

Experience LIFE in the Park

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

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

Digital ID Configuration	Required	×
This signatur	e field requires a digital signature id	lentity.
Would you l	ike to configure one now?	
Help	Configure Digital ID	Cancel

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

	Calaat	t the two	a of Digital ID:	
A Digital ID is required to create a digital	Select	t the typ	e of Digital ID:	
signature. The most secure Digital ID are issued by	~	Ē	Use a Signature Creation Device	
trusted Certificate authorities and are based on secure devices like smart	0		Configure a smart card or token connected to your computer	
ard or token. Some are based on files.			Use a Digital ID from a file	
You can also create a new Digital ID, but they provide a low level of identity	0		Import an existing Digital ID that you have obtained as a file	
ssurance,	•		Create a new Digital ID	
		XO	Create your self-signed Digital ID	



Step 3

Next, choose the first option to "Save to File." Click "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.

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	~
	Email address is not v	alid	



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."

ave the self-signed D	igital 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	Your Digital ID will be saved at the following location : C:\Users\awood\Documents\Personal\AndreaNIcoleWc Browse
Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
	Confirm the password:
D	Back 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."





Sign as "John Smith" × Appearance Standard Text ~ Create **Digitally signed** John by John Smith Date: 2018.10.10 Sm 11:34:45 -05'00' Lock document after signing View Certificate Details Review document content that may affect signing Review Enter the Digital ID PIN or Password.. Back

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'	