

LANKASIGN

CERTIFICATION SERVICE

PROVIDER

HOW TO DIGITALLY SIGN DOCUMENTS

Version 1.1

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Your Trusted
Payment Network




HOW TO DIGITALLY SIGN DOCUMENTS

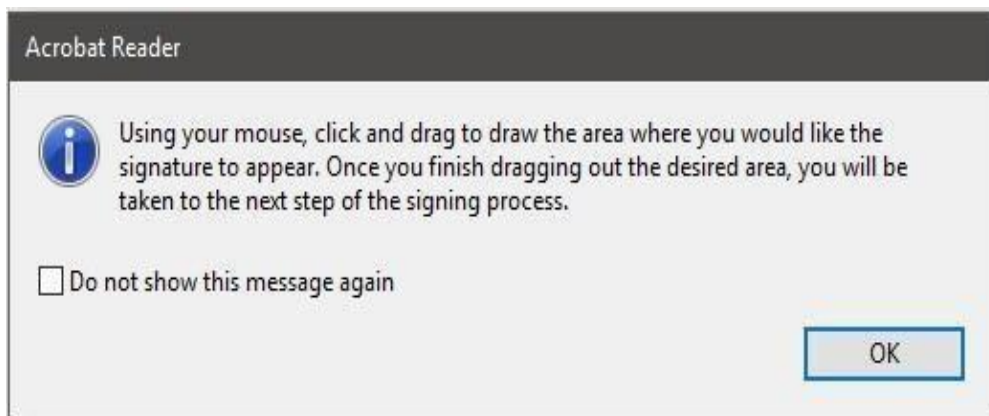
Using Adobe Acrobat Reader Old Version

To sign a PDF document or form, you can insert an image of your handwritten signature or add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF. To be able to digitally signing, you need to install Adobe Acrobat Reader version.

- 1) Open a sample PDF document or form.

- 2) Choose **Tools** → **Certificates** icon  .

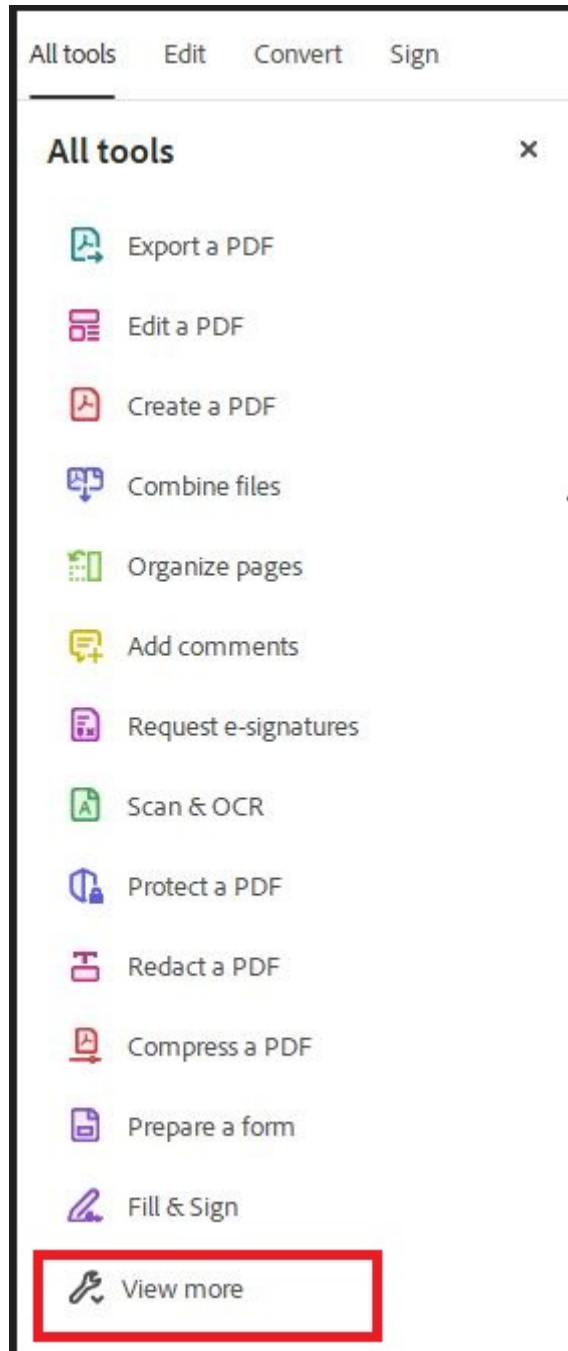
- 3) Then click the **Digitally Sign** icon  in the toolbar, and will come popup window. Click **OK**.

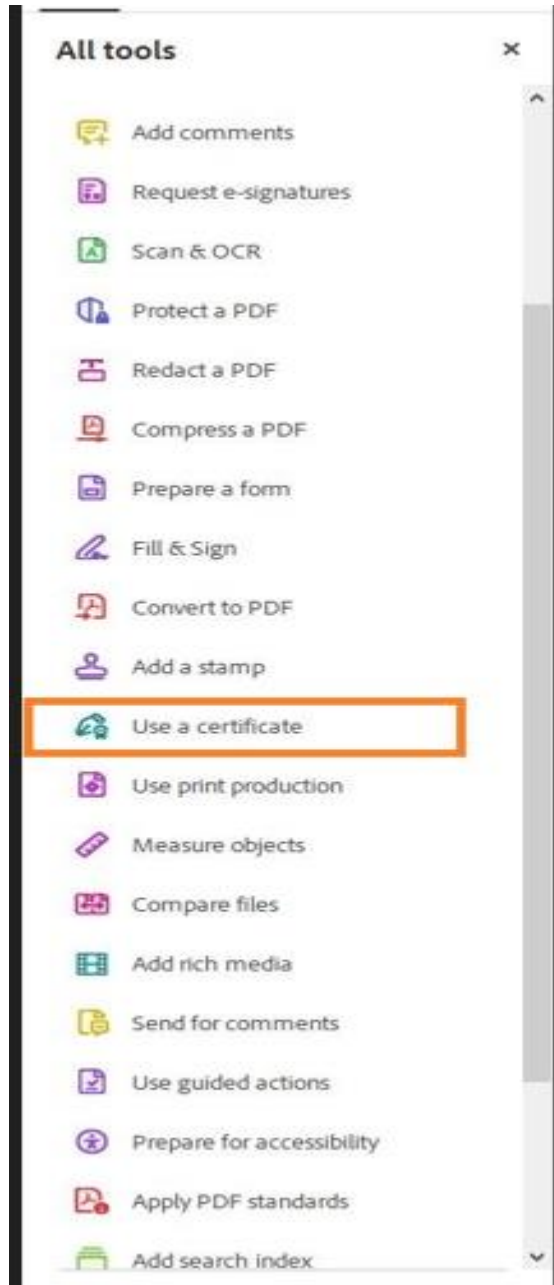


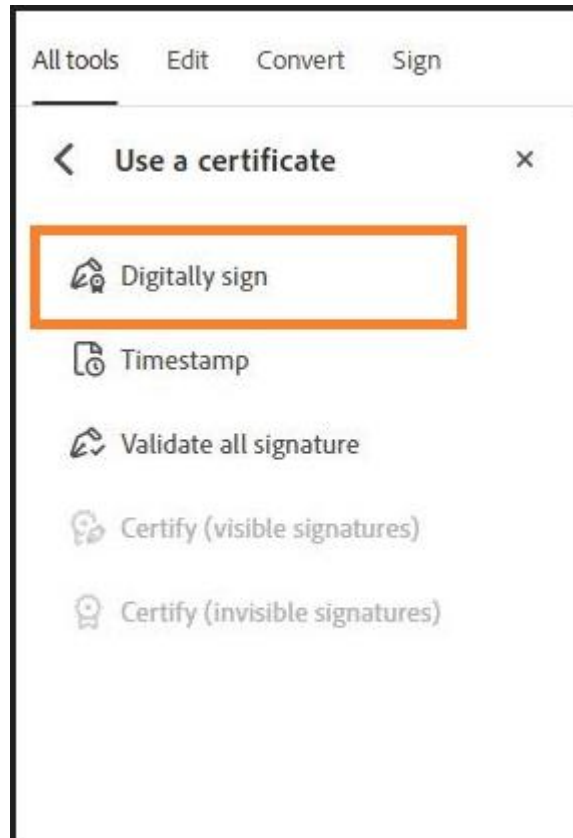
Please go to step 4.


Using Adobe Acrobat Reader New Version

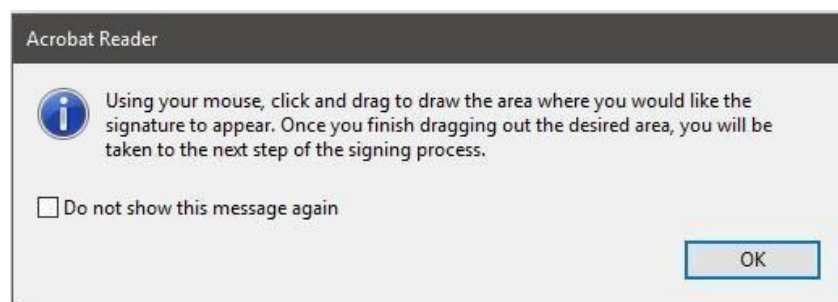
1. Open a sample PDF document or form.
2. Choose **All Tools** → **View more** → **Use a certificates** → **Digitally sign**







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

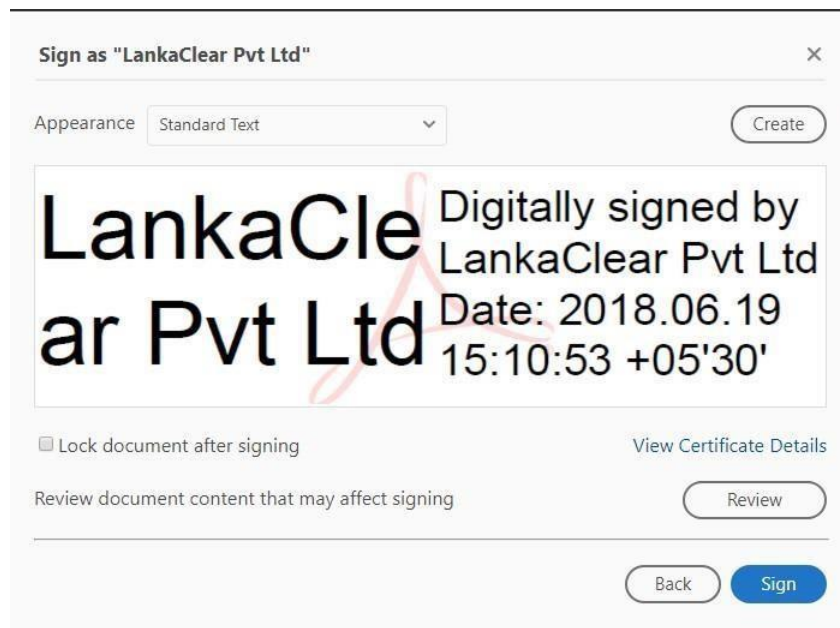


4. After that, choose whether you want to add your signature. Click the

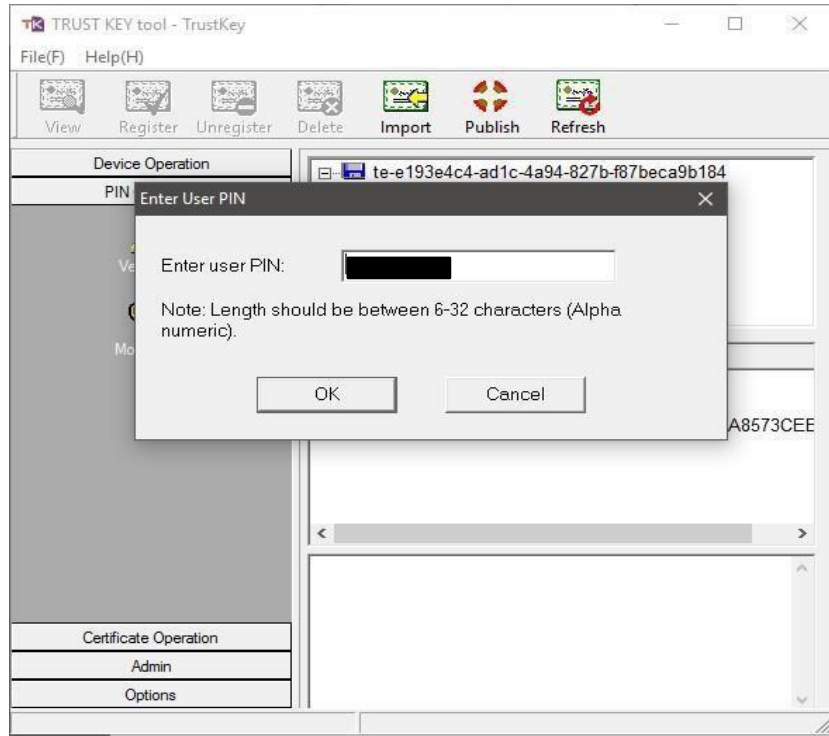


Continue button.

5. Click **Sign** Button



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



7. 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.