Instructions for Filling Out and Signing a Digital Form

Fillable PDFs are easy to fill and sign using any computer. The following images were taken on a mac, however the process is very similar on a windows machine.

Filling out a Fillable PDF Form

1. If you don't already have it, download Adobe Acrobat Reader, a free program, at get.adobe.com/reader/
2. Open your file in Adobe Reader.
3. For text fields, click in the field and start typing to enter text. Some fields may be radial buttons (round circles) or check boxes - for these you'll just need to click on the appropriate box.

Signing a Fillable PDF Form

1. Before signing a form, make sure you've filled out all the necessary fields. A signature field will have an orange "flag" that says "Sign Here". Click in the signature field.
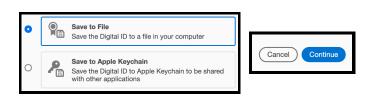

2. A box will pop up where you can choose the Digital ID you'd like to sign with. If you already have a digital ID set up, skip to step 7. If you don't have a digital ID set up, click on "configure New Digital ID".
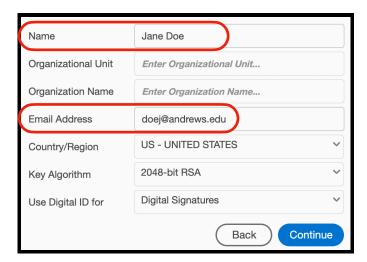

3. Click "Create a new Digital ID" then "continue

4. Choose if you'd like to save the Digital ID to your computer or to a shared file (on a mac it's called Apple Keychain, Windows will have a similar option). Then click "continue"

5. In the next box, enter your name as you'd like it to appear in your signature. Enter your email (someone checking the certificate on the signature will be able to contact you with questions), then click continue.

Name	Jane Doe
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	doej@andrews.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

6. The next screen will ask you to create a password. Enter your chosen password in both boxes, then click "save".

Apply a password to protect the Digital ID:

....

Back   Save

Confirm the password:

....

7. This will put you back at the Digital ID screen (from step 2). Make sure the radial button next to your Digital Id is selected and click "continue".

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

Jane Doe (Digital ID file)   View Details
Issued by: Jane Doe, Expires: 2026.01.20

Configure New Digital ID   Cancel   Continue

8. Enter your password in the box at the bottom, then click "sign". This will open the prompt asking you to save the file. Save it to your chosen location.

Sign as "Jane Doe"   ×

Appearance   Standard Text   Create

Jane Doe

Digitally signed by Jane Doe
Date: 2021.01.20
13:00:48 -05'00'

View Certificate Details

Review document content that may affect signing   Review

Enter the Digital ID PIN or Password...   Back   Sign

9. Once the file is saved, your digital signature will appear on the form in the signature line and complete your form.

Student's Signature _____ Jane Doe _____ Digitally signed by Jane Doe
Date: 2021.01.20 13:01:08 -05'00' _____ Date _____

Recommendations
Yes_____ No_____ *Advisor _____ Date_____