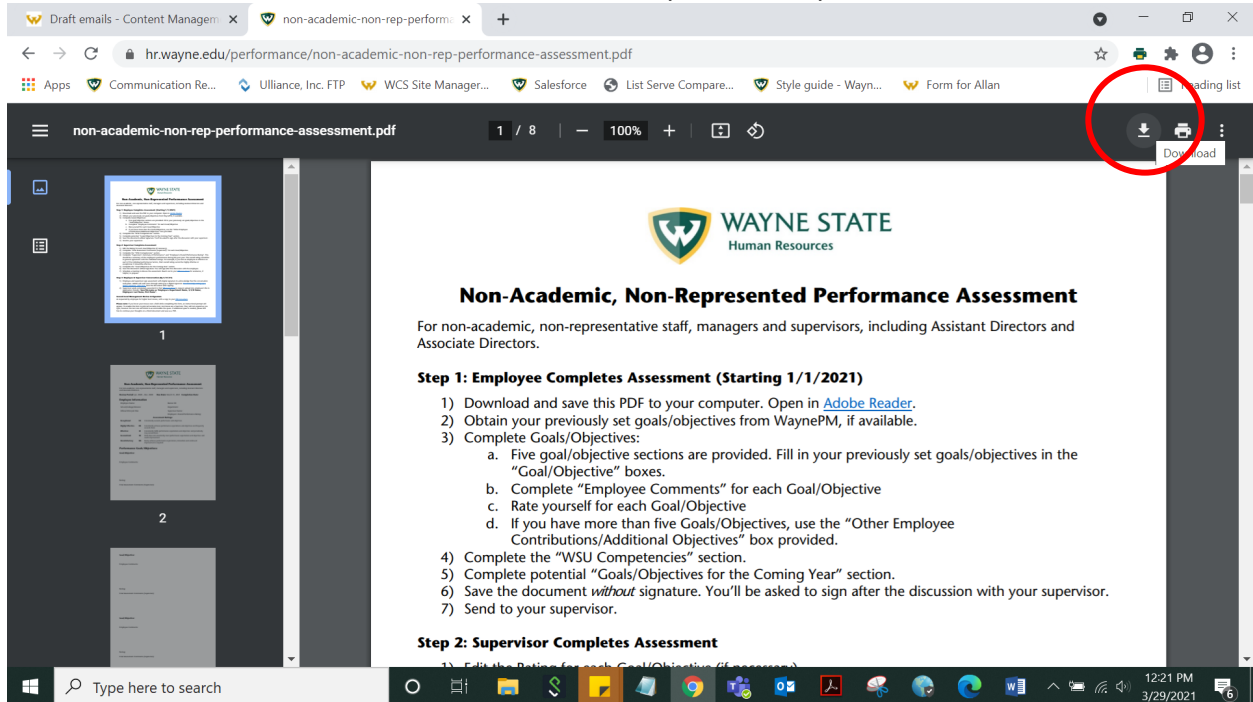# Filling Out and Digitally Signing a PDF

Whether accessing the PDF from the internet or from an email attachment, **download and save the PDF to your computer**. The screenshot below shows the PDF open in Chrome (the internet). The PDF **must** be downloaded and saved to a folder on the computer at this point.


After saving the PDF to your computer, **go to the folder where you saved it and open the file in Adobe Reader** (do not fill out the PDF in your internet browser). The screenshot below shows what it should look like when it is opened in Adobe Reader. If you don't have Adobe Reader, download it for free.
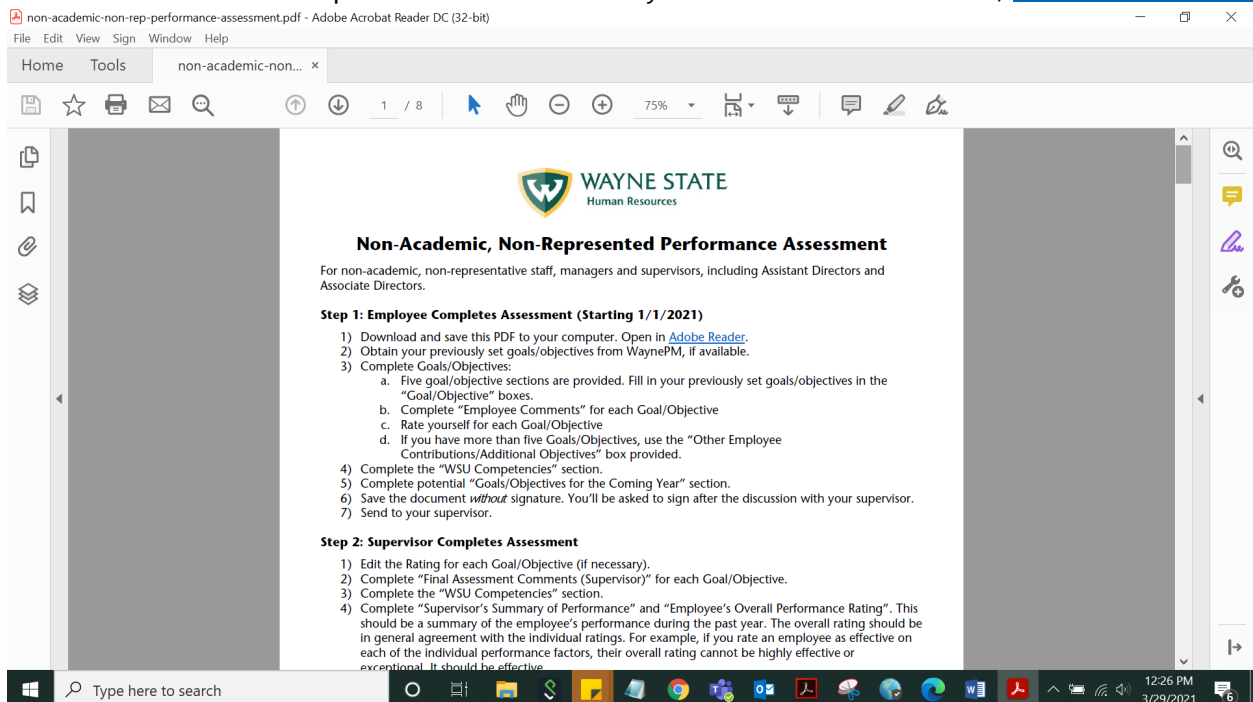
Fields that you can complete will be shaded. Type your responses in the shaded boxes.
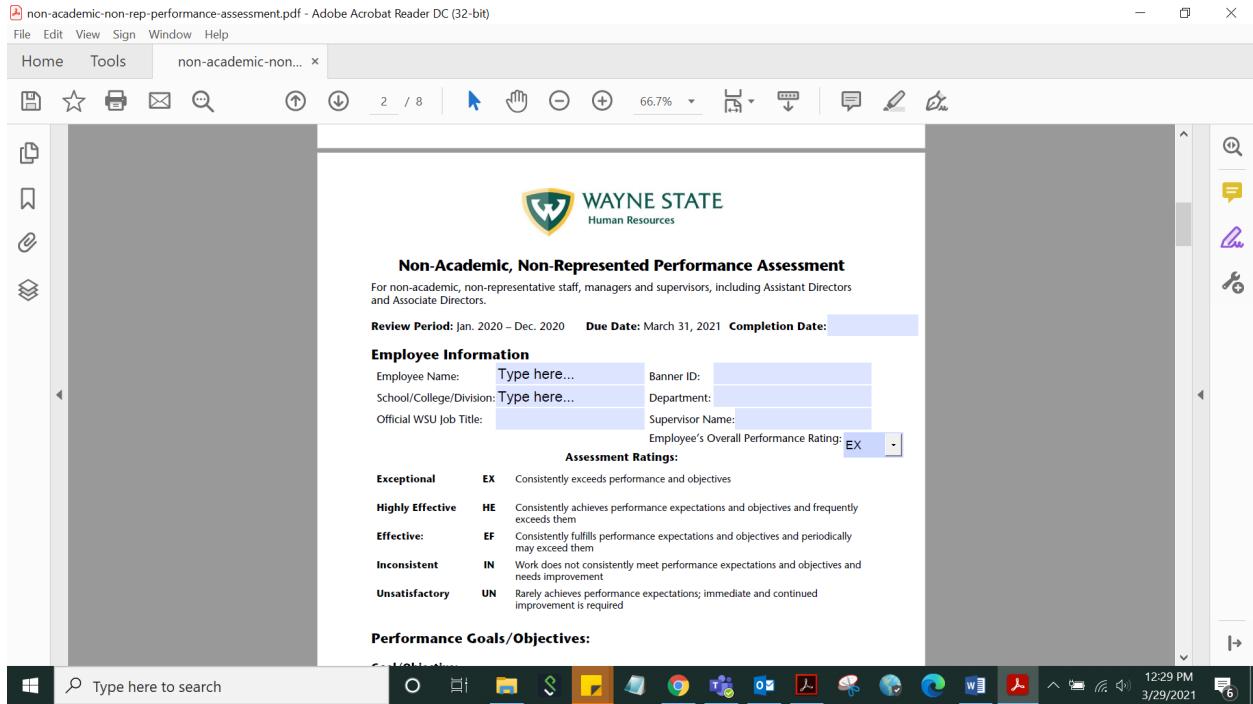

To digitally sign, click the box with the little red signature flag (see red circle below). Adobe will walk you through setting up a certified Digital ID signature with a password. You can use the "Fill & Sign" tool to sign the document (purple pencil icon to the right), but if you use this tool to sign the form you will **NOT** be able to edit your form afterwards. If you set up a Digital ID signature by clicking on the red-flagged signature box you CAN edit the form after you have signed.
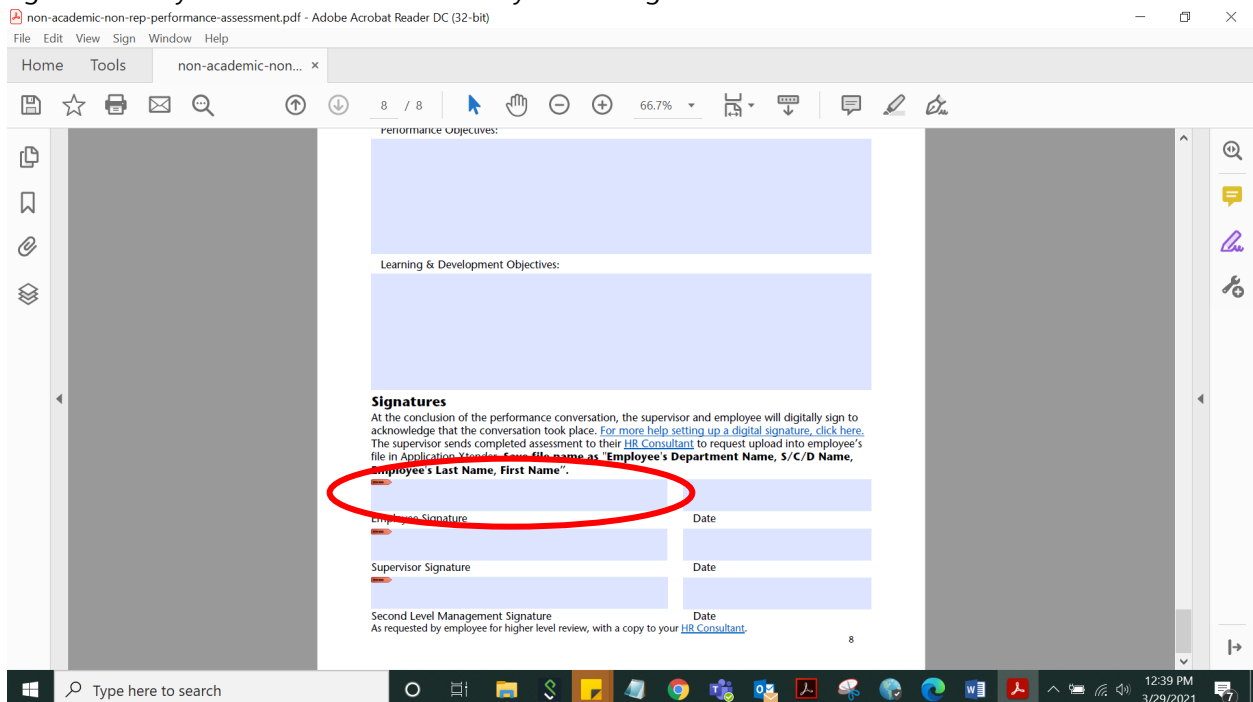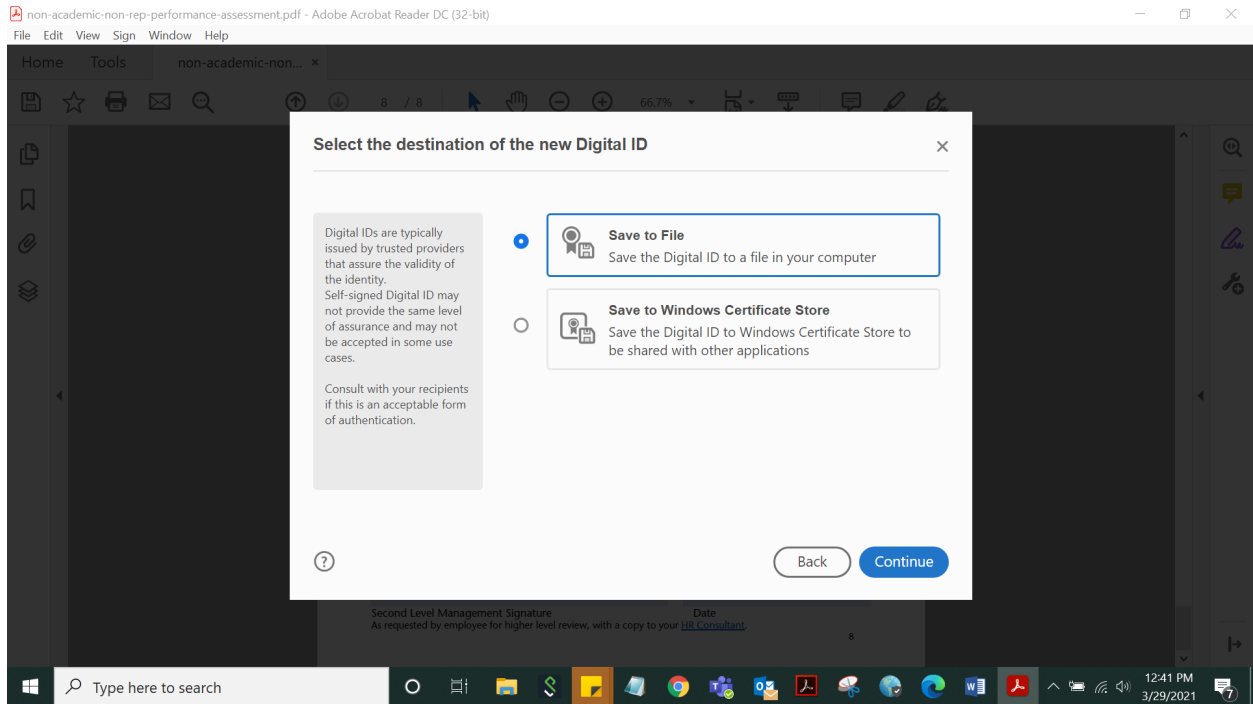
After clicking the red-flagged box, if you already have a Digital ID created it will ask you to choose which Digital ID you would like to use for signing. If you do not have a Digital ID, it will ask if you would like to configure one now (see below). Click "Configure Digital ID"
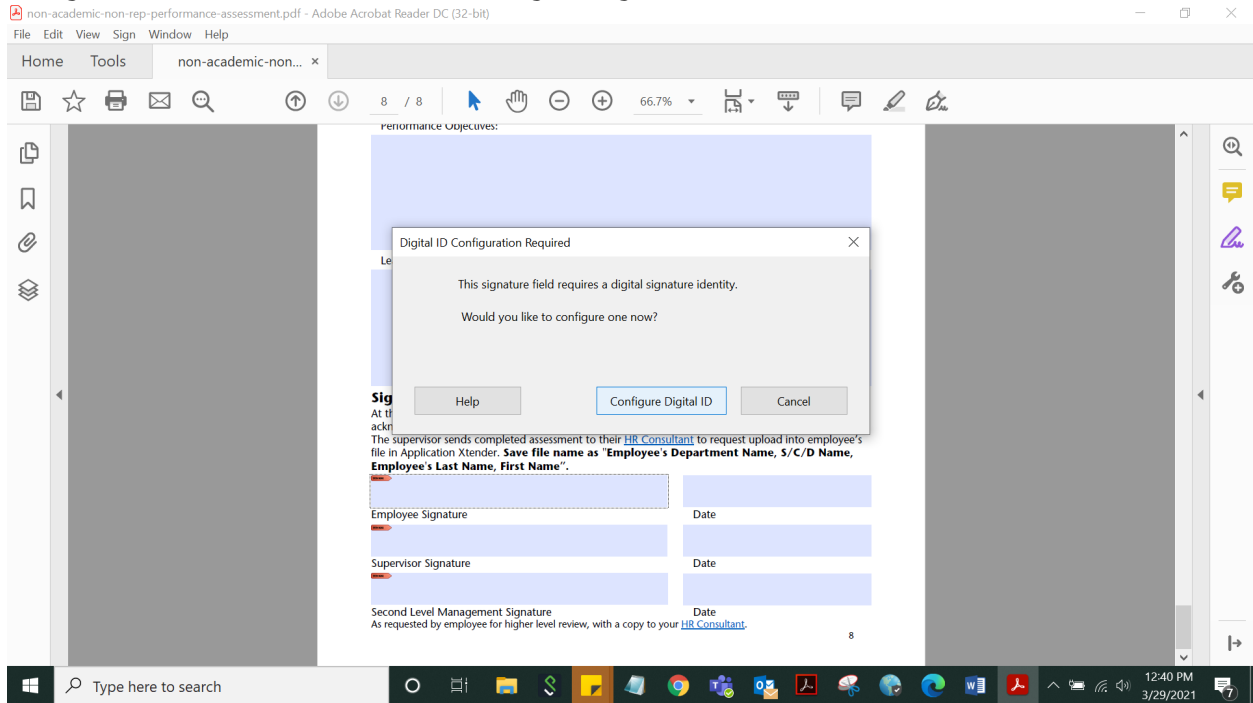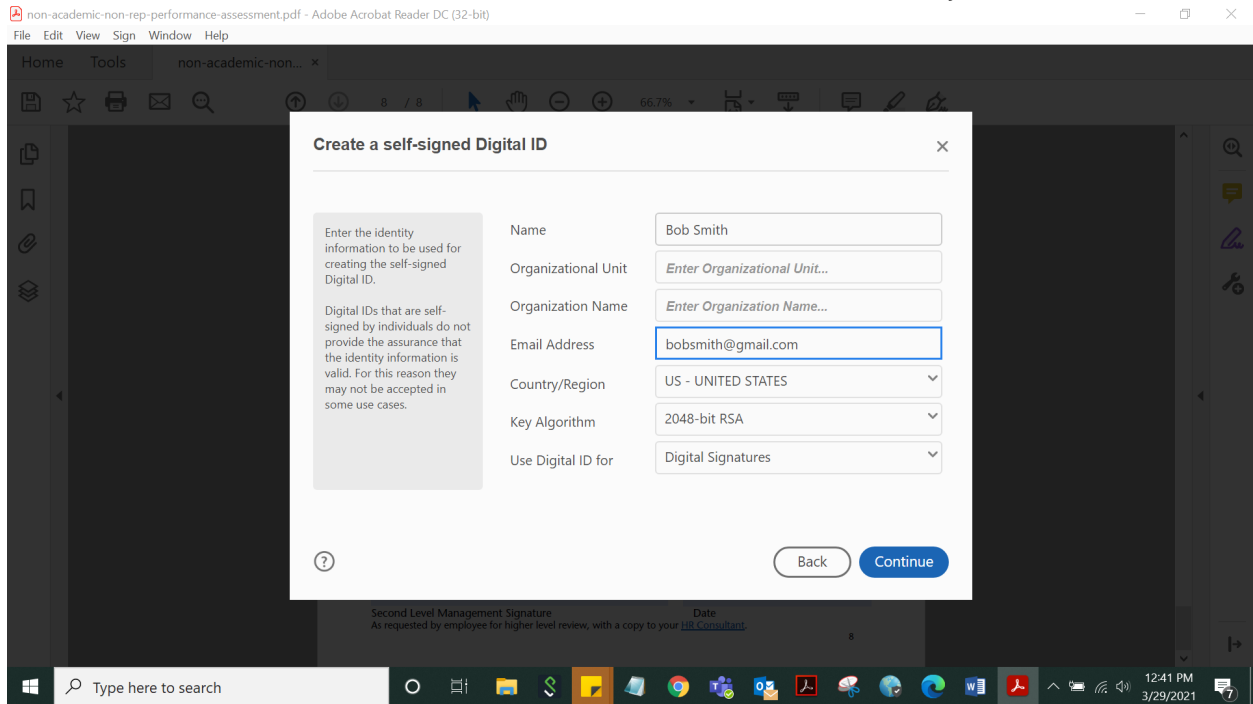

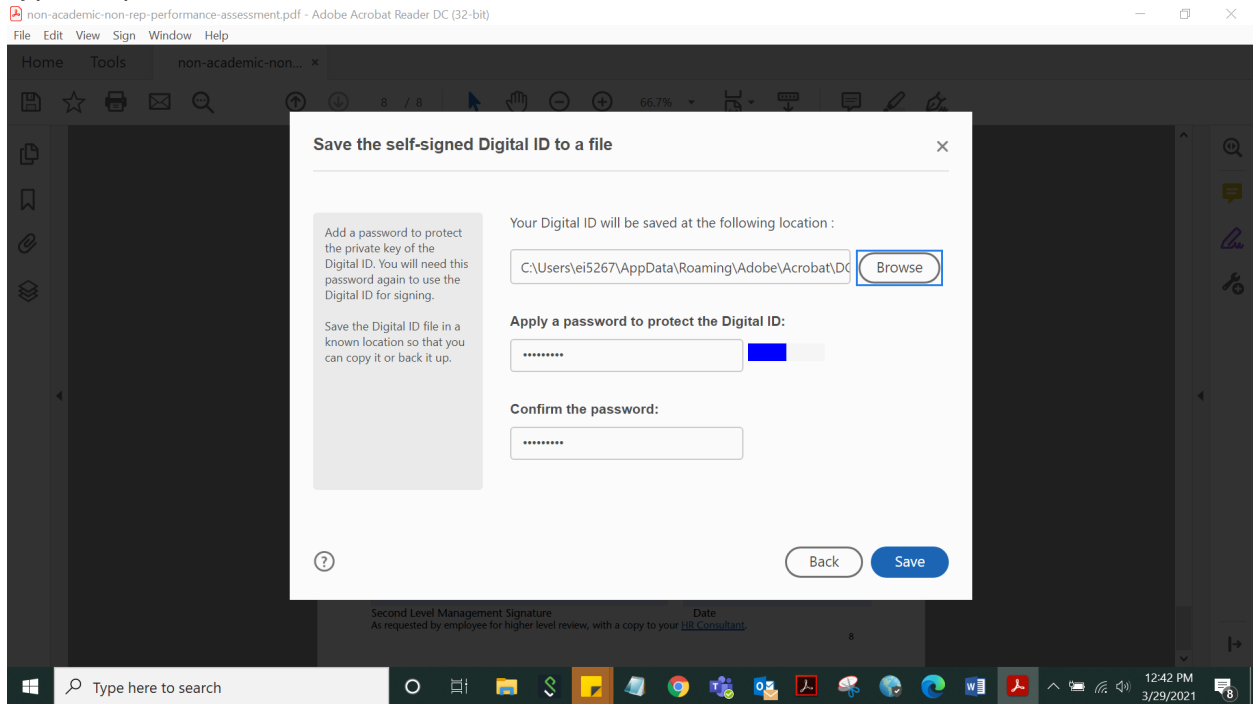Click "Create a new Digital ID". Click "Continue".
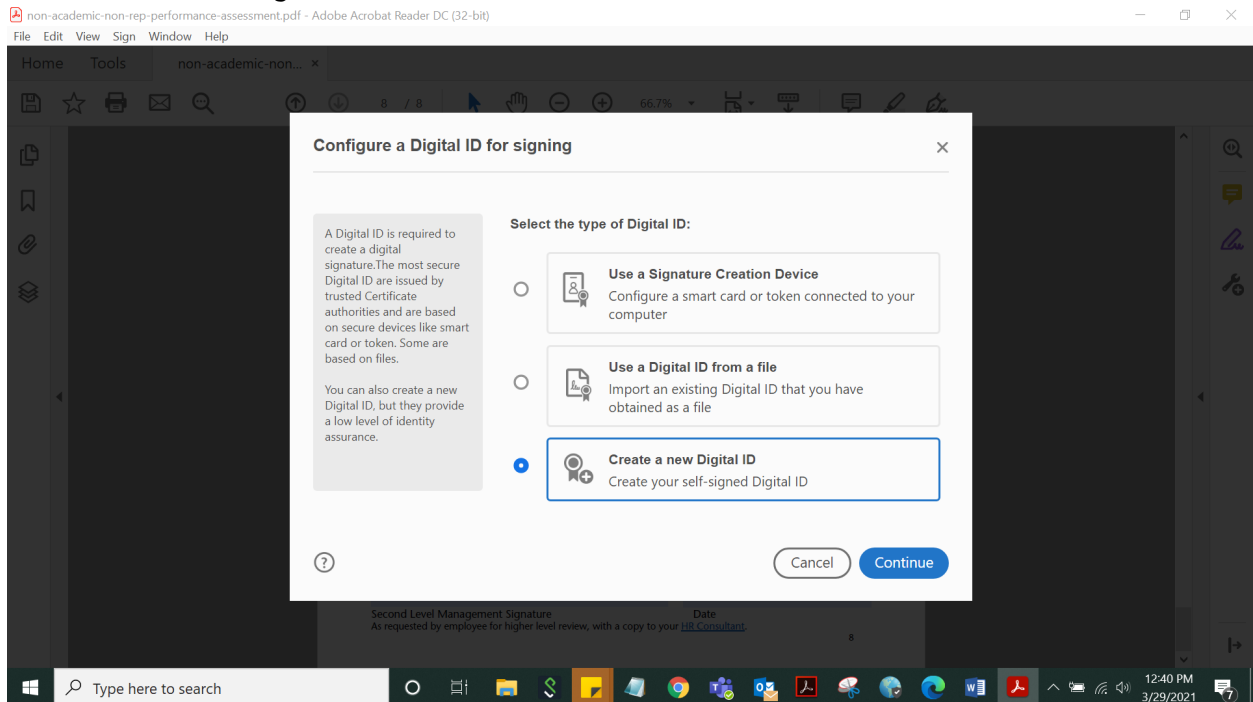
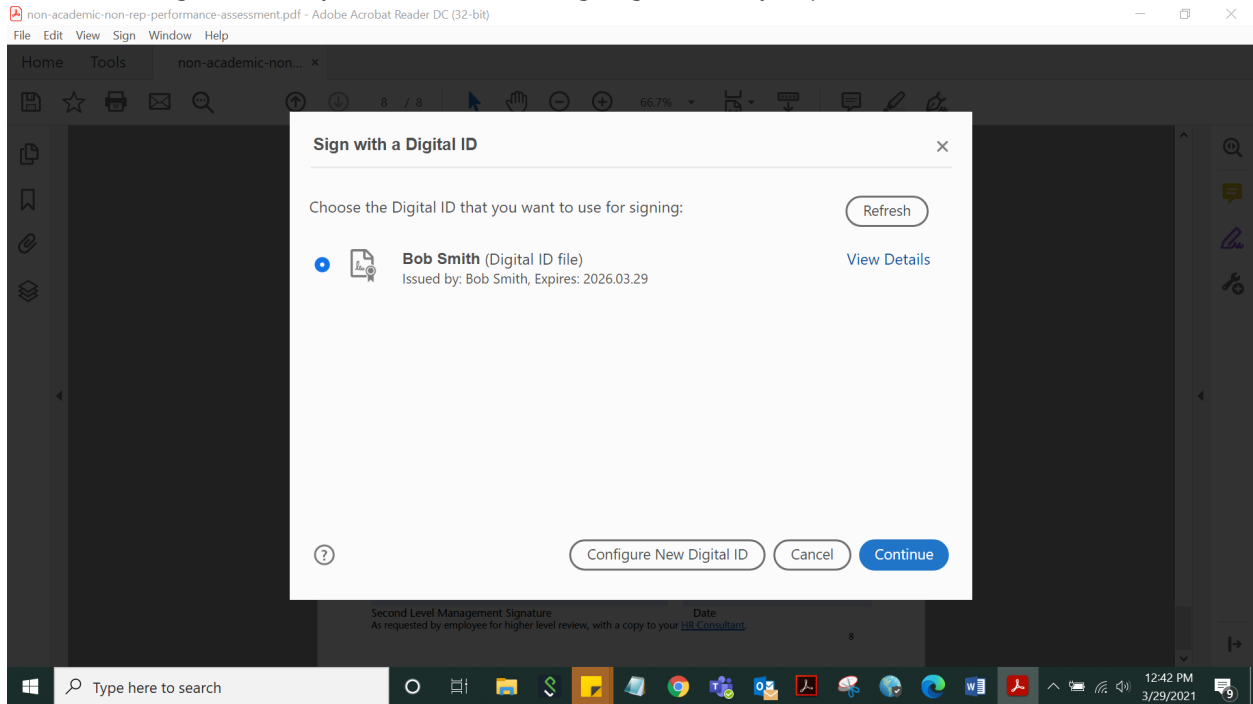Click "Save to File". Click "Continue".

Fill out the first four fields and click "Continue". Leave the last three fields as they are.
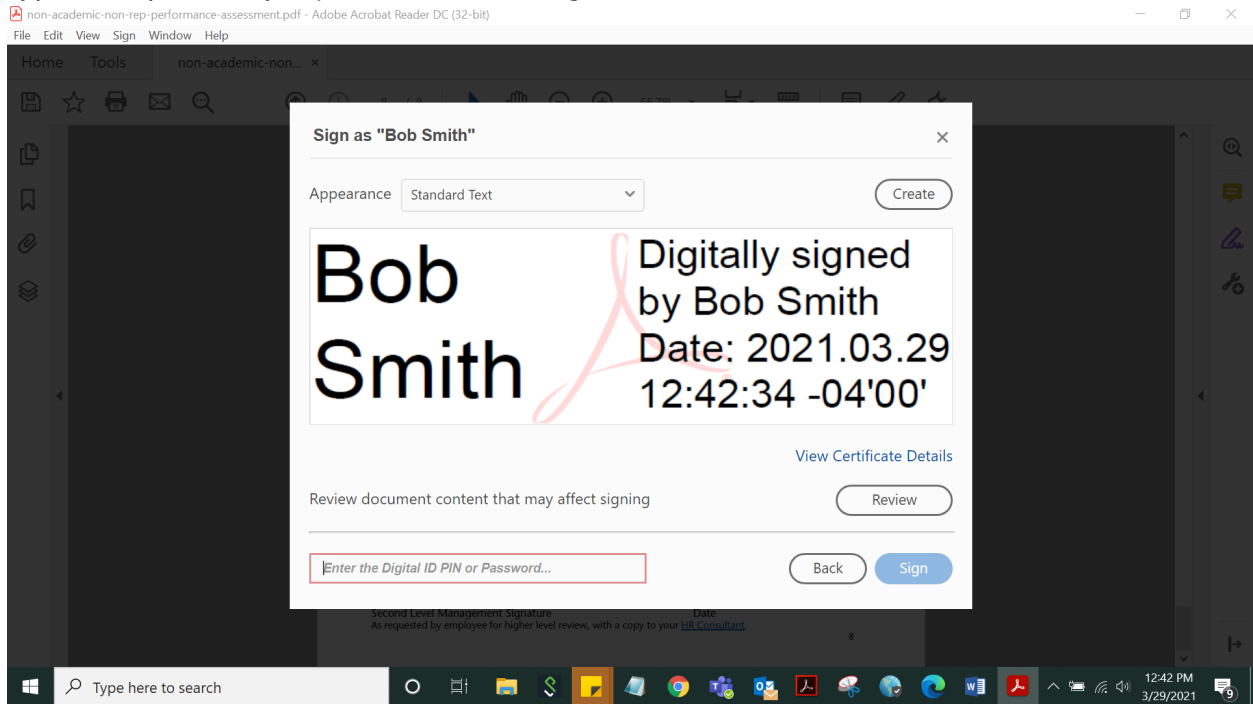
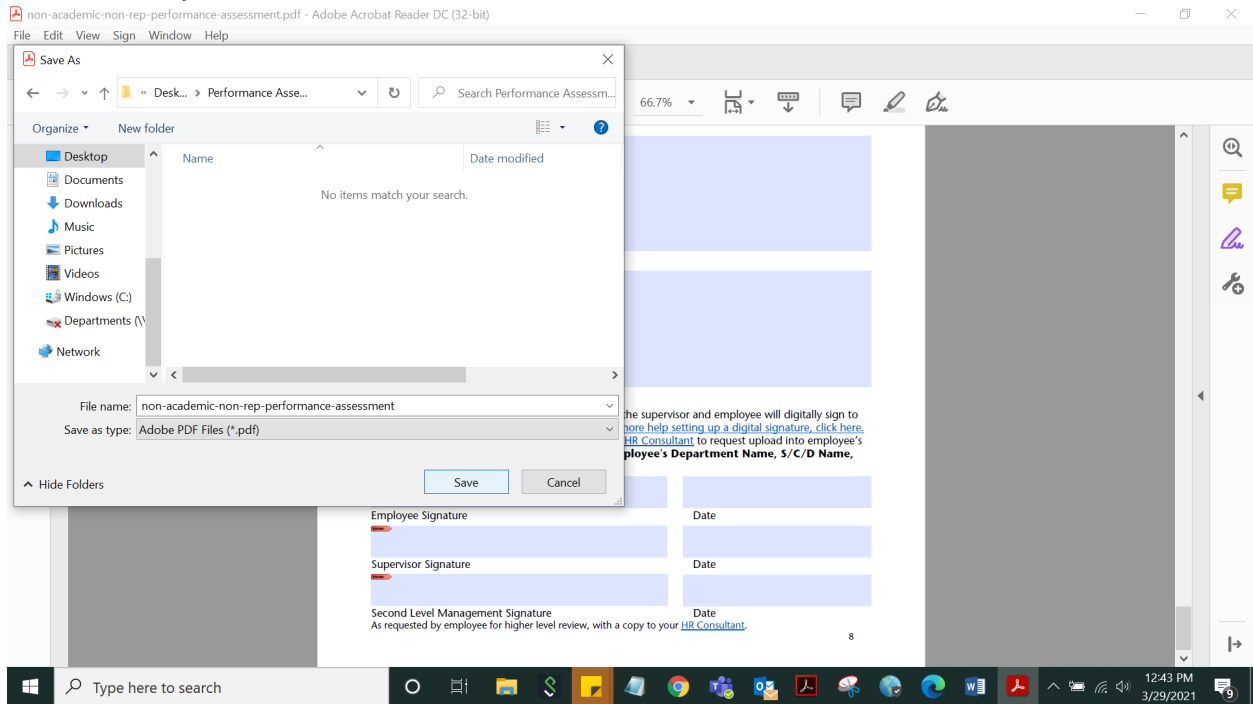Type in a password and confirm it. Click "Save".

Choose the Digital ID that you want to use for signing (the one you just created). Click "Continue".

Type in the password you just created. Click "Sign".

Adobe will ask you to save the file. Click "Save".

You have successfully signed your document! You can now send your file to the next user via email.

Performance Objectives:

Learning & Development Objectives:

Signatures

At the conclusion of the performance conversation, the supervisor and employee will digitally sign to acknowledge that the conversation took place. For more help setting up a digital signature, click here. The supervisor sends completed assessment to their HR Consultant to request upload into employee's file in Application Xtender. **Save file name as "Employee's Department Name, S/C/D Name, Employee's Last Name, First Name".**

Bob Smith   Digitally signed by Bob Smith
                   Date: 2021.03.29 12:43:33 -04'00'

Employee Signature   Date

Supervisor Signature   Date

Second Level Management Signature   Date
As requested by employee for higher level review, with a copy to your HR Consultant.