How to insert a digital signature into a fillable form

1. Open file using Adobe Acrobat
2. Click on signature field
3. Pick option of "A new digital ID I want to create now" and click Next
4. Pick option "Windows Certificate Store"
5. Fill in necessary boxes then click "okay"
6. In the "Appearance" drop box, click "Create new appearance"
7. In the new box, under configure graphic click "imported graphic" and choose the file. You can browse your files on your computer for the proper image
8. Your image may not appear at first glance in the correct folder. If the image is a JEP, you need to indicate the file type in the drop down menu "files of type" and then it should appear. If it is any other type of document you will find that corresponding file type in the drop down menu.
9. Click "okay"
10. The signature should now appear in the "preview" section.
11. Under configure text, click off all the boxes (remove checkmarks). This will remove all of the text in the preview box that originally accompanied the digital signature. Now all that should be left is just the signature.
12. Press "OK"
13. Click sign
14. It may ask you to resave the document. This is because once the digital signature is inserted the document cannot be altered. Please make sure to complete the entire form before inserting the digital signature.
15. Once you resave the file the signature should appear in signature field box.