



SIGNING A PDF IN ADOBE ACROBAT READER DC

In order to sign Oesterlen's digital forms, you will need to have Adobe Acrobat Reader DC installed on your device. [Click Here](#), then click "Download Reader" to download this software if you do not already have it installed.

The first time you sign a document in Adobe Acrobat Reader DC, you will be prompted with the message "This signature field requires a digital signature identity. Would you like to configure one now?" Click "Configure Digital ID", select "Create a new Digital ID", and click "Continue."

On the next screen, choose "Save to File", then click "Continue."

You will be prompted to enter your personal information on the next page, enter your name and email address, then click "Continue."

On the next page, you will be asked to create a password for this digital ID. Choose a password you will remember, enter it in both password fields, then click "save" once Adobe has confirmed that your passwords match.

On the next page, you will be prompted to choose the Digital ID that you just created, click "Continue".

On the final page, you will be prompted to choose the appearance of your digital signature. You can edit the appearance of your signature with the "create" button, but this step is not required. At the bottom of this page, enter your password in the "Enter the Digital ID PIN or Password" box, then click "Sign". Do not select "lock document after signing".

When you sign the document, it will ask you to "Save As" and create a new pdf file, choose a new name for this file and save it to continue signing.

When you have finished completing and signing the forms, don't forget to save the file.

If you have any questions, please call Oesterlen's Counseling Center at 937-399-6101 ext. 141