

SETTING UP ADOBE SIGNATURES in ADOBE 5.0

A Very Quick Overview

Susan Eckler-Kerns
Prudential
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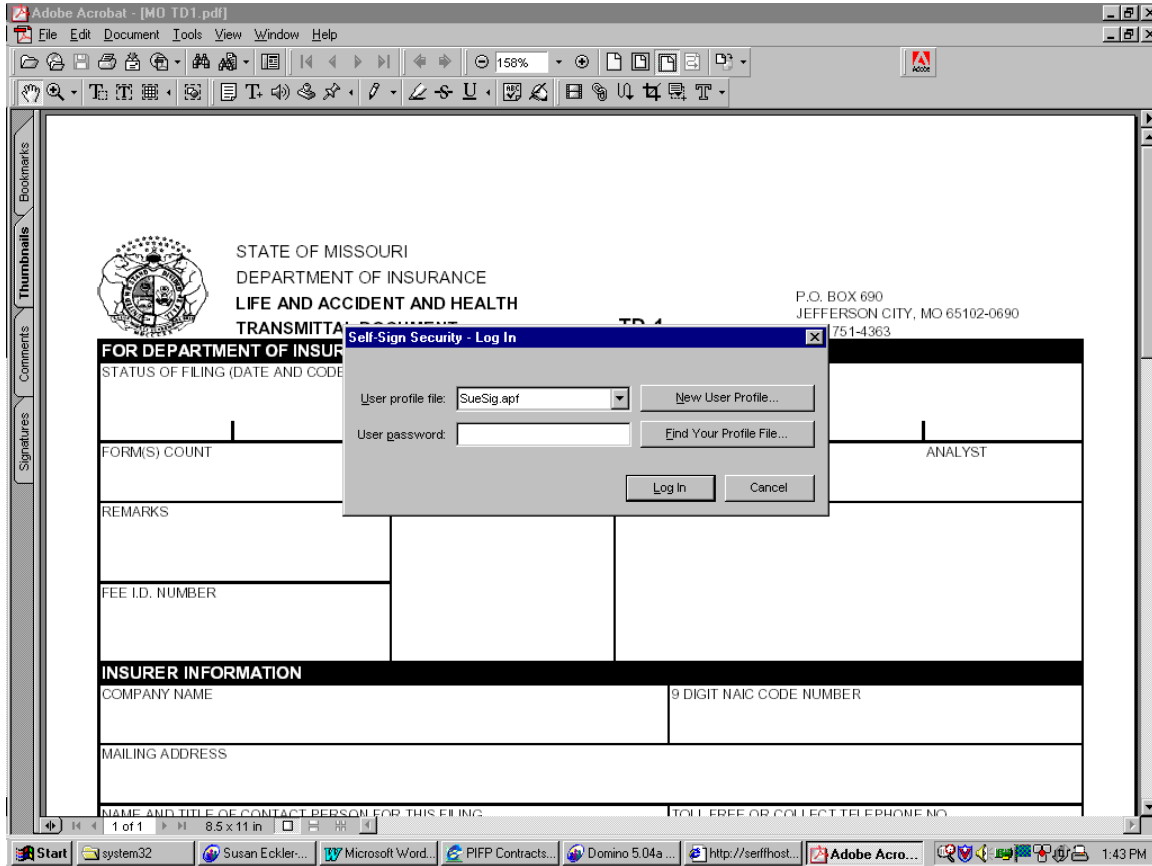
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GETTING STARTED - Creating a Graphic File of your signature

1. Sign your name on a piece of white paper.
2. Create an on-line “pdf” version of the signature by EITHER:
 - a. Scanning it as a BMP or TIF, which you can then paste as a graphic image into a Word document, and then print it to PDF or
 - b. Scanning it directly to PDF.

CREATING AN ADOBE SIGNATURE PROFILE

3. In Adobe, access Tools, Self Sign Security. New User Profile.



4. Complete the "Create New User" fields. The only fields that are required are the Name, and a password.

Create New User

Create a 1024-bit RSA private key and X.509 public key certificate, and store in a password-protected profile file.

User Attributes

Name (e.g. John Smith): Susan Eckler-Kerns

Organization name: (optional)

Organization Unit: (optional)

Country: US - UNITED STATES (optional)

Profile File

Choose a password: ***** (6 characters minimum)

Confirm password: *****

OK Cancel

5. When done, Click OK. A save box will come up. Save the "Apf" (Acrobat Profile File) in whatever location comes up by default.

New Acrobat Self-Sign Security Profile File

Save in: Acrobat

Dictionaries

MarySmith.apf

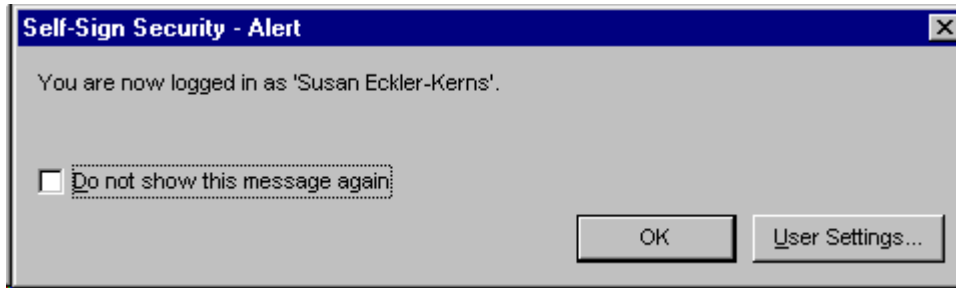
File name: SusanEckler-Kerns.apf

Save as type: Acrobat Self-Sign Security Profile File (*.apf)

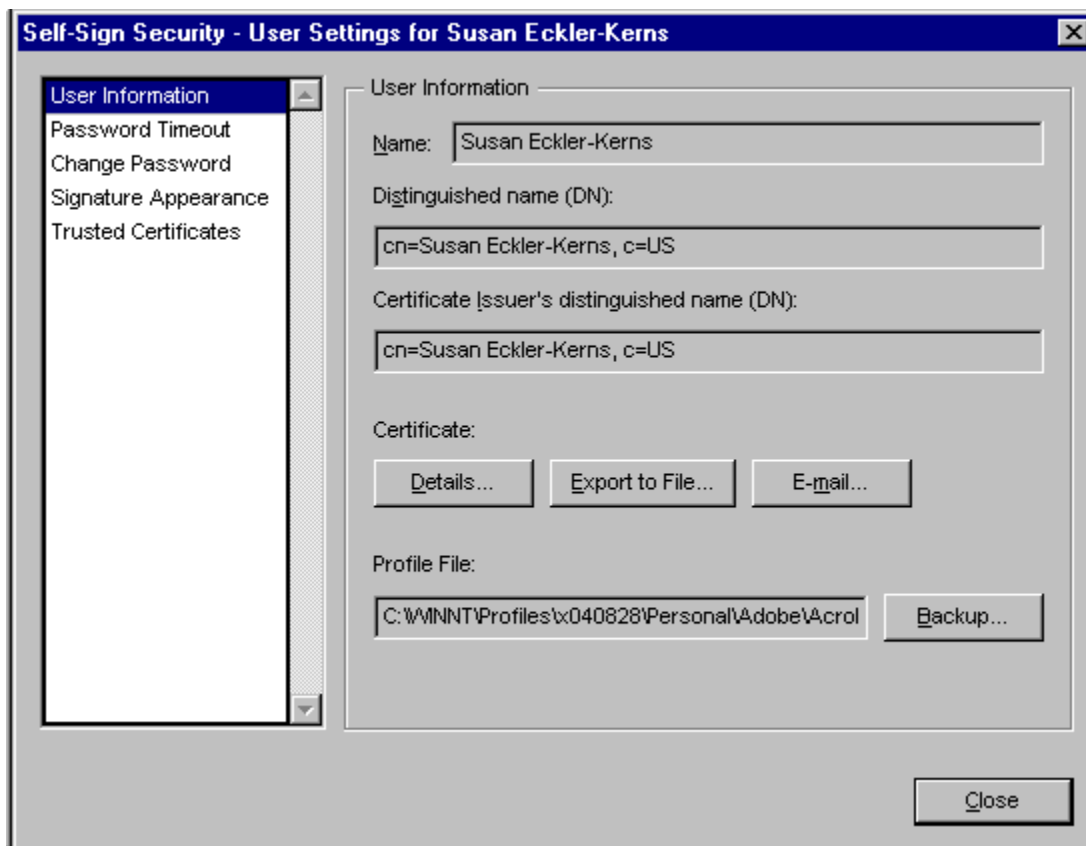
Save Cancel

6. Click Save.

7. You are now logged in as that user. Click the button for "User Settings".

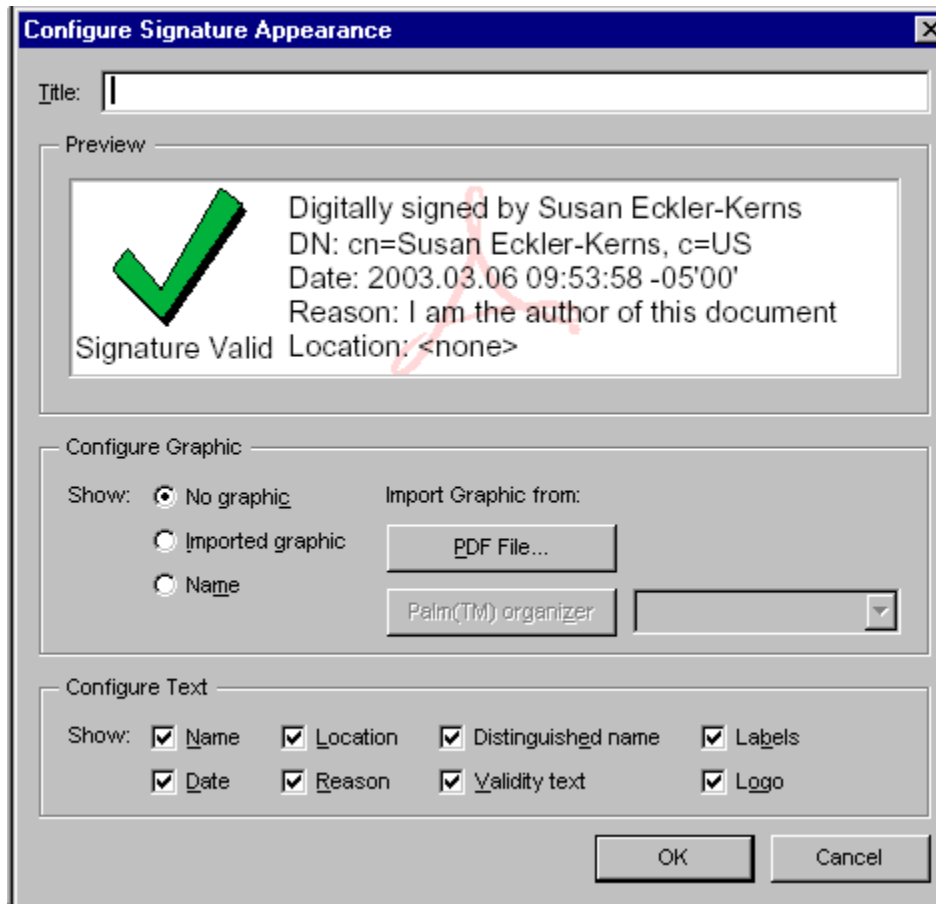


8. This box will appear:



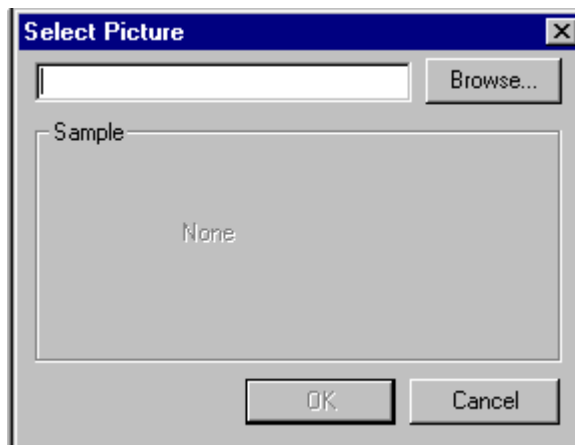
9. On the left side, click on "Signature Appearance", then click the button for "New".

10. This box will appear:

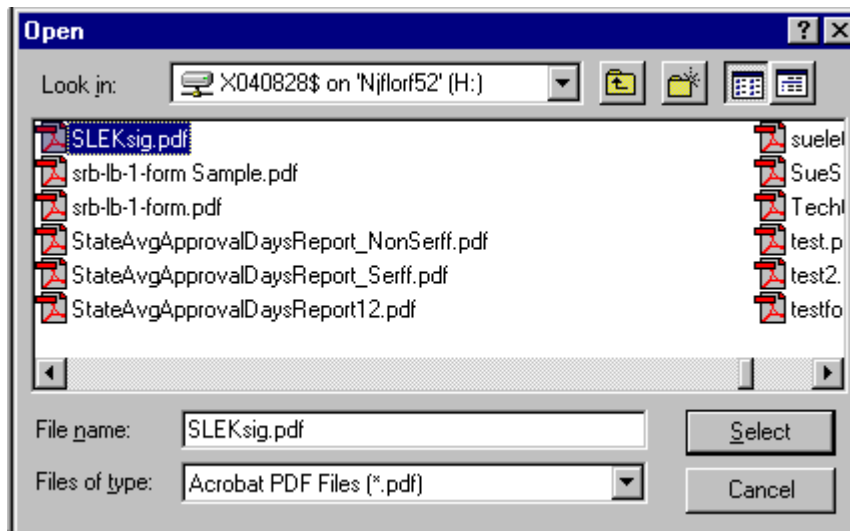


11. Give the signature a title, then in the Configure Graphic section, click the radio button for Imported Graphic, then click the button for PDF File.

12. Click Browse.

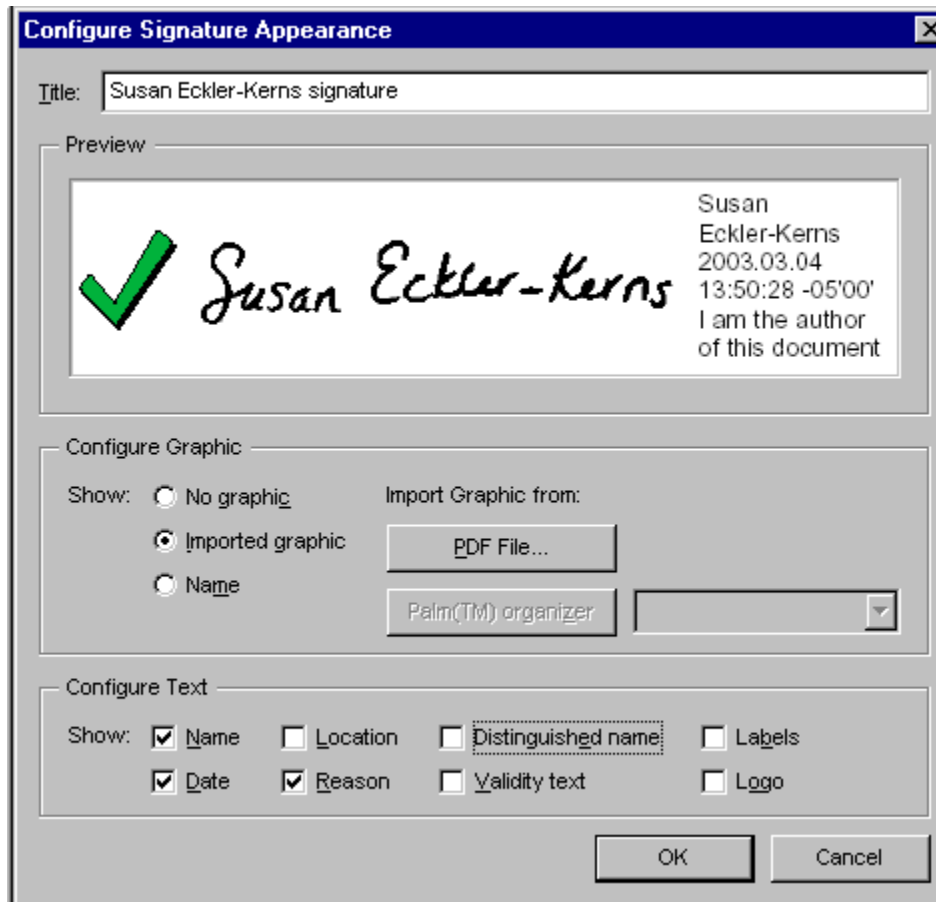


13. Find the pdf version of your signature you created in step 2, and then click Select.



14. Click OK.

15. In the Configure Text section, deselect all but the options you want.



16. Click OK.

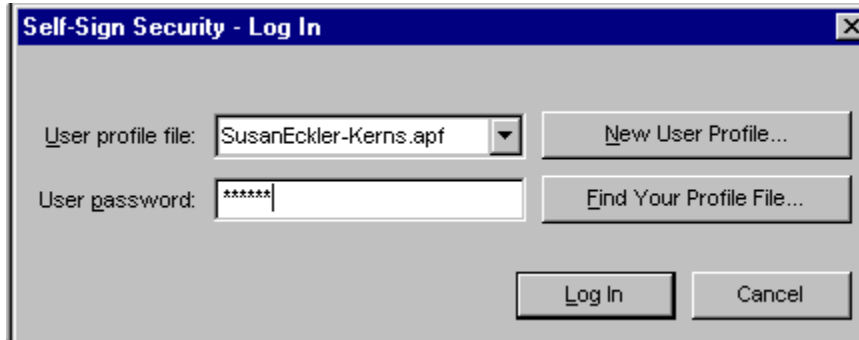
17. Click Close.

Congratulations! You have set up your Adobe Signature.

If you are ready to immediately sign a form, you can do so (since you are still logged into Adobe as a signer). If you want to manually log out as a signer, you can do so by accessing **Tools, Self Sign Security, Log out** When you exit out of Adobe, it will automatically log you out.

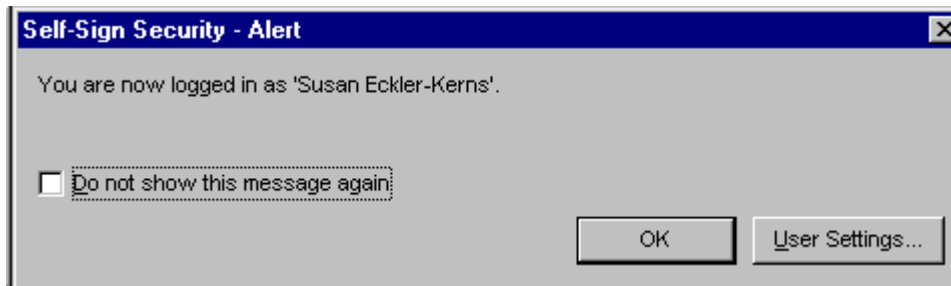
Signing a document

If you are not already logged in, access **Tools, Self Sign Security, Log In**. Find your profile in the drop down box, type your password and click Log In.



The dialog box titled "Self-Sign Security - Log In" has a blue header bar with a close button (X) on the right. The main area is light gray. It contains two rows of controls. The first row has a label "User profile file:" followed by a dropdown menu showing "SusanEckler-Kerns.apf" and a button labeled "New User Profile...". The second row has a label "User password:" followed by a text input field containing "*****" and a button labeled "Find Your Profile File...". At the bottom center, there are two buttons: "Log In" and "Cancel".

Click OK at the Self Sign Security prompt:



The dialog box titled "Self-Sign Security - Alert" has a blue header bar with a close button (X) on the right. The main area is light gray. It contains the text "You are now logged in as 'Susan Eckler-Kerns'." Below this text is a checkbox labeled "Do not show this message again" which is currently unchecked. At the bottom right, there are two buttons: "OK" and "User Settings...".

You are now ready to sign a document.

Adding a signature to a form which has been correctly set up with a signature field.

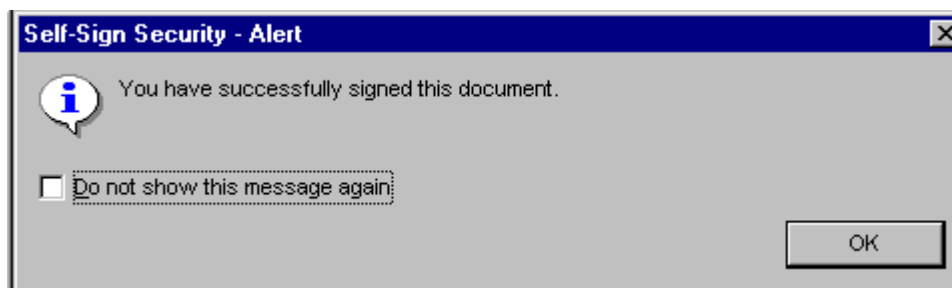
1. Click in the signature field. This box will come up.



The dialog box titled "Self-Sign Security - Sign Document" contains the following elements:

- Instructional text: "Signing requires saving the document. Click 'Save As..' to place this signature onto a new document or 'Save' to save the current document."
- Confirm Password field: A text box containing "*****" and a "Hide Options" button.
- Reason for signing document: (select or edit) - A dropdown menu currently showing "<none>".
- Location, e.g. city name: (optional) - An empty text box.
- Your contact information, e.g. phone number: (optional) - An empty text box.
- Signature Appearance: A dropdown menu showing "Susan Eckler-Kerns signature", with "Edit..." and "New..." buttons.
- Bottom buttons: "Save", "Save As...", and "Cancel".

2. Confirm your password. The next three boxes are optional. Under "Signature appearance", select the name of your signature file (as opposed to "Standard Text" which may be the default)
3. Click Save or Save as, depending on your business practice.
4. Once you have successfully saved, this message will come up.



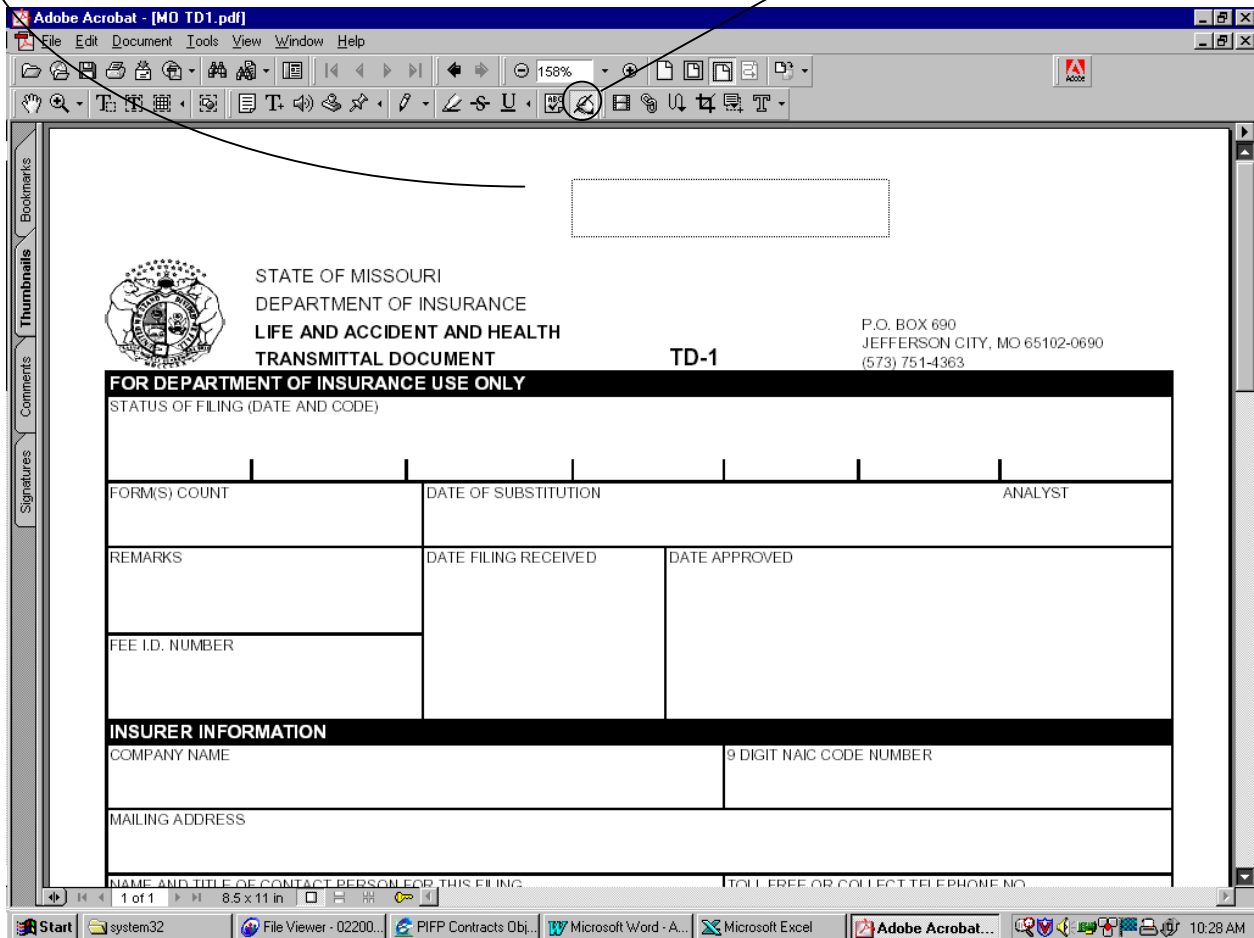
The alert dialog box titled "Self-Sign Security - Alert" contains the following elements:

- Information icon and text: "You have successfully signed this document."
- Checkbox: "Do not show this message again" (unchecked).
- OK button.

You can sign another document, or log out.

Adding a signature to a form which has NOT been correctly set up with a signature field.

1. Navigate to where you want the signature to appear, and click the self sign tool.
2. Your cursor will turn into a cross hair.
3. Point, click and drag a box where you want the signature to appear.
(You will not be able to resize or move the box when done, so you may need to try a few times to get it perfect.)



4. In the Self Sign dialog box:

Confirm your password. The next three boxes are optional. Under "Signature Appearance", select the name of your signature file (as opposed to "Standard Text" which may be the default)

5. Click Save or Save as, depending on your business practice.

The screenshot shows a dialog box titled "Self-Sign Security - Sign Document". It contains the following elements:

- A message: "Signing requires saving the document. Click 'Save As..' to place this signature onto a new document or 'Save' to save the current document."
- A "Confirm Password:" label followed by a text box containing "*****" and a "Hide Options" button.
- A "Reason for signing document: (select or edit)" label followed by a dropdown menu showing "<none>".
- A "Location, e.g. city name: (optional)" label followed by an empty text box.
- A "Your contact information, e.g. phone number: (optional)" label followed by an empty text box.
- A "Signature Appearance:" label followed by a dropdown menu showing "Susan Eckler-Kerns signature", an "Edit..." button, and a "New..." button.
- At the bottom, three buttons: "Save", "Save As...", and "Cancel".

6. Once you have successfully saved, this message will come up.

The screenshot shows an alert dialog box titled "Self-Sign Security - Alert". It contains the following elements:

- An information icon (i) followed by the text: "You have successfully signed this document."
- A checkbox labeled "Do not show this message again" which is currently unchecked.
- An "OK" button at the bottom right.

7. If you don't like the location, you need to delete it and start over.

8. Right mouse click on the signature and use "Delete Signature".

Adobe Acrobat - [M0 TD1.pdf]

File Edit Document Tools View Window Help

158%

Susan Eckler-Kerns
2003.03.06

Sign Signature Field...
Clear Signature Field
Delete Signature Field
Verify Signature
View Signed Version
Compare Signed Version to Current Document
Go to Signature Field
Properties

STATE OF MISSOURI
DEPARTMENT OF INSURANCE
LIFE AND ACCIDENT AND HEALTH
TRANSMITTAL DOCUMENT TD-1

FOR DEPARTMENT OF INSURANCE USE ONLY
STATUS OF FILING (DATE AND CODE)

| | | |
|-----------------|----------------------|---------------|
| FORM(S) COUNT | DATE OF SUBSTITUTION | ANALYST |
| REMARKS | DATE FILING RECEIVED | DATE APPROVED |
| FEE I.D. NUMBER | | |

INSURER INFORMATION

| | |
|-----------------|--------------------------|
| COMPANY NAME | 9 DIGIT NAIC CODE NUMBER |
| MAILING ADDRESS | |

NAME AND TITLE OF CONTACT PERSON FOR THIS FILING TOLL FREE OR COLLECT TELEPHONE NO.

1 of 1 8.5 x 11 in

Start system32 File Viewer - 02200... PIFP Contracts Obj... Microsoft Word - A... Microsoft Excel Adobe Acrobat... 10:36 AM

TIPS AND NOTES

Once a document has been signed, no further changes can be made to it. If you change the document after its been signed, it will invalidate (erase) the signature, requiring that it be resigned.

Note - You do not include and additional "Security" on the saved document if sending via SERFF. If you do, it interferes with the current "Print To PDF function. There is no need to attach additional security to the document as the original will always be irrevocably attached to the SERFF Filing.

This is a very high level overview to get you started only. Adobe's On Line Help is very good - you are encouraged to read it to see what Adobe can do.

See Help, Acrobat Guide, Find documents on "Signatures"