

How to Create and Apply your Electronic Signature in Adobe

- 1. Click the Signature Box on Page 1. A new screen will come up.
- 2. Select Create a new Digital ID. Click Continue.


Configure a Digital ID for signing

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.


Select the type of Digital ID:

☐




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


- 3. Select 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

1

4. Type your name and email address in the red, highlighted areas. Click Save.

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

Key Algorithm

Use Digital ID for

Enter Name...

Enter Organizational Unit...

Enter Organization Name...

Enter Email...

US - UNITED STATES

2048-bit RSA

Digital Signatures

Email address is not valid

?

Back

Save

5. Type a password. You will use this password when you apply your signature. Suggestions for strong passwords can be found at the end of this document.

Click Save.

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\Example\Desktop\Example.pfx

Browse

Apply a password to protect the Digital ID:

Confirm the password:

?

Back

Save

6. Select your signature. If this is your first time, it may be the only one there.
- Click Continue.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Example

(Digital ID file)

Issued by: Example, Expires: 2024.11.01

Refresh

View Details

?

Configure New Digital ID

Cancel

Continue

7. Enter your password in the red, highlighted box.
- Click Sign.

Sign as "Example"

Appearance

Standard Text

Create

Example

Digitally signed
by Example
Date: 2019.11.01
11:03:17 -06'00'

View Certificate Details

Review document content that may affect signing

Review

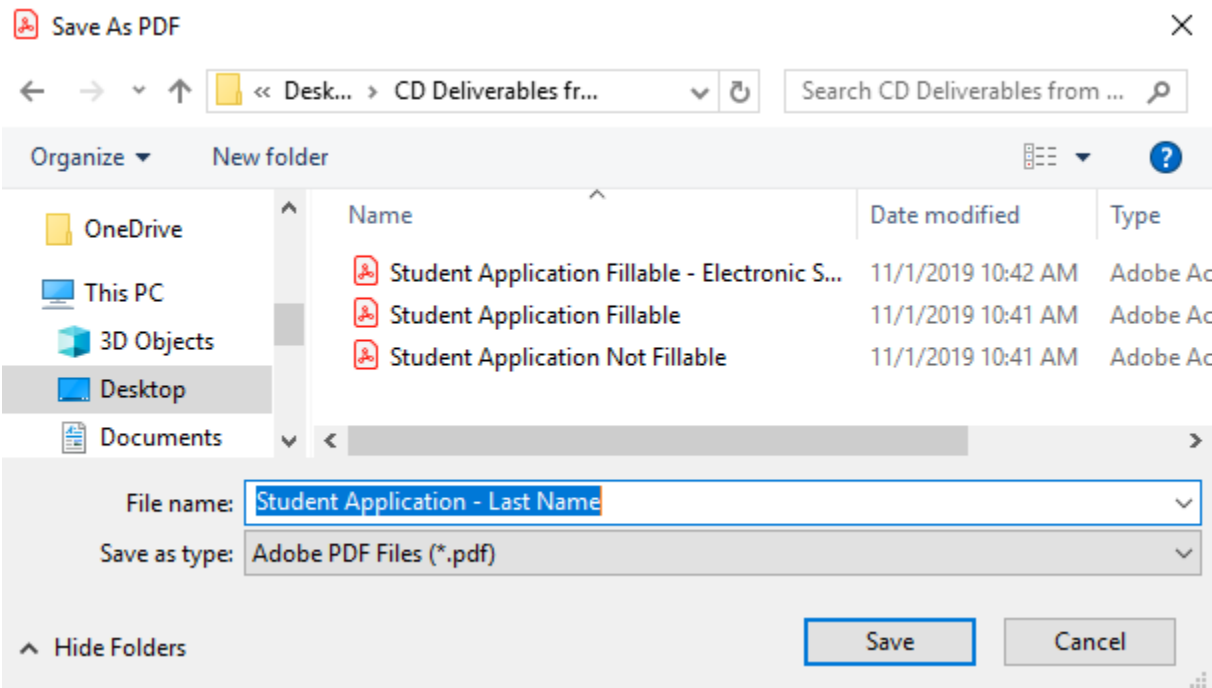
Enter the Digital ID PIN or Password...

Back

Sign

8. A new box asking you to save will open. Choose where to save it. File name should be Student Application – your last name.

Click save.

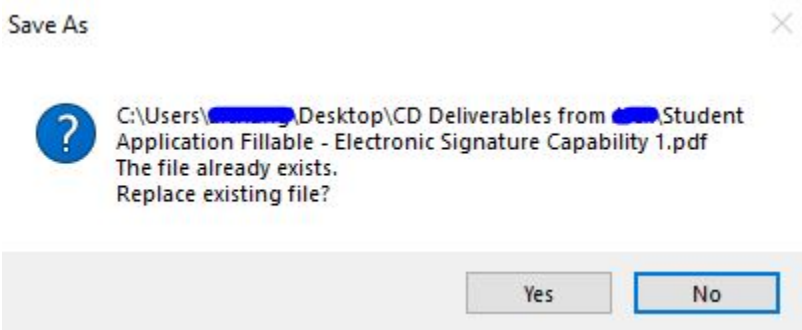


After step 9. Only the signature on Page 1 has been signed. Below are the directions on how to sign subsequent places.

1. Click the signature box you want to sign.

Select your name. Enter your password. Click Sign. The same screen from step 9 will return.

Click Save. A new screen appears and asks to replace the file. Click Yes.



Repeat this process.

Strong Password Suggestions

1. Use what you can remember, but is not easy to guess.
 - a. Avoid directly using
 - i. Full Names
 - ii. Birthdays
 - iii. Full Personal Phone numbers
 - iv. The same number – like 1111 or 2222
2. Use a combination of lowercase letters, uppercase letters, numbers, and symbols.

Example

We often need clues to help us remember passwords which is how we get hacked. Use clues only you know and parts of the information.

1. My name is Richard and my partner's name is Hayden. We have three children; the oldest is Marcus. My work number is 505-272-6038. My favorite aunt from New Jersey.

I can use this information to help me remember my password but create a good one.

r3hm_6038@NJ

Remember: You do not want anyone to guess your information and be able to access your records or signatures.