How to Digitally Sign a PDF Form

At the Supervisor Digital Signature field.

Supervisor Digital Signature:				
	Supervisor Digital Signature (Click to sign)			
Click the "Sign Here" button				

A *"Sign with a Digital ID"* window will appear if this is the first time you digitally sign a document you will be prompted to create your digital signature.

Sign with a	a Digital ID	×
Choose the I	Digital ID that you want to use for signing:	Refresh
	Lunsford Lourdes wxp73926 (Windows Digital ID) Issued by: VITA Internal User SubCA, Expires: 2020.04.22	View Details
	Lunsford Lourdes wxp73926 (Windows Digital ID) Issued by: VITA Internal Admin SubCA, Expires: 2019.10	View Details
?	Configure New Digital ID	Cancel Continue

Select the Digital ID and click Continue.

A "Sign As" window will appear showing your digital signature information, click Sign

Lunsford Lourdes wxp73926	Digitally signed by Lunsford Lourdes wxp73926 Date: 2018.05.21 12:25:02 -04'00'
Lock document after signing	View Certificate Deta

A "Save As" window will appear, click Save

🄁 Save As					×
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Organize 🔻 New folder					. 0
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Save as type: Adobe PDF Files (*.pdf)					-
🔿 Hide Folders			Sav	/e Car	ncel

Your document is now Digitally signed.

SECTION 7 – SUPERVISOR REVISION AND APPROVAL				
Supervisor Name:	Phone:	Email:		
Supervisor Digital Signature: Lunsford Lourdes wxp73926 Date: 2018.05.21 12:27:44 -04'00'				
By signing this form, I certify that I have reviewed and I approve all access herein requested.				