How to Sign a PDF

In Adobe Reader, there is a Fill and Sign option. Unfortunately, several PDFs such as disbursement requests and things of that nature are password-protected and you are unable to sign them digitally through Adobe Reader. Here is the workaround:

Open the Disbursement Request in Adobe Reader

- Fill out every editable field that is required on this form.

- When finished filling out everything on the form, aside from the signature and date, click File – Print.

- Set the printer to Microsoft Print to PDF. Click print. This will ask you to save a copy of the PDF locally to your computer.
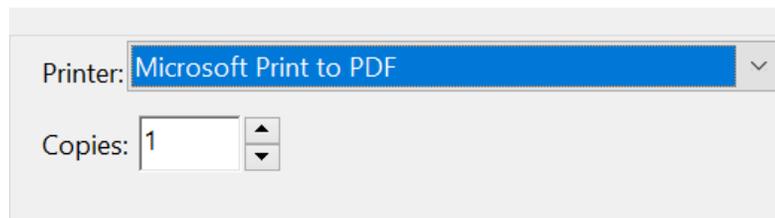
- After saving the PDF, go to my.pitt.edu and sign in.

- On the My Pitt portal, click on the link to Docusign on the right-hand side.
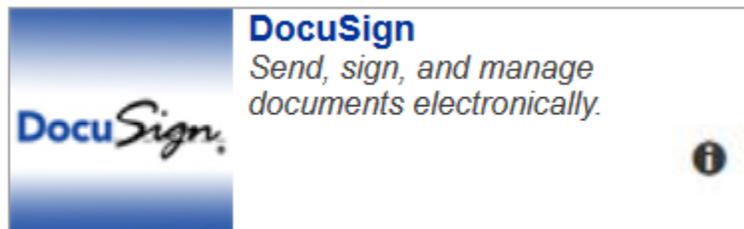
- When the Docusign page loads, click the New button at the top of the page. Then click the Sign a Document button. You can upload your PDF here.

- After the document uploads, click Sign.

- The document will appear on your screen. On the left hand side, you will have the option for Signature and Date which you can move into the correct areas on the form.

  - For more info on how to use Docusign, check out this help page from CSSD: https://www.technology.pitt.edu/services/digital-signature-service-docusign

- After you are done signing and dating your form, click Finish at the bottom. From here, you can send your signed documents to one of more email addresses.