

## How to sign a PDF form with a Digital ID

**Tip:** To sign this PDF, you will need to open the file using Adobe Acrobat XI or Adobe Acrobat Pro DC. If you do not have either installed on your computer, you can contact the [LBCC IT Help Desk](#) to submit a request and have the software installed.

Click on the designated signature field, with a pink flag on the left and outlined in red.

### If you do not have an Adobe Digital ID...

1. A prompt will ask you to "Configure a Digital ID."
2. Click on "Configure a Digital ID." This will lead you to three options:
  - Use a Signature Creation Device
  - Use a Digital ID from a file
  - Create a Digital ID
3. Select "Create a new Digital ID." This will lead you to two options:
  - Save to File
  - Save to Windows Certificate Store.
4. Select "Save to Windows Certificate Store." This feature will provide acceptable verification and will save your signature for future use.
5. Fill in the required information.
6. Select "Standard Signature."
7. Select "Sign."
8. After signing the form, **save the PDF.**

### If you already have an Adobe Digital ID...

1. A prompt will ask you to pick the Digital ID you want to use for signing.
2. Select the appropriate Digital ID.
3. You may be prompted to log in with your LBCC ID, e-mail and password to use your Digital ID.
4. Select "Sign."
5. After signing the form, **save the PDF.**

### To send the PDF for signatures...

1. Click on "Tools."
2. Select "Send for Signature."
3. Add recipients and send.
4. If "Send for Signature" does not work, please check with IT that the correct version of Adobe is installed.

Alternatively, you can sign into [Office 365](#) using [YOURLBCCID@lbcc.edu](mailto:YOURLBCCID@lbcc.edu) and password. Then upload the PDF to either Sharepoint or Onedrive, and share the form with your recipients.