# 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 https://get.adobe.com/reader/.

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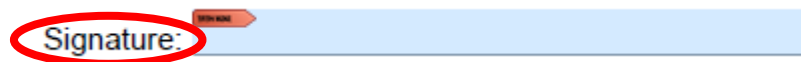
Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the "Configure New Digital ID" button.
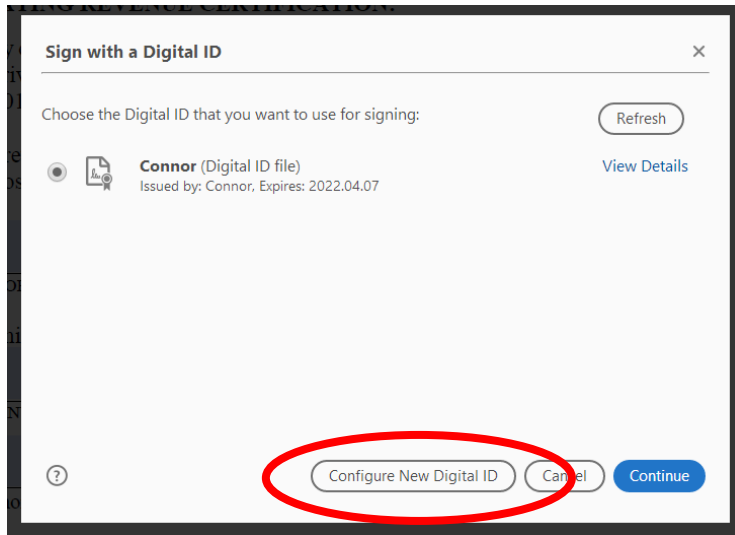


If you do not already have a Digital ID file on your computer then select the third option, "Create a new Digital ID" and click continue.
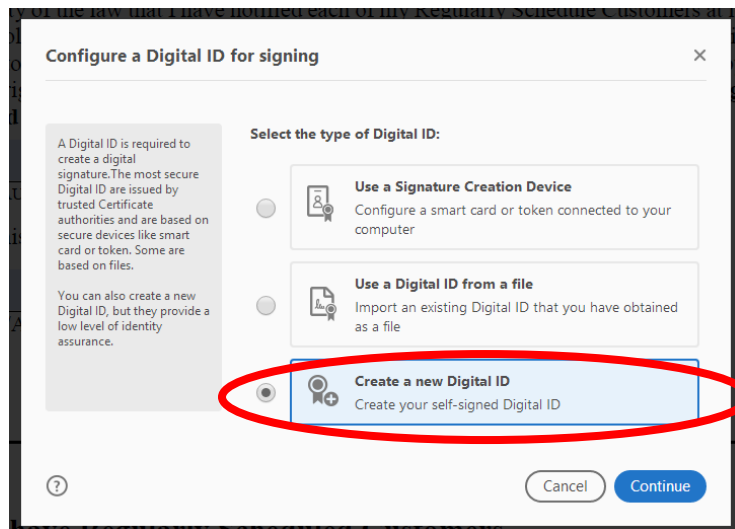
Select the "Save to File" option and click continue. Then enter your information and create a password.
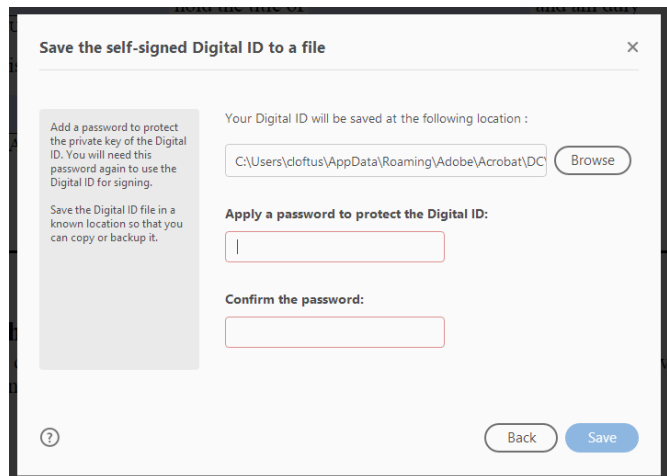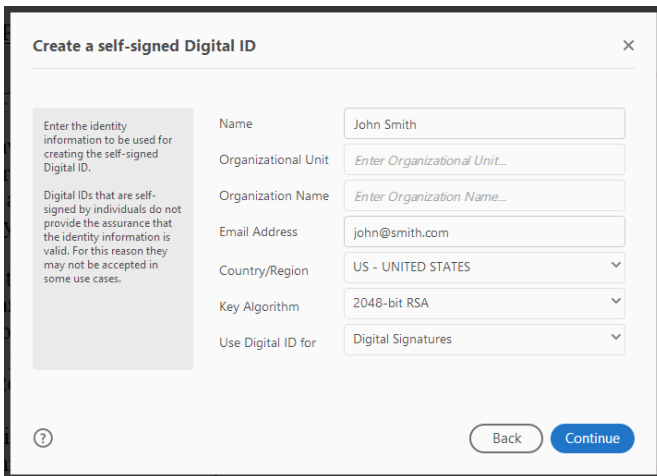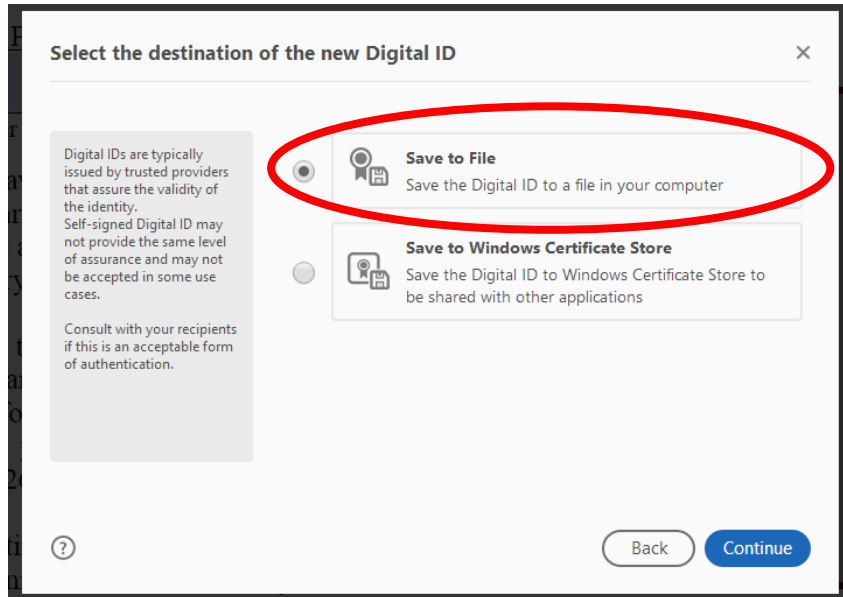
The digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the sign button in the bottom right of the window. The field will now be digitally signed.