

TRU and Digital Signatures

There are 3 different types of digital signature we use at TRU:

DocuSign - Recommended for signing documents that may carry potential risk, PI data or when dealing with medium-high-cost investments

The DocuSign platform provides electronic signature technology and digital transaction management services for facilitating electronic exchanges of contracts and signed documents.


DocuSign can be accessed using your TRU credentials at the follow link:

<https://account.docusign.com/#/username>

To get started using DocuSign refer to this document: [DocuSign Basic User Guide](#)

Adobe Acrobat Standard Signature - Signing general documents that would normally be filled out by simply signing a piece of paper. Examples include key requisitions, time approvals, and expense forms.

Adobe Acrobat is available free to TRU employees. It allows electronic signature and the ability to add text, such as your name, company title and date.

To sign a PDF, first open the PDF in Adobe Acrobat (not Reader). In the **Tools** bar choose **Fill and Sign**, then Click the  icon and select the signature you want to use.

Full instructions are available at the following link:

<https://helpx.adobe.com/ca/acrobat/using/signing-pdfs.html>

Adobe Digital ID – A more secure form of the adobe signature that requires a password. It can only be used in PDFs that have been generated to include “Signature Fields”. Examples may include external PDF from a vendor that needs signing.

Adobe Digital ID is an electronic signature capability with an ID attached that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date.

To create a Digital ID, see the following link:

<https://helpx.adobe.com/ca/acrobat/using/digital-ids.html>

These ID’s can then be placed in any “Signature Field” in Adobe. Simply click inside a signature field and select your Digital ID that you have already created.