Signing and Sealing With Adobe DC Reader

If you have Adobe DC Reader on your machine you may be experiencing some new dialogs. It seems Adobe DC Reader has been changing some features/dialogs that effect the signing and sealing of our contract plans. In older versions of Adobe Reader we were able to exit after signing each plan sheet, however in Adobe DC it's best not to exit the application. This version of Adobe creates tabs for each PDF opened and that's the feature that will make it easier to sign and seal contract plans. In this new version your digital ID also has a timeout feature that determines how long it will be active until your password has to be used again. If you exit the application that timeout resets and you have to identify your digital id again. So here are the steps for signing and for setting up your timeout feature.

1. Select the Engineering Signature field.

2. After selecting the digital ID field you will get the dialog below. Select the **Configure Digital ID** button.
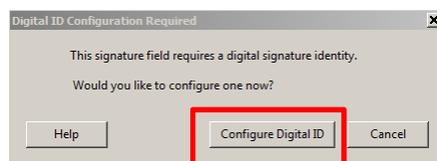
3. Now if you have a digital ID that's still valid select **Cancel**. (*If you haven't defined your digital ID or it's invalid you will have to select one of the bottom two options*.)
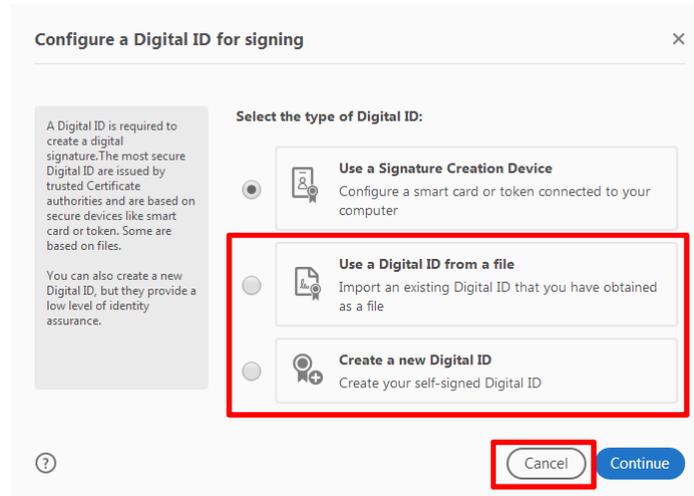
4. Your Digital ID file should be defined as the one being used for signing. Select **Continue**.
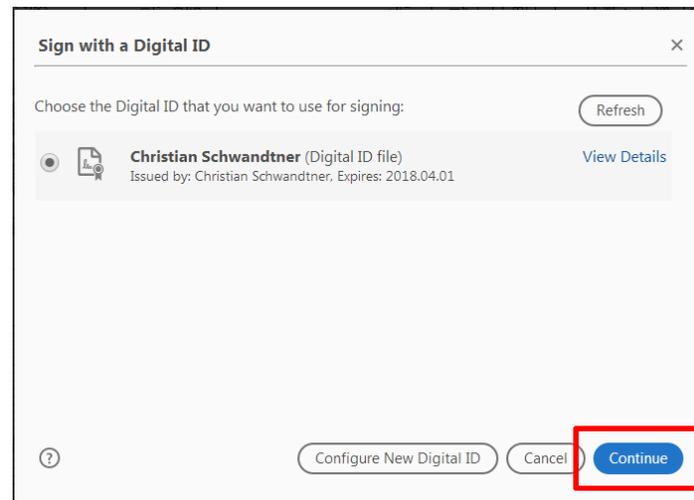
5. Make sure your Appearance is set correctly and then key in your password. Select **Sign**.
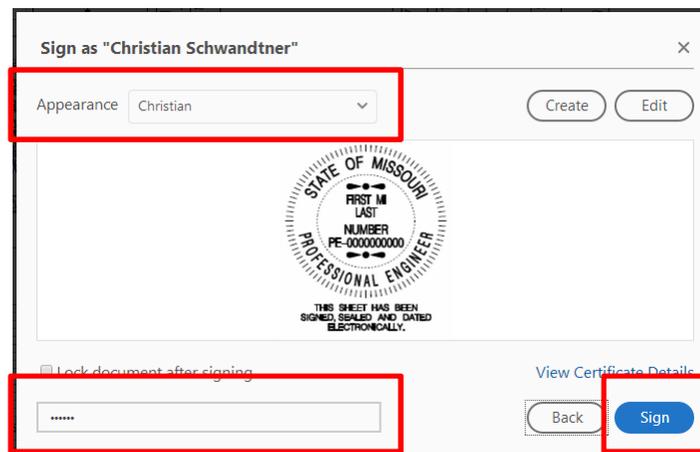
6. Save the PDF file. Select **Save**.
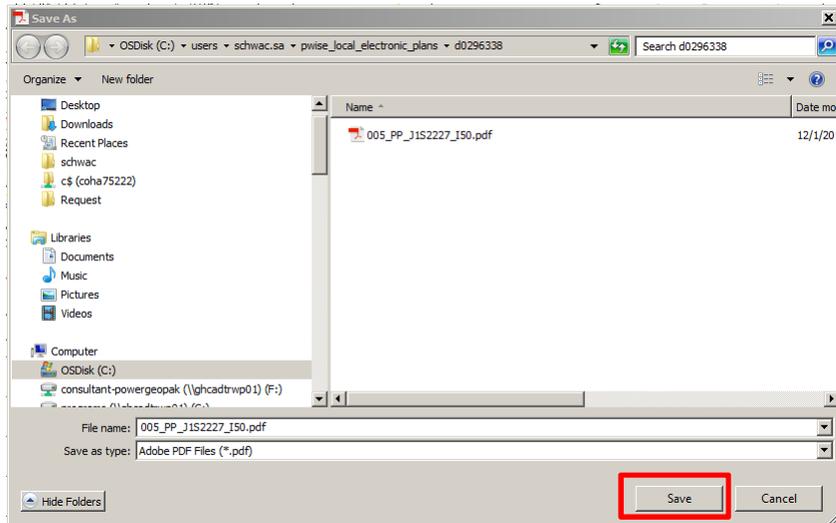
7. Confirm the Save As. Select **Yes**.
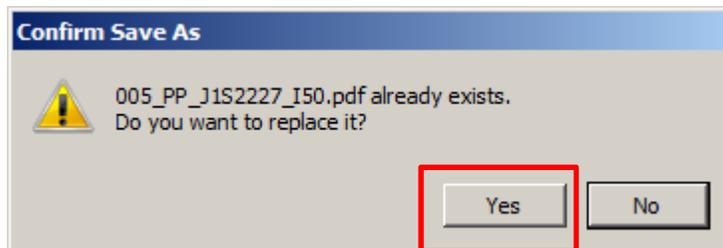
8. If you have additional contract plans to seal do not exit the Adobe application. Instead exit the PDF file by closing the tab.   If you opened the PDF file, which started Adobe DC reader, that file won't be checked in until the application is completely closed. *(You can manually check the file in if this is a concern.)* If you check any other PDF files in that same session to sign that process won't be needed and the file will be checked in after closing the tab.

New Feature – Password Timeout

In the Adobe DC version there's a new feature that allows you to key in your password once and then use your seal multiple times without have to key in your password again within that same session. Here are the steps to set that feature up.

1. Open Preferences… from the Edit pull down menu.
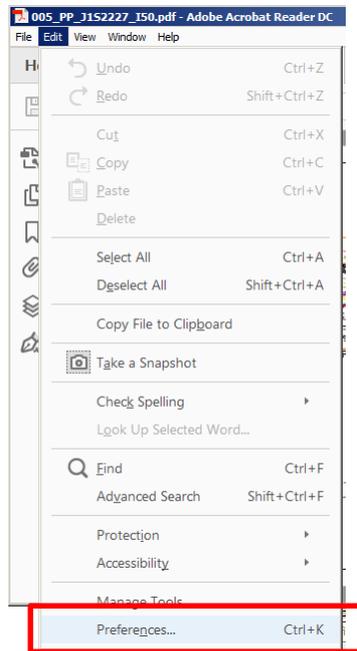
2. Select **Signatures** under the Categories fields on the left. Then select **More…** within the Identities & Trusted Certificates box.
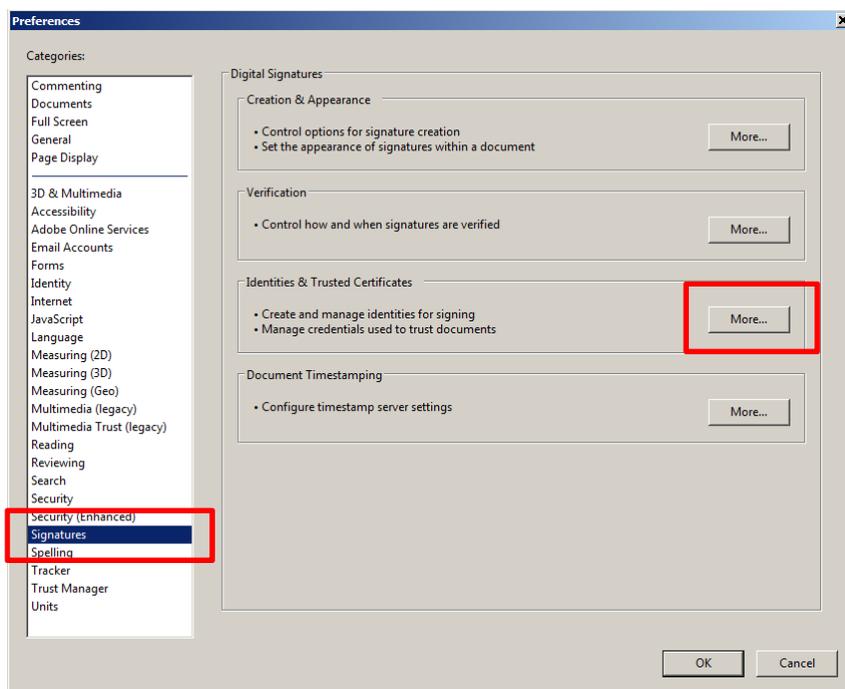
3. Select the **Digital ID Files** on the left side of the dialog. Now select the **Password Timeout** option on the top of the dialog.
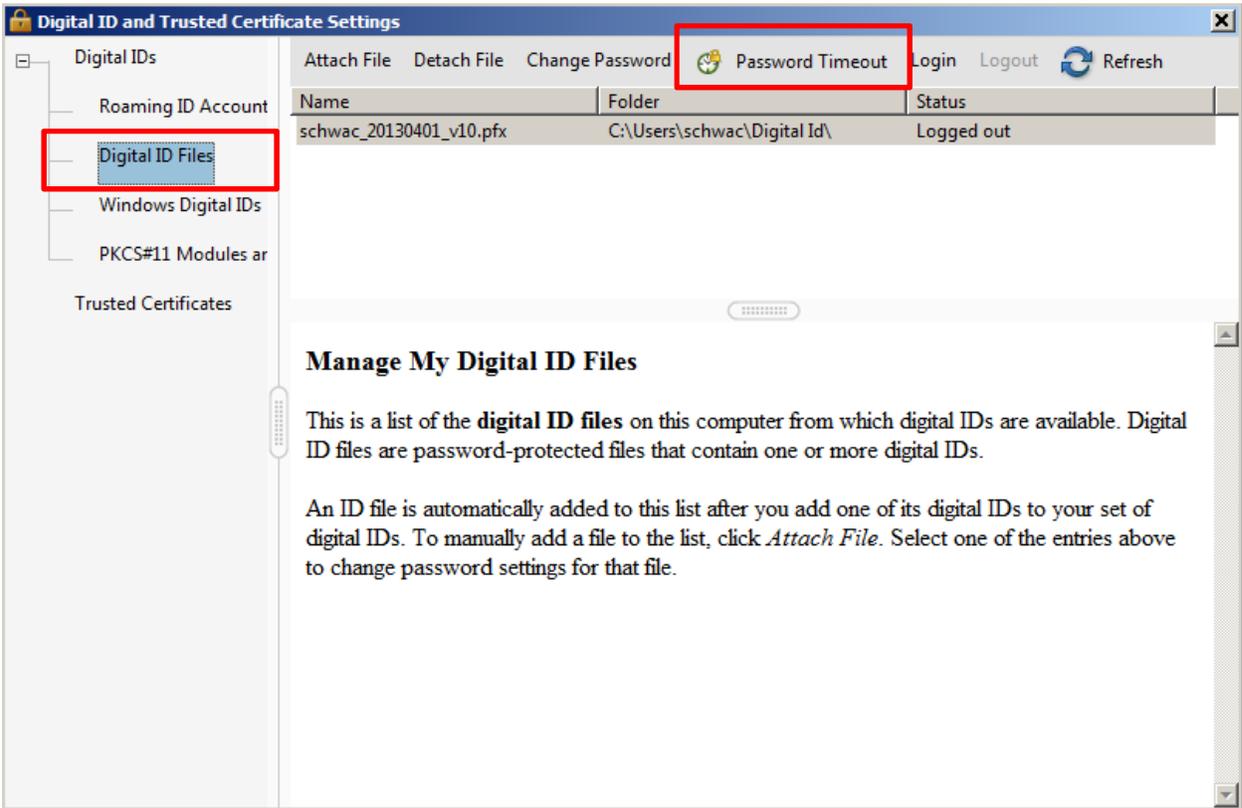
4.   You will be asked for your password for the digital ID you are trying to modify. Select OK after your password has been entered.

5. You can specify how often you want to be prompted for a password. I have selected **After: 1 hour since I last entered my password**. Key in the password to your digital ID and select **OK**.

> **Always** -Prompts you each time you use the digital ID.
> **After** - Lets you specify an interval.
> **Once Per Session** - Prompts you once each time you open Acrobat.
> **Never** – You are never prompted for a password.
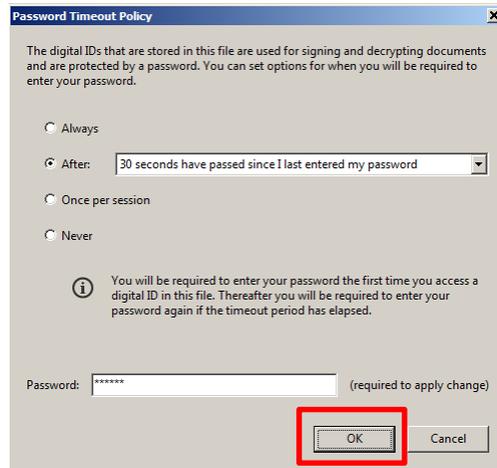
6. Select the **OK** to save the new Password Timeout setting.
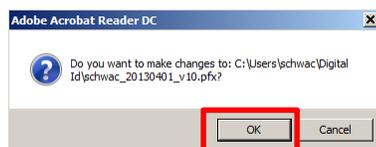
7. If you sign another PDF file in that same session and you won't be prompted for a password for the next hour. Remember you are able to open multiple PDF files within that same session.