

## How to Digitally Sign a PDF in Adobe Reader

You should first ensure that you are using the latest version of Adobe Reader:

- Open Reader
- Click on *Help* at the top toolbar
- Click on *Check for Updates*
- Adobe will prompt you if there is an update available

To sign a PDF form:

- Open the form in Adobe Reader
- Click on the *Signature* box
  - o **If you have not already created a Digital ID, then follow these steps:**
    - When you click on the Signature box, a dialogue box called *Add Digital ID* comes up
    - Choose *I want to sign this document using a new digital ID I want to create now*
    - Then click *Next*
    - Select *New PKCS #12 digital file*
    - Then click *Next*
    - Enter your information; the only fields required are your name and email address
    - Then click *Next*
    - Enter a password; you will use this password to access your signature in the future
    - Then click *Finish*
  - o **If you already have a Digital ID on file, then when you click on the *Signature* box Adobe will prompt you to choose one**
- Once your signature is added to the document, you will need to save it
  - o If there is an *Email Submit* button on the PDF, then you can open the document back up and use the *Email Submit* button.
  - o You can also just attach the signed copy to an email as you would any attachment.



Trauma Medical Director Payment Request Signature Form

I, \_\_\_\_\_ am the Trauma Medical Director for

\_\_\_\_\_ .

By signing this document I certify that I have reviewed the attached invoice and agree with the expenditures that are being requested.

(Note: This form is required with each invoice from the hospital to the Arkansas Department of Health's Trauma Section in order to fulfill the requirements relating to Trauma Medical Directors set forth in the *Arkansas Trauma System Rules and Regulations*.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date