

## A-19 Invoice Template: Digital Signature Set-Up

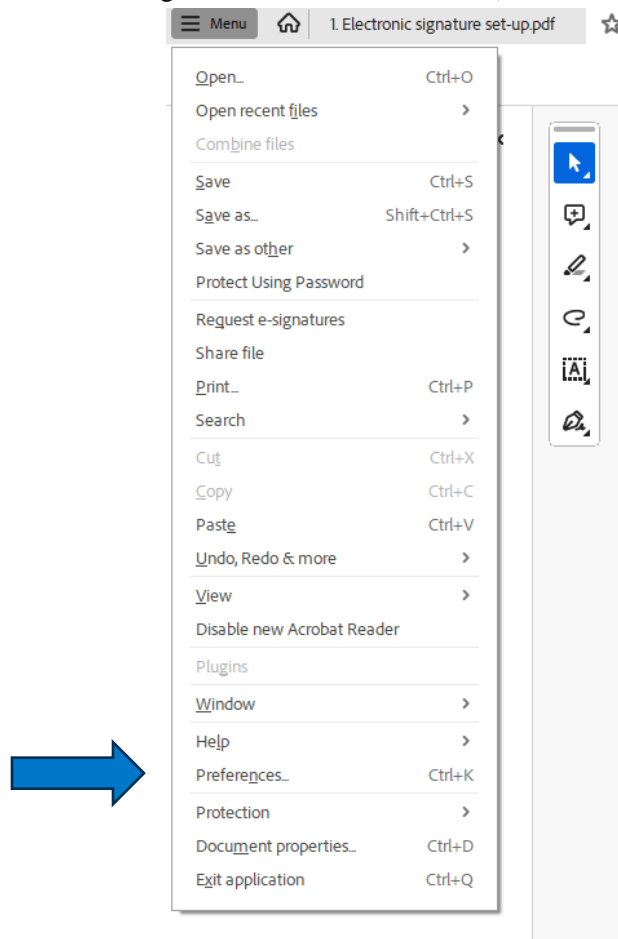
### Background and Purpose

This document will guide you on how to set up a digital signature to sign your A-19 PDF document, which is one of three allowable signature formats. If you would like to sign electronically, please see the Electronic Signature Set-Up document located on the Contractor fiscal and billing page on The Athena Forum. In order to sign documents digitally, documents need to be saved first as a PDF.

*Please Note: These directions are if you are using Adobe Acrobat Reader to edit and sign PDF documents. If you use another software or different version of Adobe, please consult software resources accordingly or contact your IT support person.*

### Steps for Creating a Digital Signature

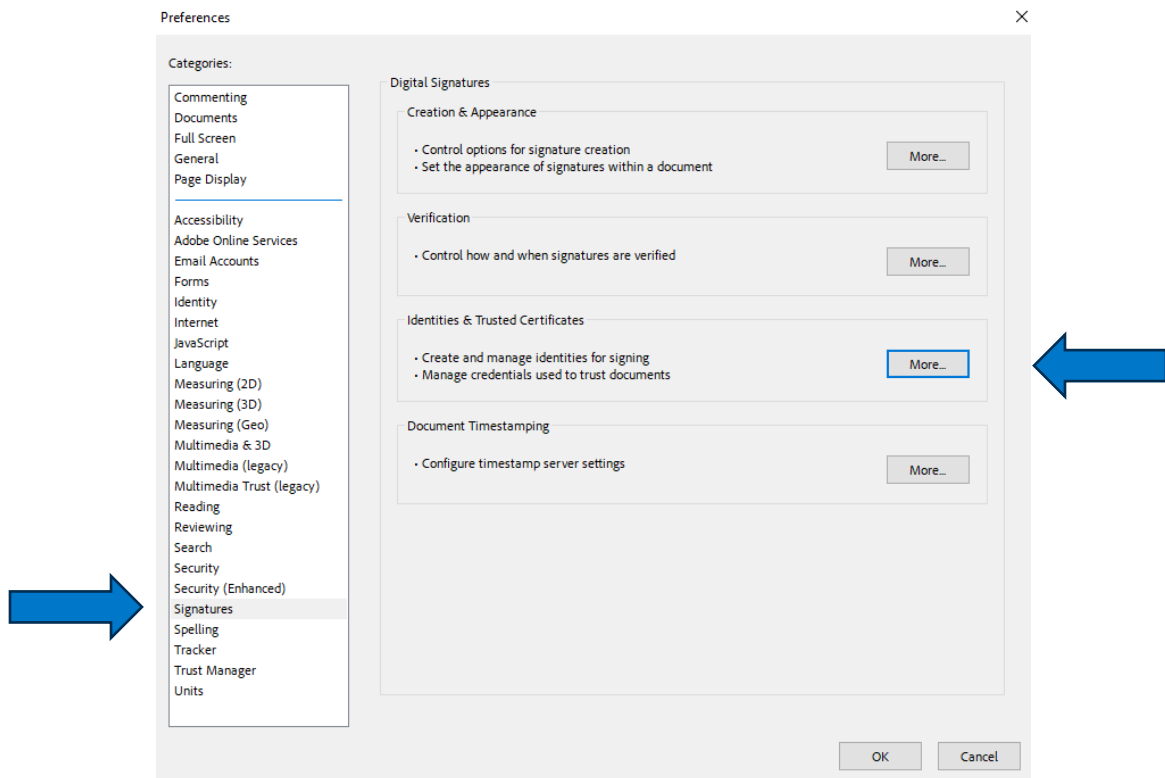
1. Open Acrobat Reader and navigate to the **Preferences** menu, as shown below:



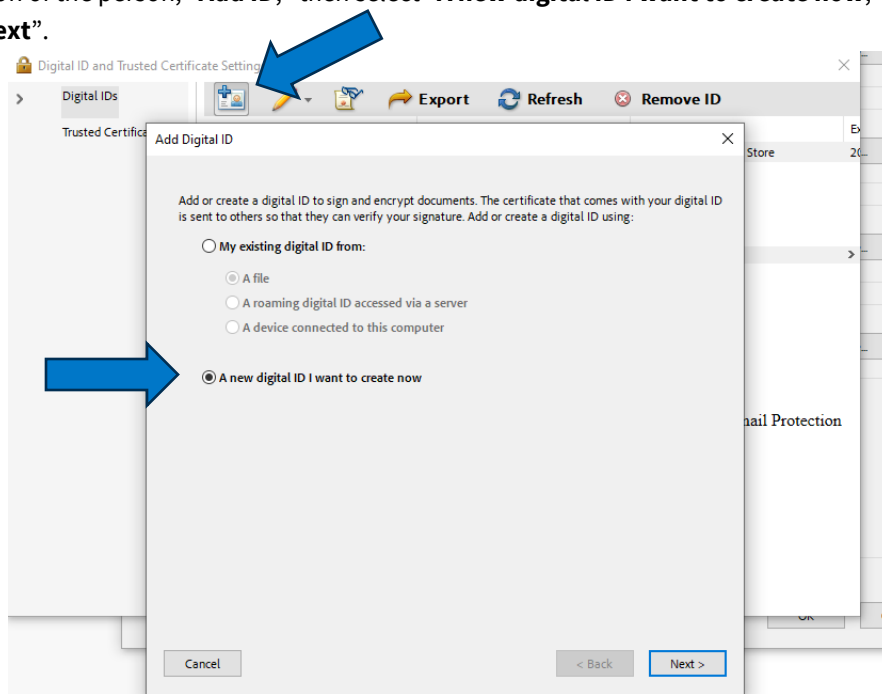
Last updated: July 2025

Questions? Please contact your Contract Manager

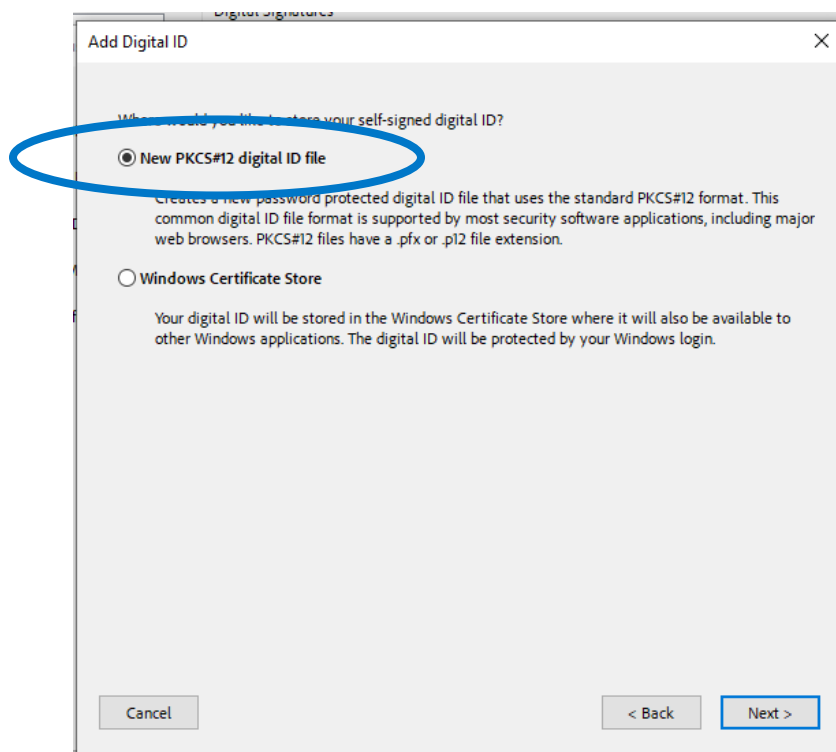
- Under the Categories menu, choose **Signatures**. Then, next to **Identities & Trusted Certificates**, click **More**.



- Click the icon of the person, “**Add ID**,” then select “**A new digital ID I want to create now**,” and lastly click on “**Next**”.



- Ensure that “**New PKCS#12 digital ID file**” is selected, as shown below. Then click “**Next**.”



5. Fill out the appropriate portions of the window below. Do not change *Country/Region*, *Key Algorithm*, or *Use digital ID for*. Click “**Next.**”

The screenshot shows the 'Add Digital ID' dialog box with the identity information form. The title bar says 'Add Digital ID'. The main text says 'Enter your identity information to be used when generating the self-signed certificate.' There are several input fields: 'Name (e.g. John Smith):' with the value 'Jane Doe', 'Organizational Unit:' with the value 'Manager', 'Organization Name:' with the value 'XYZ Business Service center', 'Email Address:' with the value 'janedoe@businesscenter.edu', 'Country/Region:' with a dropdown menu showing 'US - UNITED STATES', 'Key Algorithm:' with a dropdown menu showing '1024-bit RSA', and 'Use digital ID for:' with a dropdown menu showing 'Digital Signatures and Data Encryption'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >' (which is circled in blue).

6. **Choose a password** for your digital signature. Note: If you forget this password, you will have to create a new digital signature as there is no password recovery mechanism. Click “**Finish.**”

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**Add Digital ID**

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:  
C:\Users\derlii107\AppData\Roaming\Adobe\Acrobat\DC\Security\JaneDoe.pfx Browse...

Password:  
\*\*\*\*\*  
■■■■ Best

Confirm Password:  
\*\*\*\*\*

Cancel < Back **Finish**

7. View your new digital signature. You can now use your digital signature to sign Adobe Acrobat forms. The next section of this “How To” document covers signing documents in Adobe Reader.

**Digital ID and Trusted Certificate Settings**

**Digital IDs**

Name	Issuer	Storage Mechanism
Derline, Isaac (HCA) <isaac.derline@h...>	Derline, Isaac (HCA) <isaac.derline@h...>	Windows Certificate Store
Jane Doe <janedoe@businesscenter.e...>	Jane Doe <janedoe@businesscenter...>	Digital ID File

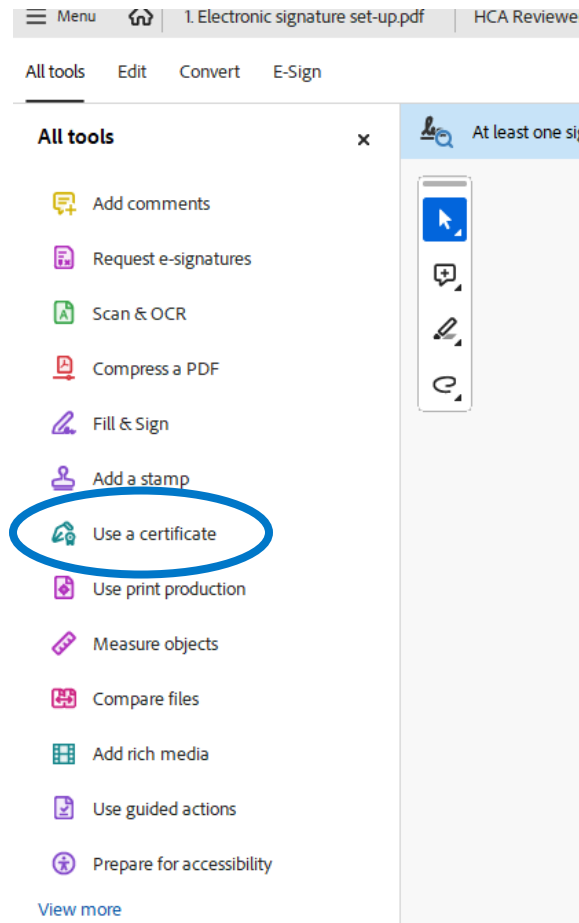
**Jane Doe**  
**Manager**  
**Issued by:** Jane Doe  
**Manager**  
**Valid from:** 2024/08/08 10:56:48 -07'00'  
**Valid to:** 2029/08/08 10:56:48 -07'00'  
**Intended usage:** Digital Signature, Encrypt Document, Key Agreement

## Sign an Adobe Document with Your Digital Signature

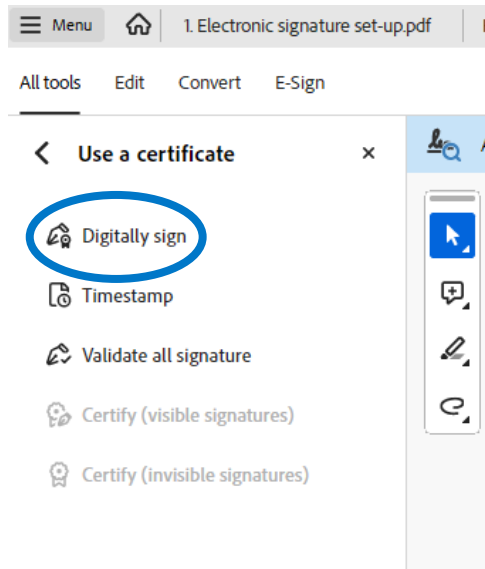
1. Make ALL necessary changes (if any) to your document first, before signing.

*Caution: if any changes are made after the signature is in place, the document will display a note indicating changes were made after signing.*

2. Click on “**Certificates**” in the menu bar on the right of the screen. This will cause a new tool bar to open at the top of the screen.
  - a. **Note:** If you do not have “Certificates” as an option in the menu on the right, you will need to take the following additional steps to add this option to the menu:
    - i. -Select “Tools” (upper left portion of screen)
    - ii. -Locate “Certificates” and click “Add”



3. Select “**Digitally Sign**” and follow the instructions in the pop-up windows.



4. You will be selecting the area where you wish the signature to appear and then entering your password. You will be instructed to save the document and then your signature will appear.

Jane Doe  
Printed Name

Jane Doe Digitally signed by Jane Doe  
Date: 2024.08.08 11:14:44  
-07'00'

Signature

Date