# Instructions for Adding Signature to Other Support using Adobe

<u>PLEASE READ:</u> Adobe Acrobat has the "Fill & Sign" tool to draw or add image of your signature, but this option only allows you to sign and not to both sign and certify the document. Therefore, there is not an audit trail where you can verify who actually signed the document and when. The digital signature is preferred and instructions are included below.

1. Open the PDF of the Other Support document or form that you want to sign.
2. Click "Tools" in the toolbar. Under Tools, scroll down to "Forms and Signatures" and select Certificates (if you do not have this tool- you can add it first and then select).
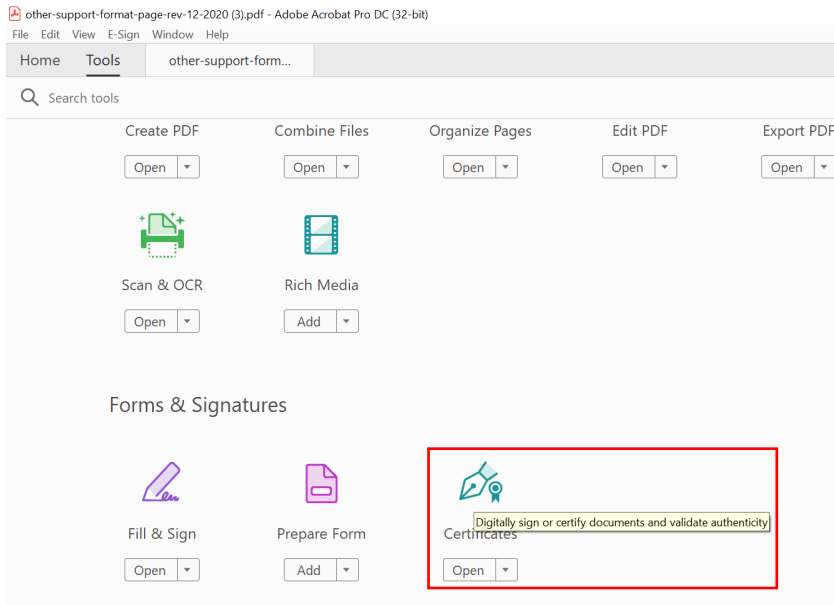
3. After you select "Certificates", you have the option to select "Digitally Sign" or the "Certify (Visible Signature)". Both of these options will work, but the latter of these two is the preferred choice. Instructions for both options are provided below (#4 or #5).
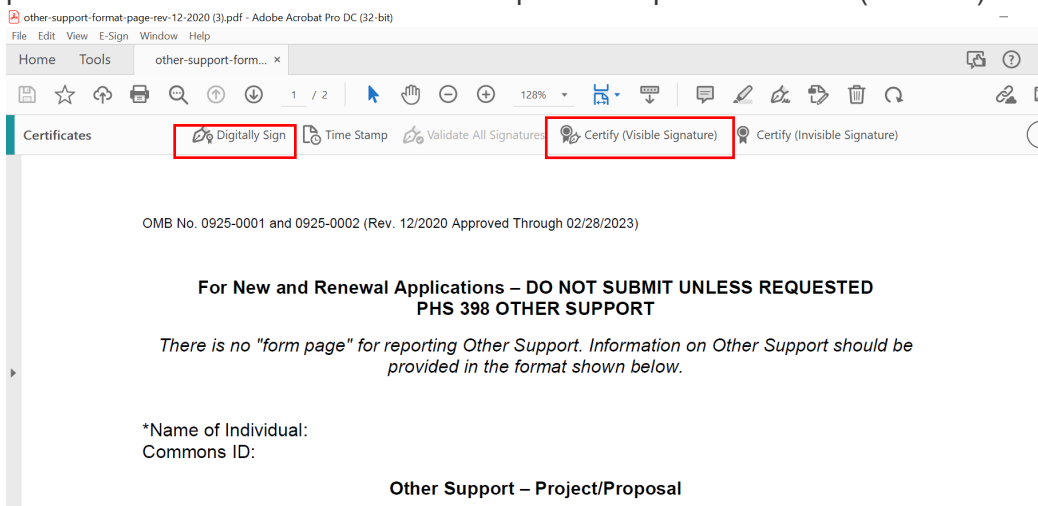
4. **Certify – Visible Signature (Preferred Choice):** Select "Certify (Visible Signature)" and click "Drag New Signature Rectangle" and then click "OK" when the next box pops up.
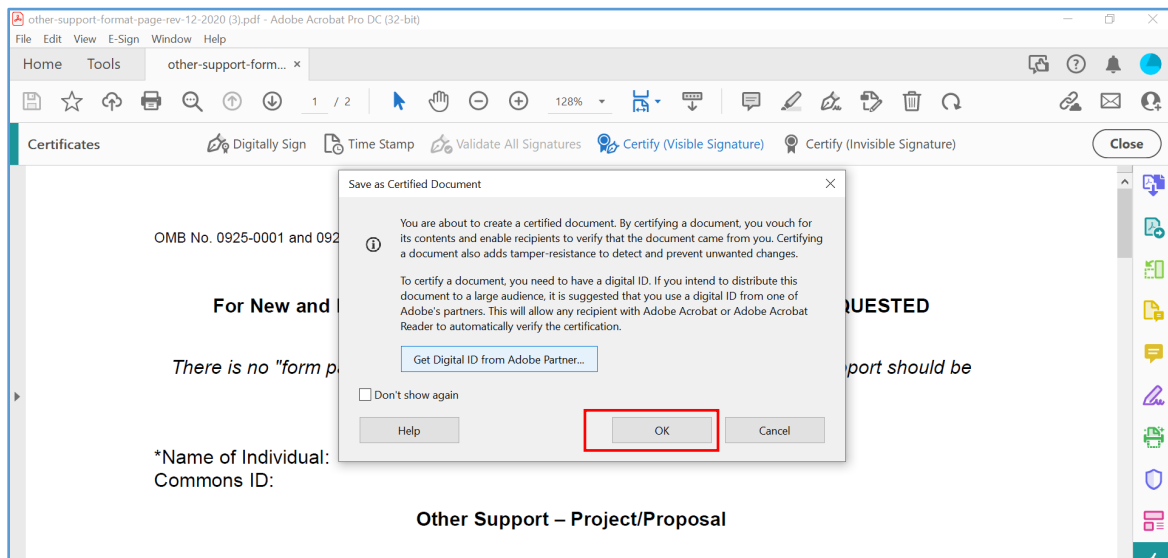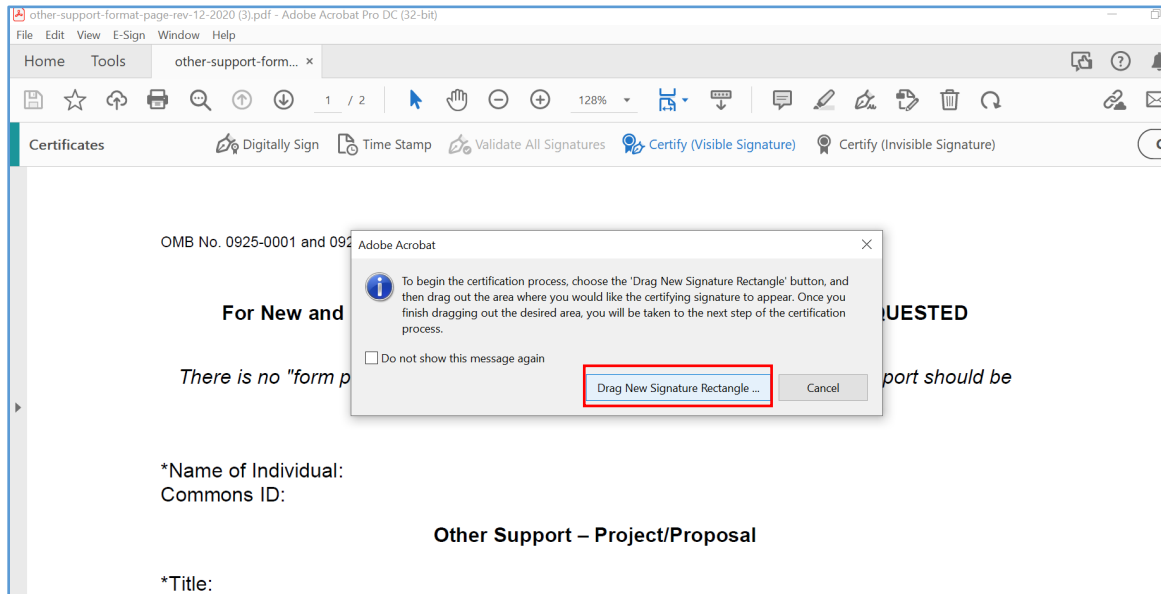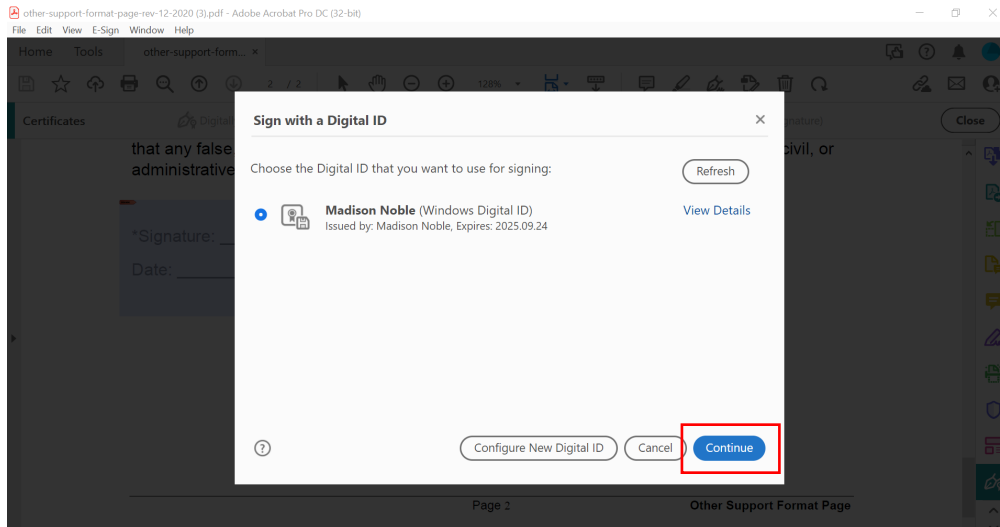

4a. You will then have the option to draw your rectangle for your signature. Drag your mouse to create a rectangle around the signature block at the bottom of the Other Support.
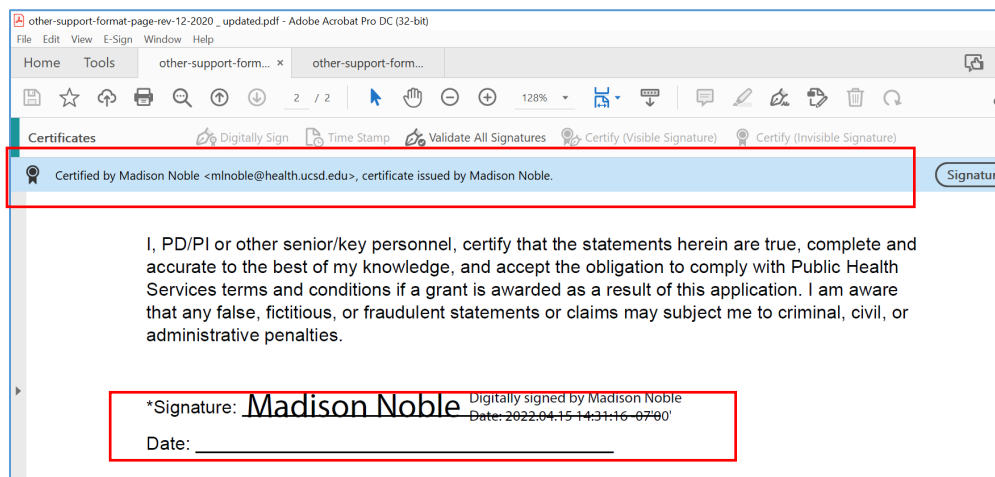
4b. Once you have drawn the rectangle, the following box will show up with your name and to choose the Digital ID that you want to use for the digital signing. Click "Continue".
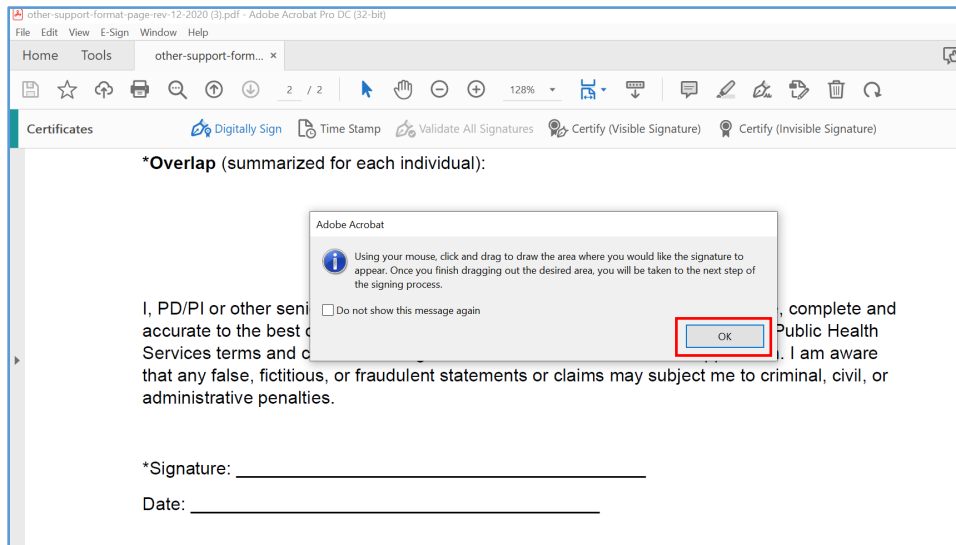

4c. The below box of your digital signature will appear. Click "Review" first and then "Sign".
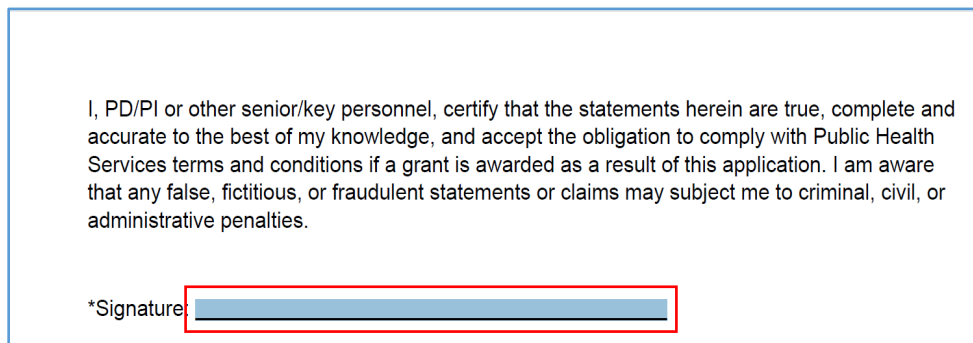

4d. Adobe will automatically ask to save the file and then your signature should appear in the signature line, as well as the Signature Properties showing who and when this was digitally signed and certified.

5. **Digital Signature – (Less Preferred Choice- but acceptable):** Click "Digitally Sign" and click "OK".

5a. You will then have option to draw your rectangle for your signature. Drag your mouse to create a rectangle around the signature block at the bottom of the Other Support.
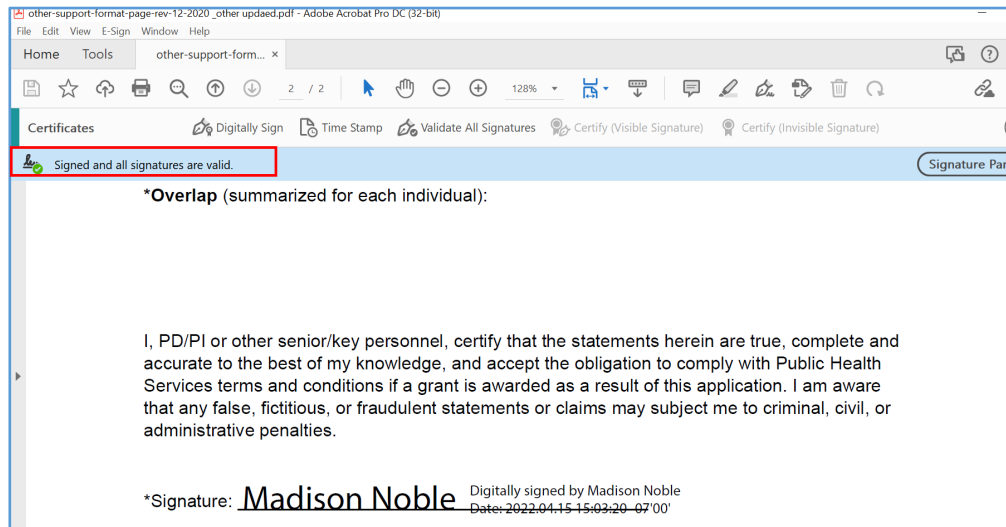

5b. Once you have drawn the rectangle, the following box will show up with your name and to choose the Digital ID that you want to use for the digital signing. Click "Continue".
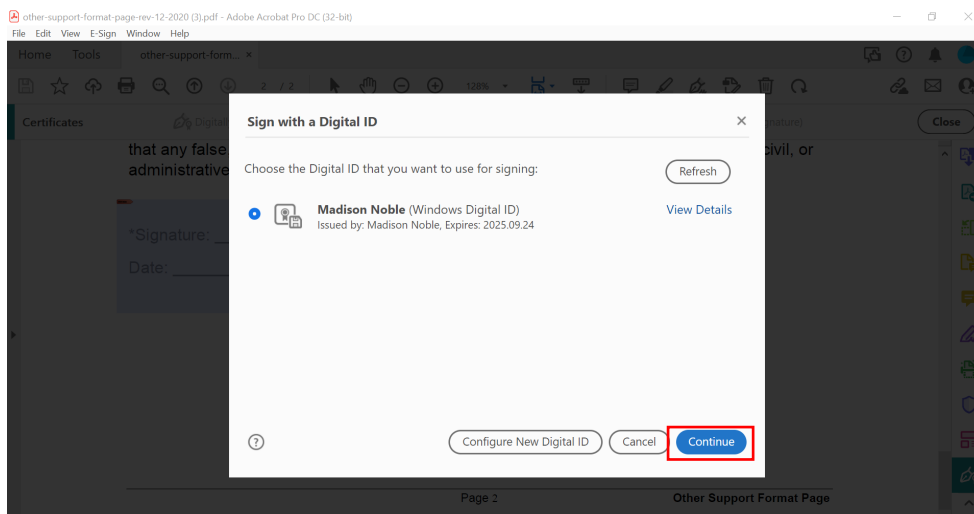
5c. The below box of your digital signature will appear. Click "Review" first and then "Sign".
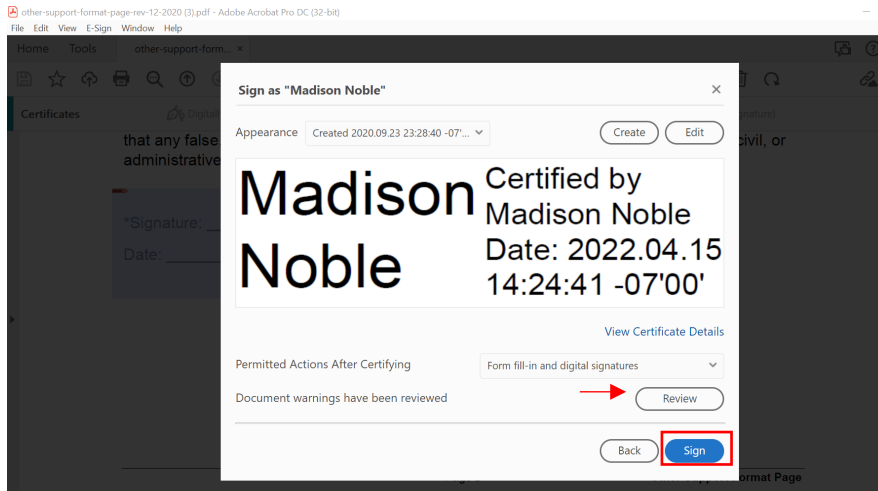
5d. Adobe will automatically ask to save the file and then your signature should appear in the signature line, as well as the Signature Properties (but will not have the certification notice – as shown with Option 1).

Additional Resources: https://medschool.ucsd.edu/vchs/research-services/hssppo/NIH/Pages/Other-Support.aspx