LANKASIGN CERTIFICATION SERVICE PROVIDER

HOW TO CUSTOMIZE SIGNATURE APPEARANCE

Version 1.1

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Issued By: LankaPay Private Limited

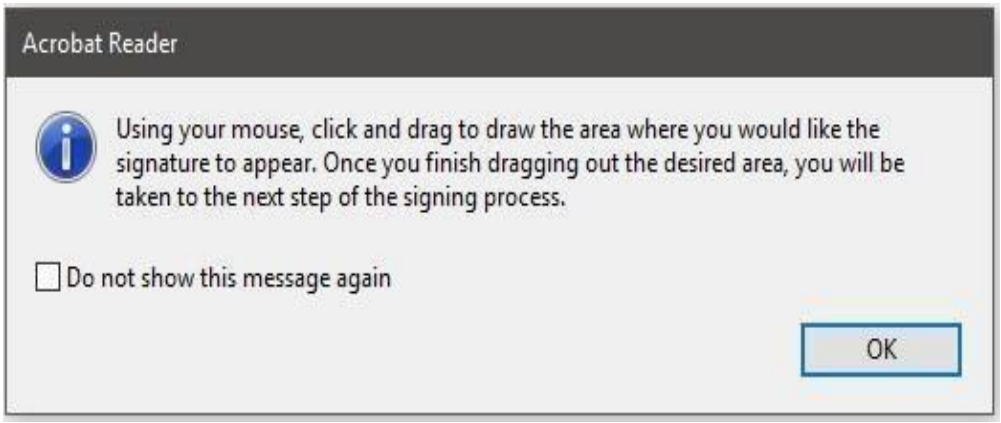
Your Trusted
Payment Network

How to Customize Signature Appearance (only if required)

Using Adobe Acrobat Reader Old Version

1. Open a sample PDF document or form.
2. Choose Tools Certificates icon

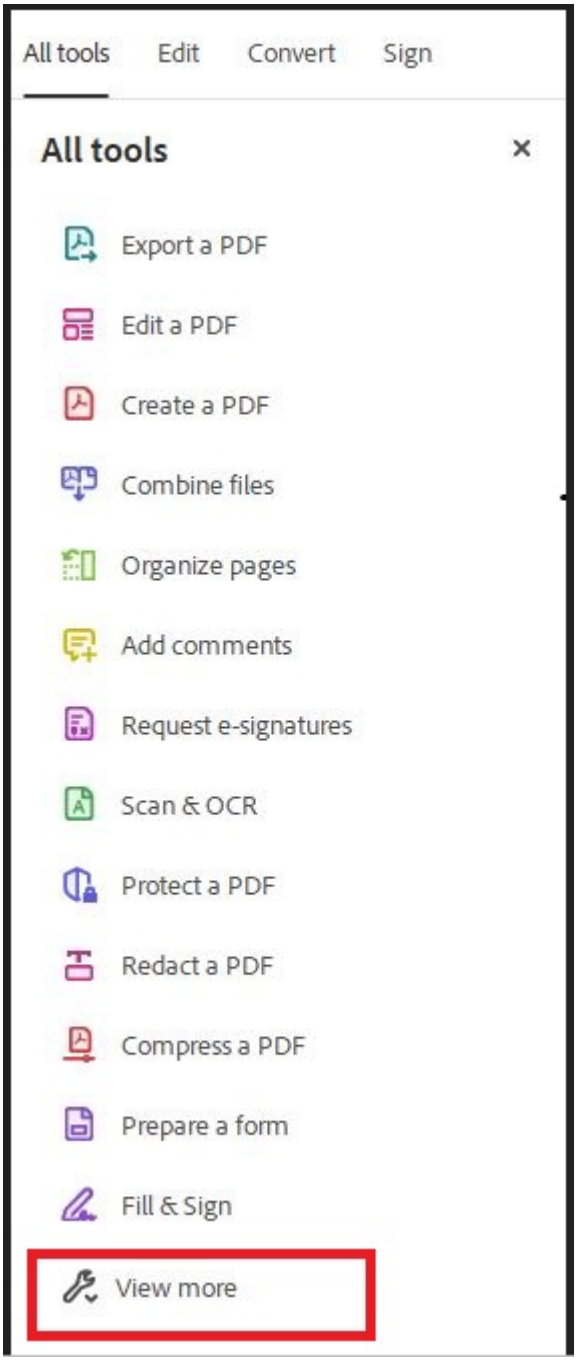
.
3. Then click the **Digitally Sign** icon in the toolbar, and will come popup window. Click **OK**.

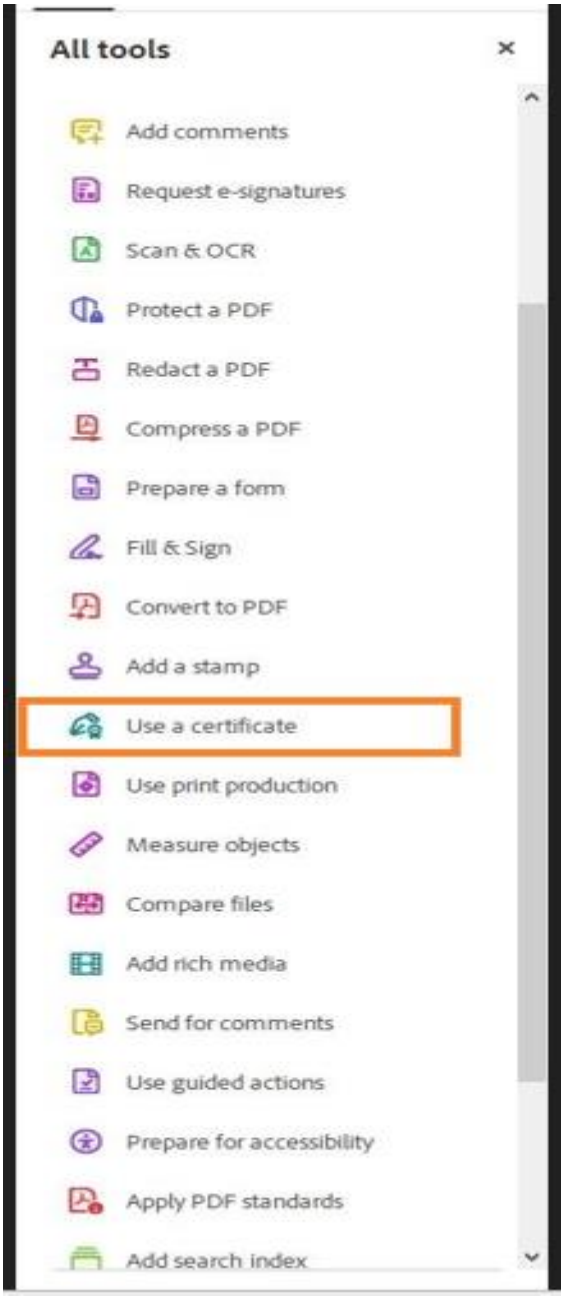


Please go to step 4.

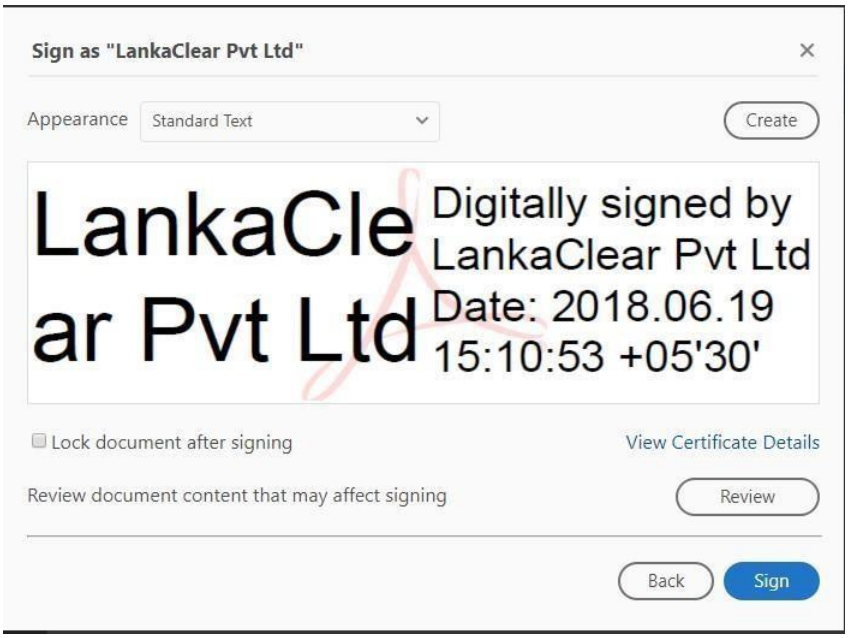
Using Adobe Acrobat Reader New Version

1. Open a sample PDF document or form.
2. Choose **All Tools → View more → Use a certificates → Digitally sign**

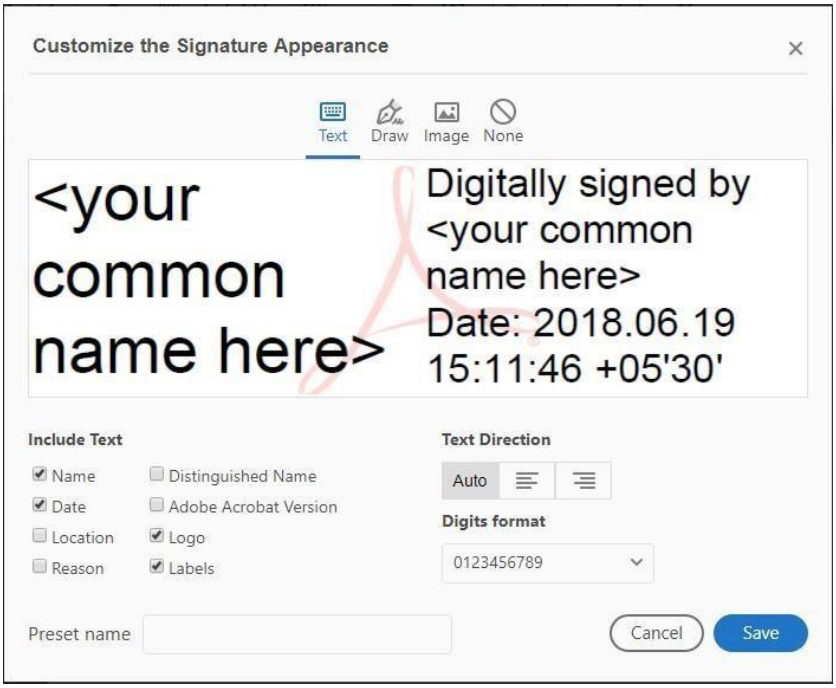



All tools
Add comments
Request e-signatures
Scan & OCR
Protect a PDF
Redact a PDF
Compress a PDF
Prepare a form
Fill & Sign
Convert to PDF
Add a stamp
Use a certificate
Use print production
Measure objects
Compare files
Add rich media
Send for comments
Use guided actions
Prepare for accessibility
Apply PDF standards
Add search index

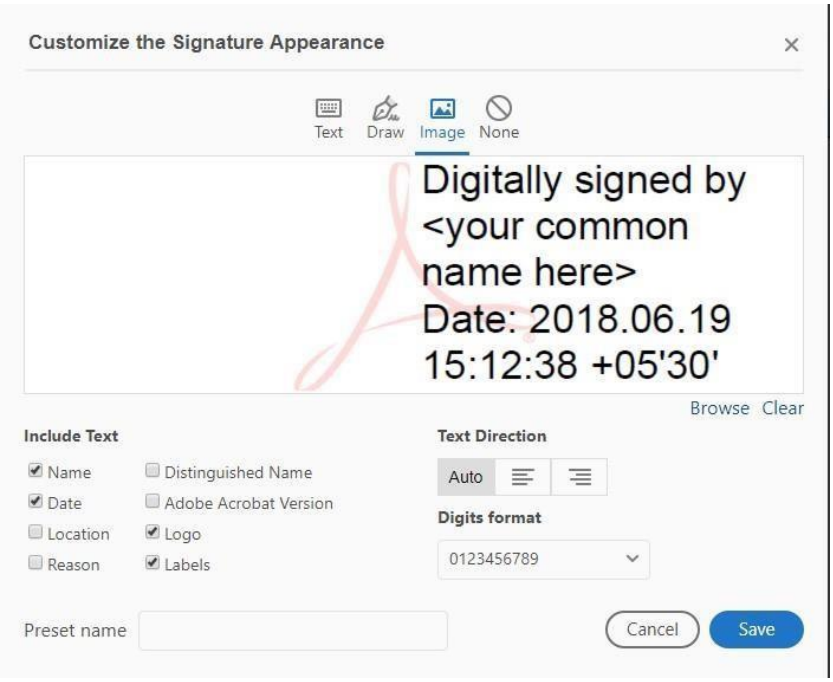
3. If you need insert an image of your handwritten signature. Click **Continue** button.



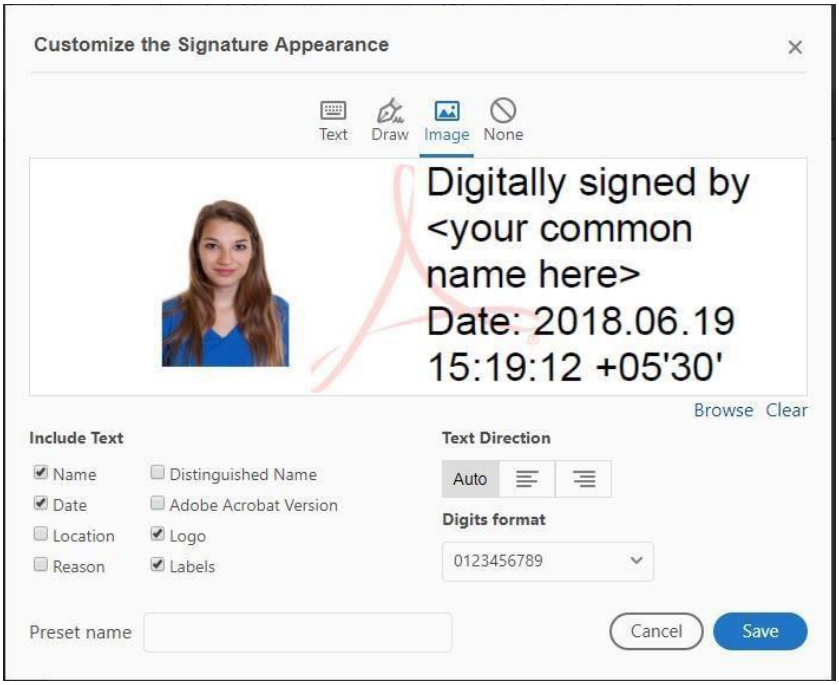
4. Select Create.



5. Select Image



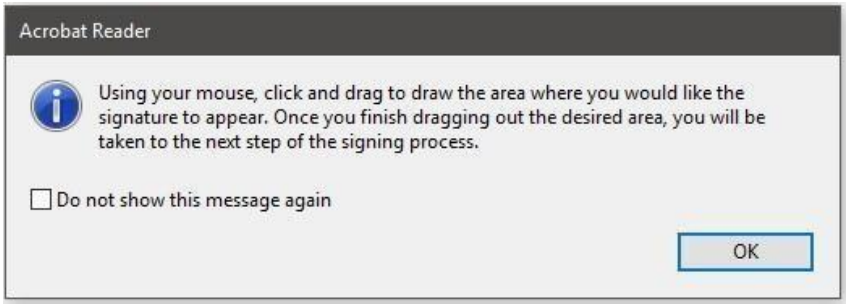
6. Select **Browse** → Select the Image in Pdf format**.** → **Open**



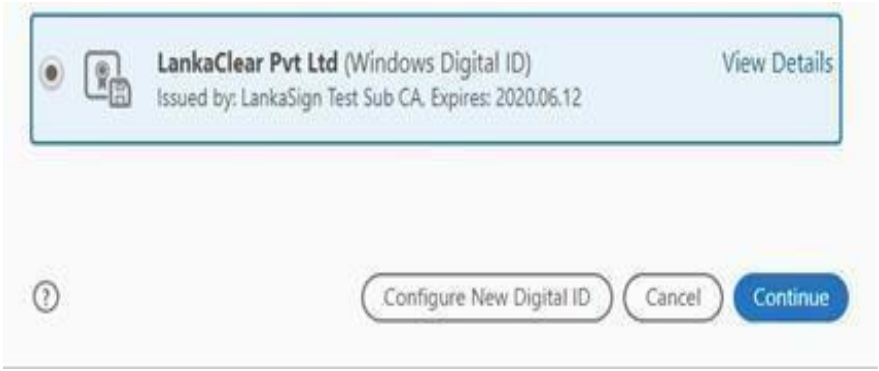
7. Click **Save** button.

This is required only once.

8. Then reopen the relevant document click the **Digitally Sign** icon in the toolbar, and will come popup window. Click **OK**.

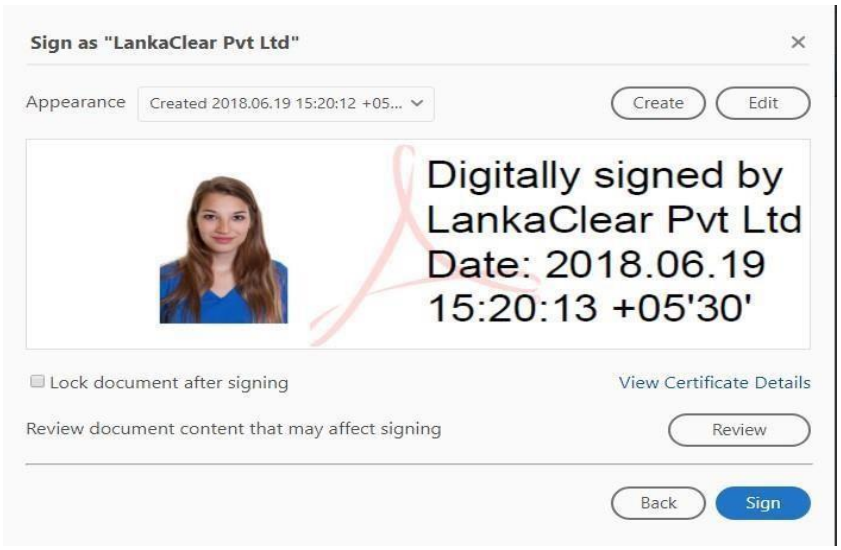


9. After that, choose whether you want to add your signature. Click the

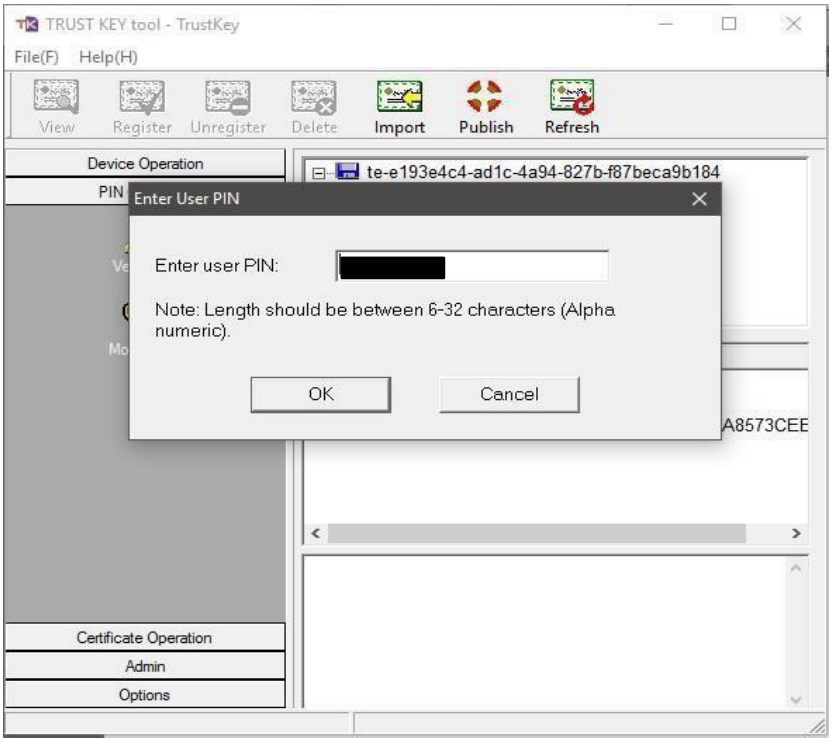


Continue button.

10. Click on **Sign** Button



11. Enter your Security Token PIN and click OK **>** Click **sign**



12. Finally signature place to the document as,

You have digitally signed the document now. If the document is changed or edited after signing the document, this is indicated in the signature panel.

Now you can attached the document to your email application and send it to recipient.

Notes

Any reviewing or editing of the document should happen first and signing of the document should be the last step.