Instructions for Signing Fillable PDFs Using Adobe Acrobat

1. If Adobe Acrobat is not yet installed on your computer, then please contact OIT for installation (2017 version is recommended).
2. Open the PDF form with Adobe Acrobat.
3. Choose **Tools** > **Fill & Sign** at the top left of the Adobe Acrobat application
4. The PDF's form fields are detected automatically. Click anywhere inside the signature field you wish to sign.
5. You will be prompted to sign with a Digital ID.
6. Click the **"Configure New Digital ID"** button at the bottom of the prompt.
7. Select the third option, **"Create a new digital ID"**, then click the Continue button.
8. Select the first option, **"Save to File"**, then click the Continue button.
9. Enter your full name in the Name field.
10. Enter your Department in the Organizational Unit field.
11. Enter your College in the Organization Name field.
12. Enter your FAU email in the Email field.
13. Leave all other options as their defaults, then click the Continue button.
14. Enter a password to protect your digital signature, and leave the location of the file at the default location.
15. Click the **Save** button at the bottom right.
16. Choose your Digital ID to sign the document, then click the Continue button.