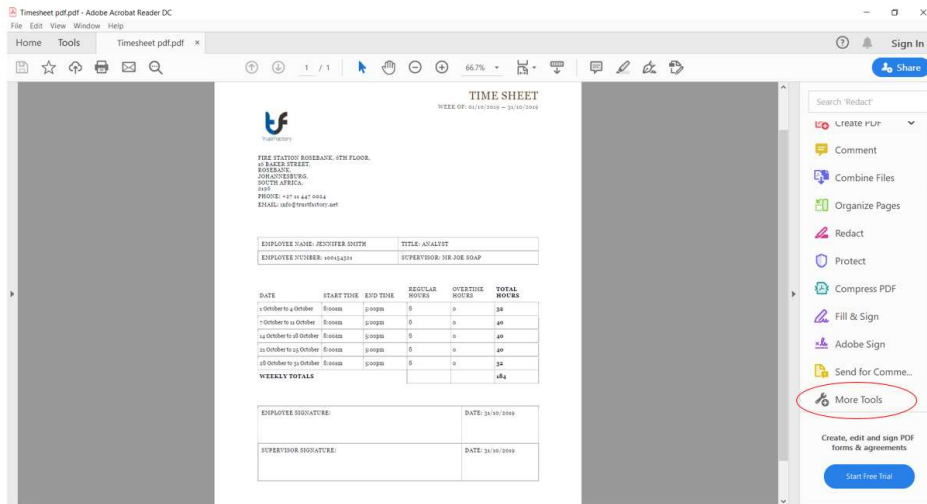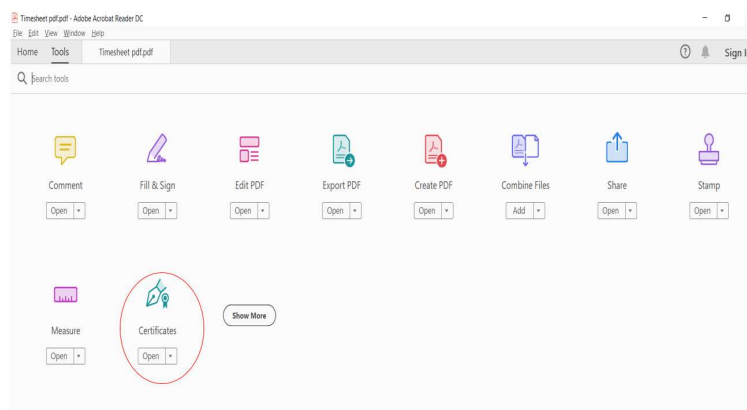# How to digitally sign a pdf document in Adobe

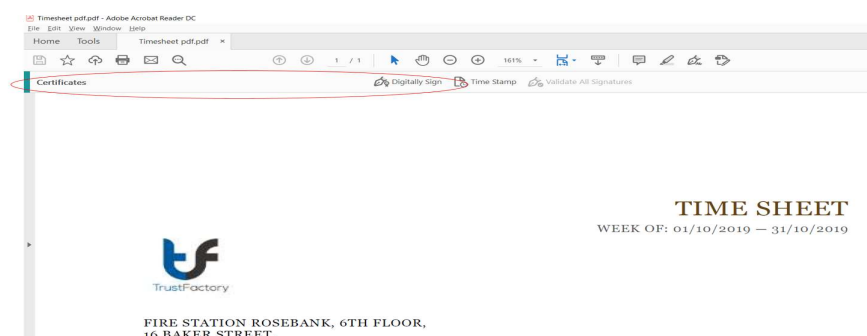1. Open your pdf document

2. Choose "**More Tools**" from the options panel

3. Then select **Certificates**

4. A certificates bar will appear on the top of your pdf document. Click on ✍ "**Digitally Sign**"

5. A popup message will appear instructing you to click and drag to draw the area where you would like the signature to appear

6. Once you have used your mouse to select the area for the signature a list of digital id's will appear

7. You will need to choose the digital id that you would like to sign with and click "Continue".

8. Thereafter you will be able to edit/create the details that appear in the signature, and thereafter select the "**Sign**" button.

9. Note you may select the lock document after signing option should you require this capability
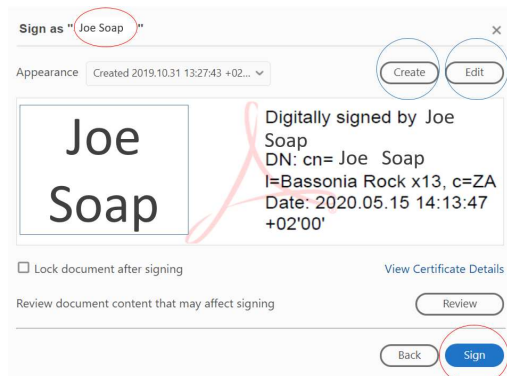
10. You will need to insert your physical token (Smart Card) with which you created your key for the Personal Pass Premium certificate

11. You will be asked to name and select where you would like to save the signed document

12. Once you have done this, you will be requested to enter your password for the Personal Pass Certificate Key which is stored on your physical token (Smart Card)

Windows Security
Smart Card   ×

Please enter your PIN.

[PIN]

Click here for more information

OK   Cancel
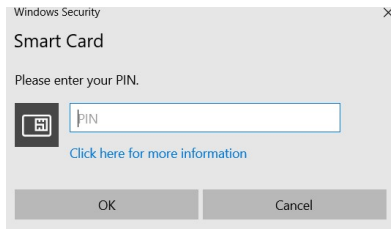
13. Enter your pin and click ok

14. Your signature will appear in the area you had selected:

DATE	START TIME	END TIME	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
1 October to 4 October	8:00am	5:00pm	8	0	32
7 October to 11 October	8:00am	5:00pm	8	0	40
14 October to 18 October	8:00am	5:00pm	8	0	40
21 October to 25 October	8:00am	5:00pm	8	0	40
28 October to 31 October	8:00am	5:00pm	8	0	32
WEEKLY TOTALS					**184**

EMPLOYEE SIGNATURE:	Joe Soap	Digitally signed by Joe Soap DN: cn= Joe Soap l=Bassonia Rock x13, c=ZA Date: 2020.05.15 14:13:47 +02'00'	DATE: 31/10/2019
SUPERVISOR SIGNATURE:			DATE: 31/10/2019

15. You may save and close the document

16. Anyone accessing this document may click on the digital signature and the signature validation status and option to view the signature properties will appear:

Signature Validation Status

Signature is VALID, signed by   Joe Soap   <joesoap@trustfactory.net>
- The document has not been modified since this signature was applied.
- The document is signed by the current user.

Signature Properties...   Close

Signature Properties   ×

Signature is VALID, signed by Joe Soap   <joesoap@trustfactory.net>

Signing Time: 2020/05/15 14:28:39 +02'00'

Source of Trust obtained from Adobe Approved Trust List (AATL).

Validity Summary

The document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The document is signed by the current user.

Signing time is from the clock on the signer's computer.

Signature was validated as of the signing time:
2020/05/15 14:28:39 +02'00'

Signer Info

The path from the signer's certificate to an issuer's certificate was successfully built.

The signer's certificate is valid and has not been revoked.

Show Signer's Certificate...

Advanced Properties...   Validate Signature   Close