

**New Jersey Department of Environmental Protection  
Division of Solid & Hazardous Waste**

**Fillable PDF Digital Signature Instructions**

**\*\* Please Note\*\*** - For the digital signature prompt to function correctly, this form must be completed using Adobe Acrobat Reader. It is a free software available for download at <https://get.adobe.com/reader/>.

For step-by-step instructions on installing Adobe Reader please visit the following link:

<https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html> (Windows)

<https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html> (Mac)

**Downloading and Opening the PDF -**

To open the PDF in Adobe Reader the file will need to be downloaded to your computer. Listed below are the instructions for the most common web browsers. Once the PDF is open in your web browser complete the following steps:

Google Chrome – Right-click on the PDF then select “Save as...”

Mozilla Firefox – Right-click on the PDF then select “Save Page As...”

Microsoft Edge – Right-click on the PDF then select “Save as”

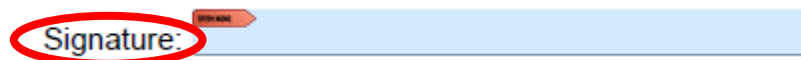
Internet Explorer – Click on the “Tools” menu item in the top right. Select “File” and then “Save as...”

Safari – **Safari does not support all PDF features. Please use a different web browser to download the file.**

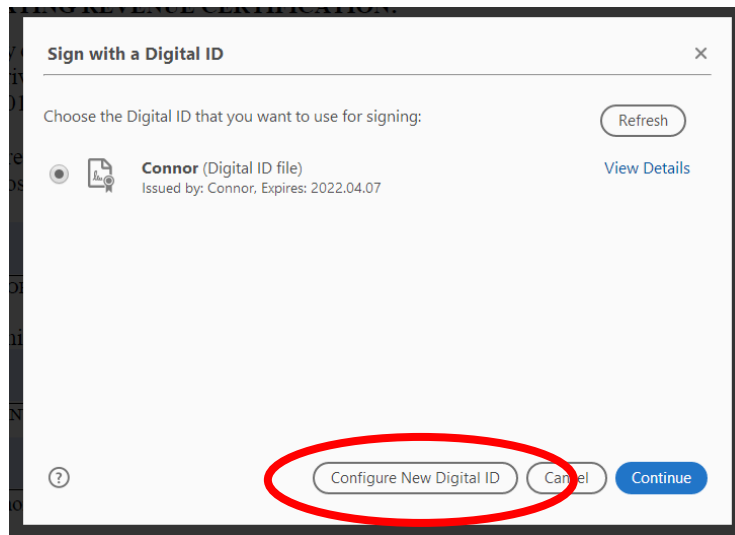
Once the PDF is downloaded to your computer open Adobe Reader. Select the menu button “File” in the top left of the screen and then click “Open”. Select your PDF file and it will now be open in Adobe Reader.

**Digital Signature Instructions -**

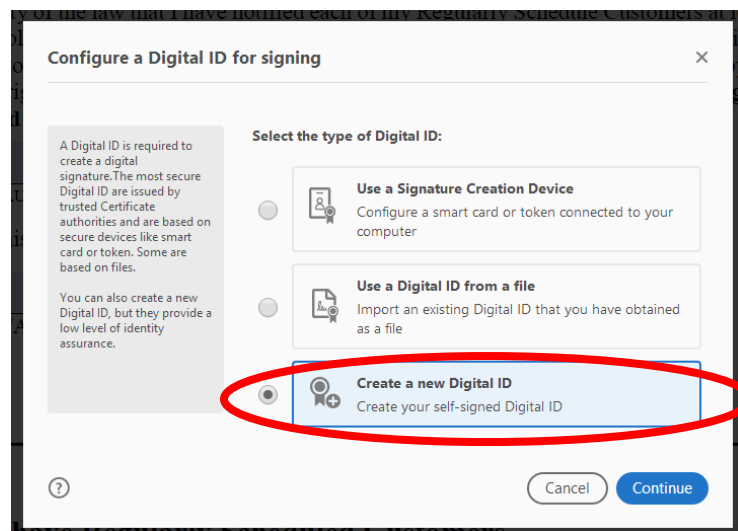
Fillable PDFs allow the document to be signed digitally. A signature field will be denoted by having a red mark in the top left corner of the field (see below). If the red mark is not visible, then the document is not open in Adobe Reader. Please refer to the previous section for instructions on installing Adobe Reader.



Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the “Configure New Digital ID” button.



If you do not already have a Digital ID file on your computer then select the third option, “Create a new Digital ID” and click continue.



Select the “Save to File” option and click continue. Then enter your information and create a password.

**Select the destination of the new Digital ID**

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

☒ **Save to File**  
Save the Digital ID to a file in your computer

☐ **Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?](#) [Back](#) [Continue](#)

**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: John Smith

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: john@smith.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

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**Save the self-signed Digital ID to a file**

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location : C:\Users\doftus\AppData\Roaming\Adobe\Acrobat\DC [Browse](#)

**Apply a password to protect the Digital ID:**

**Confirm the password:**

[?](#) [Back](#) [Save](#)

The digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the sign button in the bottom right of the window. The field will now be digitally signed.



(OFFICIAL COMP  
John Smith Digitally signed by John Smith  
Date: 2017.04.10 07:58:01 -04'00'  
Signature of Owner/Authorized Member