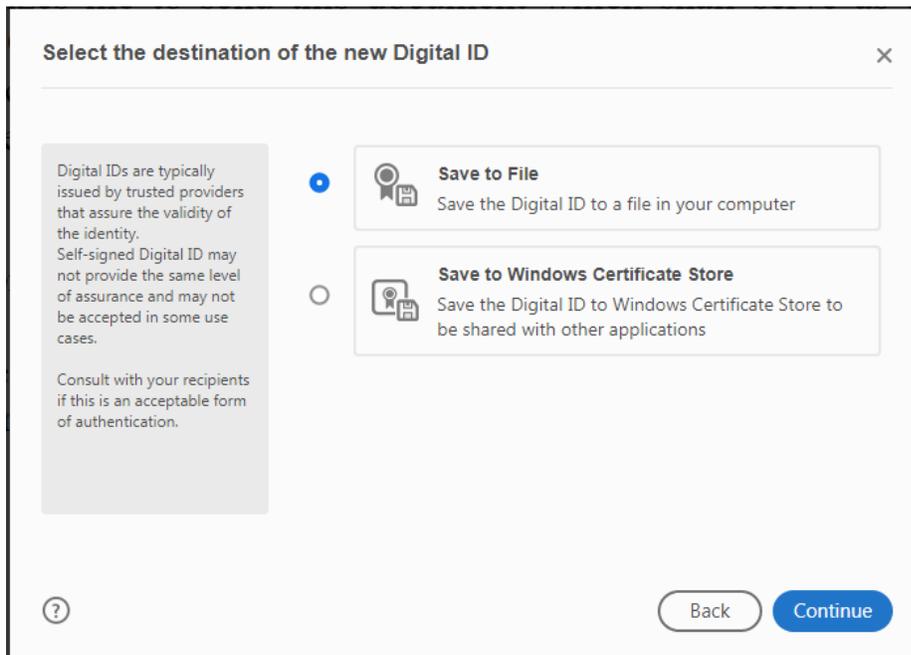
2. The following Digital ID Configuration Required box will open. Click on Configure Digital ID



3. Select the first or third option to create a signature and then click Continue. In this example, we will select the third option: Create a new Digital ID. If you already have a digital ID, choose the second option: Use a Digital ID from a file.



4. Select Save to File and click Continue



5. Enter your contact information (Name, Organization Name, and Email Address) and click Continue.

### Create a self-signed Digital ID

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.

|                     |  |
|---------------------|--|
| Name                | <input type="text" value="Joe Smith"/>           |
| Organizational Unit | <input type="text" value="Marketing"/>           |
| Organization Name   | <input type="text" value="Smith Manufacturing"/> |
| Email Address       | <input type="text" value="joe@smith.com"/>       |
| Country/Region      | <input type="text" value="US - UNITED STATES"/>  |
| Key Algorithm       | <input type="text" value="2048-bit RSA"/>        |
| Use Digital ID for  | <input type="text" value="Digital Signatures"/>  |

6. Apply a password in the fields indicated, then click Save.

### Save the self-signed Digital ID to a file

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.

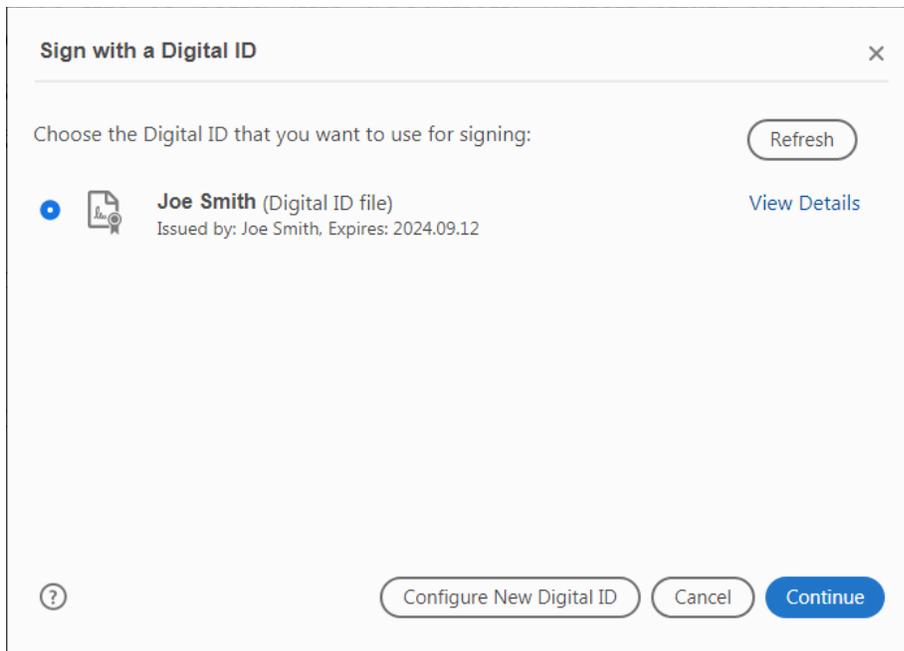
Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

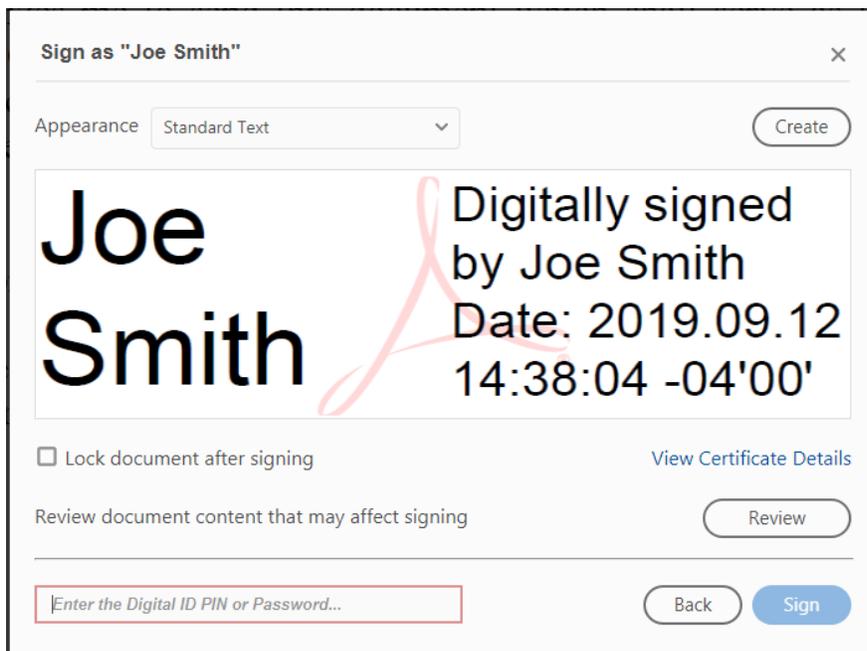
Apply a password to protect the Digital ID:

Confirm the password:

7. Sign with Digital ID – your newly created ID should be selected. Click Continue.



8. Enter your password and click Sign. This will prompt you to save the file again and overwrite the previously saved document.



9. Adobe will apply your digital signature.

This Notice to Proceed has been approved for transmittance.

Signature: **Joe Smith**  Digitally signed by Joe Smith  
Date: 2019.09.12 15:20:55 -04'00'

---

Joe Smith, Director of Marketing

10. Save the document and return by email to NYSERDA.

## How to Add a Digital Signature in Adobe

Save the document on your computer, then open the saved file. Review the document and add your digital signature in Adobe Acrobat.

1. Click in the blue signature box.

This Notice to Proceed has been approved for transmittance.

Signature:



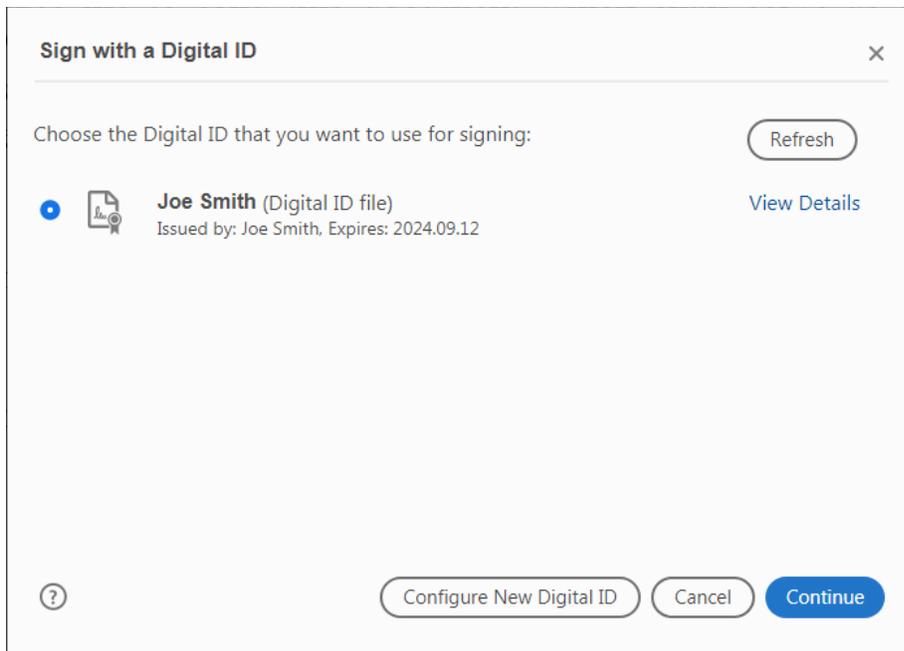
Joe Smith, Director of Marketing

2. Select a signature to use for the document.

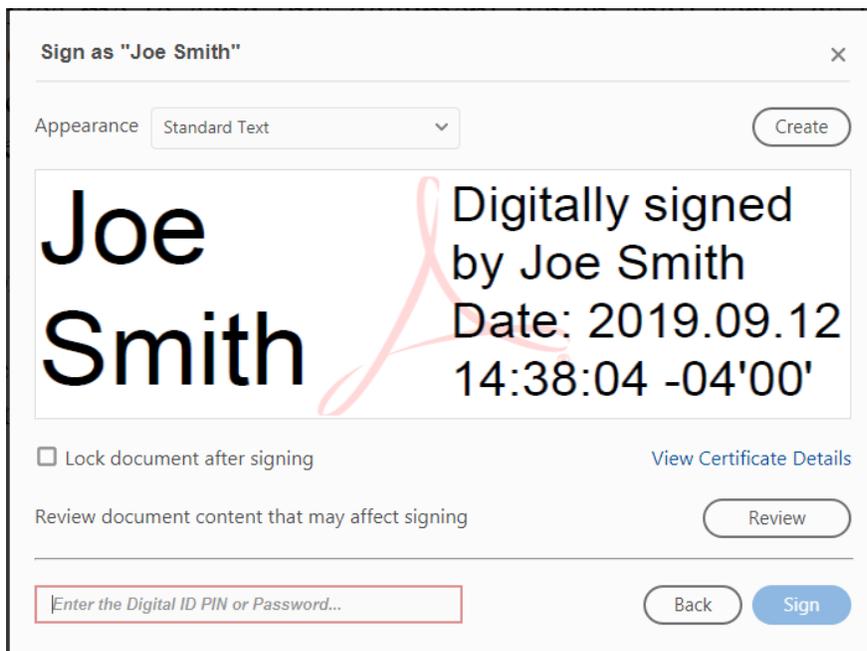
**Select the type of Digital ID:**

-  **Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
-  **Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
-  **Create a new Digital ID**  
Create your self-signed Digital ID

3. Select the signature to add.



4. Enter your password and click Sign. This will prompt you to save the file again and overwrite the previously saved document.



5. Adobe will apply your digital signature.

This Notice to Proceed has been approved for transmittance.

Signature: **Joe Smith**  Digitally signed by Joe Smith  
Date: 2019.09.12 15:20:55 -04'00'

---

Joe Smith, Director of Marketing

6. Save the document and return by email to NYSERDA.