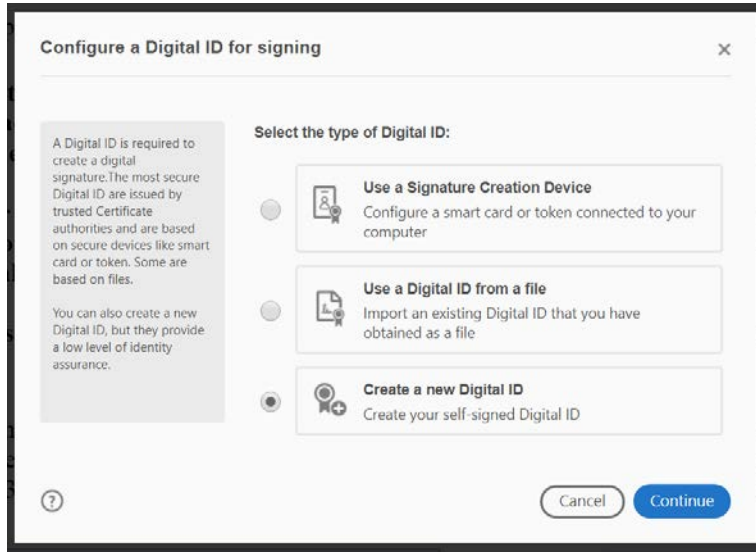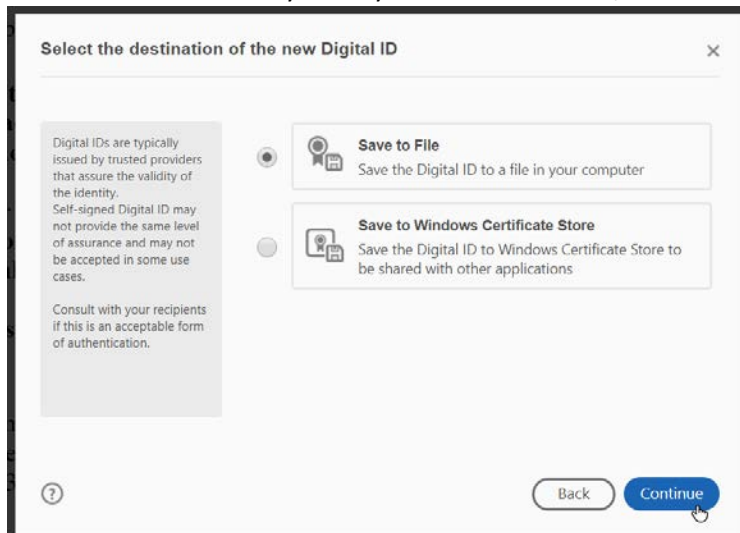How to create a digital signature for any Adobe PDF document

1. Click the signature box

2. When the dialog box pops up determine what signature form you want to use:

Configure a Digital ID for signing ✕

Select the type of Digital ID:

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

Cancel   Continue

- "Use a signature Creation Device": If you have such a device, please use it.
- "Use a Digital ID from a File": If you already have a esignature created you may upload it by selecting this option
- "Create a New Digital ID": This will save your Adobe signature for all future documents and will be the process that is outlined in this instruction sheet

3. Select "Save to File" so you may use it in the future, click continue.

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

● **Save to File**
Save the Digital ID to a file in your computer

○ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back   Continue

4. Fill out at least the required information and click continue.

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	*Enter Name...*
Organizational Unit	*Enter Organizational Unit...*
Organization Name	*Enter Organization Name...*
Email Address	*Enter Email...*
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

Back   Continue

5. Select the folder in which you wish to save your signature file, password for your signature file. *The password will be used to verify your signature when you use it.

Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\mclambm\AppData\Roaming\Adobe\Acrobat   Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back   Save

6. Now you will have the option to use your signature in any Adobe PDF documents
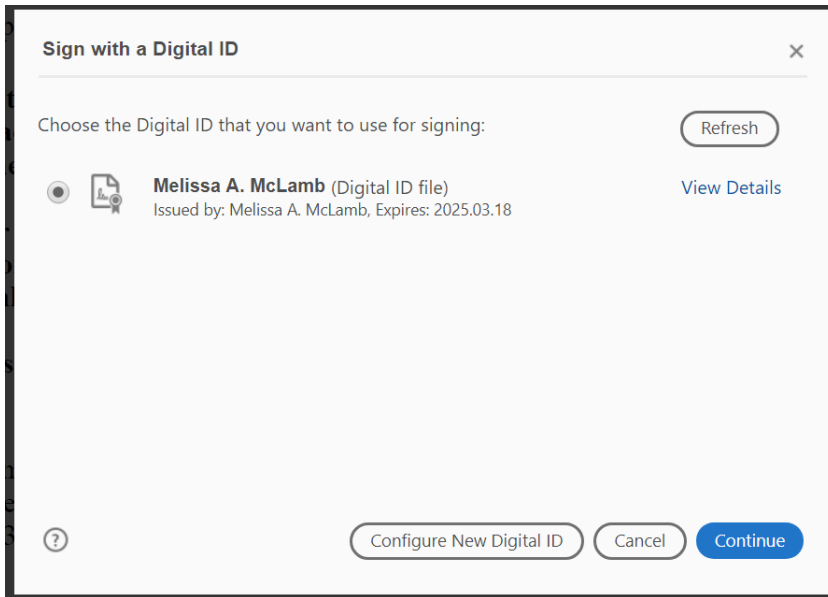
7. Your signature box will look similar to the image below. You will need to input your password and click sign to use it.

8. Once you click 'sign' a dialog box will open for you to save the filled in document so you can email the edited and signed document as an attachment. *Note if a form requires multiple signatures from the same person, you will be asked to save the form for each signature. Suggestion: Save the file as the same name writing over the previous form adding the signature each time.