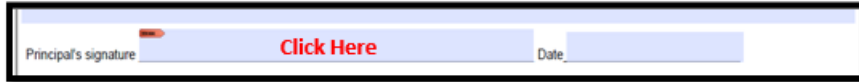


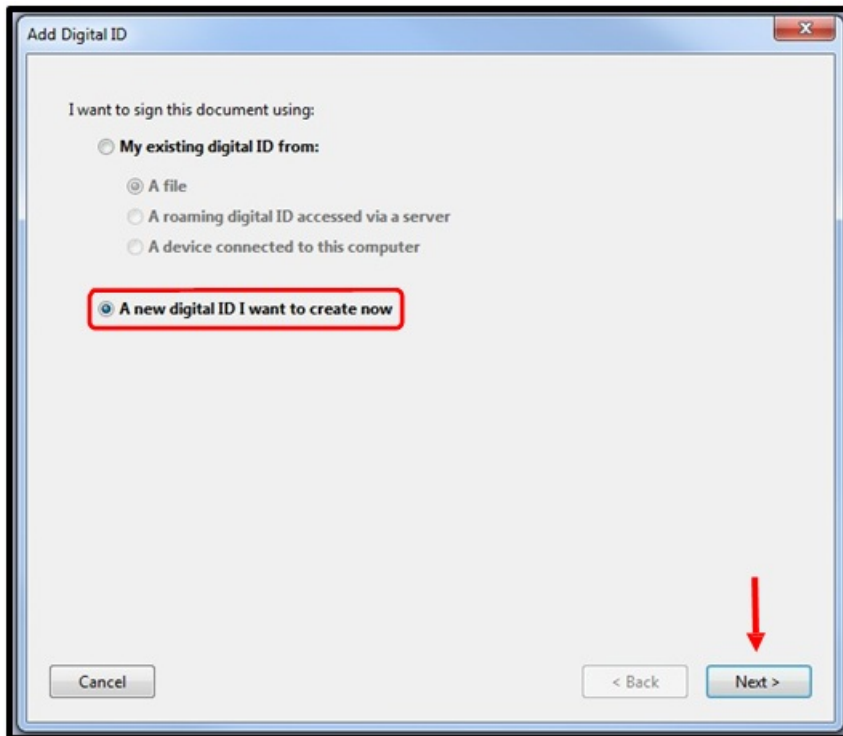
Digitally Signing Documents: How to Create a Digital ID (Adobe/PDF)

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.

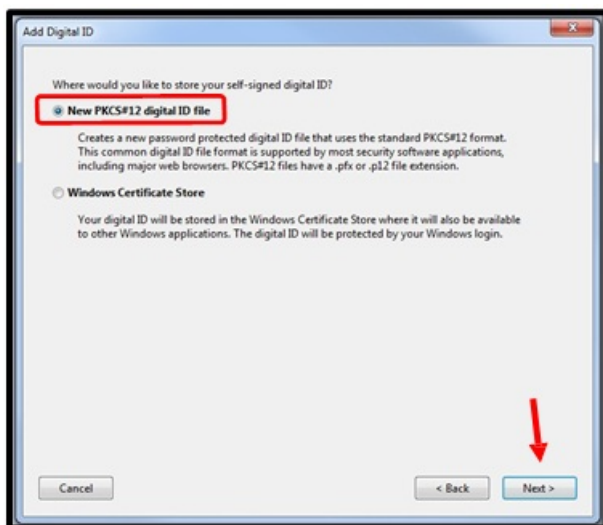
Scroll through the document to find the **Signature Box** and click on it.



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**.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit:

Organization Name: Katy ISD

Email Address: johnsmith@kатыisd.org

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: en\1401047\AppData\Roaming\Adobe\Acrobat\11.0\Security\JohnSmith.pfx

Password: [Redacted]

Confirm Password: [Redacted]

Cancel < Back 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.

Sign Document

Sign As: John Smith (John Smith) 2020.12.16

Password: [Redacted]

Certificate Issuer: John Smith

Appearance: Standard Text

Digitally signed by John Smith
DN: cn=John Smith, o=Katy ISD, ou, email=johnsmith@kатыisd.org, c=US
Date: 2015.12.16 13:48:57 -06'00'

Click Review to see if document content may affect signing

Sign Cancel