

# Digital Signatures (Outside Judiciary)

The following procedures have been prepared to obtain electronic or digital signatures by individuals outside of the Judiciary.

## 1. Open PDF Document

IF\_401 Remote Access Request.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools IF\_401 Remote Acc... x

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IF 401 (Rev. 05/16)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
AO MOBILE ACCESS USER REQUEST

Name: (Last, First, Middle Initial)

AO EMPLOYEE: ☐

CONTRACTOR: ☐ Org/Company

Office: Direct Number:

Room Number: Office Main Phone Number:

AO E-mail:

Standard Mobile Access

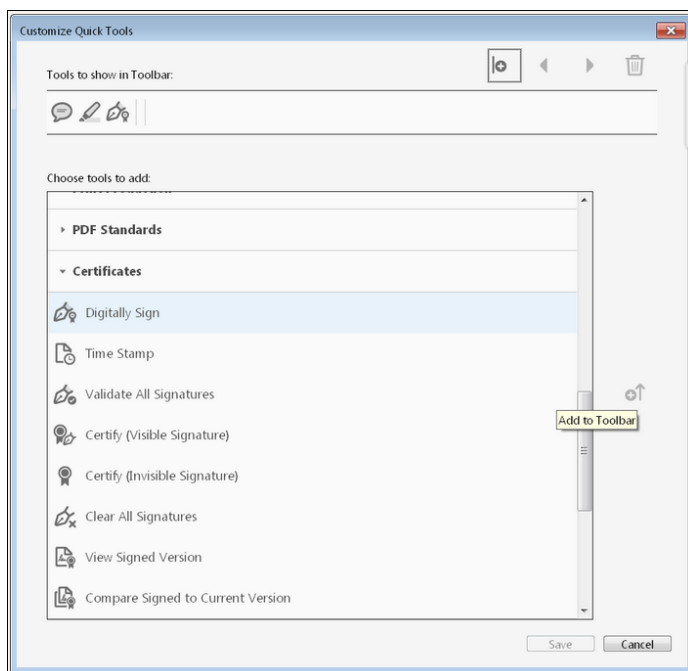
Mobile Access Requirements:

☐ Remote Access  
(for jport, xpn, citrix)

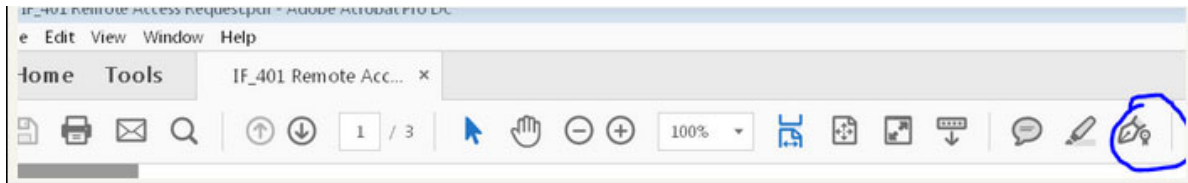
Justification:

## 2. Right click tool bar and left click on "**Customize Quick Tools**". Look for "Certificates" then expand.

## 3. Highlight "Digitally sign" and click the "+" sign on the right side to add to the toolbar.



- Now the icon will show up on the tool bar.



## To Apply Digital Signature:

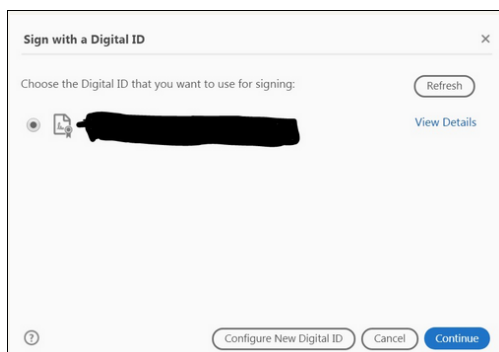
- Click the tool on the tool bar. Once the Adobe Acrobat message pops up, click OK.



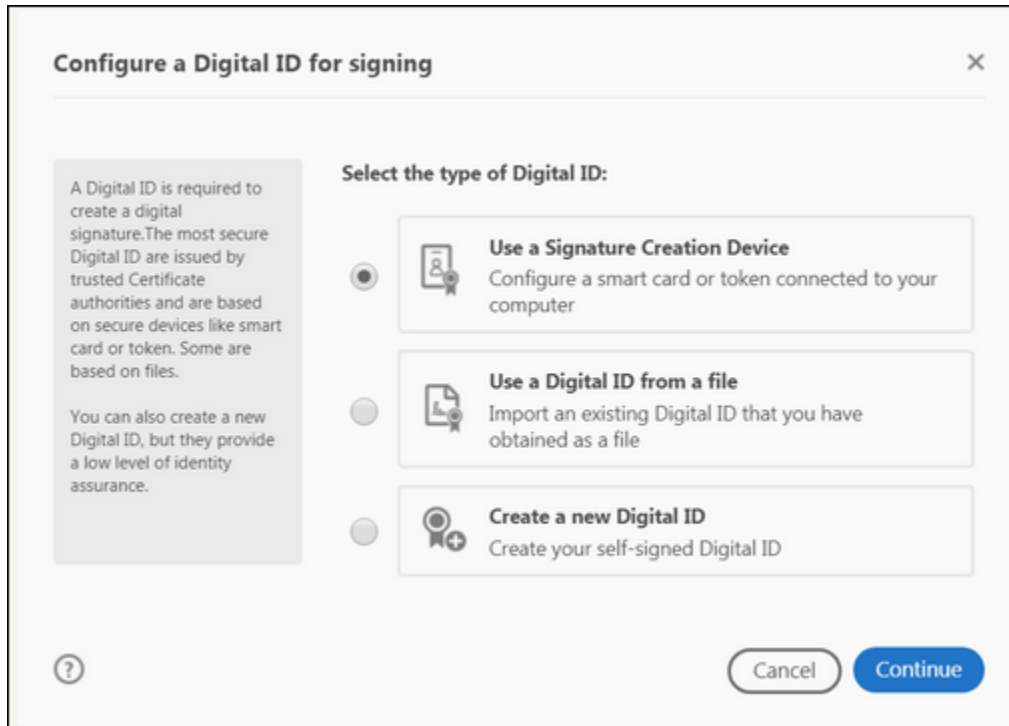
- Highlight the area on the PDF you wish to sign and another message opens. Click "Sign" button.



- In the "sign with a digital ID", select your current signature and click continue.



4. Select **"Configure New Digital ID"** if there is no digital signature setup.



5. If there is a Digital ID on file, select **"Use a Digital ID from a file"** and navigate to file. You will be prompted to set up a password. Save password to access file.
6. If there is no signature on file, select **"Create a new Digital ID"**, select save to File (for future use), then enter information for signature use, enter password to access digital signature, then click save.

**\*Please Note: You cannot access your digital signature if you forget the password.**