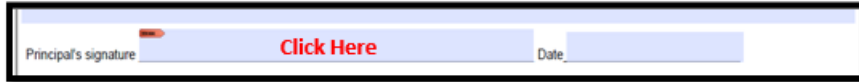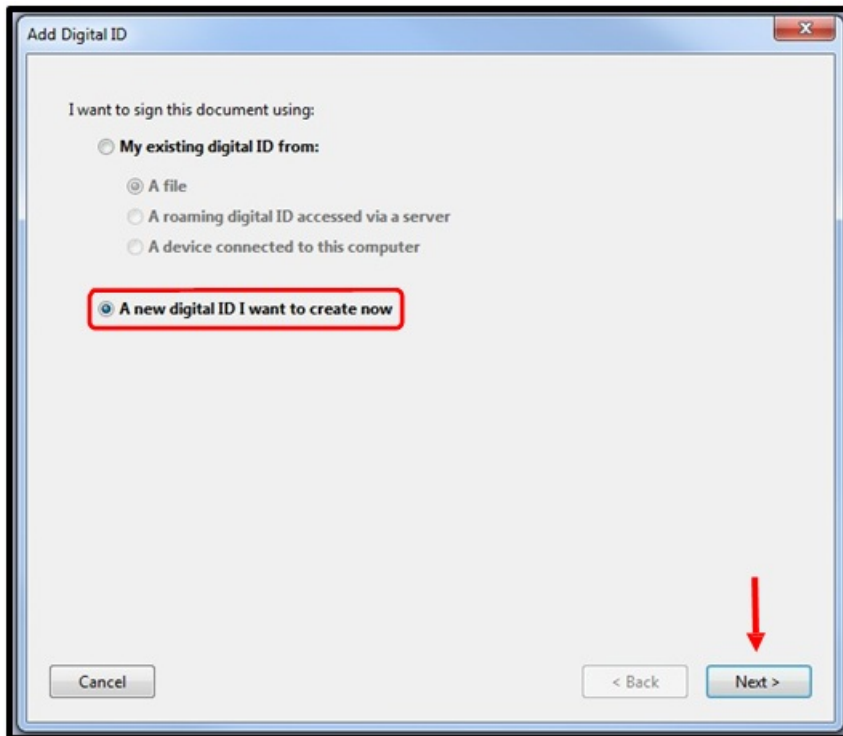# Digitally Signing Documents: How to Create a Digital ID (Adobe/PDF)

Creating a digital ID and signing Adobe Acrobat (PDF) forms is a simple process. Below are the steps to create a new Digital ID to sign digital documents in a PDF document.
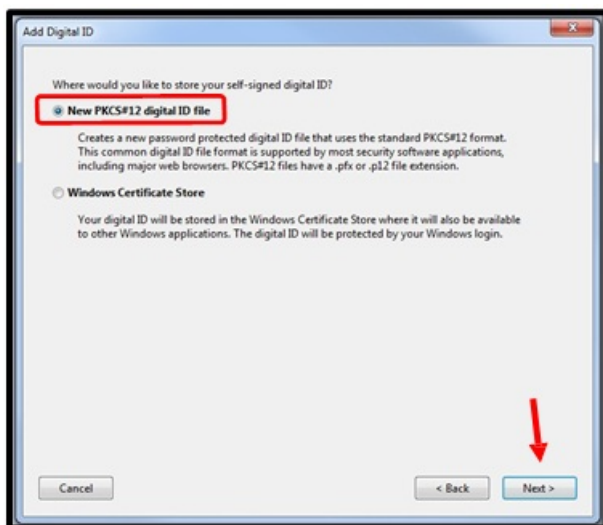
Scroll through the document to find the **Signature Box** and click on it.

Select "**A new digital ID I want to create now**" and click **Next**.

Select "**New PKCS#12 digital ID file**" and click **Next**.

Fill in your **Name**, **Organization**, **Email address** and leave the drop down menu selections as is, then click **Next**.

Leave the File Name and save location as is and input a password, then click **Finish**.

Once finished creating your signature, you will see the window below. To sign a document, you simply need to enter the password you created and click Sign.