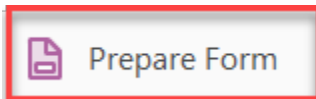


Creating PDF with fields that are updateable Post Digital Signature

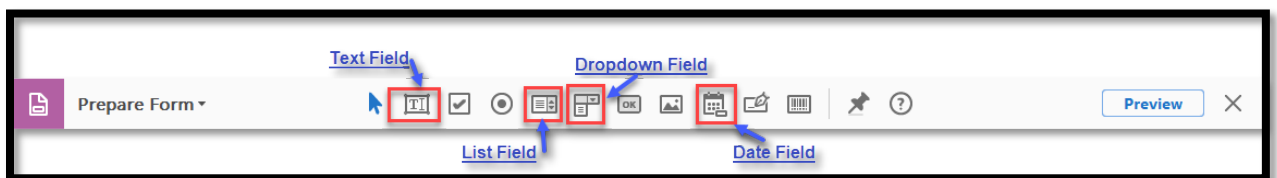
There are occasions that require fields to be editable after a person digitally signs a PDF. For example, if you have a document that requires comments and signatures from multiple people, those comment fields need to be editable for each person that will digitally sign. This guide will walk you through this process.

This *only* applies when you have a document that additional signees need to update or add information to the PDF. If you have a PDF that needs multiple signatures, with no comments or other fields that need updated, you do not need to go through this process.

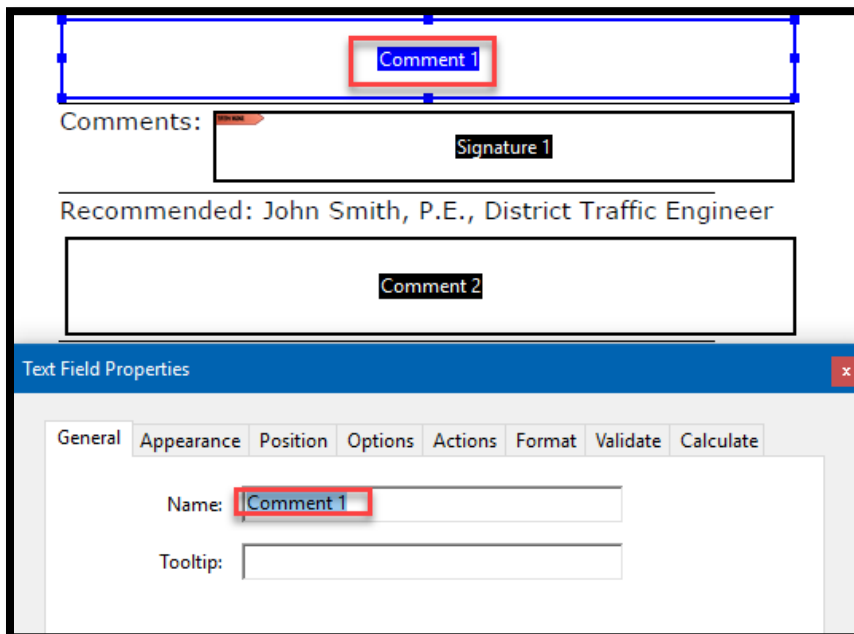
1. Open the PDF in Adobe Acrobat DC
2. Click on the Prepare Form in the navigation on the right side of the Adobe window



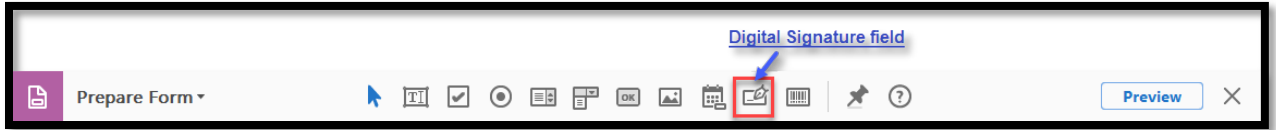
3. Add fields on form for Comments, Dates or other types of fields. You can use the buttons on the Prepare form toolbar.



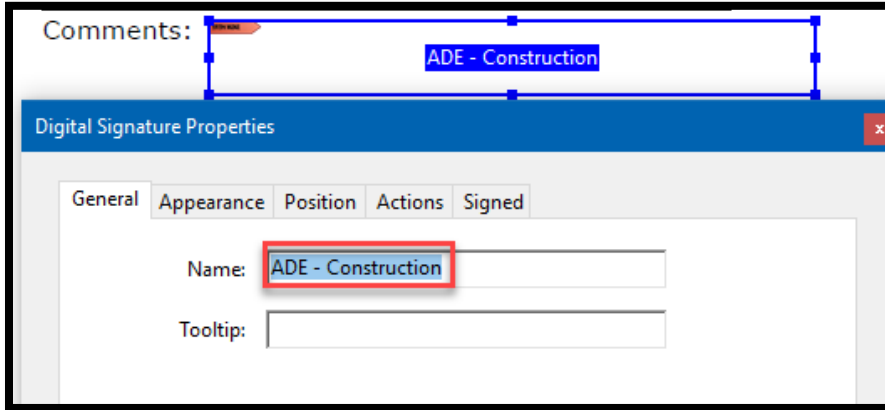
4. Simply click on the field type you want to add and then click on the area you want the field added to. You can move fields once they are on the PDF.
5. Name each field with a uniquely by right clicking on choosing Properties. This will make it much easier to identify the fields that should remain editable after a digital signature.



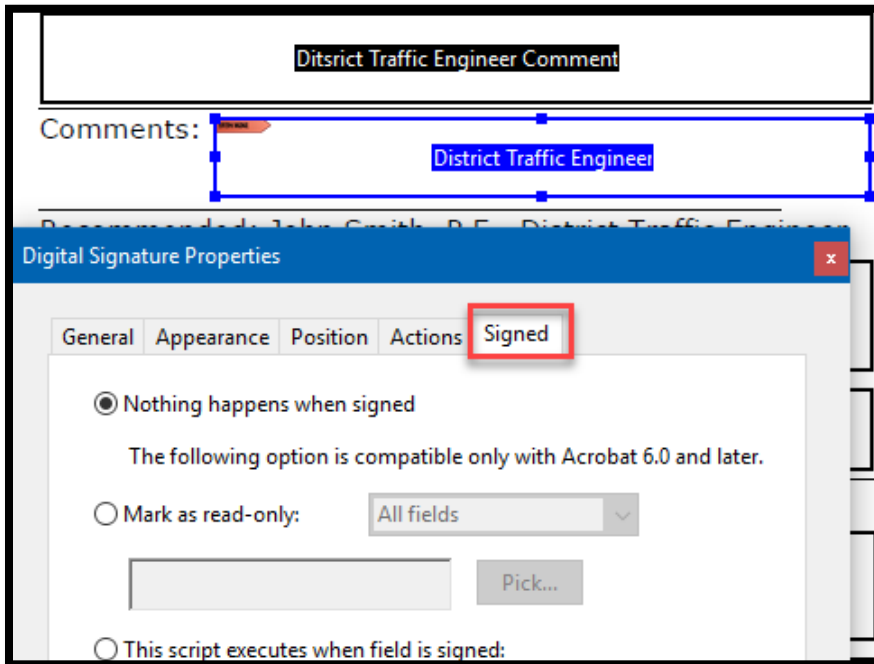
6. Now add the Digital Signature fields on to the document.
7. Click on the Digital Signature field in the Prepare form toolbar.



8. Rename Signature fields uniquely by right clicking on choosing Properties.



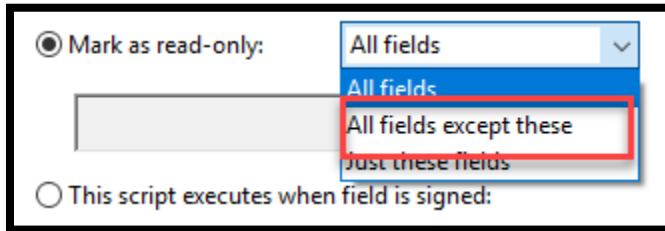
9. Once you have added all the necessary fields on the PDF, right click on the 1st Signature Field and choose Properties and click on the Signed Tab.



10. Now click the radial button next to Mark as read-only:

Mark as read-only:

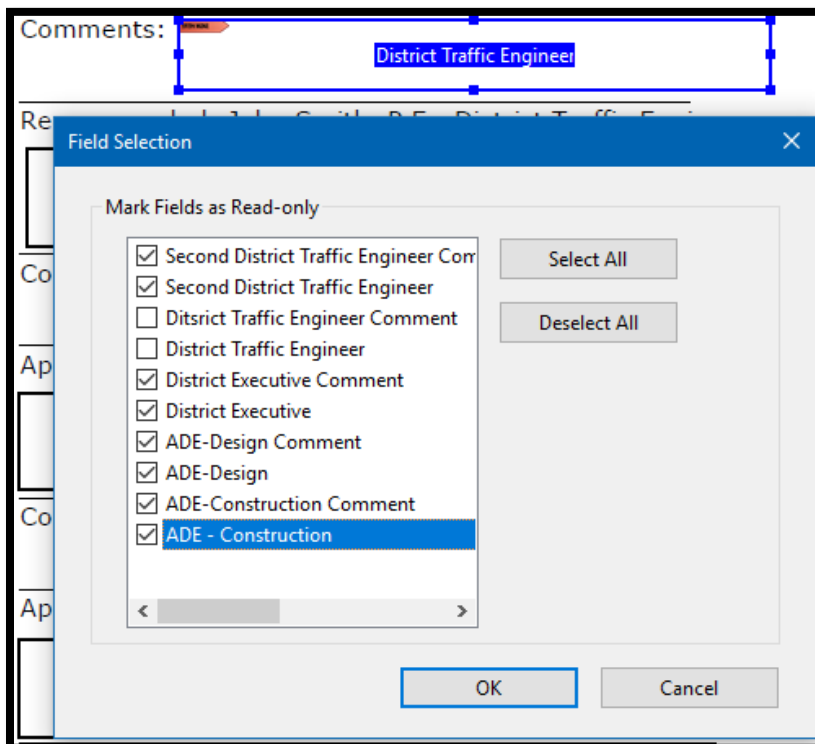
11. The dropdown will become active once you click on the radial button.
12. Then click the dropdown and choose All fields except these



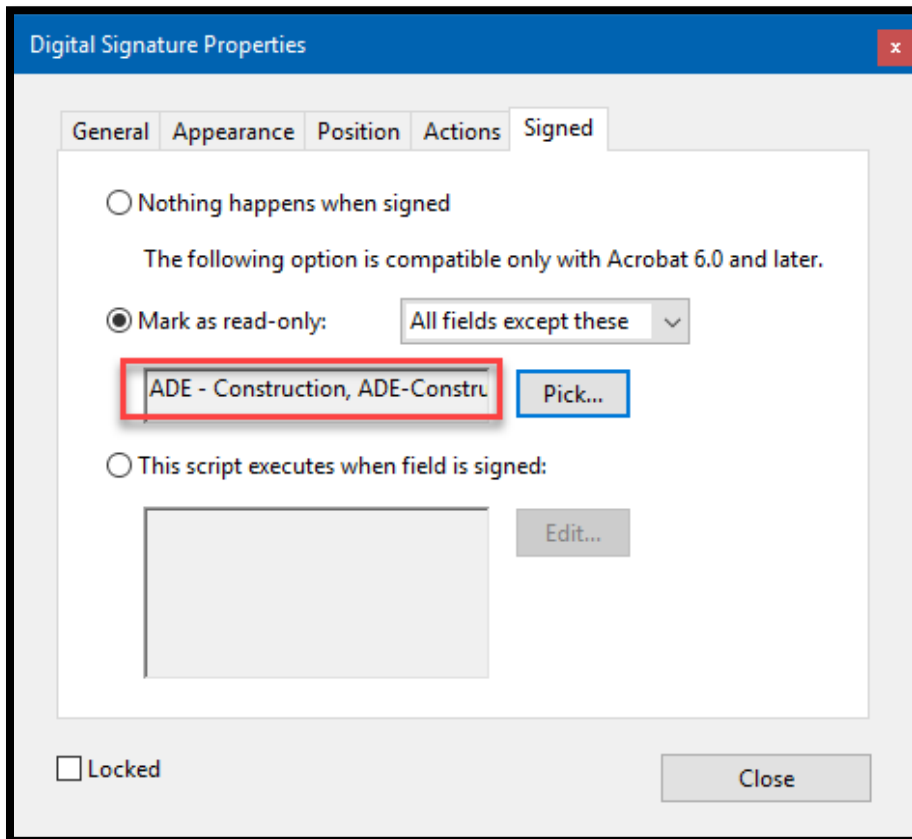
13. Click on the Pick... Button to choose the fields that are to remain editable after the first digital signature is applied to the document.

Pick...

14. Check each field in the list except for the comment/date or other field and the associated first digital signature field. You will want these fields to become read only after the first signer signs the document.

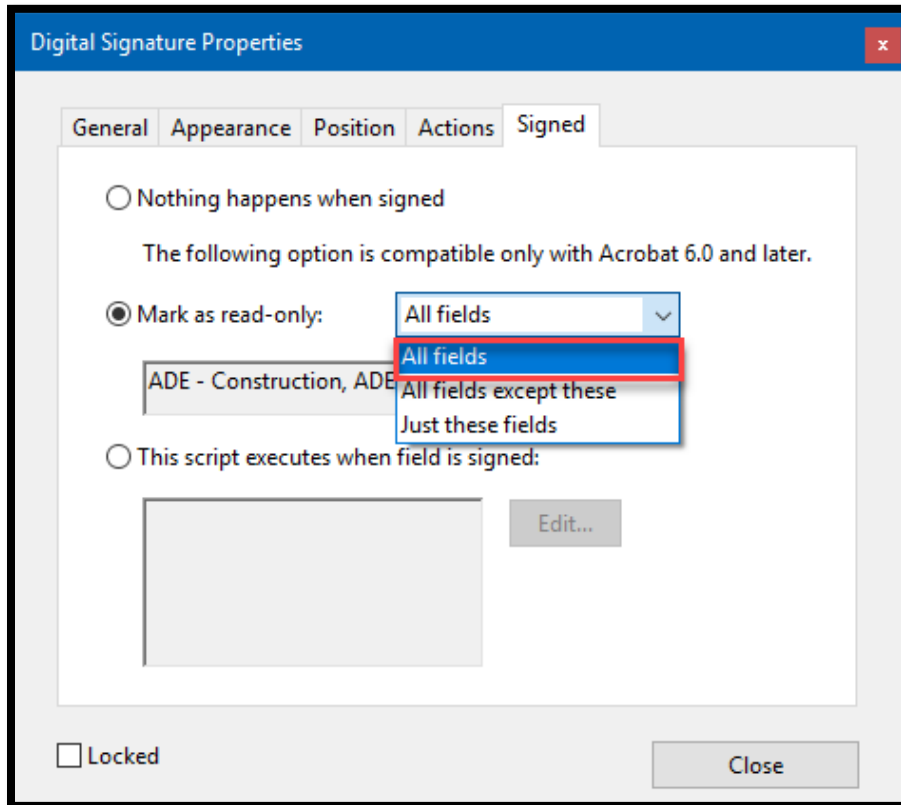


15. Click the OK button
16. You will see in the field beside the Pick... is now populated with the fields you selected in step 14.



17. Click the Close button to close the Properties window for the first Digital Signature.

Complete steps 9 through 16 for each digital signature field on the form, except for the last digital signature field. The last signature field, once digitally signed, will set all the fields on the form to read-only as you will select the value of All fields in the Mark as read-only dropdown.



It is recommended that you walk through the form to test each different signature locking fields before sending the PDF to others.

If you need any assistance in setting the fields to be editable in a PDF, please email eConstruct@pa.gov.

Please do not add password security to the PDF. Once your digitally sign the PDF, a layer is created that shows all the information on the PDF when you signed it. There is no need to add the additional security of a password to the PDF.