

Using Adobe Digital Signature to collect signatures electronically

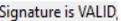
This form will allow Rowan based individuals with access to Adobe Acrobat Pro with the Adobe Sign plugin to digitally sign this form. Detailed instructions for Rowan users via the Citrix can be found below:

1. Sign into Adobe
2. Choose the Fill & Sign tool  from the Adobe Sign dashboard and select the document you need to sign.
3. Click the Sign/Sign & Fill tool , then Add Digital Signature.
* Note that digital signatures must be enabled by your Adobe Sign administrator.
4. Follow new or existing digital ID certificate steps listed below:

a. To Create a **new** digital ID certificate, Select:

- i. Tools
- ii. Certificates
- iii. Digitally Sign

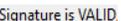


- iv. Drag mouse to create a signature box (The box must be large enough to move onto next step, once this box is set it cannot be moved after signature)
- v. Configure Digital ID (will pop up automatically, if not delete box and draw again)
- vi. Select the type of Digital ID: , Continue
- vii. Save to Windows Certificate Store , Continue
- viii. Fill in signature information , Save
- ix. Choose the Digital ID , Continue
- x. Select Sign
- xi. Save signed document
- xii. Hover mouse over signature to verify if it is Valid. 
- xiii. If not valid, click signature on document to Validate, select 
- xiv. Should show Valid at the top of the Signature Properties box and when hovering over signature. 

b. Use **existing** digital ID certificate, Select:

- i. Tools
- ii. Certificates
- iii. Digitally Sign



- iv. Drag mouse to create a signature box (The box must be large enough to move onto next step, once this box is set it cannot be moved after signature)
- v. Choose Digital ID, Continue
- vi. Select Sign
- vii. Save signed document
- viii. Hover mouse over signature to verify if it is Valid. 
- ix. If not valid, click signature on document to Validate, select 
- x. Should show Valid at the top of the Signature Properties box and when hovering over signature. 

5. Once you successfully sign the form digitally, be sure to email on the next individual that needs to sign the form.

Please note this process is linear in nature and requires the form to be signed by one person at a time and then emailed to the next individual.

Questions about using Citrix? Please feel free to reach out to Rowan IRT. You can find detailed information on Citrix [Here](#).