# 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:
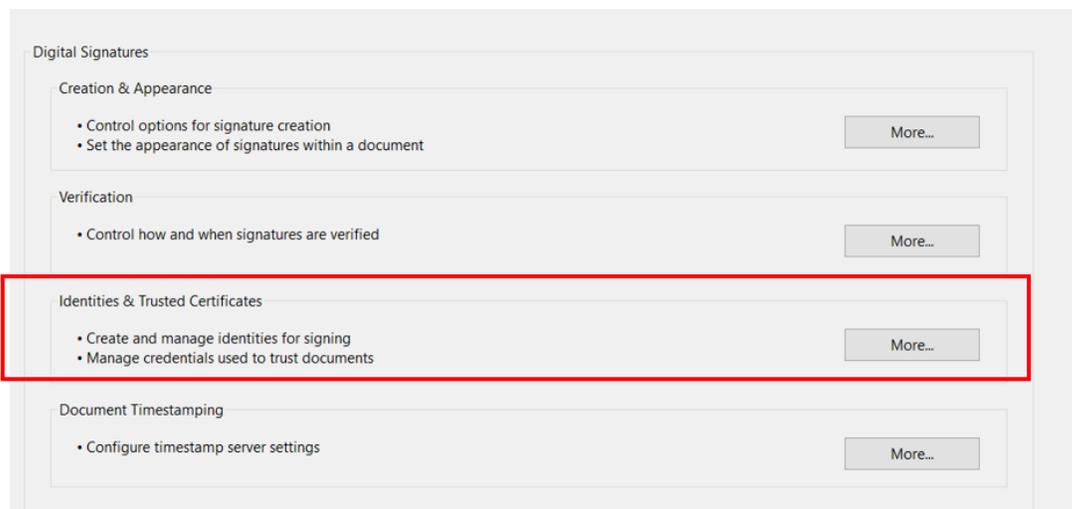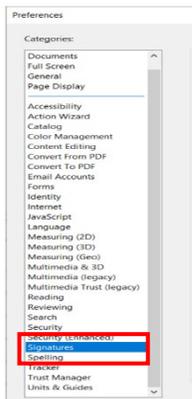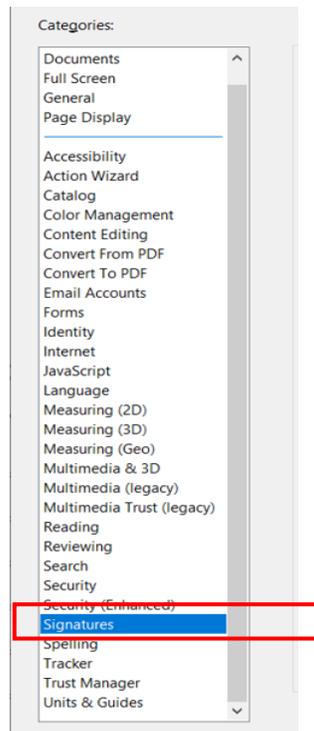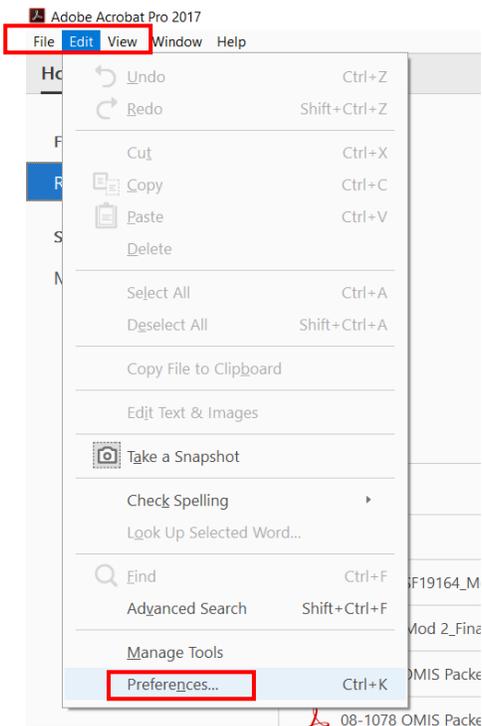
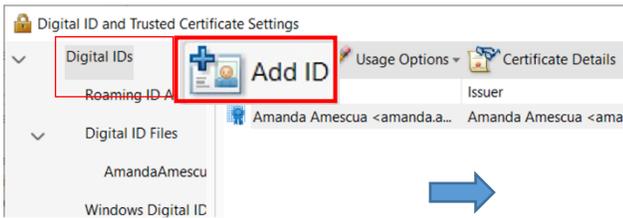## I.  Setting up a Certified Signature in Adobe

*Adapted from [Adobe Help](#) webpage.*

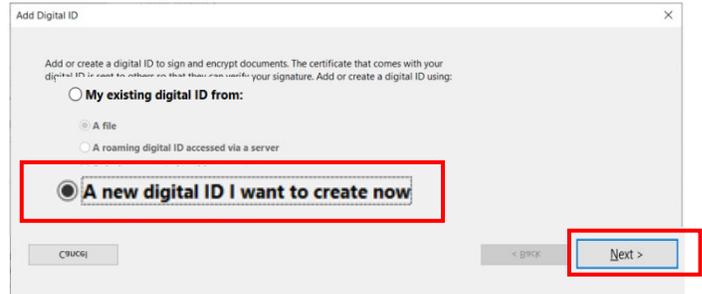**Step 1**  Open Adobe  > Edit Menu >
Preferences

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

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



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



**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)**
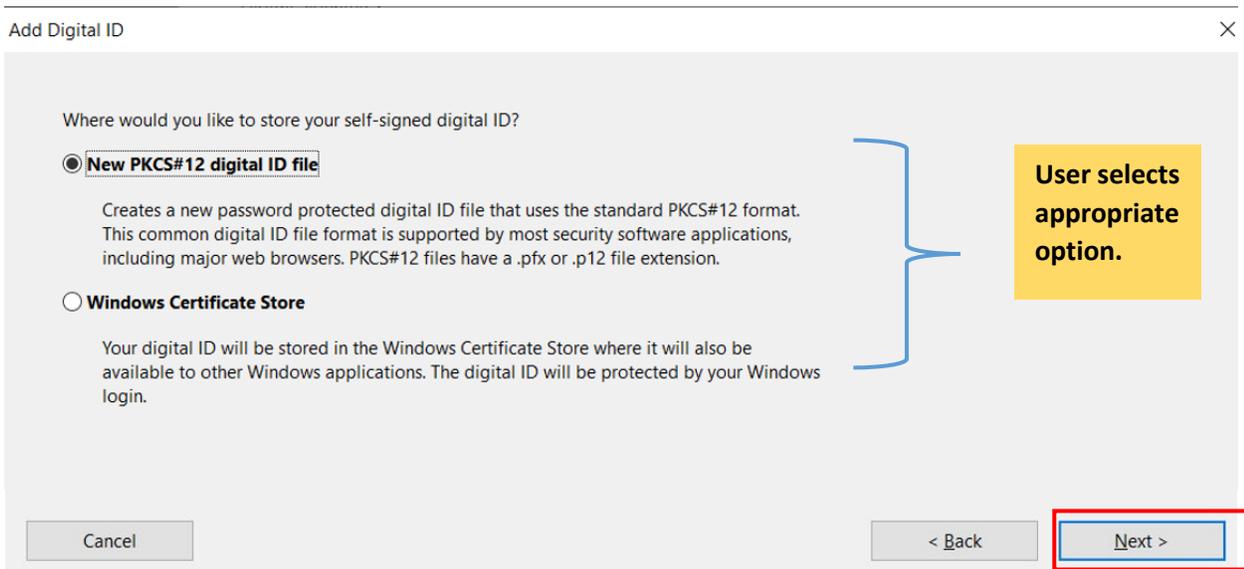


*This stores the digital ID to a common location from where other Windows applications can also retrieve it.*

**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**.



**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**.

**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.
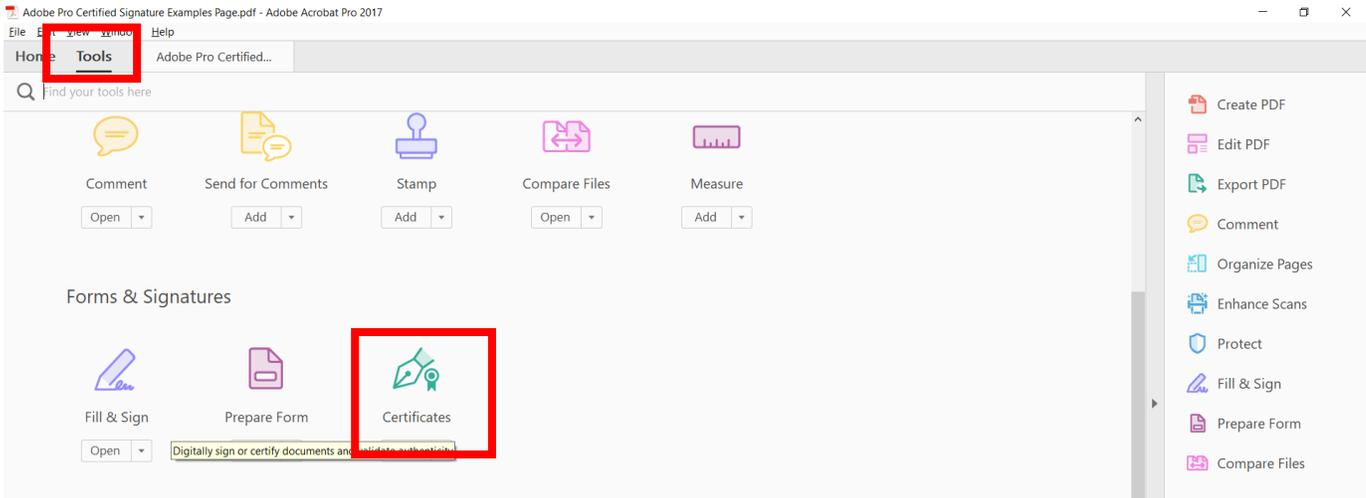


3. Choose "Digitally Sign" from the Certificates toolbar:
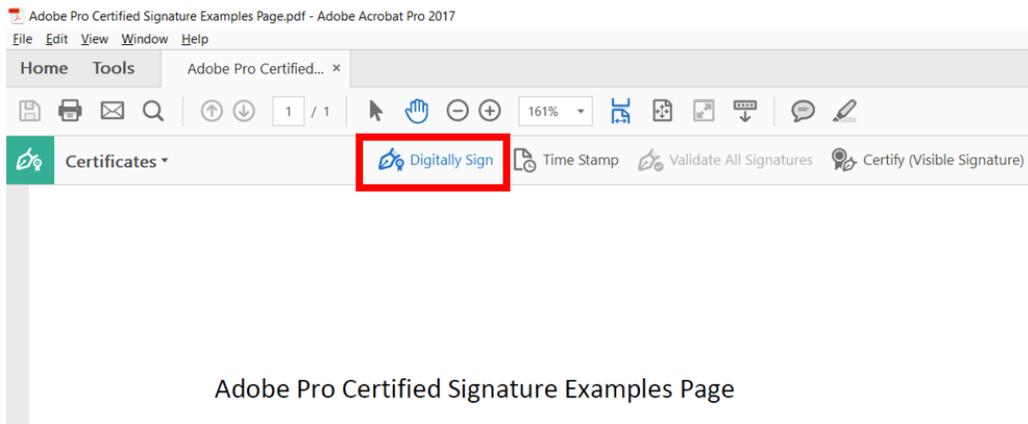


4. This pop-up box will appear. Click Ok, and follow the instructions in the text box for signing.
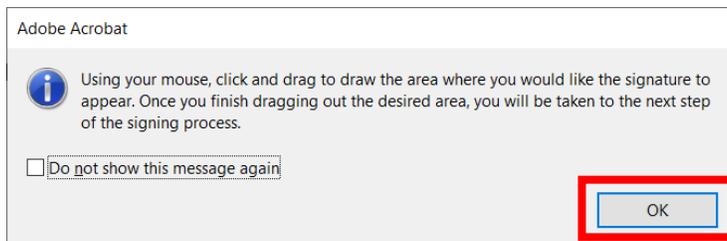
5. Choose the Digital ID that you want to use for signing. If you need to create a New Digital ID, then click "Configure New Digital ID", and follow the prompts.

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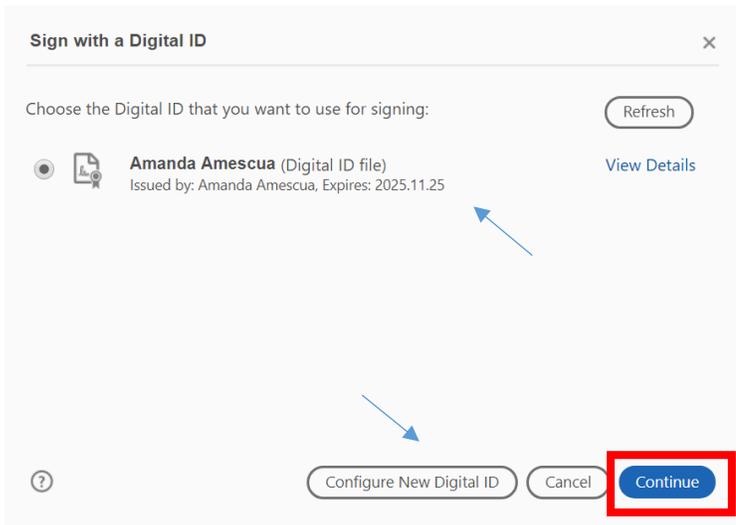


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6. Enter the password you setup when creating your digital ID, then click Sign:



7. You will be prompted to save the signed document. Once saved, the signature will appear on the document.
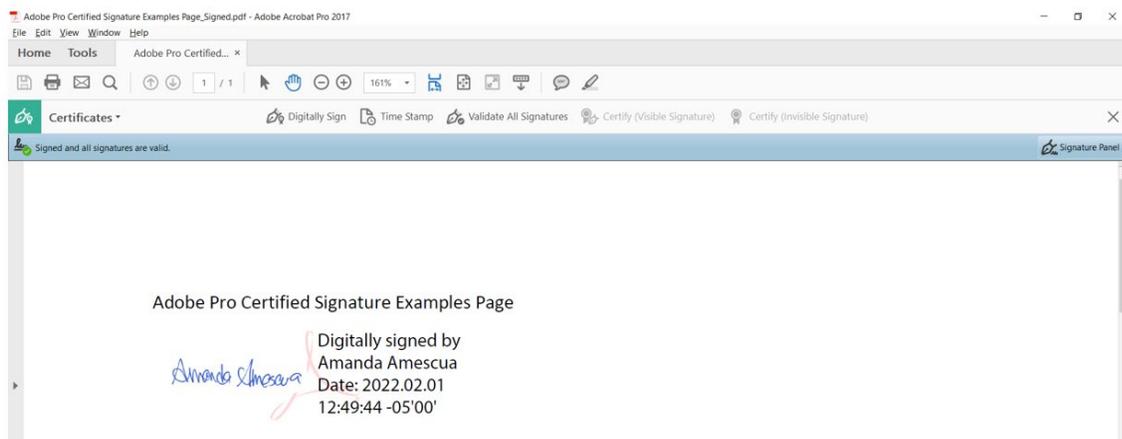
## III. Acceptable Versus Unacceptable Signatures

✔ <u>Acceptable</u>: Please note these examples of acceptable signatures.



**Example 1**

Adobe Pro Certified Signature Examples Page

Digitally signed by Amanda Amescua
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>, prod-east-us-2-hsm3, certificate issued by Adobe CDS CA.
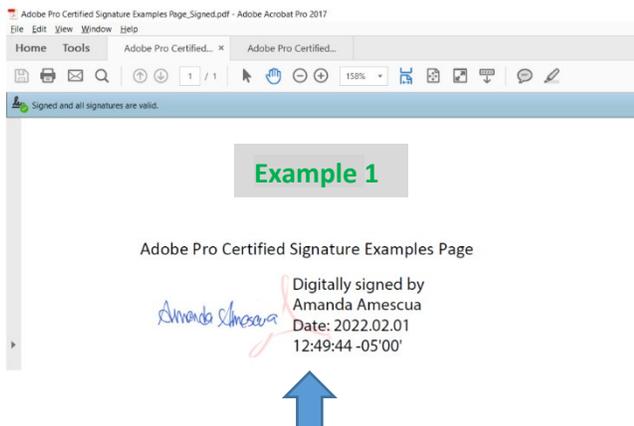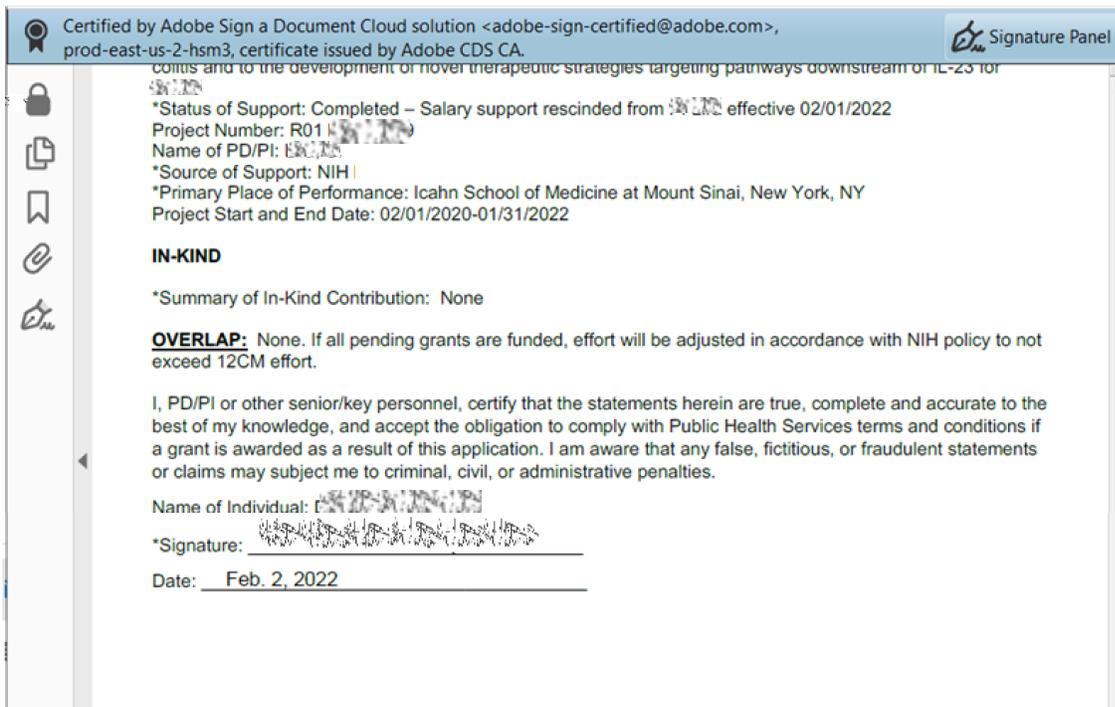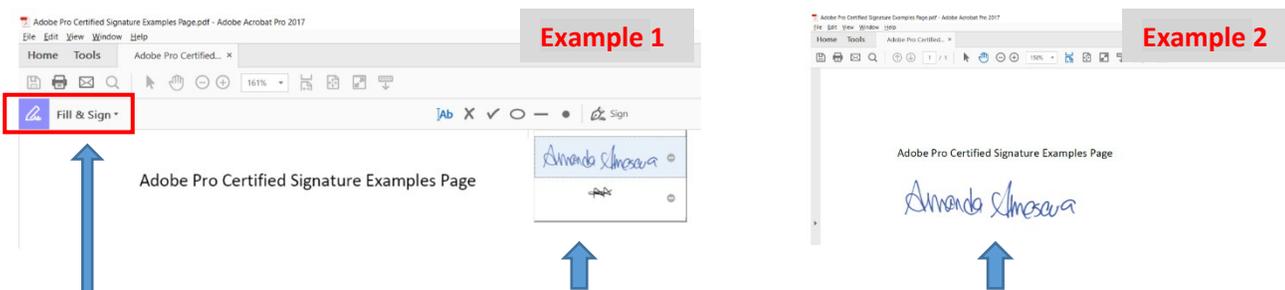
colitis and to the development of novel therapeutic strategies targeting pathways downstream of IL-23 for █████

*Status of Support: Completed – Salary support rescinded from ██████ effective 02/01/2022
Project Number: R01 ███████
Name of PD/PI: ██████
*Source of Support: NIH ██
*Primary Place of Performance: Icahn School of Medicine at Mount Sinai, New York, NY
Project Start and End Date: 02/01/2020-01/31/2022

**IN-KIND**

*Summary of In-Kind Contribution:  None

<u>**OVERLAP:**</u>  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.



**Example 1**

**Example 2**

✖ *Note examples do not state "digitally signed" and do not include a date/time stamp.*

Do <u>not</u> use:

✖   Adobe Fill & Sign Tool Signature

✖   Pen Feature in the Comments Tool

**Example 3**
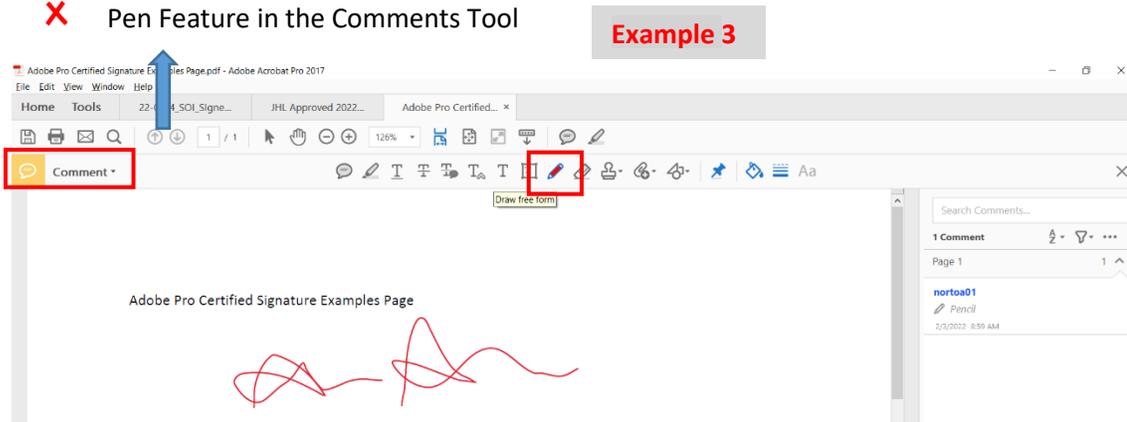


## IV.  Inserting Certified Signature

You can insert a certified signature two ways as follows:

1.   Using the Certificates tool
     See Section II Signing the Document After Digital ID is Created.

2.   Inserting a certified signature block into the document using the Prepare Form tool:
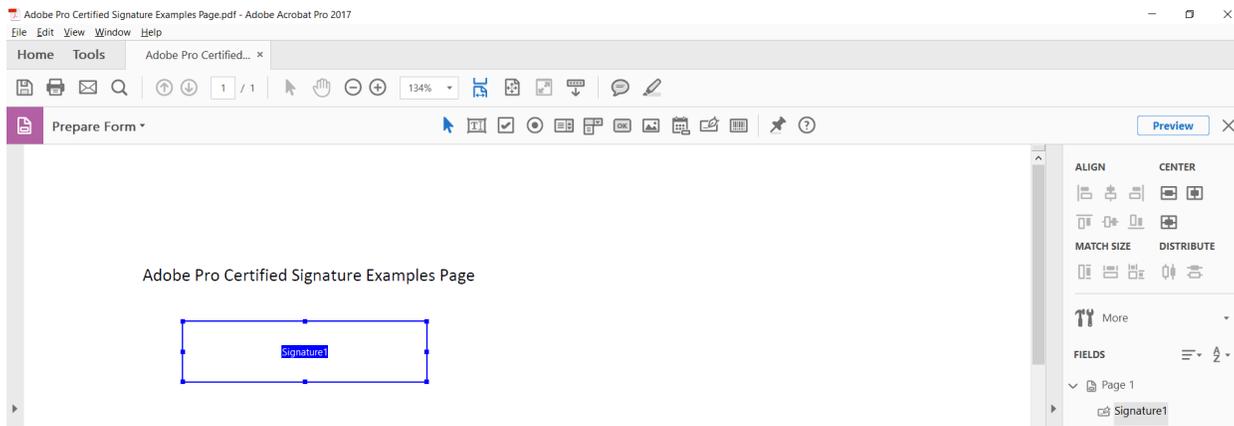
**Step 1**   Open Adobe  > Tools > Prepare Form > Choose the document you want to use > Start
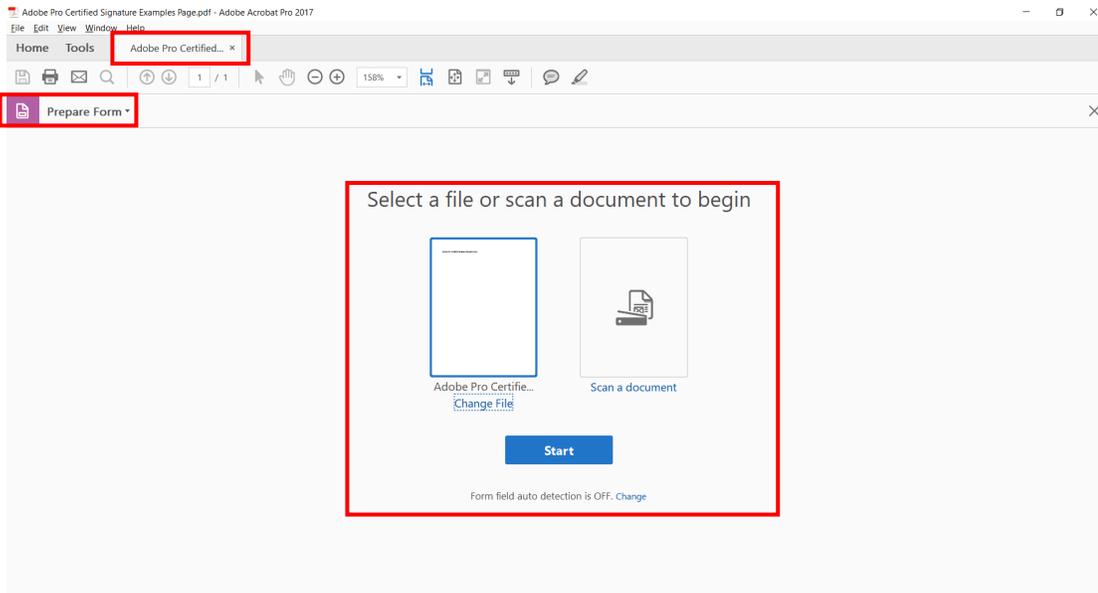


**Step 2a**   Click on the Add a Digital Signature icon
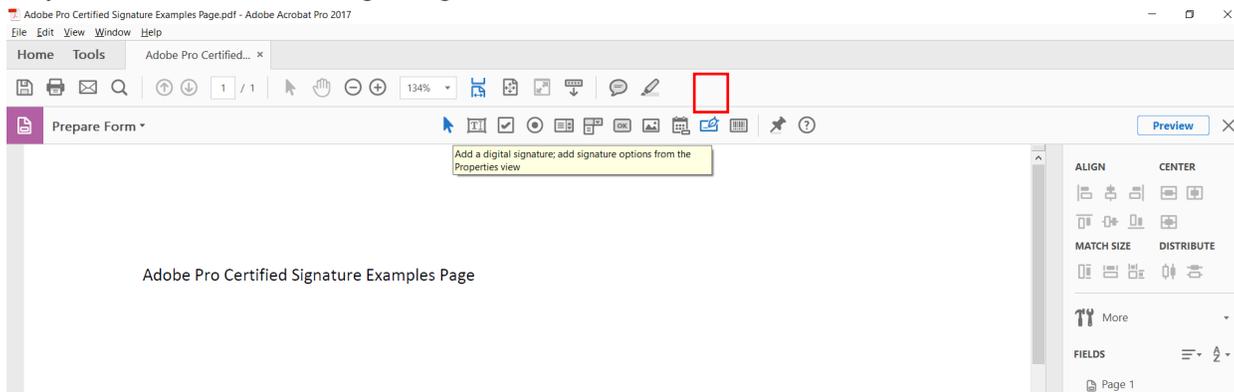


**Step 2b**   Insert the signature block in the document where you want the signature to appear.



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