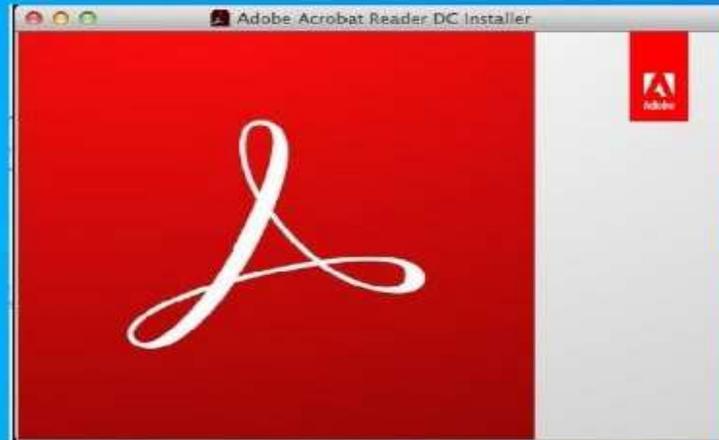




HOW TO DIGITAL SIGN IN PDF/ INVOICE

Step 1 First of All Download & install Adobe Acrobat Reader DC

Download & install Adobe Acrobat Reader DC



Step 2 Open PDF Click To Tools

INVOICE.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Window Help

Home Tools INVOICE.pdf x

133%

Total Amount (included GST)

Paid Amount (Included GST)

Terms & Condition

1. Disputes Under this bill are Subject to Delhi Jurisdiction Only
2. Interest @24% p.a. willbe Charged for all Delayed Payment

Click To Tools

Authorised Signatory

Search 'Redact'

- Export PDF
- Edit PDF
- Create PDF
- Comment
- Combine Files
- Organize Pages
- Compress PDF
- Redact
- Prepare Form
- Request E-signatures
- Fill & Sign
- Send for Comments
- More Tools

2:20 PM 8/31/2022

Step 3 Click on Certificate

The screenshot displays the Adobe Acrobat Reader DC interface. The title bar reads "INVOICE.pdf - Adobe Acrobat Reader DC (32-bit)". The menu bar includes "File", "Edit", "View", "Sign", "Window", and "Help". The top navigation bar shows "Home" and "Tools" tabs, with "Tools" selected. The document name "INVOICE.pdf" is visible on the right, along with a "Try Acrobat Pro DC" button and a "Sign In" link. A search bar labeled "Search tools" is located below the navigation bar. The Tools panel is open, showing various tool icons and their corresponding labels: Comment, Fill & Sign, Edit PDF, Export PDF, Create PDF, Combine Files, Share, Stamp, and Measure. The "Certificates" tool is highlighted with a red circle, and a hand cursor is clicking on its "Open" button. A red line points from this circle to a callout box containing the text "Click on Certificate". A "Show More" button is also visible to the right of the Certificates tool.

INVOICE.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools INVOICE.pdf Try Acrobat Pro DC Sign In

Search tools

Comment Open

Fill & Sign Open

Edit PDF Open

Export PDF Open

Create PDF Open

Combine Files Add

Share Open

Stamp Open

Measure Open

Certificates Open

Show More

Click on Certificate

2:21 PM 8/31/2022

Step 4 Click on Digitally Sign

The screenshot shows the Adobe Acrobat Reader DC interface. The 'Digitally Sign' button in the top toolbar is circled in red. A red arrow points from this button to the text 'Click on Digitally Sign' on the right side of the image. The PDF document content includes a table with 'Paid Amount (Included GST)' and 'Terms & Condition'.

Terms & Condition

1. Disputes Under this bill are Subject to Delhi Jurisdiction Only
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Authorized Signatory

Step 5 Draw a Box Where You Sign

The screenshot shows the Adobe Acrobat Reader DC interface. The document is titled "INVOICE.pdf" and is displayed at 156% zoom. The main content area shows a table with two rows: "Total Amount (included GST)" and "Paid Amount (Included GST)". Below the table, the "Terms & Condition" section lists two items: "1. Disputes Under this bill are Subject to Delhi Jurisdiction Only" and "2. Interest @24% p.a. willbe Charged for all Delayed Payment". A large, empty rectangular box is provided for signing. A red circle highlights a blue rectangular area with a hand cursor icon, labeled "Draw a Box" in blue text. Below this area, the text "Authorised Signatory" is visible. The interface includes a top menu bar (File, Edit, View, Sign, Window, Help), a toolbar with various icons, and a right-hand sidebar with additional tool options. The Windows taskbar at the bottom shows the system clock as 2:22 PM on 8/31/2022.

Step 6 Select Certificate

INVOICE.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools INVOICE.pdf

Certificates

Digitally Sign Time Stamp Validate All Signatures

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

NARESH PAL (Windows Digital ID) View Details
Issued by: e-Mudhra Sub CA for Class 3 Expires: 2024.03.03

Select Certificate

Configure New Digital ID Cancel Continue

Terms & Condition

1. Disputes Under this bill are Sub
2. Interest @24% p.a. willbe Cha

Authorised Signatory

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Step 7 Click on Sign

The screenshot shows the Adobe Acrobat Reader DC interface with a digital signature dialog box open. The dialog box is titled "Sign as 'NARESH PAL'" and contains the following elements:

- Appearance:** A dropdown menu set to "Standard Text" and a "Create" button.
- Signature:** The name "NARESH PAL" is displayed in a large, bold font, with a red scribble over it.
- Text:** "Digitally signed by NARESH PAL" and "Date: 2022.08.31 14:25:50 +05'30'".
- Options:** A checkbox for "Lock document after signing" and a "View Certificate Details" link.
- Review:** A "Review" button and a "Sign" button (circled in red with a hand cursor pointing to it).
- Navigation:** "Back" and "Sign" buttons at the bottom.

A callout box with the text "Click on Sign" and a red arrow points to the "Sign" button. The background shows a blurred invoice document with "Terms & Condition" and "Authorised Signatory" visible.

Step 8 Save The File To New Name

The screenshot shows the Adobe Acrobat Reader DC interface. A 'Save As' dialog box is open, displaying the file path 'Computer > Local Disk (C:) > Users > hp > Downloads'. The file name is 'INVOICE-new' and the save type is 'Adobe PDF Files (*.pdf)'. The 'Save' button is circled in red, and a hand cursor is pointing at it. In the background, a document is open with a table of financial data and a signature line.

Sub Total	
SGST @09%	
CGST @09%	
IGST @18%	
Total Amount (Included GST)	
Paid Amount (Included GST)	

Authorized Signatory

Step 9 Enter The Pin

INVOICE-new.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools INVOICE-new.pdf x

1 / 1 156%

Digitally Sign Time Stamp Validate All Signatures

Close

Sub Total
SGST @09%
CGST @09%
IGST @18%
Total Amount (Included GST)
Total Amount (Included GST)

Terms & Condition

1. Disputes Under this bill are Subject to Delhi Jurisdiction
2. Interest @24% p.a. will be Charged for all Delayed Payments

Change User PIN Login Cancel

Enter The Pin

Authorised Signatory

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Step 10 Click on log in

The screenshot shows the Adobe Acrobat Reader DC interface with an invoice document open. A 'Verify User PIN' dialog box is displayed in the center, prompting the user to verify their PIN. The dialog box contains a text field for the User PIN (displayed as dots), an unchecked checkbox for 'Enable soft keyboard', and three buttons: 'Change User PIN', 'Login', and 'Cancel'. The 'Login' button is circled in red, and a hand cursor is pointing at it. A red arrow points from the 'Login' button to the text 'Click on log in' on the right side of the page. The background document shows a table with tax details and 'Terms & Condition'.

	Sub Total
SGST @09%	
CGST @09%	
IGST @18%	
Total Amount (Included GST)	
Total Amount (Included GST)	

Terms & Condition

1. Disputes Under this bill are Subject to Delhi Jurisdiction
2. Interest @24% p.a. willbe Charged for all Delayed Pa

Click on log in

Authorised Signatory

Step 11 Then PDF Sign is complete

INVOICE-new.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools INVOICE-new.pdf x

1 / 1 156%

Digitally Sign Time Stamp Validate All Signatures

	Total Amount (Included GST)
	Paid Amount (Included GST)

Terms & Condition

1. Disputes Under this bill are Subject to Delhi Jurisdiction Only
2. Interest @24% p.a. willbe Charged for all Delayed Payment

NARESH PAL Digitally signed by NARESH PAL
Date: 2022.08.31 14:26:45 +05'30'

Authorised Signatory

Then PDF Sign is complete

2:27 PM 8/31/2022

Thank
You !



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