



Getting Started With

Adobe Pro Digital Signatures & Signature Blocks

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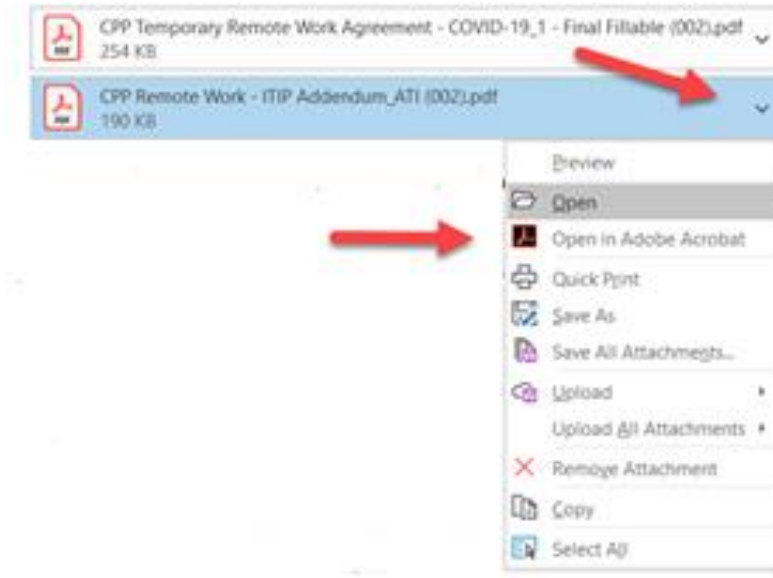
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Create a Digital Signature in Adobe Pro

Open your fillable form in **Adobe**

From an email attachment, click the arrow next to the attachment to open the drop-down menu

Select **Open in Adobe Acrobat**



Click in the area of a fillable form where you'd like to sign digitally

Employee agrees to notify the department in writing within three calendar days of any changes to the city and/or State from which Employee will be temporarily Remote Work, along with the effective date(s) and duration of such change. Employee understands Cal Poly Pomona will rely on this information in determining its compliance with any local laws and ordinances while Employee is temporarily assigned to Remote Work.

Will Employee be working with Level 1 data while working remotely? Yes No

UNDERSTOOD AND AGREED:

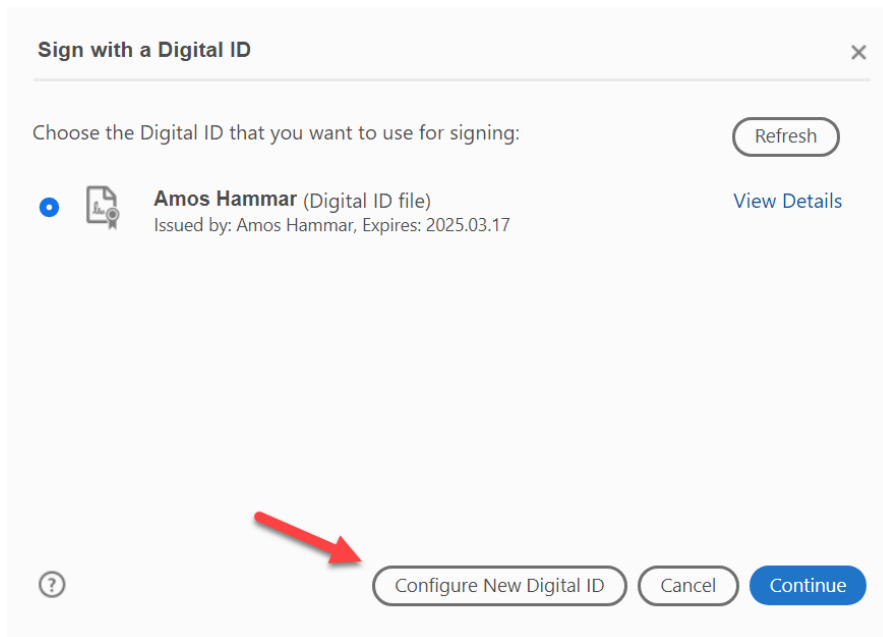
<input type="text"/>	<input type="text"/>
Print Name/Title	Date
<input type="text"/>	<input type="text"/>
Employee Signature	

APPROVED BY:

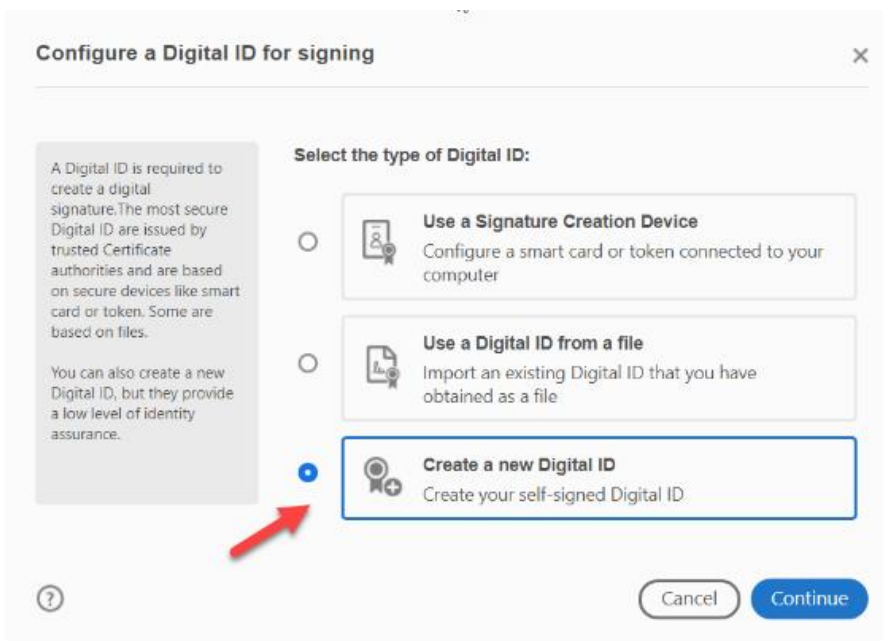
<input type="text"/>	<input type="text"/>
Print Name/Title	Date
<input type="text"/>	<input type="text"/>
Approver Signature (HEERA Manager)	
<input type="text"/>	
Department	
<input type="text"/>	
COBA Signature	

A red arrow points to the "Employee Signature" field in the "UNDERSTOOD AND AGREED" section.

In the pop-up window, select **Configure New Digital ID**



Click **Create a new Digital ID**



Click **Save to File**

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Fill out the areas for your: **Name, Organizational Unit, Organizational Name, and Email Address**

Click **Continue**

Create a self-signed Digital 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

Back Continue

Create a self-signed Digital 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

Back Continue

Create a password, confirm the password, and then click **Save**

Save the self-signed Digital ID to a file [X]

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. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\athammar\AppData\Roaming\Adobe\Acrobat [Browse]

Apply a password to protect the Digital ID:

..... [Strength Indicator]

Confirm the password:

.....

[?] [Back] [Save]

Next, you will be prompted to select the Digital ID that you want to sign your electronic document with.

Select the ID and click **Continue**

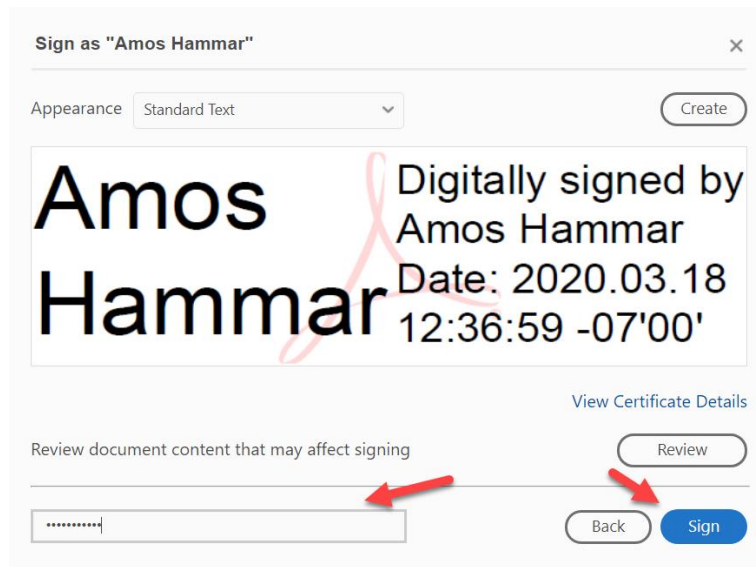
Sign with a Digital ID [X]

Choose the Digital ID that you want to use for signing: [Refresh]

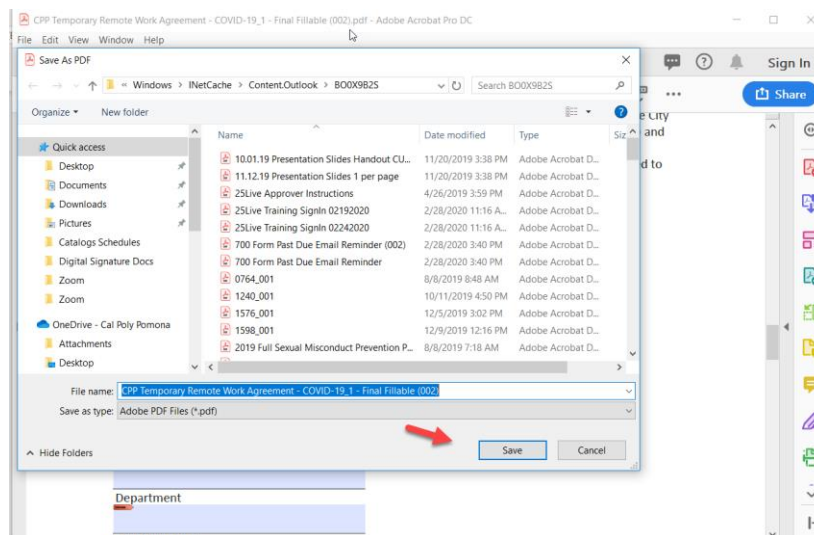
- [Document Icon] **Amos Hammar (Digital ID file)**
Issued by: Amos Hammar, Expires: 2025.03.18 [View Details]

[?] [Configure New Digital ID] [Cancel] [Continue]

Enter your **password** and then click **Sign**



A new pop-up window will ask you to choose the location of where you'd like to save your signed form. You can browse to your preferred document folder and then click **Save**



Now you will see your new digital signature within the form.

Employee agrees to notify the department in writing within three calendar days of any changes to the City and/or State from which Employee will be temporarily Remote Work, along with the effective date(s) and duration of such change. Employee understands Cal Poly Pomona will rely on this information in determining its compliance with any local laws and ordinances while Employee is temporarily assigned to Remote Work.

Will Employee be working with Level 1 data while working remotely? Yes No

UNDERSTOOD AND AGREED:

<input type="text"/>	<input type="text"/>
Print Name/Title	Date
Amos Hammar <small>Digitally signed by Amos Hammar Date: 2020.03.18 12:40:55 -0700</small>	
Employee Signature	

APPROVED BY:

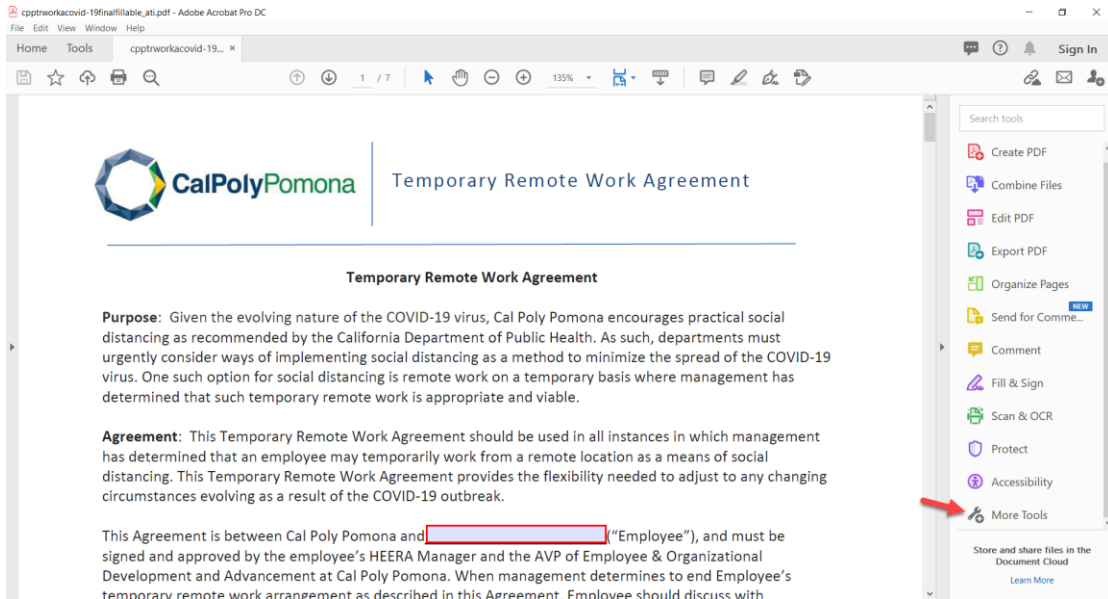
<input type="text"/>	<input type="text"/>
Print Name/Title	Date
<input type="text"/>	
Approver Signature (HEERA Manager)	
<input type="text"/>	
Department	
<input type="text"/>	
CCDA Signature	

The next time you need to use your **Digital ID** to sign a document, you will be prompted to select you **Digital ID** and enter your password.

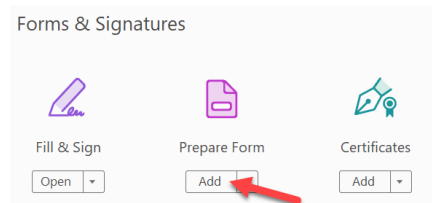
Create a Digital Signature Block in Adobe Pro

Open document where you need to add a signature block to appear.

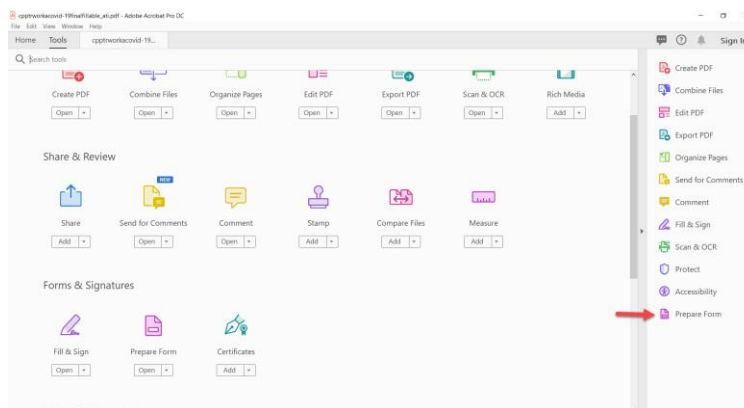
In tools menu on the right side, select **Prepare Form**, if you do not see the **Prepare Form** option click on **More Tools**



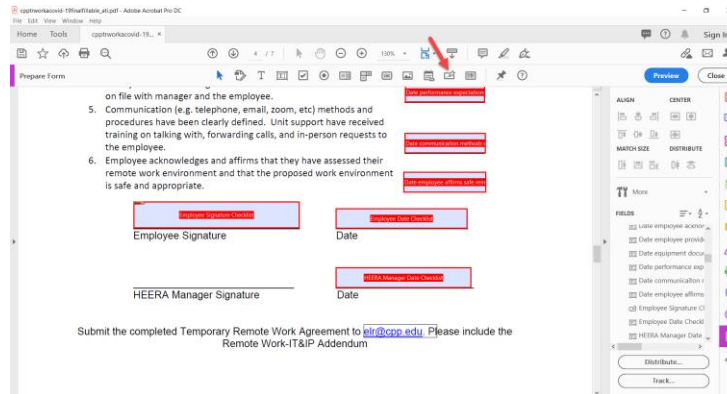
Then click **add Prepare Form** from the Forms & Signatures area to add this tool to your tool's menu.



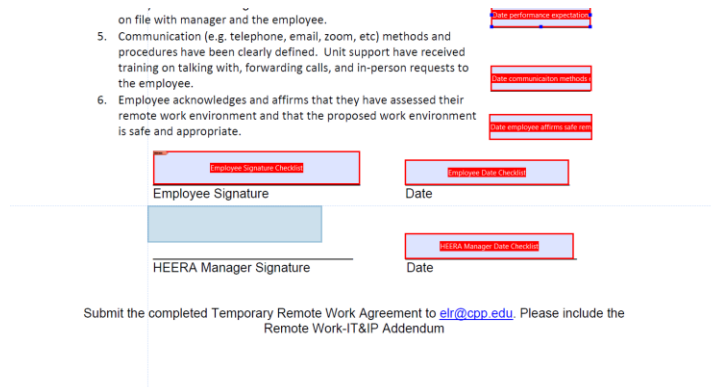
On the right side in the tool's menu, click on **Prepare Form**



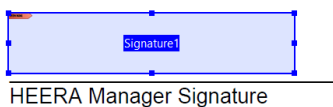
Go to the area of the document which needs a digital signature block and click on add digital signature (next to the barcode icon).



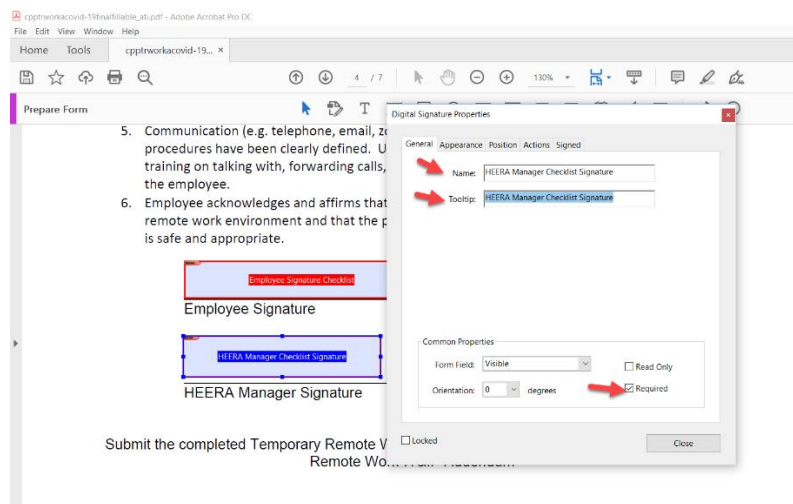
A blue box will appear, move this box the area in need of a digital signature block. Place the blue box by clicking your mouse in the area you want to place it.



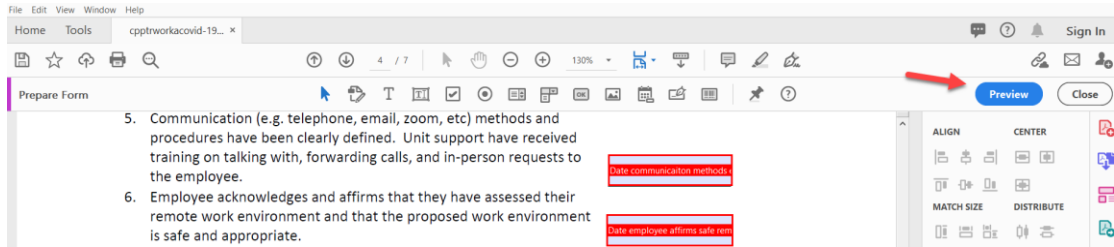
Move and re-size the blue box as needed. Click on the box to re-name it and change the box's options. **Tip-** if you want the signature block to be required, select the **required** option from the box's properties menu. **To ensure Accessibility of your PDF**, be sure to add a description of the field in the **Tool Tip** area of the box's properties menu.



HEERA Manager Signature



Click the preview button in the top right to prepare your new digital signature block.



Test the form's functionality and continue editing the form if needed.

5. Communication (e.g. telephone, email, zoom, etc) methods and procedures have been clearly defined. Unit support have received training on talking with, forwarding calls, and in-person requests to the employee.

6. Employee acknowledges and affirms that they have assessed their remote work environment and that the proposed work environment is safe and appropriate.

Employee Signature

Date

HEERA Manager Signature

Date

Save your newly edited form once you have completed your edits.