

How to Use PIV Card to Digitally Sign Documents Scanned to PDF

- 1) Using Adobe Acrobat Pro X, select View > Tools > Sign & Certify > Place Signature, Figure 1
- 2) Select Place Signature, Figure 2
- 3) Use your mouse, click and drag to draw the area where you would like it to appear.
- 4) Select Sign Document button, Figure 3
- 5) Do not check the Lock Document After Signing box, Figure 4
- 6) Location and Contact information are optional, Figure 4

Figure 1

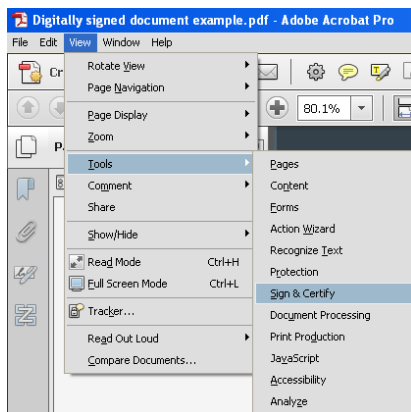


Figure 2

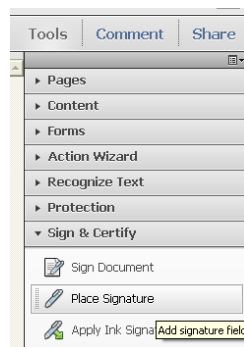


Figure 3

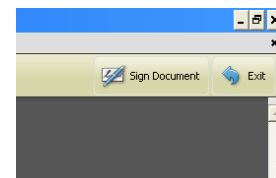


Figure 4

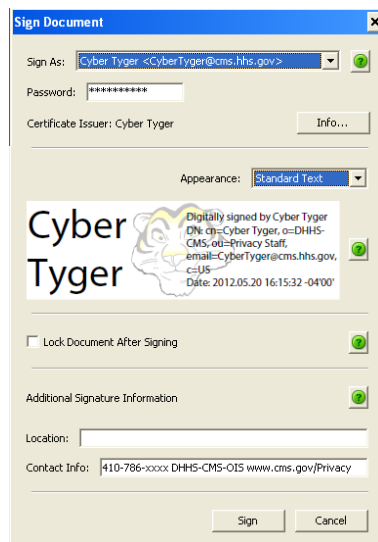
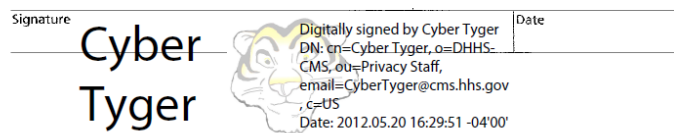


Figure 5



According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a number. The valid OMB control number for this information collection is 0938-0734. The time required to complete this information collection average 30 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and to information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form,