

# How to Set Up and Apply a Digital Signature in Adobe Acrobat

This guide explains how to correctly fill and digitally sign a PDF document using Adobe Acrobat.

## 1. Fill the Form Fields

- Open the PDF using Adobe Acrobat.
- You should be able to click on each field and type in your details directly.

## 2. Set Up Your Digital Signature

If you receive a message saying the e-signature is not valid, follow these steps to configure your Digital ID:

a. Click on the signature field in the PDF. A pop-up will appear.

b. In the pop-up, click:

- Configure Digital ID
- Create a new Digital ID
- Save to File

c. Fill in the required information:

- Name
- Organization
- Country
- Leave the algorithm setting as it is.
- Ensure the option 'Digital Signatures' is selected.

Then click Continue.

d. Create a password:

- Set a secure password and click Continue.

## 3. Apply the Signature

- Click the Review button (to preview the signature).
- Close the preview pop-up.

- Enter the password you just created in the field under the generated signature.
- Click Sign.
- You will be prompted to choose where to save the signed document—choose a location and save it.

#### **4. Submit the Signed Document**

Once saved, click Submit.

This will open a draft email addressed to the Climate Action Authority.

You can edit the message as needed and send the signed PDF directly.

*Note: Ensure that you are using the desktop version of Adobe Acrobat (not the browser preview) for full signature functionality.*