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.
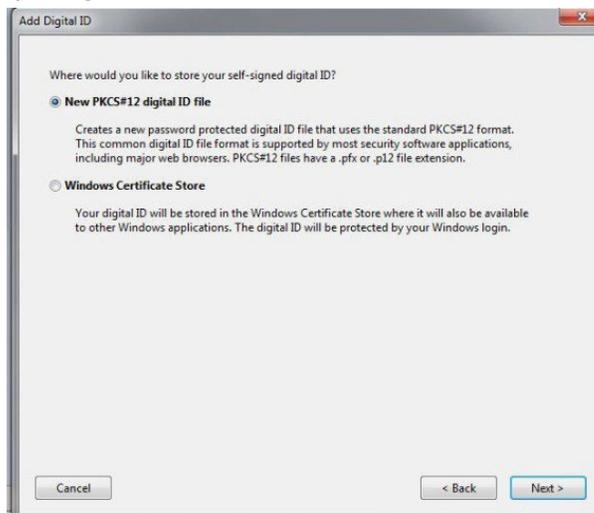

3. Select "create a new digital ID."

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.

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.

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.