**Creating a digital signature in Adobe PDF**

1. Click on signature text box (red “Sign here” tab)
2. Click on “Configure New Digital ID”
3. Click on “Create a new Digital ID & click Continue
4. Click on “Save to File” and click Continue
5. Enter your information including Name, Organization Unit/Name and email address & click on Continue
6. Create a password and type password twice to confirm & click Save
7. Make sure your name is highlighted with a blue button (to the left of name) and click Continue
8. Enter your password in the red text box on the bottom left of dialog box
9. Once you have entered your password, click Sign

You will then be prompted to save the new file under desktop folder (or preferred folder) & click Save.

1. Your signature will now be added on the electronic file.