

# How to Insert a Digital Signature into a PDF Document

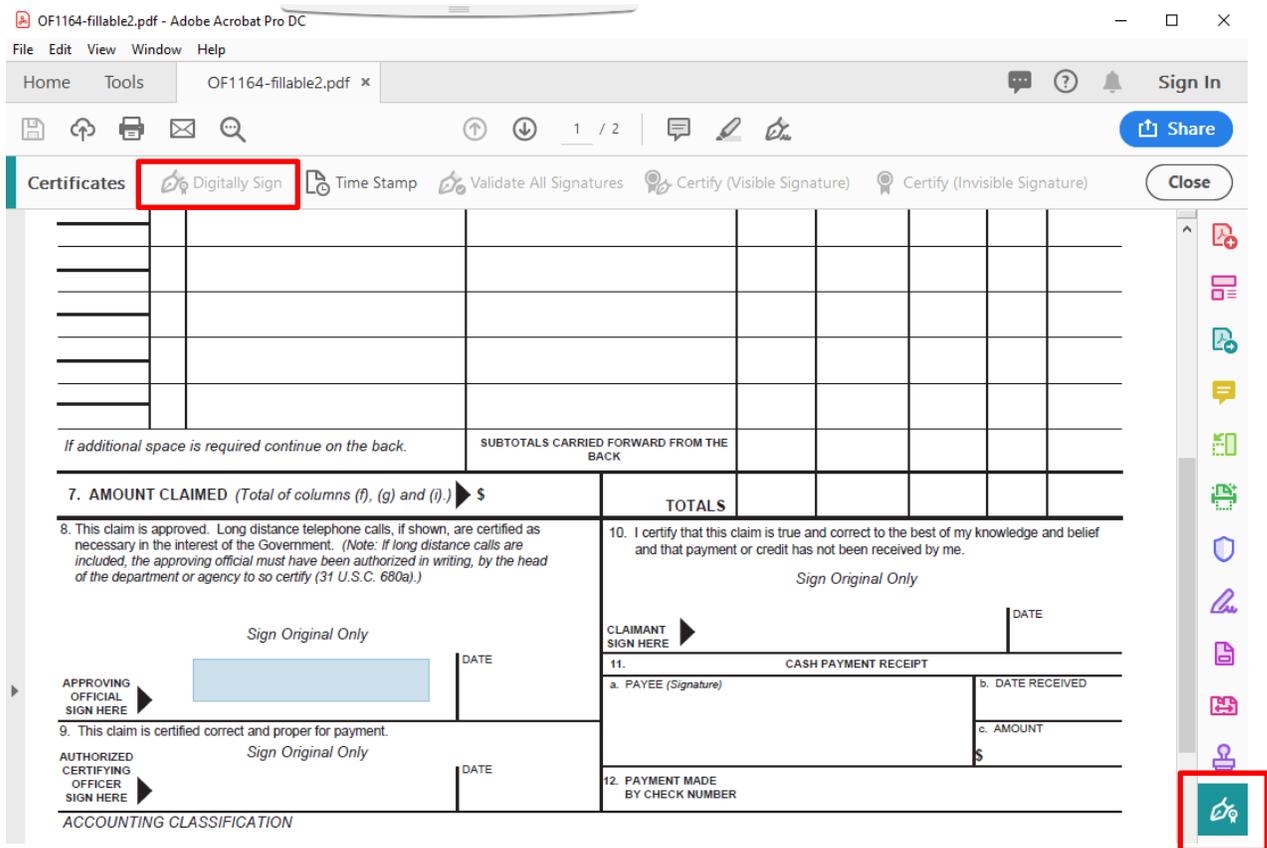
## Purpose

This document is intended to provide instructions on how to insert a digital signature into a PDF document using your LincPass card. The Financial Operations Services Team (FOST) Electronic Signature Directive requires digital signatures based on public-key infrastructure (PKI) which guarantees signer authenticity, data integrity and non-repudiation of signed documents. A PKI digital signature is created using a LincPass card. The example used for this Job Aid is an employee reimbursement (OF 1164).

## Process

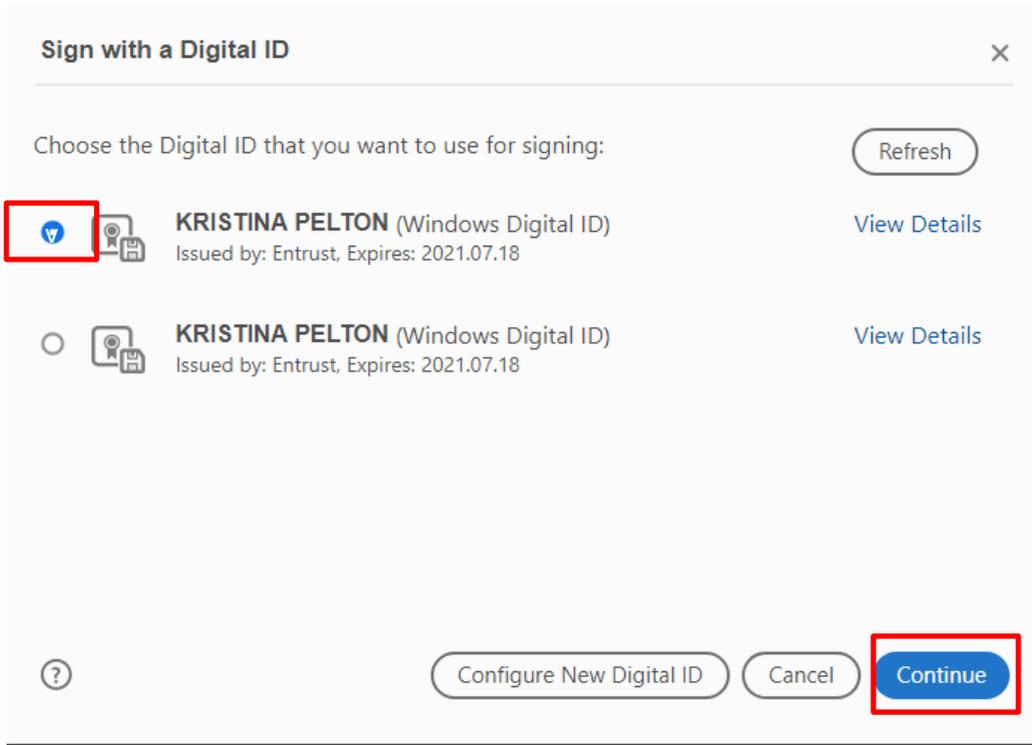
Before digitally signing your form, ensure that your activated LincPass has been inserted into your computer card reader and that you have your LincPass PIN. If you do not know your PIN please contact your LincPass Security Administrator.

1. Open the PDF document to be digitally signed.
2. Click on the “Certificates” Icon in the lower right hand corner.
3. Click on “Digitally Sign” in the certificates ribbon at the top.
4. Drag your signature box where you want to sign



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6. Select the signature you want to use. Click the "Continue" button.



**Sign with a Digital ID** ×

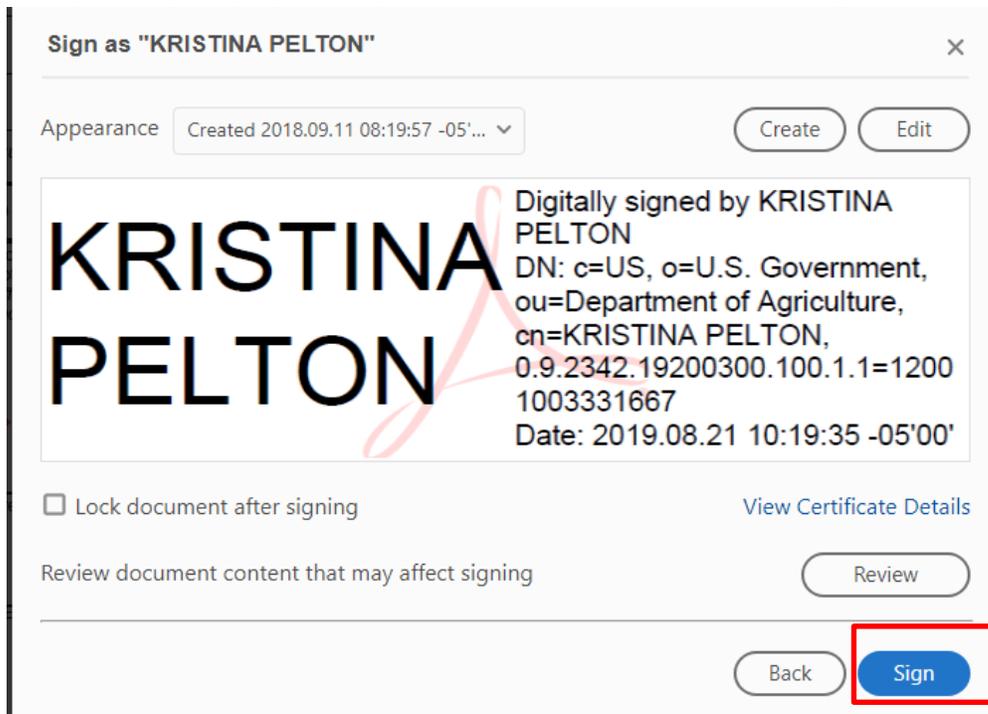
Choose the Digital ID that you want to use for signing: Refresh

 **KRISTINA PELTON** (Windows Digital ID) View Details  
Issued by: Entrust, Expires: 2021.07.18

 **KRISTINA PELTON** (Windows Digital ID) View Details  
Issued by: Entrust, Expires: 2021.07.18

? Configure New Digital ID Cancel **Continue**

6. Verify the digitally signaturer you selected is correct. Click the "Sign: Button.



**Sign as "KRISTINA PELTON"** ×

Appearance Created 2018.09.11 08:19:57 -05'... Create Edit

**KRISTINA PELTON** Digitally signed by KRISTINA PELTON  
DN: c=US, o=U.S. Government, ou=Department of Agriculture, cn=KRISTINA PELTON, 0.9.2342.19200300.100.1.1=12001003331667  
Date: 2019.08.21 10:19:35 -05'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back **Sign**



## How to Insert a Digital Signature into a PDF Document

11. Resave your digitally signed PDF document.

Please ensure that your OF 1164 Employee Reimbursement Request PDF document is saved with the following naming convention:

1164-Your FMMI Vendor #-Last month of reimbursable activity-\$Amount.

**Example: 1164-1200012345-Mar-\$75.00**

(The month is the latest month of any reimbursement activity claimed.)

The employee reimbursement should now be ready for the Supervisor's digital signature and then submission to FOST for payment processing. See FOST Job Aids - How to Combine Multiple PDF Documents and Field Submission of Digitally Signed 1164 by Email.