



LA COUNTY TELEWORK

**ELECTRONIC
SIGNATURES
WITH PASSWORD
PROTECT**

**FOR PDF DOCUMENTS USING
ADOBE READER DC & XI**

**FOR ASSISTANCE OR SUPPORT
ISD HELP DESK 562.940.3305**

**OPEN A TICKET ON THE ISD SELF-SERVICE PORTAL
[HTTP://MYSELFSERVICE.LACOUNTY.GOV](http://myselfservice.lacounty.gov)**



ELECTRONIC SIGNATURES WITH PASSWORD PROTECT FOR PDF DOCUMENTS

As part of Los Angeles County's ongoing work to respond effectively to the rapidly evolving coronavirus (COVID-19) public health emergency, the Internal Services Department has established a comprehensive preparedness plan to manage the large and immediate need for remote working capacity, focused providing staff with remote access solutions that enable and support the continuity of services to the public as well as critical business and administrative support functions.

An e-signature or electronic signature is a legal way to get consent or approval on electronic documents or forms. It can replace a handwritten signature in virtually any process.

This Guide will provide County staff with instructions on how to sign documents electronically using Adobe Reader DC & XI.

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Note: "Password Protection" option is only available in Adobe Acrobat Pro version. For other versions, there may be a subscription fee to use the service.

ELECTRONIC SIGNATURE

What is an electronic signature?

According to the ESIGN Act, electronic signatures (or e-signatures) are an “electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.”

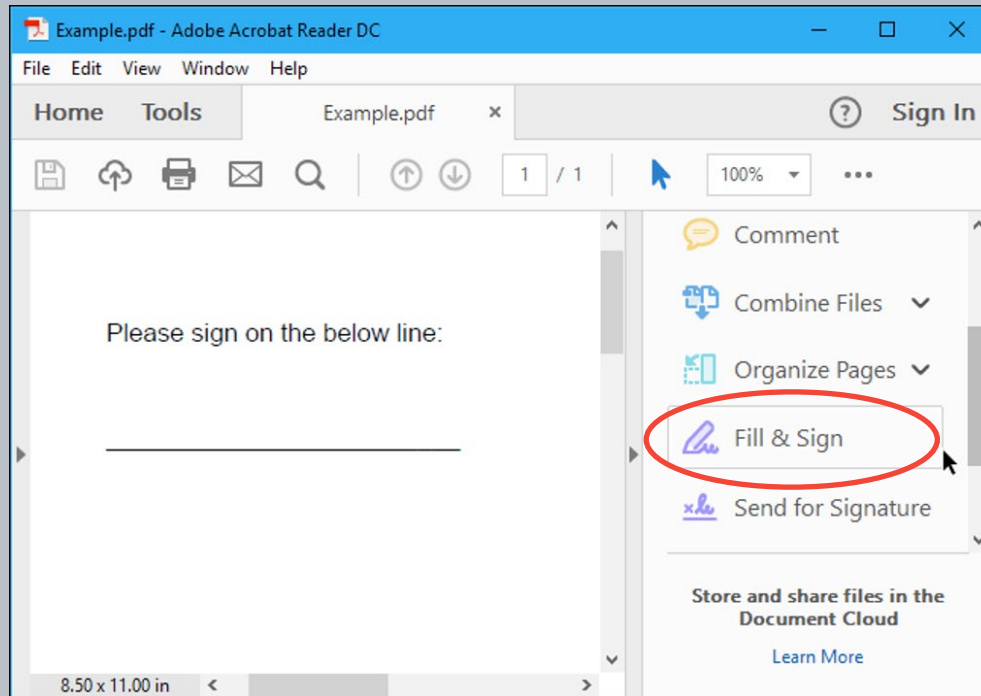
In other words, an e-signature is a digitized version of your handwritten signature. It can be used to indicate the intent to approve or accept the contents of a document.

What makes electronic signatures popular?

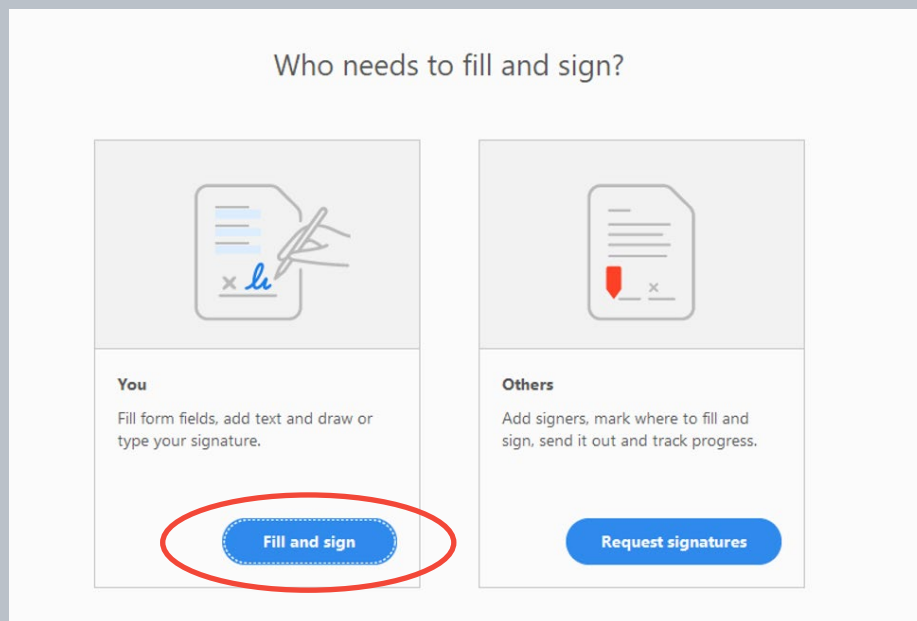
E-signatures’ greatest advantage is that they are easy to use. They allow users to sign documents online with the click of a mouse, or trace their handwritten signature using a finger or a stylus.

ELECTRONIC SIGNATURE FOR PDF DOCUMENT USING ADOBE READER DC

- 1 Open the PDF document in the **Adobe Acrobat Reader DC** application. Click the “Fill & Sign” button in the right pane.

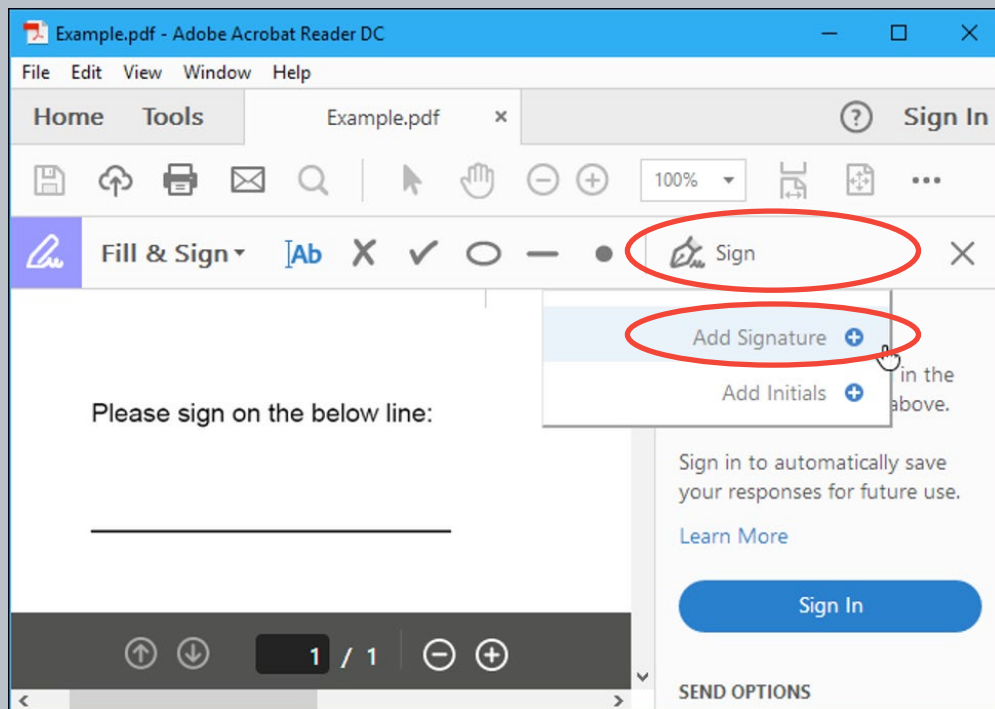


- 2 Select “Fill and sign”.

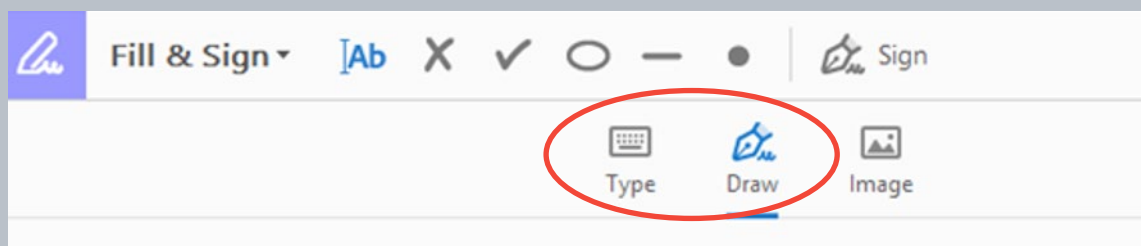


ELECTRONIC SIGNATURE FOR PDF DOCUMENT USING ADOBE READER DC

- 3 Click the “Sign” button on the toolbar and select “Add Signature” to add your signature to Adobe Acrobat Reader DC.

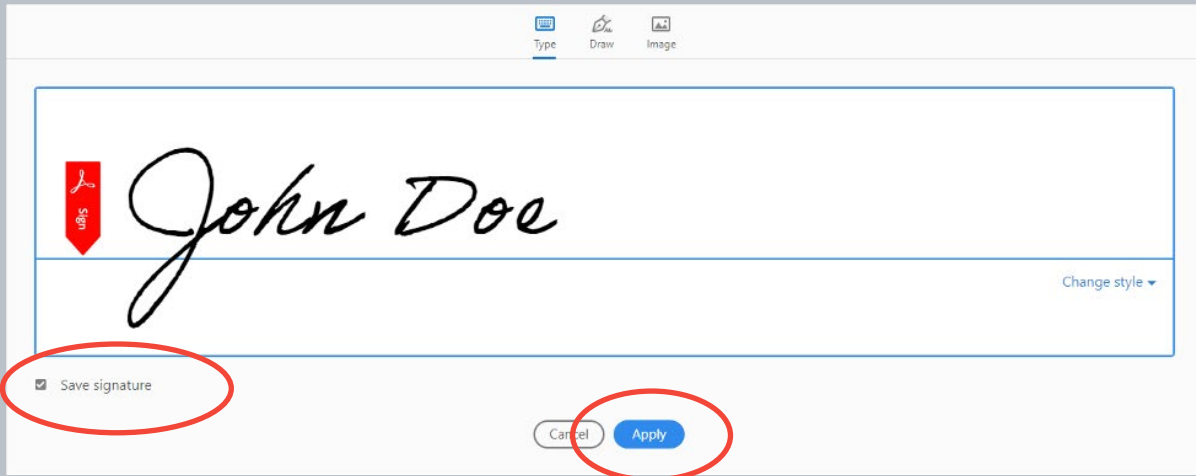


- 4 If you need to add other information to the document, you can use the other buttons on the toolbar to do so. For example, you can type text or add checkmarks to fill in forms using buttons on the Fill & Sign toolbar.
- 5 Choose “Type” to type your name, or “Draw” to create a drawing of your signature, and finally have it converted to a signature.



ELECTRONIC SIGNATURE FOR PDF DOCUMENT USING ADOBE READER DC

- 6 After creating a signature, click “Apply” to apply it to the document. Leave “Save Signature” checked and you can quickly add this signature in the future.



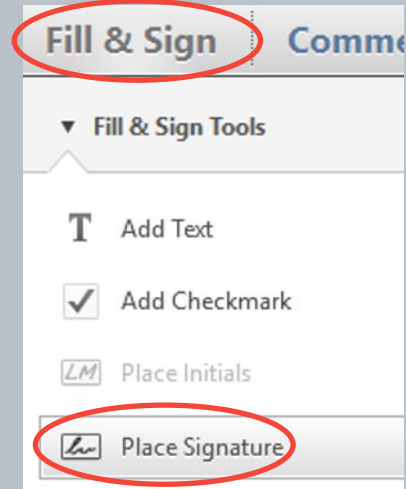
- 7 Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you'll find it easily accessible in the “Sign” menu in the future.



- 8 To save your signed PDF document, click “File > Save” and select a location to save the file.

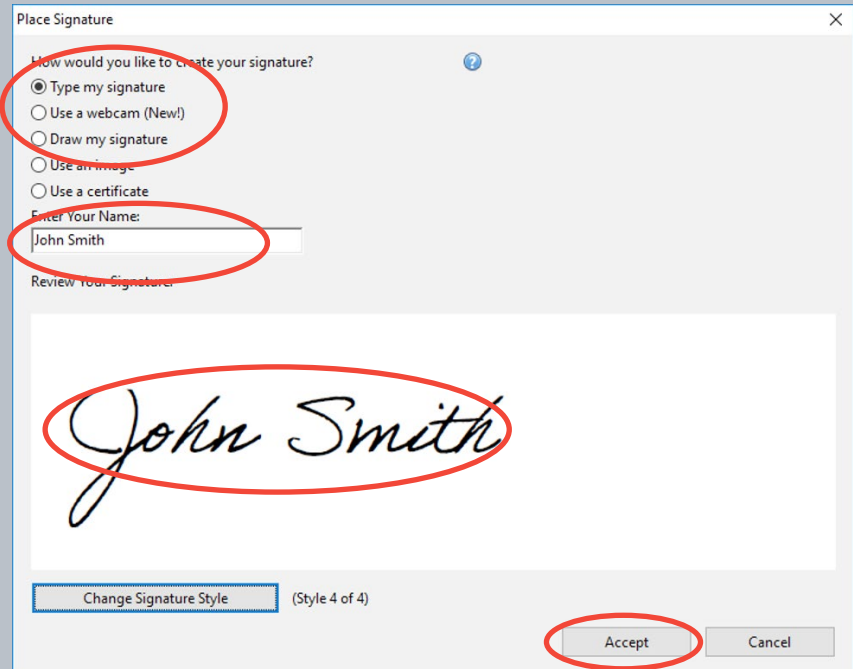
ELECTRONIC SIGNATURE FOR PDF DOCUMENT WITH ADOBE READER XI USING PLACE SIGNATURE OPTION

1 Open the PDF document with **Adobe Reader XI** application. On the right side, under the “Fill & Sign” pane, click “Place Signature”.



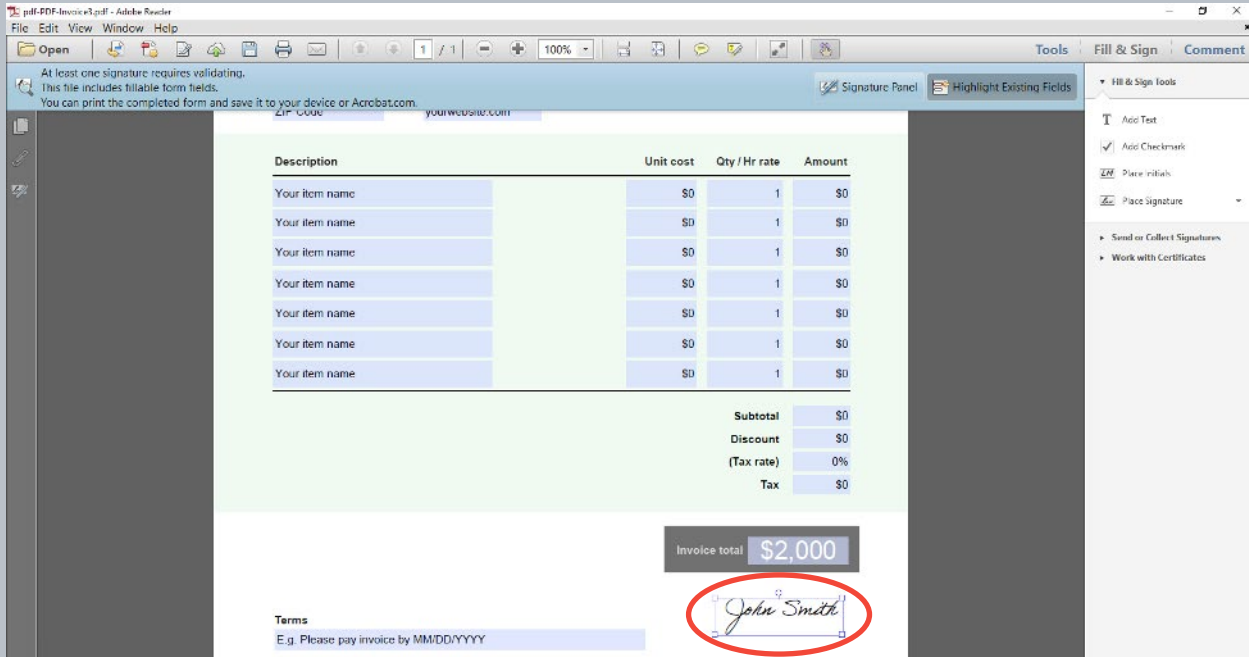
2 In the Place Signature dialog, choose from “Type my signature” or “Draw my signature”. You can also select “Use an image” if you have a saved image of your signature.

3 Enter your name and any other information such as today’s date in the “Name” field. Review your signature and select 1 of the 4 signature styles available. Click “Accept”.



ELECTRONIC SIGNATURE FOR PDF DOCUMENT WITH ADOBE READER XI USING PLACE SIGNATURE OPTION

- 4 Position the signature box at appropriate location on the PDF document.



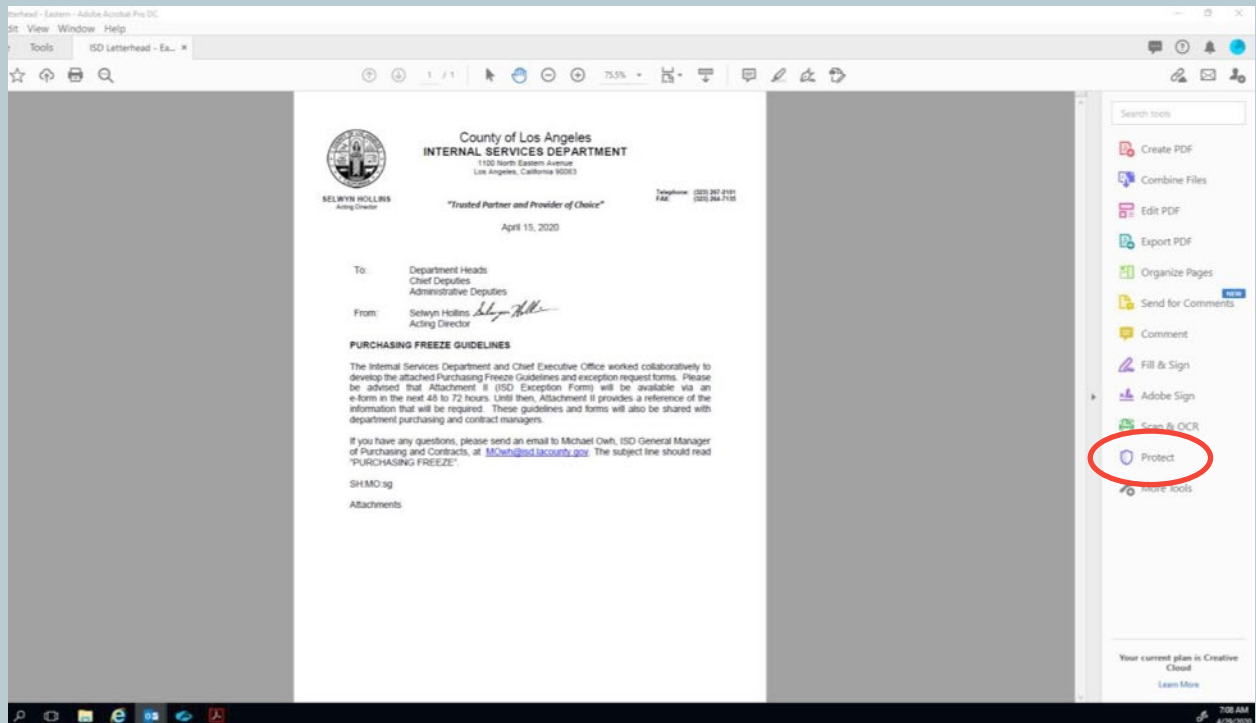
- 5 Save your PDF file.

PASSWORD PROTECTION FOR YOUR ELECTRONIC SIGNED PDF DOCUMENTS

You can limit access to a PDF by setting password for your PDF file. By password protecting your PDF file and restrict editing, you can prevent other users from copying objects, editing text, moving objects, or adding additional fields. To keep your electronic signature safe, you should always protect the document from editing.

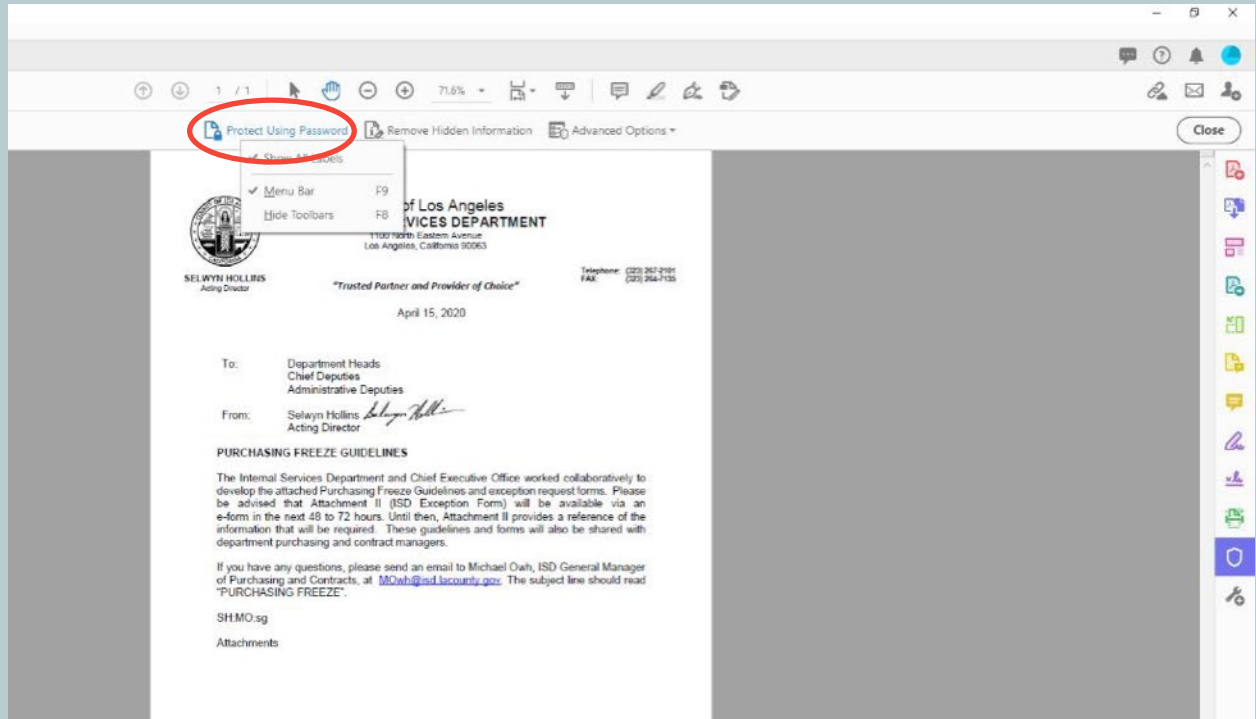
Note: “Protect” option is only available in Adobe Acrobat Pro version. For other versions, there may be a subscription fee to use the service

- 1 Open the PDF document with **Adobe Acrobat Pro/Reader DC or XI** application. On the right side, click “Protect” to open the “Protect” options.



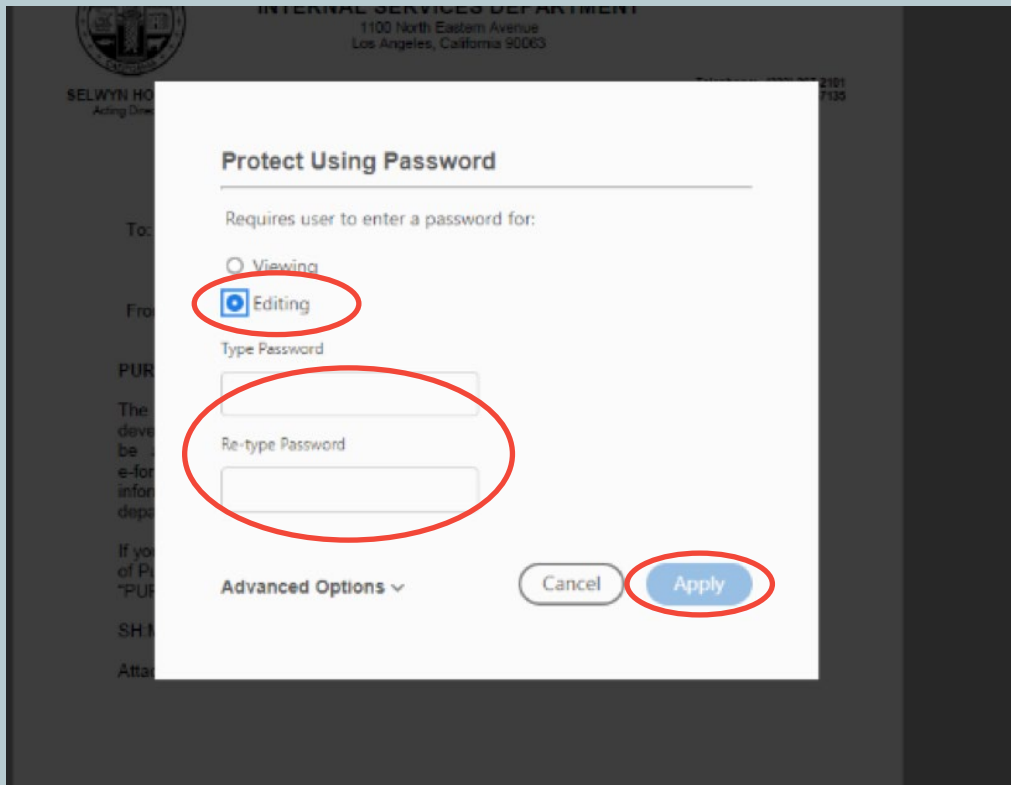
PASSWORD PROTECTION FOR YOUR ELECTRONIC SIGNED PDF DOCUMENTS

2 Click on "Protect Using Password" option.



PASSWORD PROTECTION FOR YOUR ELECTRONIC SIGNED PDF DOCUMENTS

- 3 In the “Protect Using Password” dialog box, click on “Editing”. Leaving it on viewing will require a password to open the document. Create a password that you will remember. Click “Apply” to make sure it is protected.



- 4 Save your PDF file.