

## Instructions for digitally signing IRB forms using Adobe

### **Creating Digital Signature/signing documents for the first time:**

1. Open form and click on “Sign here” flag.
2. Click on “Sign As” and select “New ID” from drop down menu then Select “A new digital ID I want to create now” then click “Next” then select “New PKCS#12 Digital ID File”
3. Fill in your “Identity information” and click “Next”
4. “Enter a file location” (suggest your H: Drive if creating on TriHealth computer), enter “Password”, confirm “Password” and click “Finish”.
5. It will automatically prompt you to sign the document – enter “Password” then check the box **“Lock Document after Signing”** and then click “Sign”.
6. You will then be prompted to save your document (suggest saving as “Document name - signed by your name”)
7. Once you save it, click “File” then “send file”, you may need to choose how to send (i.e. default email application-Outlook) and send back to the Coordinator.

### **Signing documents once ID has been created:**

1. Open form and click on “Sign here” flag.
2. Click on “Sign As” and select your “Digital Signature”
3. Enter “Password” then check the box **“Lock Document after Signing”** and then click “Sign”.
4. You will then be prompted to save your document (suggest saving as document name “signed by your name”)
5. Once you save it, click “File” then “send file”, you may need to choose how to send (i.e. default email application-Outlook) and send back to the Coordinator.