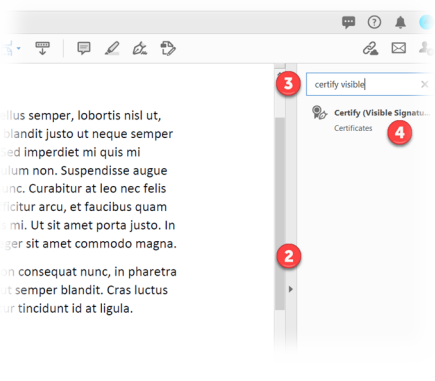# Electronically Certify and Sign a PDF Document

Important! Prior to completing these steps, please ensure you have a saved certificate in Adobe. Follow instructions to create a saved certificate if needed.

- This set up is required only once and will be saved to your computer for use in the future.
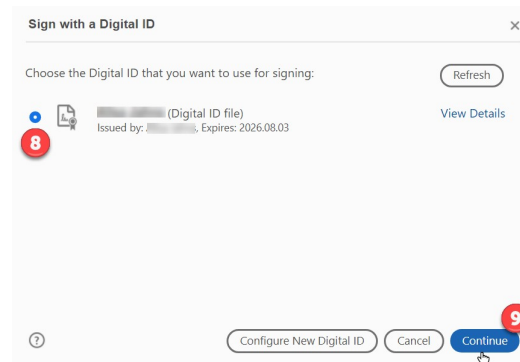- Save your password in a safe place. The password is specific to this certificate.

If you do not have a current version of Adobe Reader or Acrobat on your computer, please download the most current version (instructions here). For further information or assistance with using Adobe, please contact ithelp@harvard.edu.

1. Open the pdf document 2. Expand the tools menu on the right 3. In the search, write in "Certify (Visible Signature)" 4. Click "Certify (Visible Signature);" a pop up will appear	
5. In the pop up, click "Drag New Signature Rectangle;" another pop up will appear. *Note that if you previously chose to not see this pop up, it will automatically show the next step.*	
6. In the pop up, click "OK" to attest. Your cursor will change to a "T", "cross" or "X" shape so that you can define the location of the certified signature. *Note that if you previously chose to not see this pop up, it will automatically show the next step.*	
7. Put your cursor on the space for signature, click and drag the mouse to set the size and shape of the signature space. A pop up will appear.	

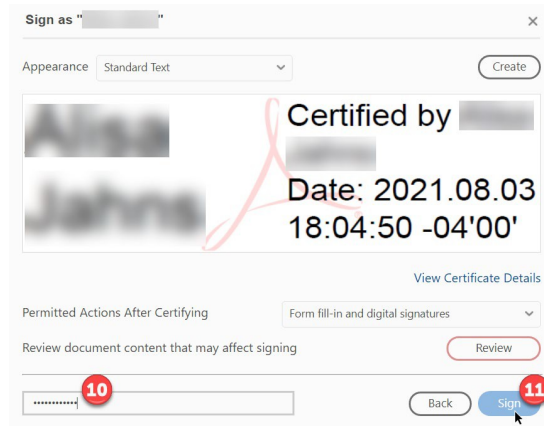|	
8. Choose the ID file appropriate signature ([created earlier, separate from these steps](#)). *If no ID file option shows for selection, you can click the "Configure New Digital ID" to create a new digital ID, saving to a file. However, it works best to follow the steps to [create one separately](#) and restart at step 1 of this certify process.* **9.** Click "Continue." A pop up will appear.	Sign with a Digital ID Choose the Digital ID that you want to use for signing: Refresh (Digital ID file) View Details Issued by: , Expires: 2026.08.03 **8** **9** Configure New Digital ID Cancel Continue
10. Complete the signing process by filling in your password. *For best results, type in the password, rather than using copy/paste.* *On a Mac: It is possible that in these steps you will be asked to enter your keychain password one or more times, for permission to access the system keychain and read your certificate. If this occurs, please click on 'Always allow' so that you no longer have to retype the keychain password.* **11.** Click "Sign." The option to save the signed file locally will appear. *Note that if you are unable to click "Sign," click "Review" to additionally validate that you have reviewed the document. Then you should be able to click "Sign."*	Sign as " " Appearance Standard Text Create Alisa Jahns Certified by Date: 2021.08.03 18:04:50 -04'00' View Certificate Details Permitted Actions After Certifying Form fill-in and digital signatures Review document content that may affect signing Review **10** Back Sign **11**
12. View that your signature appears appropriately in the selected space. **13.** Choose an appropriate location in your files and save.	Save As PDF ...ecenas non tellus semper, lobortis nisl ut, ...imentum. In blandit justo ut neque semper ...scelerisque. Sed imperdiet mi quis mi ...augue vestibulum non. Suspendisse augue ...nas nec mi nunc. Curabitur at leo nec felis ...dui massa efficitur arcu, et faucibus quam ...nare convallis mi. Ut sit amet porta justo. In ...viverra. Integer sit amet commodo magna. File name: FormForSignature Save as type: Adobe PDF Files (*.pdf) **13** Save Cancel ...d. Integer non consequat nunc, in pharetra ...nvallis ligula ut semper blandit. Cras luctus nisl eu velit posuere volutpat. Quisque id nulla eleifend magna consectetur tincidunt id at ligula. **12** Digitally signed by Date: 2021.08.03 18:12:04 -04'00' Signature