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Adobe Signature Certification for NIH Other Support Page

The Grants and Contracts Office (GCO) has created instructions on using the Adobe electronic signature feature that is compliant with the National Institute of Health (NIH) Other Support policies. These instructions apply to both Adobe Reader and Acrobat Pro and were created in Acrobat Pro. This document is organized in the following sections:

- I. <u>Setting up a Certified Signature in Adobe</u>
- II. Signing the Document After Digital ID is Created
- III. Acceptable Versus Unacceptable Adobe Signatures
- IV. Inserting Certified Signature in Document

I. Setting up a Certified Signature in Adobe

Adapted from <u>Adobe Help</u> webpage.

Step 1 Open Adobe > Edit Menu > Preferences

Step 2 From Preferences Menu, click "Signatures", then under "Identities & Trusted Certificates" click More

Undo	Ctrl+Z		Full Screen General
C Redo	Shift+Ctrl+Z		Page Display
Cut	Ctrl+X		Accessibility
-			Action Wizard Catalog
<u>C</u> opy	Ctrl+C		Color Management
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eferences		
Categories:	Digital Signatures	
Documents Full Screen General Page Display	Creation & Appearance	
Accessibility Action Wizard Catalog Color Management Content Editing	Control options for signature creation Set the appearance of signatures within a document	More
Convert From PDF Convert To PDF Email Accounts Forms Identity Internet JavaSCrift Messuring (2D) Messuring (2D) Messuring (3E)	Verification • Control how and when signatures are verified	More
Measuring (GREU) Multimedia & Cipuc) Multimedia (Legacy) Reviewing Security Security Security Signatures Sopelling	Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents	More
Tracker Trust Manager Units & Guides	Document Timestamping	
	Configure timestamp server settings	More

Step 3 Under "Digital IDs", click "Add ID" and then...

Digital ID and Trusted Certificate Settings Digital IDs Roaming ID A Add ID Vusage Options Super Issuer Issuer Amanda Amescua <amanda.a... Amanda Amescua <amanda.a... Amanda Amescua <amanda.a... Windows Digital ID

Step 4 "A New digital ID I want to Create Now", click, Next

Add Digital ID		×
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is card to other so that they can write your signature. Add or create a digital ID using:		
O My existing digital ID from:		
I A file		
A roaming digital ID accessed via a server		
A new digital ID I want to create now		
Cancel	< Back	Next >
Cancal	< Back	Idex(>

Step 5

<u>Specify</u> where to store the digital ID, and click Next.

New PKCS#12 Digital ID File

Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in **Mac OS**. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Adobe still recognizes it.

Windows Certificate Store (Windows only)

Digital ID		
Where would you like to store your self-signed digital ID?		
New PKCS#12 digital ID file Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.		User selects appropriate option.
Windows Certificate Store Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.		
Cancel	< <u>B</u> ack	<u>N</u> ext >

This stores the digital ID to a common location from where other Windows applications can also retrieve it.

Step 6

- 1. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- 2. Choose an option from the **Key Algorithm** menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
- 3. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
- 4. Click Next.

A	dd Digital ID			 	×
	Enter your identity inform	ation to be used when generating the self-signed certificate.			
	Na <u>m</u> e (e.g. John Smith):				
	Organizational <u>U</u> nit:				
	Organization Name:				
	<u>E</u> mail Address:				
	<u>C</u> ountry/Region:	US - UNITED STATES	~		
	Key Algorithm:	2048-bit RSA	~		
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~		
	Cancel			< <u>B</u> ack	Next >

Step 7

- 1. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
- 2. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
- 3. Click Finish.

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you use th	e digital ID to sig	gn or decrypt do	cuments. You	file. You will nee should make a n es. You can later (ote of the file	location	
	he Security Setti		r otner purpos	s. Tou can later o	change option	is for this	
File Name							
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Password:							
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Confirm P	assword:						

rev. 3/2022

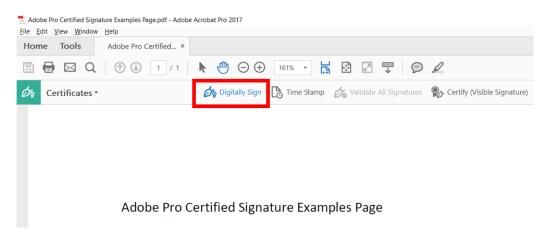
II. Signing the Document After Digital ID is Created

- 1. Open Adobe > Open the document you want to sign.
- 2. From the TOOLS menu, click "Certificates" Icon.

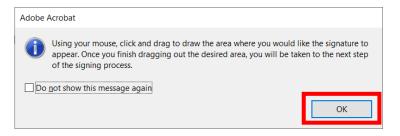
Note: There may be slight variations in appearance of the icon, based on Adobe versions.

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	Open -	Digitally sign or certify documents an	alidata authostisitu				Compare Files

3. Choose "Digitally Sign" from the Certificates toolbar:



4. This pop-up box will appear. Click Ok, and follow the instructions in the text box for signing.



5. Choose the Digital ID that you want to use for signing. If you need to create a New Digital ID, then click "Configure New Digital ID", and follow the prompts.

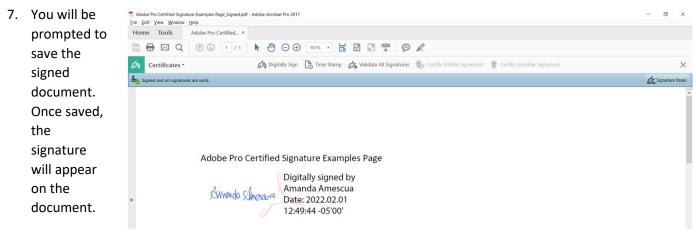
Once you have the Digital ID you want to use, choose the radio button, and then click "Continue."

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
• <u>L</u>	Amanda Amescua (Digital ID file) Issued by: Amanda Amescua, Expires: 2025.11.25	View Details
?	Configure New Digital ID	Cancel Continue

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6. Enter the password you setup when creating your digital ID, then click Sign:

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Lock document after signing Review document content that may affect signing	View Certificate Detail:



III. Acceptable Versus Unacceptable Signatures

obe Pro Certified Signature Examples Page_Signed.pdf - Adobe Acrobat Pro 2017 le Edit View Window Help Home Tools Adobe Pro Certified... × Adobe Pro Certified... 🖺 🖶 🖂 Q, 🗇 🕹 1 / 1 🖡 🖑 🖂 🕂 158% 🔹 🔚 🖉 💭 🖉 Example 1 Adobe Pro Certified Signature Examples Page Digitally signed by Amanda Amescua Arrenda Smosara Date: 2022.02.01 12:49:44 -05'00' Note example states "digitally signed" and include date/time stamp. Example 2 Certified by Adobe Sign a Document Cloud solution <adobe-sign-certified@adobe.com>, 0 Signature Panel prod-east-us-2-hsm3, certificate issued by Adobe CDS CA. 8 12 2 *Status of Support: Completed – Salary support rescinded from 381202 effective 02/01/2022 Project Number: R01 | Name of PD/PI: ß *Source of Support: NIH *Primary Place of Performance: Icahn School of Medicine at Mount Sinai, New York, NY П Project Start and End Date: 02/01/2020-01/31/2022 Ŏ IN-KIND *Summary of In-Kind Contribution: None Ó. OVERLAP: None. If all pending grants are funded, effort will be adjusted in accordance with NIH policy to not exceed 12CM effort. I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. Name of Individual: *Signature: Date: Feb. 2, 2022

<u>Unacceptable</u>: Please note these examples of unacceptable signatures.

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IV. Inserting Certified Signature

You can insert a certified signature two ways as follows:

- Using the Certificates tool See <u>Section II Signing the Document After Digital ID is Created.</u>
- 2. Inserting a certified signature block into the document using the Prepare Form tool:

Step 1 Open Adobe > Tools > Prepare Form > Choose the document you want to use > Start

Bit Life Vew Winds Home Home Tools Adobe Pro Certified. × Prepare Form X Select a file or scan a document to begin Image: Select a file or scan a document to begin Select a file or scan a document to begin Image: Select a file or scan a document to begin Select a file or scan a document to begin Image: Select a file or scan a document to begin Select a file or scan a document to begin Image: Select a file or scan a document to begin Select a file or scan a document to begin Image: Select a file or scan a document to begin Select a file or scan a document to begin Image: Select a file or scan a document Select a file or scan a document to begin Image: Select a file or scan a document To file daud detection is Off. Charge	📜 Adobe Pro Certified Signature Examples Page.pdf - Adobe Acrobat Pro 2017	- 🛛 ×
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Adobe Pro Certifie Change File Start		
Adobe Pro Certifie Scan a document Change File Start	Select a file or scan a document to begin	
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Change File Start		
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Step 2a Click on the Add a Digital Signature icon

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Step 2b Insert the signature block in the document where you want the signature to appear.

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Step 3 Close Prepare Form tool, then click in the signature box field and follow prompt to complete signing.