

Award Acceptance Digital Certification Tutorial v.0.2

- **Step 1.** Download the award acceptance letter to your hard drive.
- **Step 2.** Open the Award Acceptance letter with Adobe Acrobat.
- **Step 3.** Go to the toolbar at the top of the page and select the "**Tools**" option.

							-			~			
File Vie	w Wo ow Help	Acrobat Pro DC											
но е То	ols Instructions for Pop	2020-04-17 Draft ×											
	⊒ ©		s 🕆 😃		\ominus	1/10	Ø	11 C	.	6 4	Ę		á 🕄
		U.S. Department of Office of Justice Pro Example	Justice ograms					Grai	ıt				PAGE 1 OF 12
	1. RECIPIENT NAMI	AND ADDRESS (Inclus	ding Zip Code)		4	AWARD	NUMBE	R: 202	0-XX-B	XX-000	00		
•	1. REUTEEN NAME AND ADDRESS (including Zip Code) Digital Signature Example					PROJECT BUDGET	PERIOI PERIOI	D: FROM D: FROM		01/01// 01/01//	2020 2020	то то	12/31/2020 12/31/2020
					6	AWARD I	DATE	01/01/2	020			7. ACI	TION
	2a. GRANTEE IRS/V 000000000	ENDOR NO.			8. 5	SUPPLEM 00	IENT NU	JMBER					Initial
	2b. GRANTEE DUNS 000000000	NO.			9.1	PREVIOU	S AWAI	RD AMO	UNT				\$ 0
	3. PROJECT TITLE Digital Signature E	xample			10.	AMOUN	T OF TH	HIS AWA	RD				\$0.00
		-			11.	. TOTAL A	AWARD						\$0.00

Step 4. Select the "**Certificates**" option.



Step 5.From the toolbar on the top of the page, click the "Certify (Visible
Signature)" icon.



Step 6. Click **"Drag New Signature Rectangle"** in the dialog box that appears.

🗈 🏠 🖨	⊠ Q	÷ • •	• •		6 F	2 & 3
Certificates		🖧 Digitally Sign [Time Stamp	🗞 Validate All Signatures 🛛 🕵 Certify (Visible Sign	nature) 🥊 Cert	tify (Invisible Signature)
		U.S. Department of Justice Office of Justice Programs Example	Adobe Acrobs	Grant t	× e Bectangle'	PAGE 1 OF 12
-	1. RECIPIENT NAMI Digital Signature E	E AND ADDRESS (Including Zip Code) ixample	Do not sh	n, nd ben drag out the area neare you would see the certify to concey on find heapings out the derived area, you will be one this certification process. Ung New Signature Rectangle BUDGET PERIOD: FROM 6. AWARD DATE 01/01/2020	Cancel 01/01/2020	TO 12/31/2020 TO 12/31/2020 7. ACTION

Step 7. Click on the "**OK**" button in the "Save as Certified Document" pop-up box that appears.

Certificates		ට ලි ඔ ට ර¢DgitalySgn වී	⊙ 1 1 D </th <th>Certify (Invi</th> <th>2 🖉 🖏</th>	Certify (Invi	2 🖉 🖏
		U.S. Department of Justice Office of Justice Programs	Sive as Certified Document	×	PAGE 1 OF 12
Contra de la contr	Example	You are about to create a certified document. By certifying a document, y vouch for its contents and enable registrates to verify that the document do from the second s	ou ame nd ibute from		
1. RECIPIENT NAM Digital Signature		IE AND ADDRESS (Including Zip Code) Example	der ef Addet spatierts. Inte viel allev any recipient with Addet Across Addet Access Radet to automicically verify the certification. Get Digstal Di from Addet Pantee Don't show again Help OK C pal	• TC) 12/31/2020) 12/31/2020
			6. AWARD DATE 01/01/2020	7. A	CTION

Step 8.The cursor will now appear as a "Cross-Hair." Move the it to the
scroll bar and scroll down until "Block 19" of the Acceptance Form – "19.
SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL" fully appears.

🖺 🕁 🖶	≅ € () 1/1 p p B B 🖻 🖻	₽ ∠ & Ð	1 Share
Certificates	Control Son De Tone Starre	ු ප්රේක්ෂණ AS Spratures . තිබුං Certity (Master Sprature) . තී C	ertiy (misible Sgruture)	Core
-	I. RECIPIENT NAME AND ADDRESS (Including Zip Code) Digital Signature Example	The cursor will appear as a bar and scroll down until " SIGNATURE OF AUTHORIZE s. PROJECT PERIOD: FROM + ONION BUDGET PERIOD: FROM + ONION	"Cross-hair". Mov Block 19" of the Ac ED RECIPIENT OFFIC	e the cursor to the scroll ceptance Form – "19. CIAL" fully appears.
-	2a. GRANTEE IRS/VENDOR NO. 000000000	6. AWARD DATE 01/01/2020 8. SUPPLEMENT NUMBER 00	7. ACTION Initial	ск 18
	26. GRANTEE DUNS NO. 000000000	9. PREVIOUS AWARD AMOUNT	\$ 0	
	3. PROJECT TITLE Digital Signature Example	10. AMOUNT OF THIS AWARD	\$0.00	
-		11. TOTAL AWARD	\$0.00	

Step 9. Move the "Cross-Hair" just below the "19" of the "19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL" box.

Press and hold the left mouse button down and drag the "Cross-Hair" to the bottom right corner of the box and then release the mouse button (Note: a BLUE BOX will appear and grow as the "Cross-Hair" is moved).

🖉 Digitally Sign 🖪 Time Stamp 🖉	🏷 Validate All Signatures 🛛 🕵 Certify (Visible Signature) 🛛 🦉 Certify (Invisible Signature)	Close
		^ B
AGENCY APPROVAL	GRANTEE ACCEPTANCE	
ME AND TITLE OF APPROVING OFFICIAL	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL	R
		20
		C.
		P
E OF APPROVING OFFICIAL	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 19A. DATE	- Cu
		e
		0
AGENCY	USE ONLY	В
ING CLASSIFICATION CODES	21. TMUUGT1530	69
D BUD. DIV. DE ACT. OFC. REG. SUB. POMS AMOUNT		ю
DC 00 00 00 000000		

Step 10. When you release the mouse button, the BLUE BOX will disappear and an Adobe Acrobat pop-up box will appear. Click on the "Continue" button.



Step 11. <u>If you already have a Digital Signature</u>, it will appear in the "Sign with Digital ID" pop-up box. **Select it**, and click on the "**Continue**" button and skip to **Step 16** to proceed.

If you do not already have Digital Signature, click on the "Configure New Digital ID" button in the "Sign with Digital ID" pop-up box and proceed to the Step 11.



Step 12. Select "**Create a new Digital ID**" on the "Configure a Digital ID for signing" screen and then click the "**Continue**" button.



Step 13. Select "Save to File" on the "Select the destination of the new Digital ID" screen and then click the "Continue" button.



Step 14. Complete the form on the "Create a self-signed Digital ID" screen. Note: Only the Name and Email Address fields are required and then click the "Continue" button.

8 6 6									R.D.G.O	Q 2 4 0		
									GRANTEE ACC	PEPTANCE		
	16. TYPE		AND TH			NG OFFI	Create a self-signed D	igital ID		TEE	OFFICIAL	
	17. SIGNA						Create a self-signed D Enter the identity information to be used for creating the self-signed Digital (D) that we self. Digital (D) that we self. Signed by individual do not provide the assume that the identity information is wail of the treatment the some use cares.	Igital ID Name Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	John Doe Headquarters Acme Corp. John doe@acme.com US - UNITED STATES 2049-bit RSA Digital Signatures	×	Organizational Unit and Name are Optional	
	20. ACCO FISCAL YEAR X X OJP FORM	UNTING FUND CODE B B	G CLASSII BUD. ACT. DC VC REV. 5-87	OFC. 00 00) PREVIO	N CODE DIV REG. 00 00	SUB. 00 00	0000000 00 000000		Bac	Continue		<u>6</u> , 16

Step 15. In the "Save the self-signed Digital ID to a file" pop-up box, select the location on your PC or system where you want to save the file, create a password (your password must comply with the instructions listed in the pop-up box), verify your password, and then click the "**Continue**" button.



Step 16. In the "Sign with Digital ID" pop-up box, select the your Digital ID and then click the "**Continue**" button.

Home: Ioor											
									8 9 2 4	2 🖯	
Certificates											
											-
			AC		L.			GRANTE	E ACCEPTANCE		
						Sign with a Di	igital ID		×	FEE OFFICIAL	
						Choose the Digit	tal.ID-1	angining.	Pefresh		
						Iol 🖸 o	hn Doe (Digital ID file)		View Details	<u> </u>	
						-¥ Issu	ued by: John Doe, Expires: 2025.04	.17			
										L 19A. DATE	
6 -											
	20. ACCC										
						0	Confi	ure New Digital ID	Can Continue		
						0	Com		Continue	<u> /</u>	
						000000	0				
			EV, 5-87								
<u>ا م</u>	: 🗔 🤇	ê 🔯	0 9	113							∧ (1)) 1:56 PM

Step 17. In the "Sign as Your Name" pop-up box enter your digital signature Password and then click the "**Sign"** button.



Step 18. On the "Save as PDF" screen, name your file and then click the "**Save**" button. The process is now complete.

Save As PDF				
- 🤿 * 🕆 🚺 > This PC > Docu	iments > Digital Signature Example			✓ ♂ Search Digital Signature Exam
Organize • New folder				11 ·
A Quick access	Name	Date modified Type	Size	
	2019-02-20 Citrix Marketing	2/20/2020 4:41 PM Adobe Acrob	1 D 386 KB	
This PC				
SU Objects				
Deriton				
Documents				
2020-01-24 JGITS Budget Upd				
ArcGIS				
CSV				
Custom Office Templates				
Digital Signature Example				
Downloads				
File name 2019-04-17 Digitally	Signed Acceptance Letter Example			
Save Adobe PDF Files (*.p	df)			
lide Folders				Save Cance
¢ 🖬 🖪 🤅	🙉 📀 🤗 🐮 🔳	🔼 👔		4/17/2020

Example of the Digitally Signed Document

2019-04-17 Digitally Signed Acceptance Letter Example.pdf - Adobe Acrobat Pro DC			-
File Edit View Window Help			
Home Tools 2019-04-17 Digital A			
	♠ ⊕ ≃ ⊕ ⊝		
Certificates 🖉	jitally Sign 🛛 🔁 Time Stamp 💋	🕉 Validate All Signatures 🛛 👷 Certify (Visible Signature) 🖉 Certify (Invisible Signature)	(
Certified by John Doe <john.doe@acme.com>, Headquarters, certificate issued by John</john.doe@acme.com>	Doe.		Signature Pan
ХХХ			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OF	FICIAL	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE O	DFFICIAL
17. SIGNATURE OF APPROVING OFFICIAL		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	D. DATE
		Digitally signed by John Doe	
		John Doe Date: 2020.04.17 14:01:09	
		-04'00'	
	1 OPNOV		
	AGENCY	USE	
20. ACCOUNTING CLASSIFICATION CODES		21. TMUUGT1530	
FISCAL FUND BUD. DIV.	POMS AMOUNT		
TEAR CODE ACT. OFC. REG. SUE	. FOMS AMOUNT		