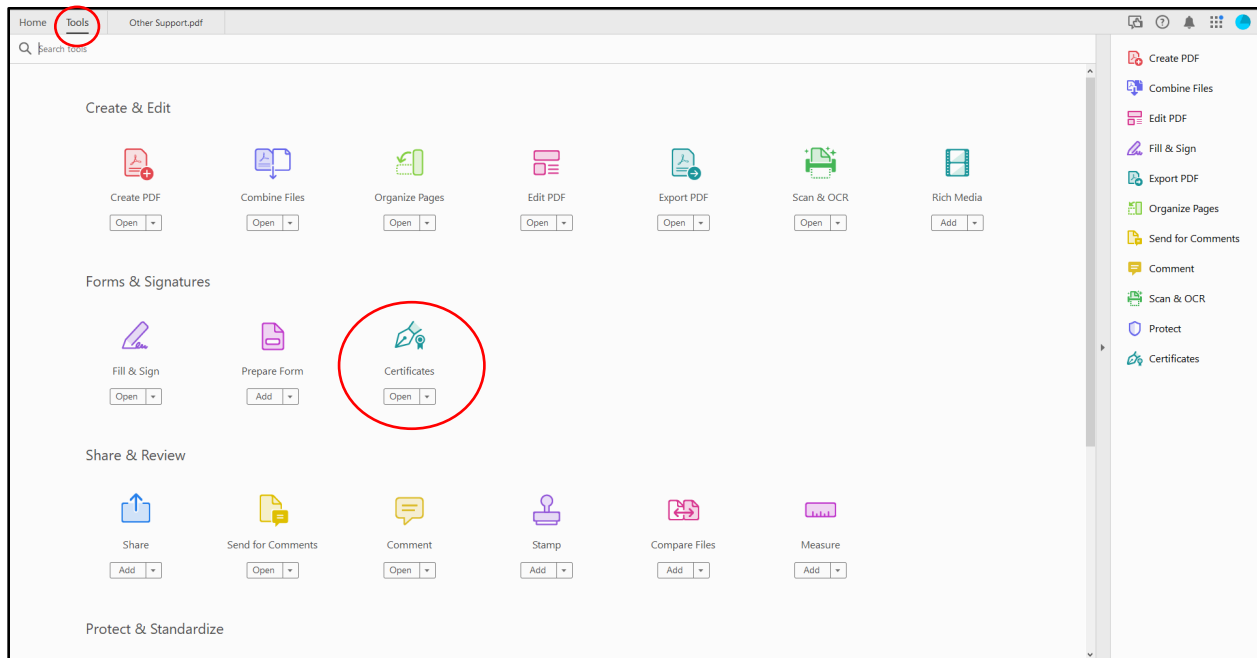## Creating a Digital ID in Adobe Pro

Effective January 25, 2022, all Key Personnel must electronically sign their respective Other Support form for NIH using the electronic signatures software of their choice. One such option is using a Digital ID for the Adobe Digital Signature. Ref: NOT-OD-21-110, Other Support FAQs

Steps to sign using a Digital ID:

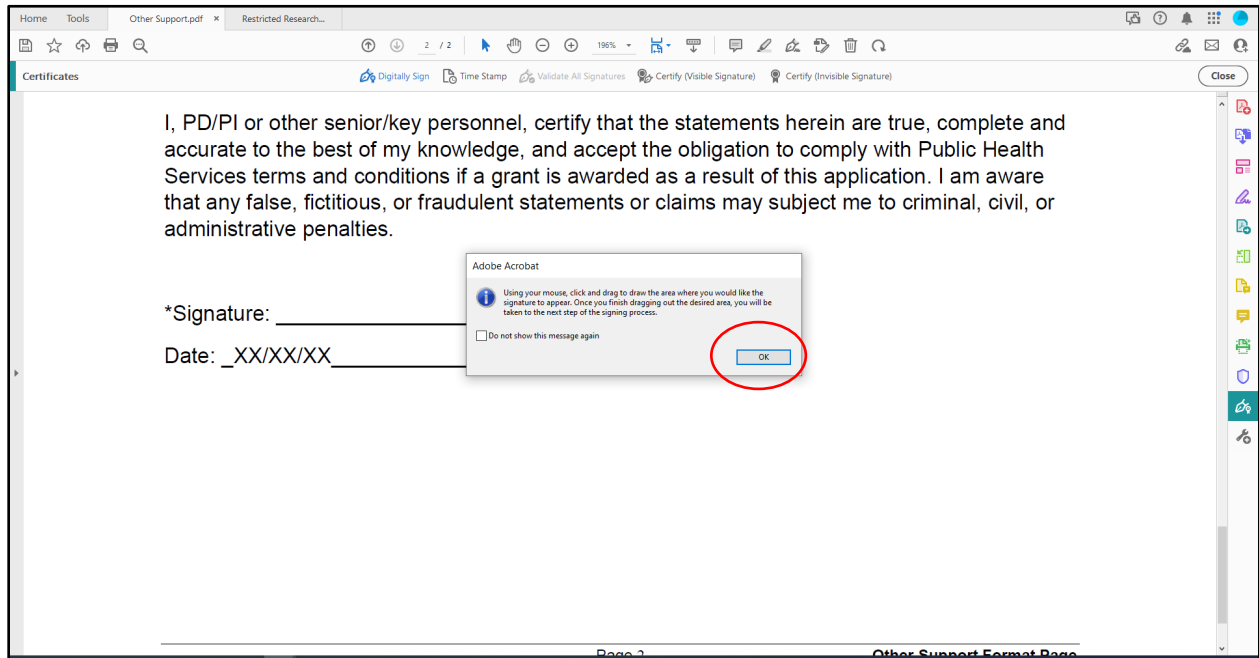Once the document is completed, convert the word file to an Adobe PDF file.

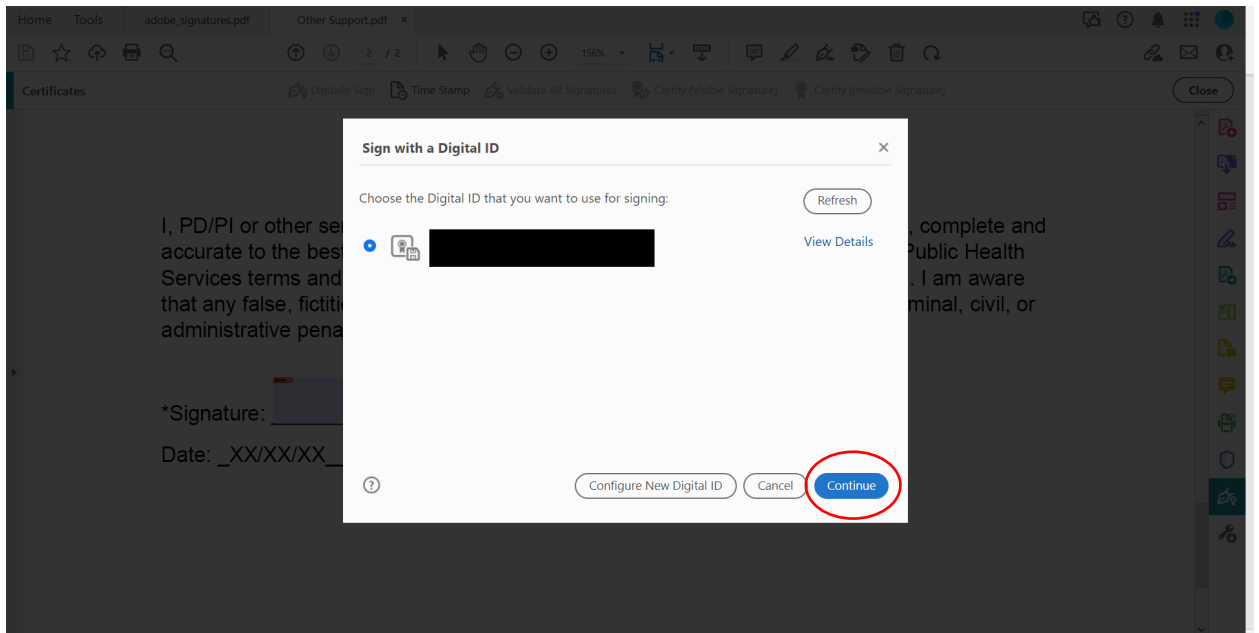Select "Tools" and then "Certificates".

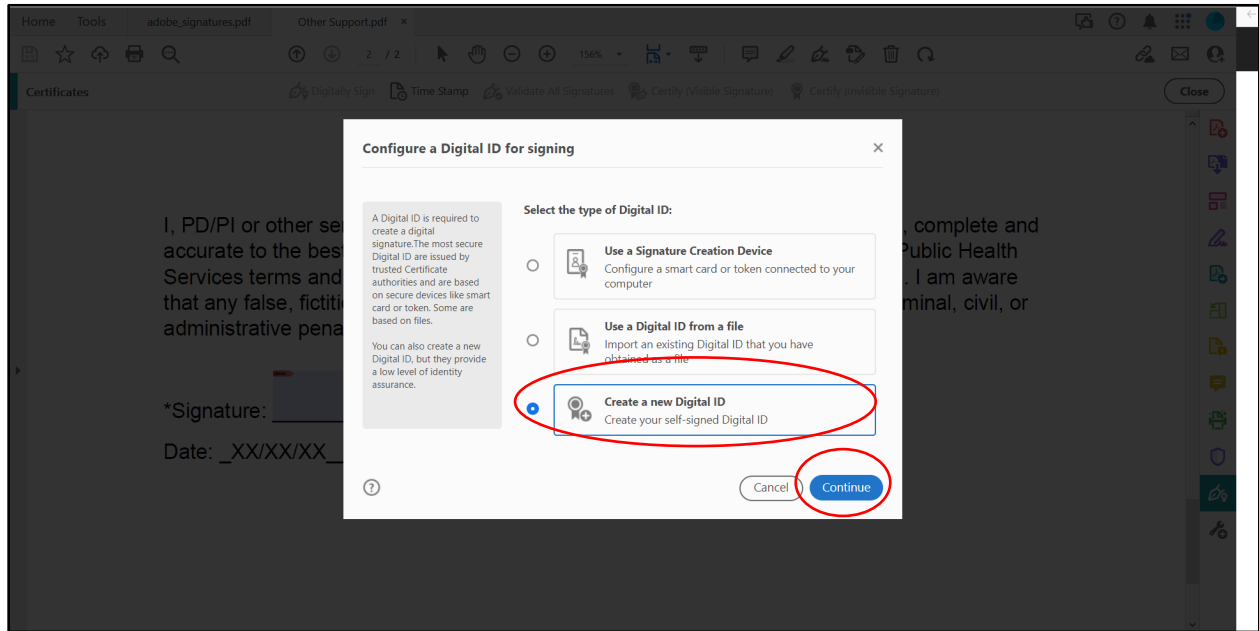Select "Digitally Sign" in the new tool bar that opens.

A box pops up asking you to draw with your mouse where you would like to sign. Select "Okay" and draw the signature box on the signature line.
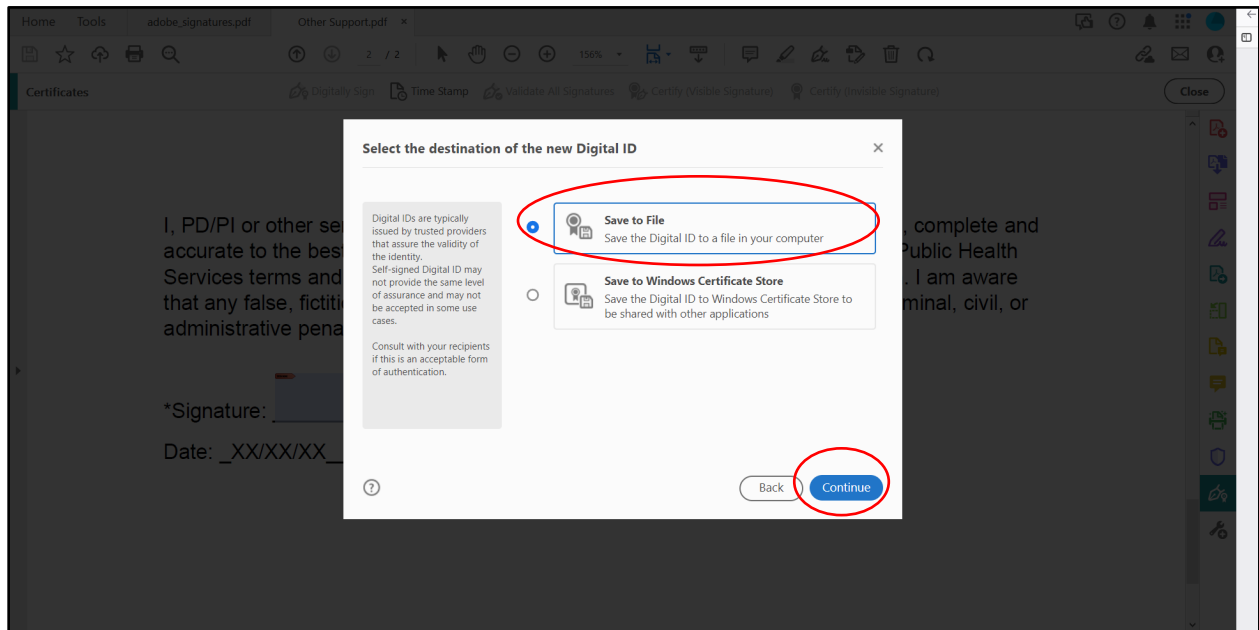

If you already have a Digital ID set up, then you may click continue to use your Digital ID to sign the PDF.
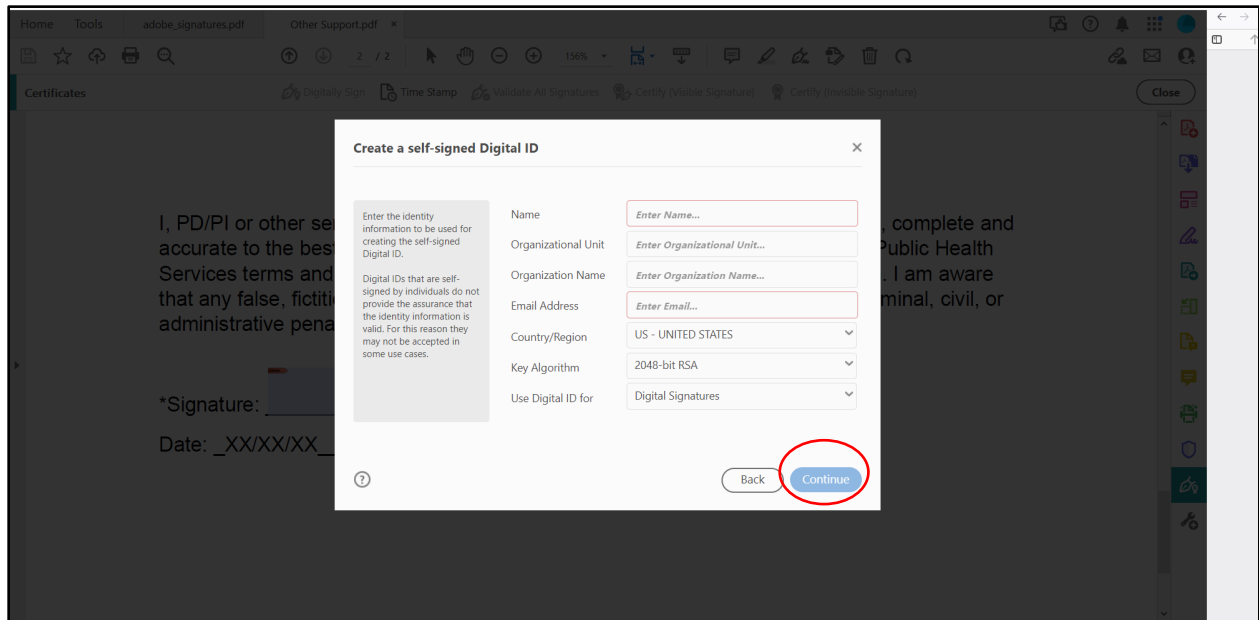
If you do not have a Digital ID already set up, you will be asked to create one. Select, "Create a new Digital ID" and then "Continue".
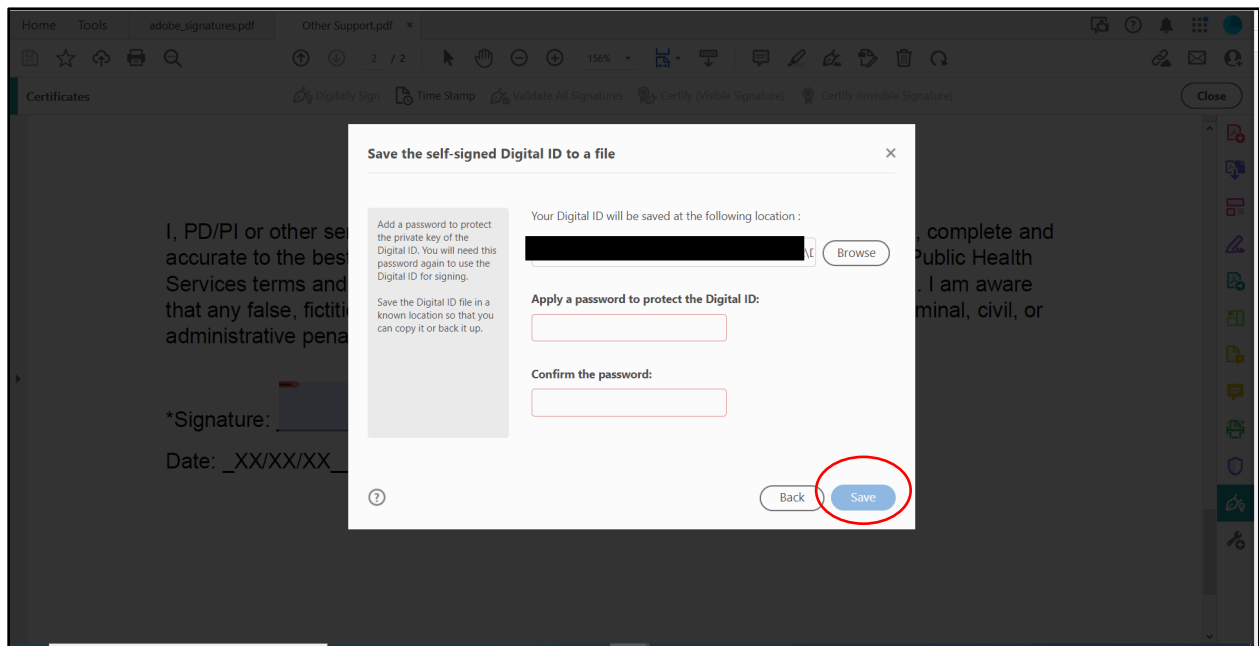

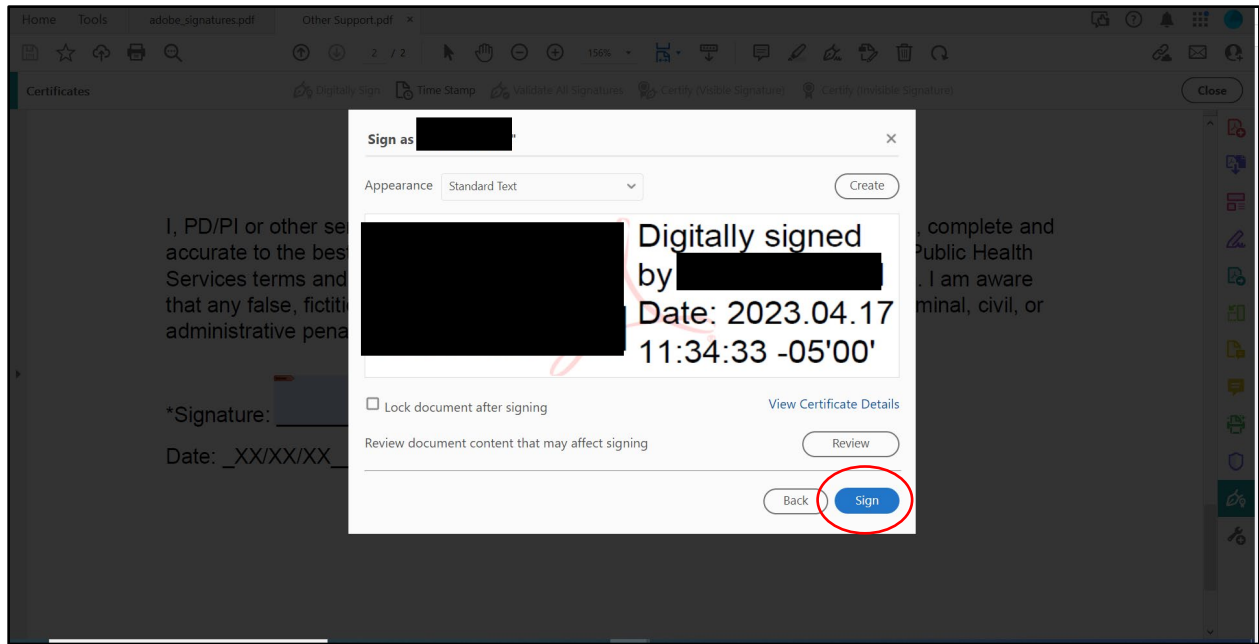Select "Save to File" and then "Continue".

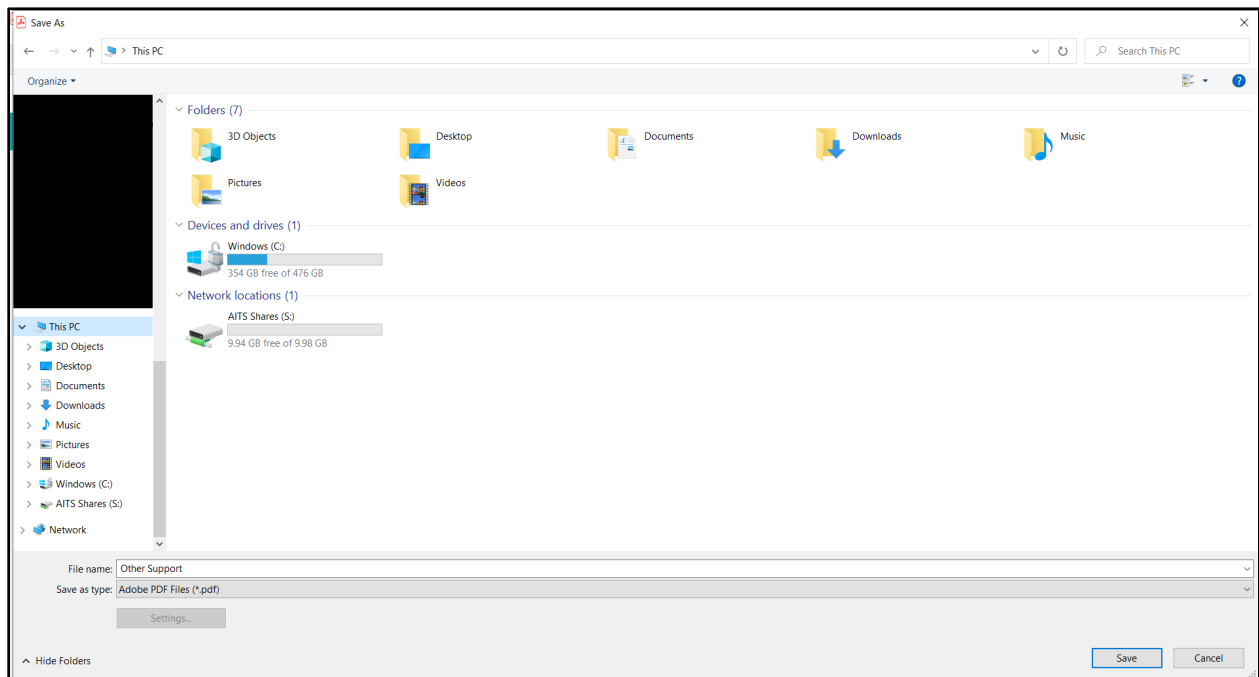Fill out the information needed in the box that appears. Select "Continue".

Save the self-signed Digital ID to your preferred file location and create a password. Select "Save".

Congratulations! You created your digital ID. You many now electronically sign PDF's.

Once you sign, you will be asked where to save the file. You may save in your preferred location.

Once signed, your digital ID (electronic signature) will appear on the PDF, wherever you placed the signature box.

I, PD/PI or other senior/key personnel, certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*Signature:_____

Digitally signed by [redacted]
Date: 2023.04.17 11:38:51 -05'00'

Date: _XX/XX/XX_____