

How to Digitally Sign a PDF

1. Complete the date and name field on the last page of the PED form.
2. Click the small red arrow to begin setting up your digital signature.

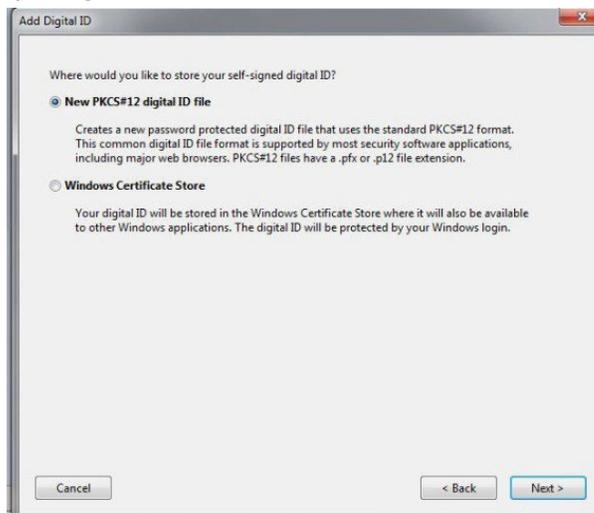
DECLARATION SIGNATURE

(40) By signing this form in the space labelled "a)" below, you agree to the following statement. You also confirm that you have been authorized by the institution to make this declaration on its behalf. Electronic signatures are acceptable.

I declare that the information provided on this declaration is complete and accurate to the best of my knowledge. I understand that deliberately withholding information or providing information that I knew or ought to have known was false may result in the application being denied and/or disciplinary action, up to and including revocation of an institution's designation.

<p>a) SIGNATURE OF INSTITUTION OFFICIAL</p> <p>MUST BE SIGNED</p>	<p>PRINT NAME</p> <p>FIRST LASTE</p>	<p>b) DATE SIGNED</p> <p>YYYY-MM-DD</p> <table border="1"><tr><td>2</td><td>0</td><td>1</td><td>8</td><td>-</td><td>0</td><td>5</td><td>-</td><td>2</td><td>4</td></tr></table>	2	0	1	8	-	0	5	-	2	4
2	0	1	8	-	0	5	-	2	4			

3. Select "create a new digital ID."
4. Select a preferred method to store your digital ID. The first option (New PKCS#12 digital ID file) is the default and will require you to identify a location on your computer to save your .pfx signature file.



5. Enter your personal information.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): First Last

Organizational Unit:

Organization Name: Davidson College

Email Address: first.last@email.com

Country/Region: CA - CANADA

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

6. Set a password that is easy to remember, keep it for your records.
7. Sign the document (you will need to enter your password each time to sign). A pop up box will ask you where you would like to save your PED file. Please use the file naming convention **[Program Code] [Year of Program] 2022 2023 [Institution Name]** for all PED forms.
 - e.g., PHB7 1 of 2 2022 2023 Davidson College.

Sign Document

Sign As: First Last (First Last) 2023.03.12

Issued by: First Last More Details

Appearance: Standard Text

Digitally signed by
First Last
Date: 2018.03.12
11:43:22 -07'00'

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel

8. Once your signature is set up, the above box will pop up next time you click the small red arrow in the signature field on the PED form. Enter your password in the required box and click the sign button.