## New Jersey Department of Environmental Protection Division of Solid & Hazardous Waste

## **Fillable PDF Digital Signature Instructions**

**\*\* Please Note\*\*** - For the digital signature prompt to function correctly, this form must be completed using Adobe Acrobat Reader. It is a free software available for download at <u>https://get.adobe.com/reader/</u>.

For step-by-step instructions on installing Adobe Reader please visit the following link:

https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html (Windows)

https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html (Mac)

## Downloading and Opening the PDF -

To open the PDF in Adobe Reader the file will need to be downloaded to your computer. Listed below are the instructions for the most common web browsers. Once the PDF is open in your web browser complete the following steps:

Google Chrome – Right-click on the PDF then select "Save as..."
Mozilla Firefox – Right-click on the PDF then select "Save Page As..."
Microsoft Edge – Right-click on the PDF then select "Save as"
Internet Explorer – Click on the "Tools" menu item in the top right. Select "File" and then "Save as..."
Safari – Safari does not support all PDF features. Please use a different web browser to download the file.

Once the PDF is downloaded to your computer open Adobe Reader. Select the menu button "File" in the top left of the screen and then click "Open". Select your PDF file and it will now be open in Adobe Reader.

## **Digital Signature Instructions -**

Fillable PDFs allow the document to be signed digitally. A signature field will be denoted by having a red mark in the top left corner of the field (see below). If the red mark is not visible, then the document is not open in Adobe Reader. Please refer to the previous section for instructions on installing Adobe Reader.



Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the "Configure New Digital ID" button.



If you do not already have a Digital ID file on your computer then select the third option, "Create a new Digital ID" and click continue.

	Select	t the type	e of Digital ID:
A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	0		Use a Signature Creation Device Configure a smart card or token connected to your computer
	0	<u>L</u>	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
	۲		Create a new Digital ID Create your self-signed Digital ID

Select the "Save to File" option and click continue. Then enter your information and create a password.

Select the destination of the new Digital ID					
Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.	•		Save to File Save the Digital ID to a file in your computer Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications		
0			Back	ue	

Create a self-signed D	igital ID		×	Save the self-signed Di	igital ID to a file X	
Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.	Name Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	John Smith Enter Organizational Unit Enter Organization Name john@smith.com US - UNITED STATES 2048-bit RSA Digital Signatures	> >	Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Your Digital ID will be saved at the following location : C:\Users\doftus\AppData\Roaming\Adobe\Acrobat\DC Browse Apply a password to protect the Digital ID: Confirm the password:	
0		Back Contr	nue	0	Back Save	

The digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the sign button in the bottom right of the window. The field will now be digitally signed.

