

How to sign documents in pdf format with electronic signature using Adobe Acrobat

1. Connect your electronic signature to the computer
2. Open the pdf file
3. Go to the "More Tools" option in the right-hand side menu
4. Click on "Certificates" option
5. In the panel that appear at the top of the document select the option "Digitally sign" and with the cursor mark the place in the document where digital signature should visually appear
6. In the new window that appear after that select the electronic signature (digital ID) and click on "Continue"
7. In a new window you will see how the signature will look like in the document and in this window mark "Lock document after signing" and click on "Sign"
8. Then select the directory where the file should be recorded and the file name
9. Finally, a field requesting you to enter your "User PIN" for the electronic signature and push "enter".

After that the file is signed and saved in the selected directory.