### 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

Digital ID Configuration Required	d I
This signature field re	quires a digital signature identity.
Would you like to co	nfigure one now?
Help	Configure Digital ID Cancel

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.

	Selec	t the tvp	e of Digital ID:
A Digital ID is required to create a digital			
signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity	0	ā	Use a Signature Creation Device Configure a smart card or token connected to your computer
	0	L.	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
dssurdrice.	•		Create a new Digital ID Create your self-signed Digital ID

#### 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 Di	igital 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 Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	Joe Smith Marketing Smith Manufacturing joe@smith.com US - UNITED STATES 2048-bit RSA Digital Signatures	~
?		Back	Continue

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

Save the self-signed D	igital 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.	Your Digital ID will be saved at the following location : C:\Users\rcs\AppData\Roaming\Adobe\Acrobat\DC\Se Browse Browse
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
3	Back Save

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:			
0	ā P	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	
0		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.

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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.