

## Signing a PDF Form User Guide for Adobe Acrobat XI or Reader XI



- 1. Open the PDF form that requires your signature.
- 2. Complete the PDF form as directed in the form's instructions

	Cor	sultant In	spector H	ours and I	Mileage Log - A	greement No.	E01234	Part/WO#	1 C	onstruct	tion	ECMS # 1234
Workin	g Period	Inspect	or Name	Test A. U	ser				Reporting/	Project Loc	ation:	SR 225
Start Date	07/13/15	Home A	ddress	1 Test Hig	ghway, Milford I	PA			Vehicle(s)	Description: 2012 Ford Mustang GT TestPlt		
End Date	07/17/15		Mileage Rate	\$ 0.575	Mileage Home to As	ssigned Reporting Locat	ion (Shortest route)	75	(Year, Make, Model, License Plate #)			
												-
	Time	Period	Ho	urs	DESTI	NATION	ODOMETE	R READING			Toll	
DATE	Begin Work	End Work	Straight	от	FROM	то	START	STOP	Miles	STATUS	√if Yes	Field Location / Assignment / Remarks
					milford pa	halifax pa	100	175	75	Commute		entered remarks
07/13/15	8:00 am	5:30 pm	7.5	1.5	halifax, pa	millersburg pa	175	178	3	OJM/Field	I	
		1 - C			millersburg, pa	halifax, pa	178	256	78	Commute		
										Commute		
				[						OJM/Field	Ι	
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										Commute		
									-	-		
			Straight	OT			Total B	illable OJM Miles	1 3			
		Total Hours	7.5	1.5			Total Billabl	e Commute Miles	<sup>2</sup> 153			
							т	otal Billable Miles	<sup>3</sup> 156			
I hereby cert	ify that the informa	ation above is cor	rect and that the Commonwealth	mileage has bee of Pennsylvania.	n used only in the fulfillme	ent of my duties for the		Received by Depart	ment and checke	ed for complete	eness:	
Inspecto	's Name Printed:	and a second						Dept. Representative	's Name Printed			
Insp	ector's Signature:					DATE		Dept. Represent	ative's Signature			DATE
						DATE.	Notes:					DATE.
Superviso	's Name Printed:							1) Billable On-the-Jo	b-Miles (OJM or	Field Miles):	Should	not include miles solely travelled to and from lunch
Supar	deor's Signature:	MOV NON						2) Billable Commute total of 30 popubillab	Miles: Shortest	distance from	home	to project site minus 15 miles in each direction (or a billable miles daily (up to 75 miles each way)
Super	Inspector's Cirro		_			DATE:		3) If Lodging is utiliz	ed in lieu of com	muting, enter t	he odor	meter reading but enter zero miles for the day in
	inspector's Firm						1	Billable Commute M	iles block. Exper	naitures docum	nented :	separately.

3. Select the signature field that requires your signature

I hereby certify that the information	above is correct and that the mileage has been used only in the fulfi Commonwealth of Pennsylvania.	llment of my duties for the
Inspector's Name Printed: Inspector's Signature:		DATE:
Supervisor's Name Printed: Supervisor's Signature: Inspector's Firm		DATE:

- 4. If the form requires a "Typed Name" then type your name.
- 5. If a Signature Field exists on the PDF, then click on the Unsigned Signature Field to electronically sign the form and go to Step 10



Inspector's Name Printed:		
Inspector's Signature:	•••••	
	Unsigned signature field (Click to sign)	DATE:

6. If only a Signature Line exists (no area with the signature flag), then click on the Fill & Sign menu area



7. Click on Place Signature





8. A Popup will open, click on Drag New Signature Rectangle....

Adobe Acrobat						
1	To begin signing, choose the 'Drag New Signature Rectangle' button, and then drag out the area where you would like your signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.					
🗖 Do i	not show this message again					
	Drag New Signature Rectangle Cancel					

- 9. Holding the left button down on the mouse, select an area to add your signature
- 10. If this is not the first time you are signing a document, go to Step 16
- 11. If this is the first you are signing a document, you will receive the following window:

Add Digital ID	×
I want to sign this document using:	
My existing digital ID from:	
A file	
A me     A maximum divital ID accessed via a server	
A device connected to this computer	
· · · · · · · · · · · · · · · · · · ·	
○ A new digital ID I want to create now	
	ent >

- 12. Select My existing digital ID from a File and click on the Next Button
- 13. Select the Browse Button in the next window, locate your digital certificate and click on the Open Button



🔁 Locate Digital ID File					U	x
🚱 🗢 📕 « Roamir	ng → Adobe → Acrobat → 11.0	▹ Security ▶ ▼	Search Sect	urity		٩
Organize 🔻 New fold	ler			•		0
District 4 🔷	Name	Date modified	Туре	Size		
🎍 PDOT Webs	📕 CRLCache	10/29/2015 10	File folder			
Deskton	🦻 TestAUser	7/21/2015 9:5	Personal Infor		2 KB	
🕞 Libraries						
Document ≡						
J Music						
Pictures						
Videos						
B Deiterich, In						
Computer +						_
File r	name: TestAUser		<ul> <li>Digital ID Files</li> </ul>	(*.p12,*.p	fx)	•
		Open from Online Account	▼ Open		Cancel	

14. You will need to enter your certificate's password and then click on the Next Button

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened. File Name:
File Name:
C:\Users\tdeiterich\AppData\Roaming\Adobe\Acrobat\11.0\Security\TestAUs Browse
Password:
****
Cancel < Back Next >

15. Click on the Finish button



16. The Sign Document window will open

Sign Document
Sign As: Test A User (Test A User) 2020.07.21
Certificate Issuer: Test A User Info
Appearance: Standard Text 💌
Test A       Digitally signed by Test A User DN: cn=Test A User, o=PennDOT, ou=Testing BPD, email=testauser@test.com, c=US         User       Output         Date: 2015.07.24 13:27:32 -04'00'
Sign Cancel

17. If you do not see a graphic signature next to the Adobe information, then click the dropdown arrow in the Appearance Field. This will display a listing of all Appearances that have been created

Sign Document
Sign As: Test A User (Test A User) 2020.07.21  Password: Certificate Issuer: Test A User Info
Appearance: Standard Text Standard Text Standard Text Standard Text Standard Text Standard Text Digitally sign Create New Appearance DN: cn=Test Create New
Sign Cancel

18. Select the Appearance that contains a graphic of your ink signature.

**pennsylvania** DEPARTMENT OF TRANSPORTATION

Sign Document
Sign As: Test A User (Test A User) 2020.07.21
Certificate Issuer: Test A User Info
Appearance: Test A User - With 💌
Lest A. User Digitally signed by Test A User DN: cn=Test A User, o=PennDOT, ou=Testing BPD, email=testauser@test.com, c=US Date: 2015.07.24 13:17:31 -04'00'
Sign Cancel

19. You should now see a graphic image of your signature next to the Adobe information.



- 20. If there is no Appearance that contains a graphic of your ink signature, click cancel.
- 21. Save the PDF form so that you can sign it later.
- 22. You will need to scan a copy of your ink signature and save that as a PDF before you can proceed.
- 23. For the signature, use a sharpie and sign your name using the entire sheet of  $8 \frac{1}{2} \times 11$  paper. Scan the image as a PDF in at least 600 DPI and save the file to a location you can access later.
- 24. If you are using Adobe Reader, refer to the <u>Create and Export Adobe Reader Signature Certificate</u> <u>User Guide</u> on how to scan your graphic and import it into Adobe Reader to use with your signature.



- 25. Open the PDF form that requires your signature that you saved in Step 11.
- 26. Click on the Unsigned Signature Field to electronically sign the form

Inspector's Name Printed:	Test A. User	
Inspector's Signature:		
	Unsigned signature field (Click to sign)	DATE:



27. The Sign Document window will open

Sign Document
Sign As: Test A User (Test A User) 2020.07.21   Password:
Certificate Issuer: Test A User Info
Appearance: Standard Text 🔻
Test A       Digitally signed by Test A User DN: cn=Test A User, o=PenDDOT, ou=Testing BPD, email=testauser@test.com, c=US Date: 2015.07.24 13:27:32 -04'00'
Sign Cancel

28. Select Create new Appearance in the dropdown next to Appearance





29. The Configure Signature Appearance window will display

Configure Signature Appearance	x
Title:	
Preview	
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2015.07.24 13:30:14 -04'00'	
Configure Graphic	
Show:  No graphic Import Graphic from: Imported graphic Name	
Configure Text	
Show:     Image: Name     Image: Location     Image: Distinguished name     Image: Logo       Image: Name     Image: Location     Image: Location     Image: Location     Image: Location       Image: Name     Image: Location     Image: Location     Image: Location     Image: Location       Image: Name     Image: Location     Image: Location     Image: Location     Image: Location       Image: Name     Image: Location     Image: Location     Image: Location     Image: Location	
Text Properties Text Direction:	
OK Cancel	



30. Give the Signature Appearance a title and select Import Graphic

Configure Signature Appearance	x
Title: My Signature - With Image	
Preview	
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2015.07.24 13:30:14 -04'00'	
Configure Graphic	
Show: O No graphic Import Graphic from: <ul> <li>Imported graphic</li> <li>Name</li> </ul>	
Configure Text	
Show: Vame Vacation Vation Vacation	
Text Properties Text Direction:  Auto C Left to right Right to left Digits: 0123456789	
OK Cance	:

31. Click on the File button under Import Graphic From:





32. Click the Browse button to locate the file with your signature graphic.

Select I	Picture			x
File:			Browse	
Sam	nple			_
		ОК	Cance	

33. If you are using Adobe Acrobat XI, the file can be any of the types listed below:





34. If you are using Adobe Reader XI, the file can only be a pdf. Refer to the <u>Create and Export</u> <u>Adobe Reader Signature Certificate User Guide</u> for specifics on importing your graphic into Adobe Reader.

Acrobat PDF Files (*.pdf)	T
Acrobat PDF Files (*.pdf)	-

35. Select the file and click Open

🔁 Open					×
Coov Libraries	Documents      Public I	ocuments ► -	fy	Search Public Docu	ments 🔎
Organize 🔻 New folder					
BHR PPIM ISSD OT Form:	Documents library Public Documents			Arrange by: Fo	older 🔻
Doskton	Name	Date modif	ied	Туре	Size
Libraries =	퉬 Files	6/29/2015	7:3	File folder	
Documents	🔁 Signature File	7/21/2015	9:4	Adobe Acrobat	325 KB
My Docum	🔁 Signature File2	7/21/2015	10:	Adobe Acrobat	578 KB
Public Doc	🔁 Untitled2	7/21/2015	10:	Adobe Acrobat	29 KB
Music	🔁 Untitled4	7/21/2015	10:	Adobe Acrobat	67 KB
E Pictures					
🛃 Videos 🗸 🧹	(				•
File nar	ne: Signature File2		- A	crobat PDF Files (*.pdf	•
		Open from Online Account	•	Open 🗸 📿	Cancel

36. The signature graphic will now display and you can click Ok to return to the Configure Signature Appearance window

Select	Picture
File:	/C/Users/Public/Documents/Sigr Browse
San	nple
	Test A. User
	1 out of 1 images
	OK Cancel



37. The graphic of your signature will now display next to the Adobe information:

Configure Signature Appearance	x
Title: My Signature - With Image	_
Digitally signed by your common name here DN: your distinguished name here Reason: your signing reason here Location: your signing location here Date: 2015.07.24 14:51:14 -04'00'	
Configure Graphic	
Show: O No graphic Import Graphic from: <ul> <li>Imported graphic</li> <li>Name</li> </ul> File	
Configure Text	
Show:Image: NameImage: LocationImage: Distinguished nameImage: LogoImage: DateImage: ReasonImage: Adobe VersionImage: Labels	
Text Properties Text Direction:  Auto  Left to right  Right to left Digits: 0123456789	
OK Cancel	



38. Click ok and you will be returned to the Sign Document window, where you can now select the Appearance containing your graphic signature

Sign Document
Sign As: Test A User (Test A User) 2020.07.21   Password:
Certificate Issuer: Test A User Info
Appearance: My Signature - Wi Standard Text Digitally sign DN: cn=Test o=PennDOT create New Appearance email=testauser@test.com, c=US Date: 2015.07.24 14:57:26 -04'00'
Sign Cancel



39. Enter the password associated with your digital signature and click Sign to sign the document

Sign Document	x
Sign As: Test A User (Test A User) 2020.07.21   Password: ******	2
Certificate Issuer: Test A User Info	
Appearance: My Signature - Wi	•
Digitally signed by Test A User DN: cn=Test A User, o=PennDOT, ou=Testing BPD, email=testauser@test.com, c=US Date: 2015.07.24 14:57:26 -04'00'	3
Sign 📐 Cancel	

40. You will need to Save the Document. Save it in a location, where you can access it later.

Coo V Ibraries	Documents      Public Document	ts → 😽 Sea	rch Public Documen	ts 👂
Organize 🔻 New folder			·== •	0
E Desktop	Documents library Public Documents		Arrange by: Folder	-
Libraries	Name	Date modified	Туре	Size
My Documents	🌗 Files	6/29/2015 7:3	File folder	
Public Docume	🔁 Signature File	7/21/2015 9:4	Adobe Acrobat	325
J Music	🔁 Signature File2	7/21/2015 10:	Adobe Acrobat	578
Pictures	🔁 Untitled2	7/21/2015 10:	Adobe Acrobat	29
Videos	🔁 Untitled4	7/21/2015 10:	Adobe Acrobat	67
Doitovich Tino	•			۰.
File name: CI Milea	ge log spreadsheet v1	Ť		-
Save as type: Adobe PDF Files (*.pdf)				
) Hide Folders	Save t	to Online Account 👻 📃	Save Canc	el



41. The PDF will now display your graphic signature next to the certificate information.

I hereby certify that the information above is correct and that the mileage has been used only in the fulfill Commonwealth of Pennsylvania.

Inspector's Name Printed:	Test A. User	Ι
Inspector's Signature:	Teet Allan	Digitally signed by Test A User DK cm=Test A User, c=PernDOT, cu=Testing BPD, email-testauser@test.com, c=Us Dete: 2015.07.24 15:11:19-04102