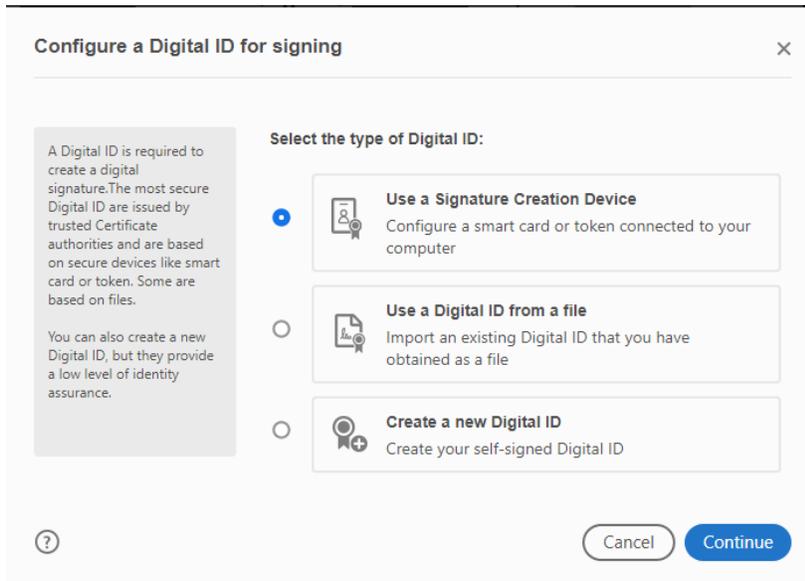


To sign Adobe documents; without locking documents

Click on the fillable signature box:

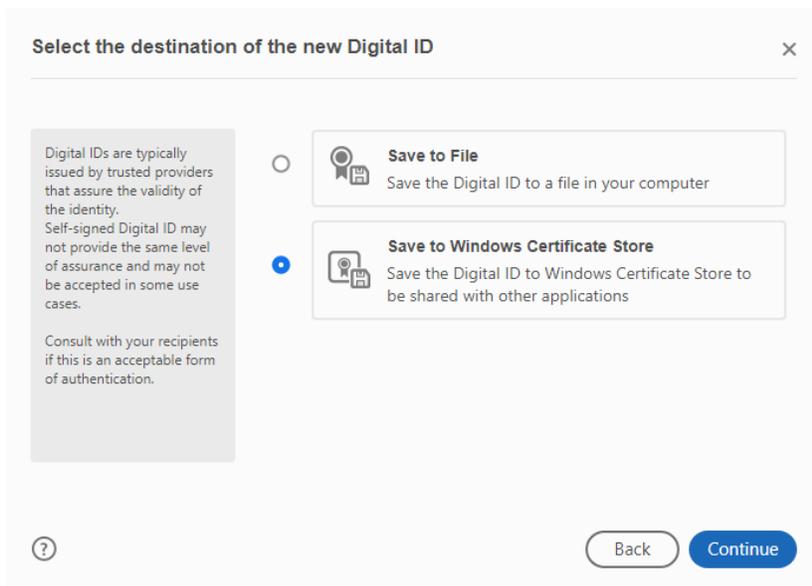


Adobe will prompt you to **Configure a Digital ID for signing**



Click create a new Digital ID; Save to Windows Certificate Store.

This will save to your signature to the Adobe storage



Fill in information to create digital ID

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

[?](#)

Your digital signature is created.

- Select Windows Digital ID and Click continue

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

-  **Human Resources Employment (Windows Digital ID)** [View Details](#)
Issued by: Human Resources Employment, Expires: 2026.05.13

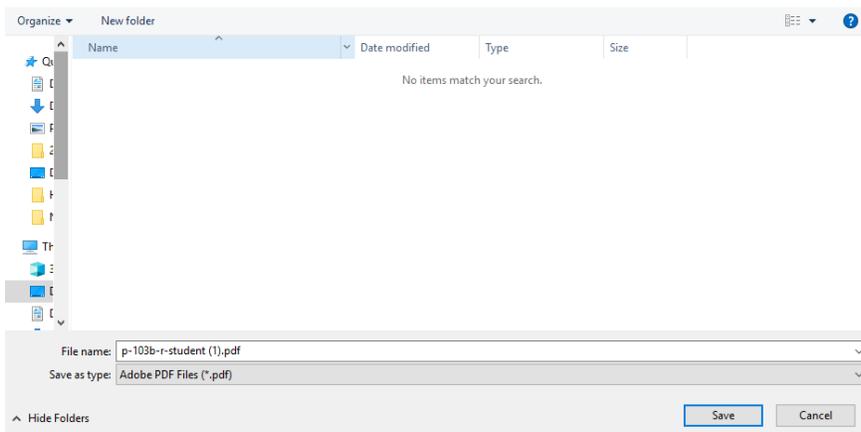
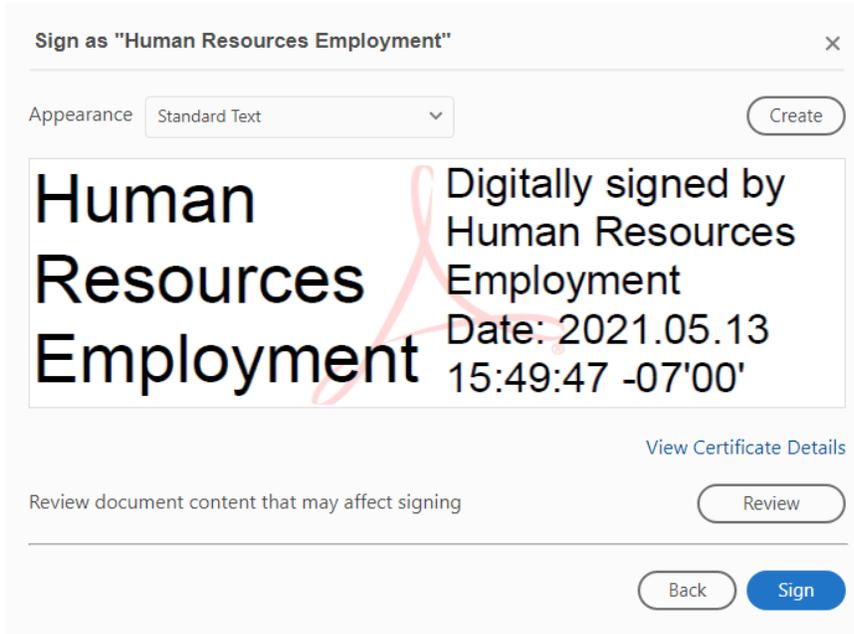
[?](#)

Your Windows Digital ID will appear.

- Click Sign; In order to sign your document.
- The document will require you to **save as** a new document.
 - And save as (Employees Info): **(LastName, FirstName- ID#- Intent- TCL/FWS/STU)**

*If employee ID is not available **leave blank**

-



After saved; signature will be in the signature field

Human Resources
Employment

Digitally signed by Human Resources
Employment
Date: 2021.05.13 15:53:14 -07'00'

Signature