**How to create an E-Signature in Adobe Acrobat**



1. Open “Adobe Acrobat DC”.



1. Once program is open, please click on the

pie chart icon  located on the top left

window and then click on the “Preferences”

option.

 *If you are not signed in Adobe Acrobat then you*

 *will find the “Preferences” option on the top right*

 *menu bar under “Edit”*

 *3rd option – once in adobe press “Ctrl” + “K”*

1. A new window will pop up.



1. Scroll down the categories to find “Signatures” then select “More” under “Identities & Trusted Certificates”





1. Select the icon to add your new signature.



1. Select “A new digital ID I want to create now” then click “Next”
2. Select “Next”
3. Enter your credentials then click “Next”



1. Please create a password and then select finish.
2. You may close all windows and your signature is ready to be use.