



ADOBE PDF

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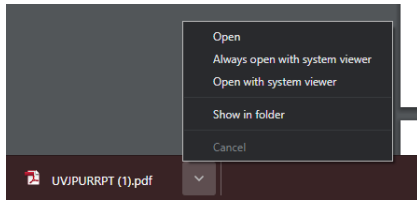
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NOTE: If you are using Microsoft Edge as your default web browser Edge will override Adobe and these instructions will not be applicable. Please reach out to your technical services department to ensure that Adobe is the default application for .PDF documents.

Downloading a PDF for Signature

When you open a PDF in PeopleSoft, the file appears in your web browser and you need to download it to the appropriate file format for editing. This is the case with PurCard Reallocation Reports and Travel and Expense Reports that have a built in print option.

1. With the document open in your web browser, select the download button.
2. Choose a location and for the file that is memorable.
3. Navigate to the file location.
 - a. Some web browsers show downloads in a bar across the bottom of the screen. When you click on the carrot icon, you have the option to “Show in folder”.



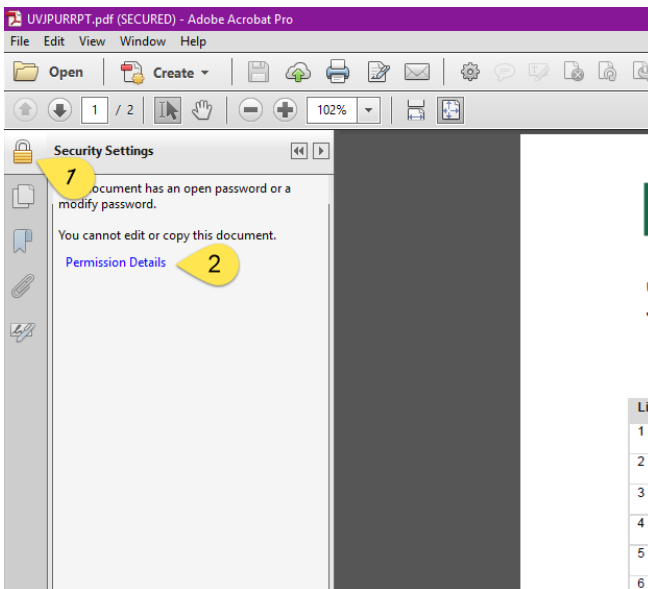
4. Open the file in Adobe.
5. If the file does not open in Adobe, you will need to change your default application for .pdf extensions. Please contact your technical support team for assistance with this.

Unlocking a Secure Download

1. If a yellow banner appear that states “Protected View”, you need to click the button on the right side of the banner **ENABLE ALL FEATURES**.



2. If the file is still secure, click on the Lock Icon
3. Select the hyperlink for “Permission Details”



4. Change Security Method from “Password Security” to “No Security”



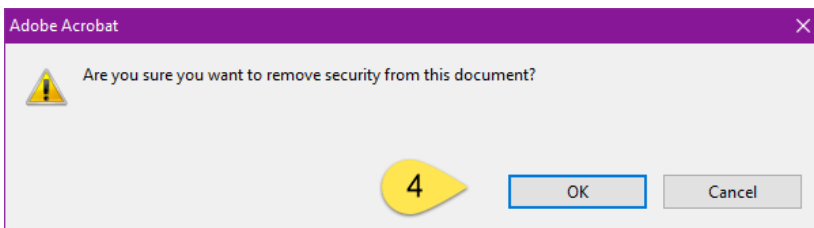
The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: Password Security **3** Change Settings...

Can be Opened by: Password Security
Certificate Security
Adobe LiveCycle Rights Management Show Details...

All contents of the document are protected by security metadata.

5. Click OKAY when you receive the popup for "Are you sure..."



6. Click OKAY to close Security Permission window and save settings

Description Security Fonts Initial View Custom Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: No Security **5** Change Settings...

Can be Opened by: All versions of Acrobat Show Details...

Automatic saving of changes has been disabled for this document because the security settings have been modified. You must save the document in order to re-enable automatic saving of changes.

Document Restrictions Summary

- Printing: Allowed
- Changing the Document: Allowed
- Document Assembly: Allowed
- Content Copying: Allowed
- Content Copying for Accessibility: Allowed
- Page Extraction: Allowed
- Commenting: Allowed
- Filling of form fields: Allowed
- Signing: Allowed
- Creation of Template Pages: Allowed

Help OK Cancel



Electronically Signing a PDF

Signing in a Prepopulated Signature Field

1. Open Adobe PDF file and select the field to sign
 - a. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for Creating a Digital Signature.

I certify that the information provided above is true and correct, that there are no alcohol expenses in/with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other means. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Traveler Signature _____ Date _____

Approver Signature _____ Date _____

2. Verify that your signature appears correctly
 - a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for Deleting your Digital Signature.

3. Select Sign

Sign Document

Sign As: Tiffany Barker Cook (Tiffany Barker Cook) 2024.05.08

Password: **a**

Certificate Issuer: Tiffany Barker Cook Info...

Appearance: Standard Text

Tiffany Barker Cook Digitally signed by Tiffany Barker Cook
DN: cn=Tiffany Barker Cook, o=University of Vermont, ou=Disbursement Center, email=tjbarker.tb@gmail.com, c=US
Date: 2019.05.08 14:21:03 -04'00' **2**

Lock Document After Signing

Click Review to see if document content may affect signing Review...

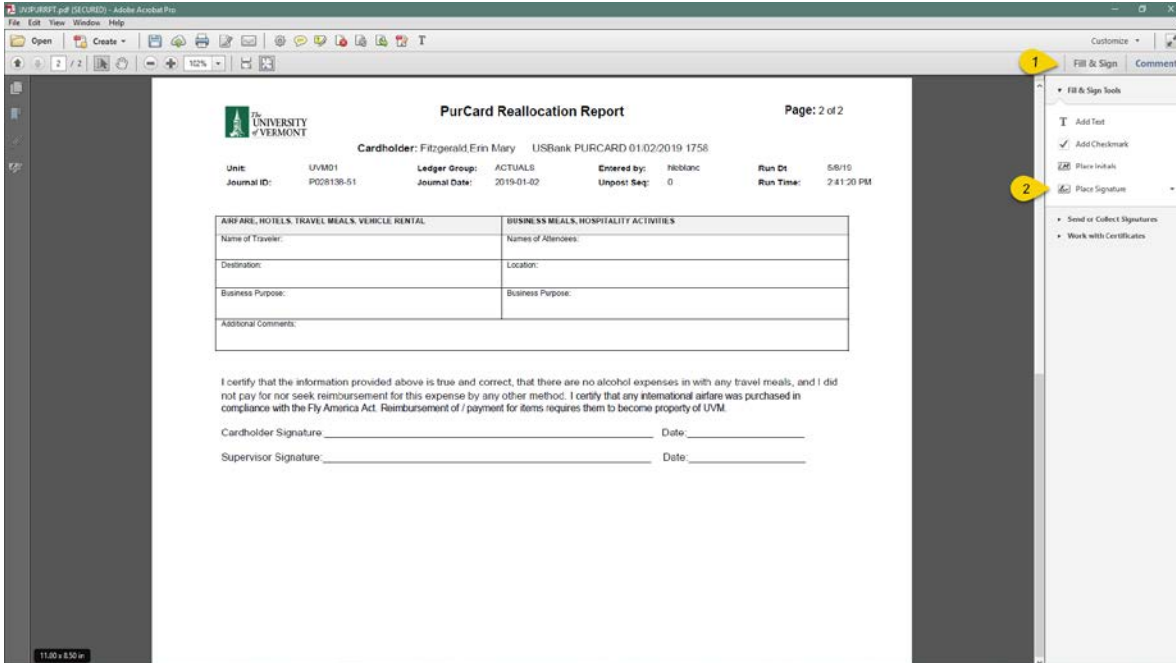
3 Sign Cancel



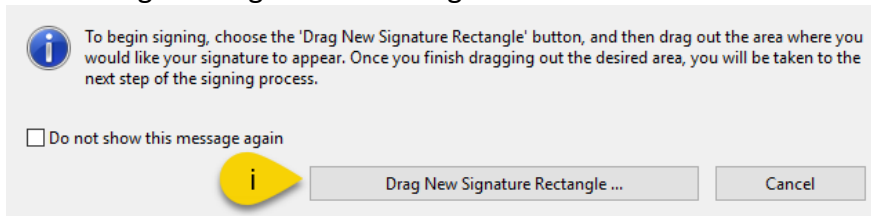
- 4. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.

Signing a Blank Signature Line

- 1. Open Adobe PDF file and select Fill & Sign then Place Signature



- a. A prompt will appear explaining how to 'Drag New Signature Rectangle'.
 - i. Select Drag New Signature Rectangle



- b. Select the area above the appropriate signature line with you left mouse button. Hold the left mouse button and drag the signature rectangle to the end of the signature line then release the left mouse button.

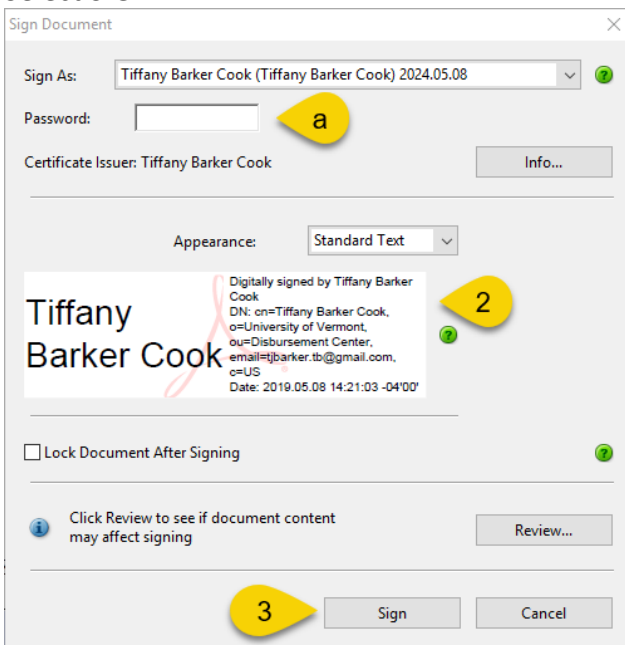
I certify that the information provided above is true and correct, that there are no alcohol expenses in with any travel meals, and I did not pay for nor seek reimbursement for this expense by any other method. I certify that any international airfare was purchased in compliance with the Fly America Act. Reimbursement of / payment for items requires them to become property of UVM.

Cardholder Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____



- i. When you release the left mouse button the signature option will appear automatically.
 - ii. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature. Follow the instructions for Creating a Digital Signature.
2. Verify that your signature appears correctly
 - a. If you set a password, you will be required to enter the password prior to signing. If you forgot your password, follow the instructions for Deleting your Digital Signature.

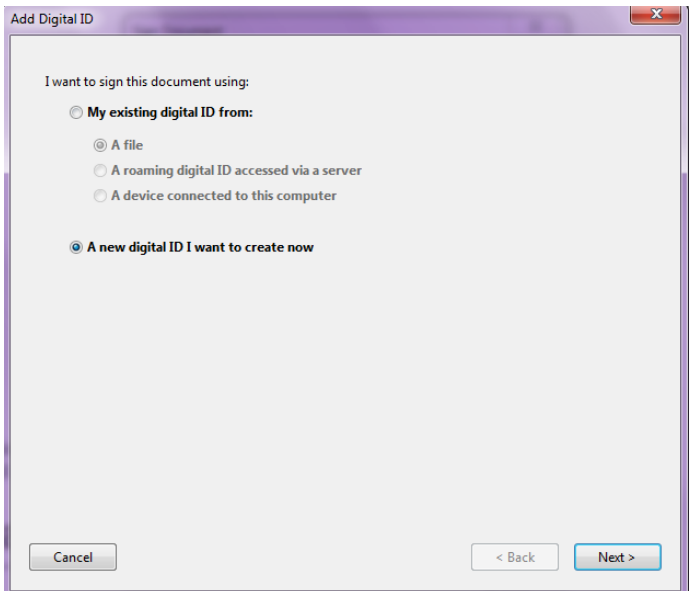
3. Select SIGN



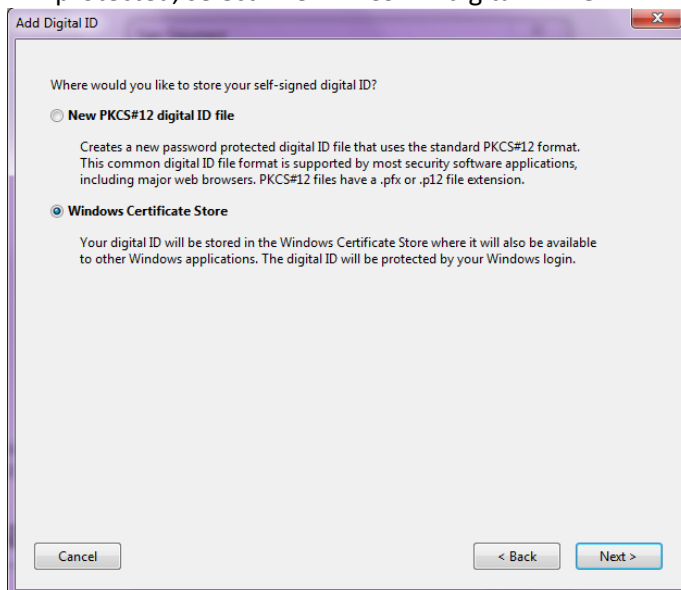
4. You will be prompted to save the document as a new file. If you do not save the file as a new document then the file will not be signed.

Creating a Digital Signature

1. If this is the first time electronically signing a document in Adobe on the device you will be prompted to create an electronic signature
2. Select "A new digital ID I want to create now" and select NEXT



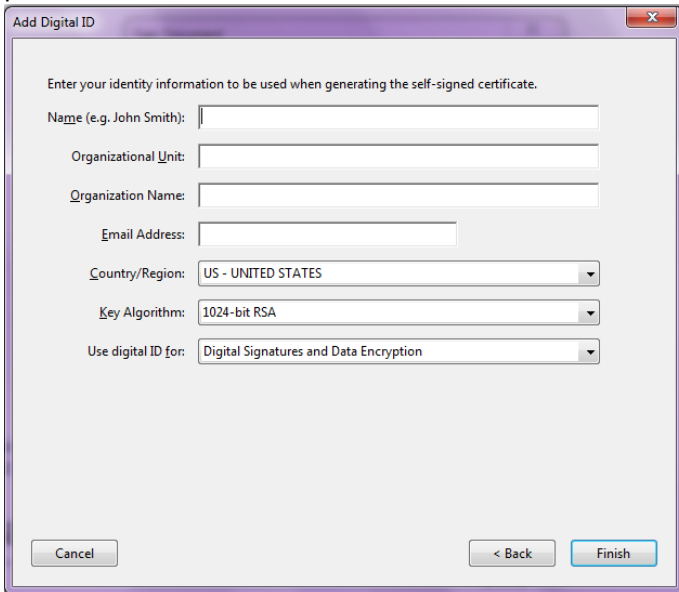
3. Select your preferred Digital Signature format then select NEXT
 - a. If you want your signature to be available on the current device only and do not need a password, select "Windows Certificate Store"
 - i. This will link your signature to your windows login
 - b. If you want your signature to be stored remotely, available across multiple platforms, and password protected, select "New PKCS#12 digital ID file."



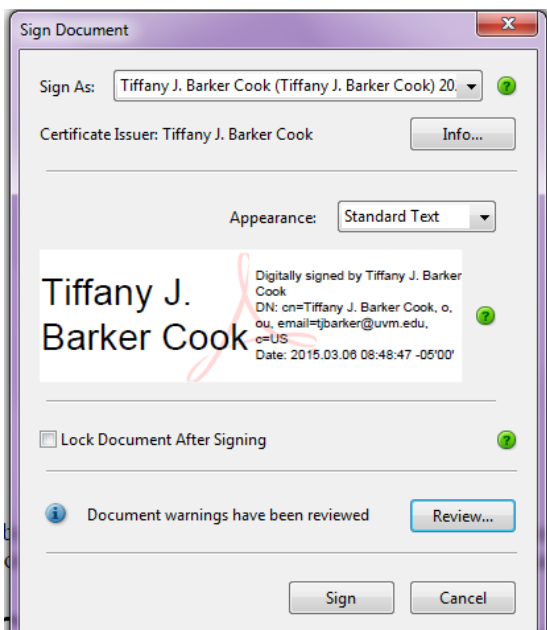
4. Enter your identification information you would like included in your signature



- a. The minimum required information is Name and Email Address
- 5. If you choose a Windows Certificate select FINISH, If you choose PKCS#12 Digital ID select NEXT to enter your password then FINISH



- 6. You will now be able to preview and use your signature.





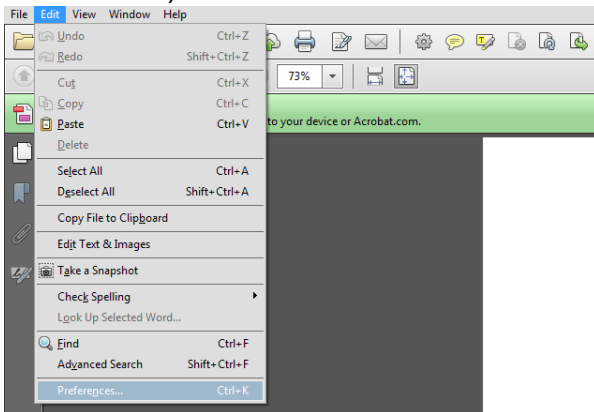
Deleting Your Digital ID

When you delete a digital ID in Acrobat, you delete the actual PKCS #12 file that contains both the private key and the certificate. Before you delete your digital ID, ensure that it isn't in use by other programs or required by any documents for decrypting.

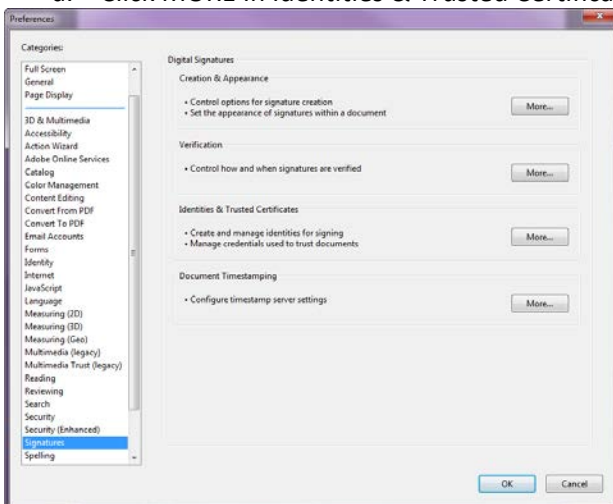
NOTE: You can delete only self-signed digital IDs that you created in Acrobat. A digital ID obtained from another provider cannot be deleted.

Deleting a Windows Certificate

1. Within Adobe, Select Edit > Preferences

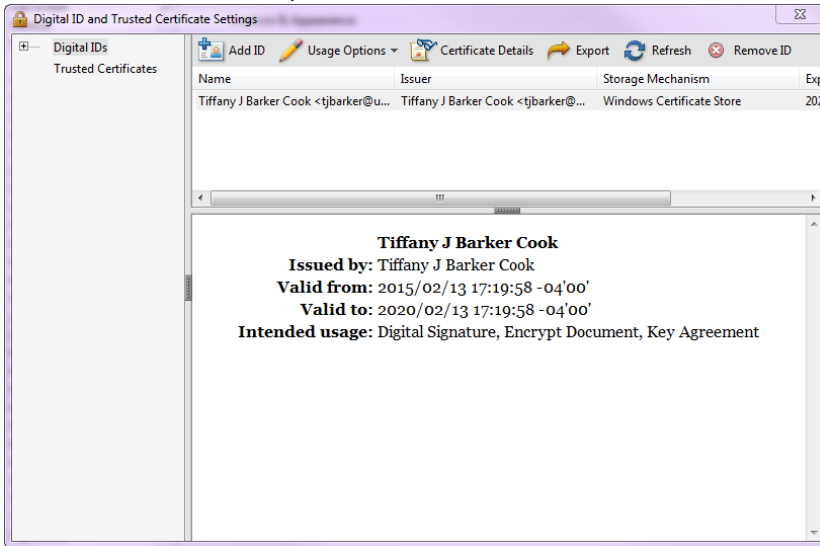


2. Under the Category Signatures
 - a. Click MORE In Identities & Trusted Certificates



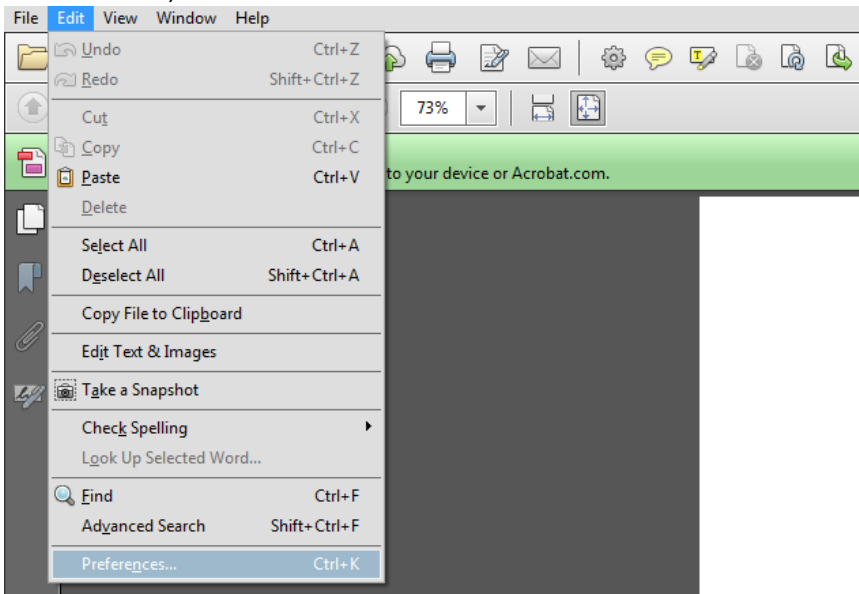


3. Select Digital IDs on the left, and then select the digital ID to remove.
 - a. Click Remove ID, and then click OK.



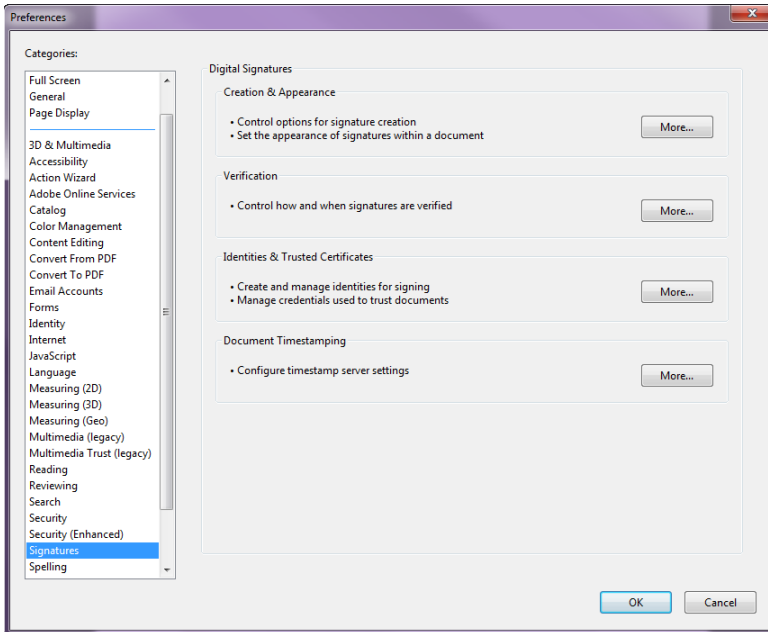
Deleting a PKCS#12 Digital ID

1. Within Adobe, Select Edit > Preferences

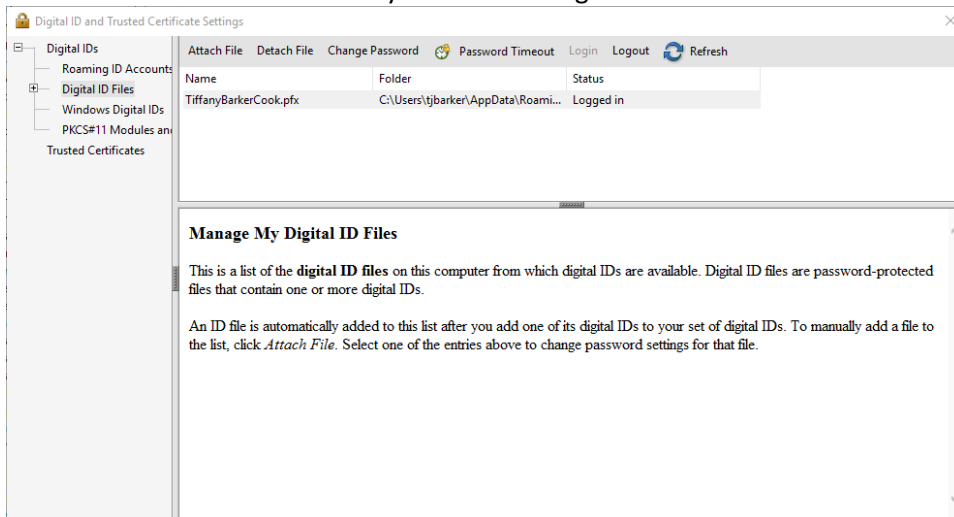




- 2. Under the Category Signatures
 - a. Click MORE In Identities & Trusted Certificates



- 3. Click the plus sign (+) next to Digital IDs on the left to expand the menu.
 - a. Select Digital Id Files
 - b. Select the digital ID to remove
 - c. Select Detach File
 - i. This will only remove the Digital ID from Adobe





4. To remove the Digital ID completely go to the file location where the Digital ID was saved or search your C Drive for .pfx
 - a. Right click on the file and choose DELETE

