

Creating a digital signature from Adobe PDF file

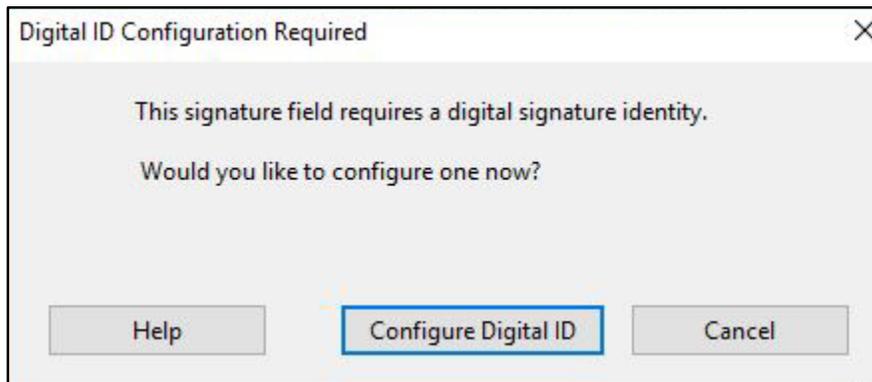
Step 1

In the signature field of the PDF document, click on the signature box.

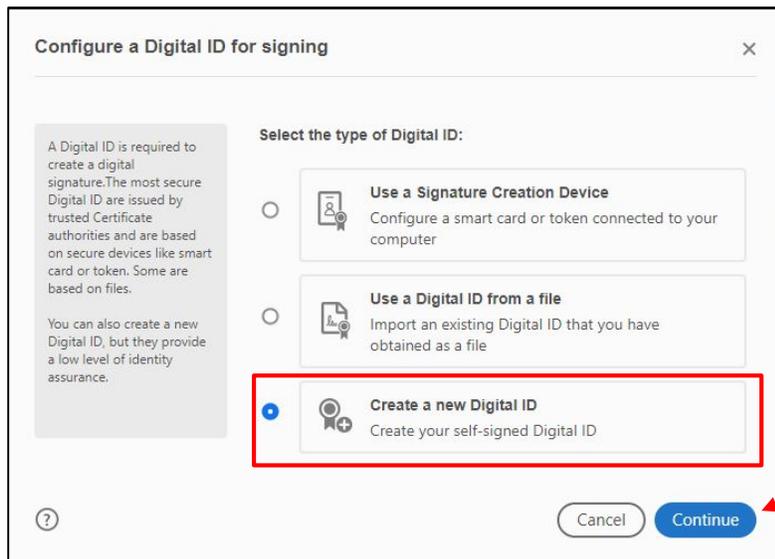
Applicant signature:  Date: 

Step 2

The digital signature box will appear. Click on "Configure Digital ID."

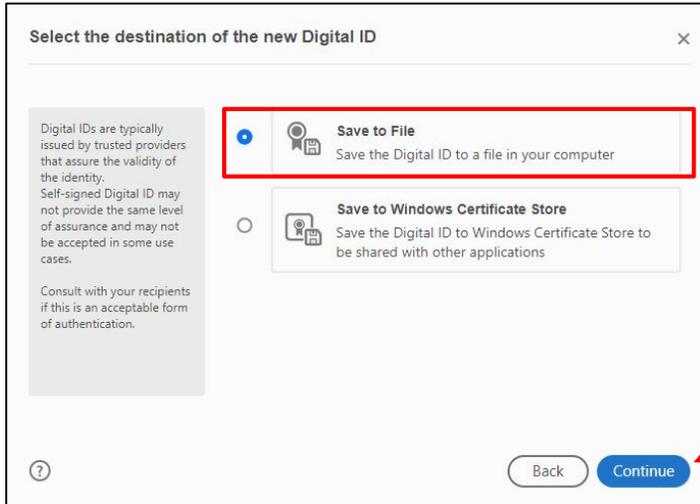


A new screen will appear, and select "Create a new Digital ID" and then "Continue."



Step 3

Next, choose the first option to “Save to File.” 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.

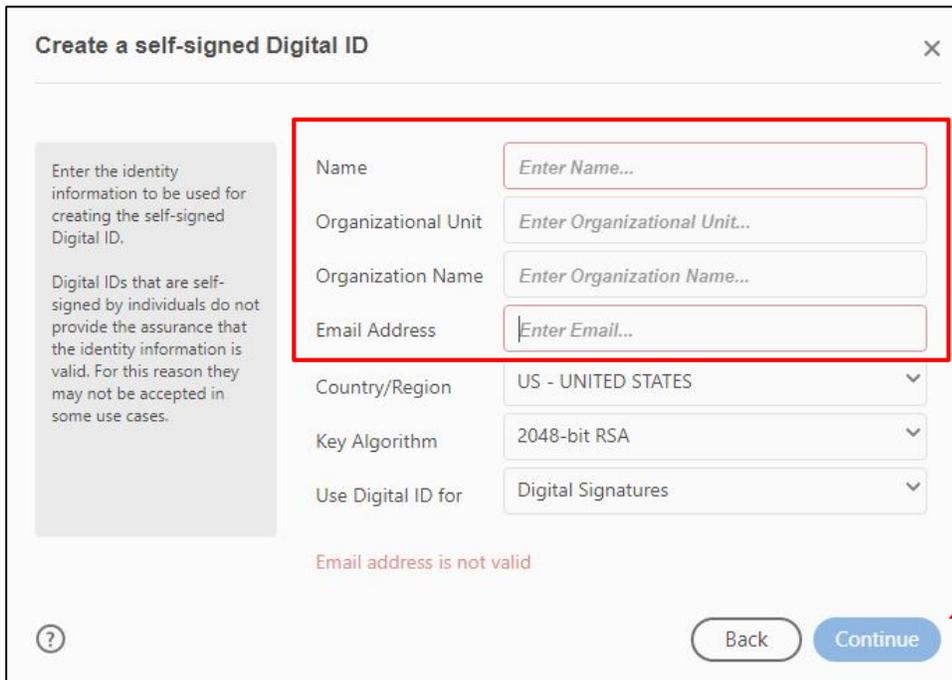
Save to File
Save the Digital ID to a file in your computer

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

Back Continue

Step 4

Fill out the information for your digital signature. Leave the bottom three fields (Country/Region, Key Algorithm and Use Digital ID for) to their default values. If there is no business or organizational unit, leave these fields blank. Click “Continue” when you are done.



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

Organizational Unit

Organization Name

Email Address

Country/Region US - UNITED STATES

Key Algorithm 2048-bit RSA

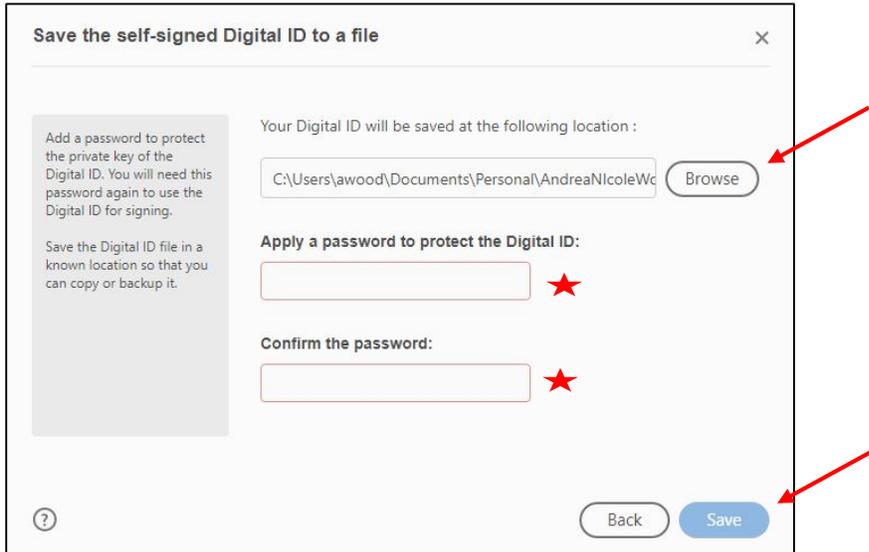
Use Digital ID for Digital Signatures

Email address is not valid

Back Continue

Step 5

Choose a location on your computer to save your digital signature. Also, choose a password you will remember to protect this digital signature. You will need this password each time you use your signature. Click “Save.”



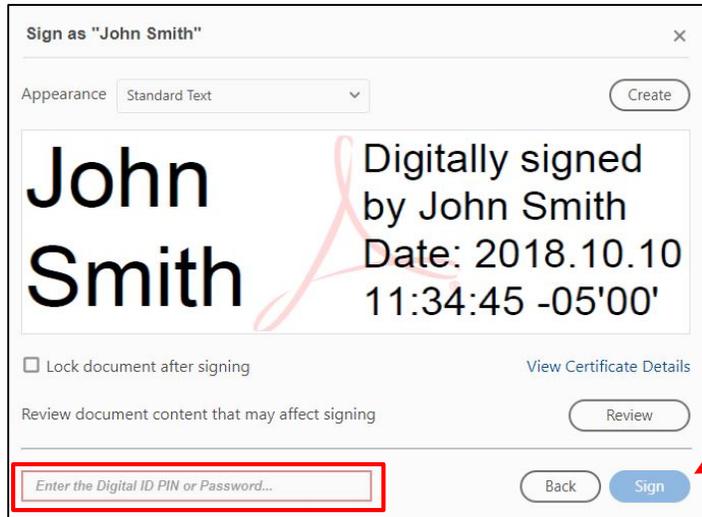
Your digital signature should now be created.

Step 6

Next, within the PDF document, click on the applicant signature box. A “Sign with a Digital ID” box should appear with your digital signature information. Make sure the radio button is selected for the signature you want to use and click “Continue.”



To fill in your digital signature, enter the password you created earlier. Click “Sign.”



You will be prompted to save this document with your signature added to it.

Step 7

You should now see your digital signature appear in the signature box with the certification on the right of your name with the date and time.

Applicant signature: John Smith Digitally signed by John Smith
Date: 2018.10.10 11:37:55 -05'00' Date: 10/10/18