## How to Create a Digital Signature in Adobe Reader

To create a digital signature that can be applied to PDF forms, please follow the instructions below:

- 1. Open a PDF Form that requires a signature. This is denoted on a PDF form by a red tag that looks like this
- 2. Once you click on the signature line it will start the process of creating your digital ID signature for this form.
- The window labeled Add Digital ID appears and you will select "A new digital ID I want to create now" and click "Next >".

| Add Digital ID                             | a Tarberra | ×       |
|--|------------|---------|
|  |            |         |
| I want to sign this document using:        |            |         |
| My existing digital ID from:               |            |         |
| ④ A file                                   |            |         |
| A roaming digital ID accessed via a server |            |         |
| A device connected to this computer        |            |         |
|  |            |         |
| A new digital ID I want to create now      |            |         |
|  |            |         |
|  |            |         |
|  |            |         |
|  |            |         |
|  |            |         |
|  |            |         |
|  |            |         |
| Cancel                                     | < Back     | Next >  |
| Cancer                                     | < DdCK     | INEXL > |

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



5. Fill out the information in the provided fields with your information and click "Next >".

| Add Digital ID                          |   |        | ×      |
|---|---|--------|--------|
| Enter your identity inform certificate. | nation to be used when generating the self-signed |        |        |
| Na <u>m</u> e (e.g. John Smith):        | Debra Steinbach                                   |        |        |
| Organizational <u>U</u> nit:            | Facilities  |        |        |
| Organization Name:                      | CCD   |        |        |
| <u>E</u> mail Address:                  | debra.steinbach@ccd.edu                           |        |        |
| <u>C</u> ountry/Region:                 | US - UNITED STATES                                | •      |        |
| <u>K</u> ey Algorithm:                  | 1024-bit RSA                                      | •      |        |
| Use digital ID <u>f</u> or:             | Digital Signatures                                | •      |        |
|   |   |        |        |
|   |   |        |        |
|   |   |        |        |
|   |   |        |        |
| Cancel                                  |   | < Back | Next > |
|   |   |        |        |

You will want click "Browse..." to select a file location for your "signature" file. Then you will enter a Password for your Digital ID and click "Finish". It is recommended to create a signature file on your H: drive.
IMPORTANT: You will want to remember the saved location and signature password. There is NO way to recover this password and should you forget your password, you will need to delete the file so you can create a new signature.

| Tave As            |                          |                             |                   | ×             |
|--------------------|--------------------------|-----------------------------|-------------------|---------------|
| G 🕞 🗸 🕨 Lib        | raries 🕨 Documents 🖡     | Signiture 🗸                 | ✓ ← Search Sig.   | niture 🔎      |
| Organize 🔹 Nev     | v folder                 |                             |                   | · · ·         |
| Secent Places      | •                        | Documents library           | Arrange b         | y: Folder 🔻   |
| 🞇 Libraries        |                          | A                           |                   |               |
| Documents          |                          | Name                        |                   | Date modified |
| 🕹 Music            |                          | No items match your search. |                   |               |
| Se Pictures        |                          | No tems me                  | iten your search. |               |
| JUI Videos         | =                        |                             |                   |               |
| 🐝 Homegroup        |                          |                             |                   |               |
| ille Computer      |                          |                             |                   |               |
| 🧶 Local Disk (C:)  |                          |                             |                   |               |
| 🛫 groups (\\ccda   | ufp03.ccd.ccofc.e        |                             |                   |               |
| 🛫 Debra.Steinbad   | ch (\\ccdaufp03.ct 👻 🔹   |                             |                   | •             |
| File <u>n</u> ame: | DebraSteinbac.pfx        |                             |                   | •             |
| Save as type:      | Digital ID Files (*.pfx) |                             |                   | •             |
| ) Hide Folders     |                          | Save to Online Account 🔻    | Save              | Cancel        |

| Add Digital ID   | X   |
|--|-----|
| Enter a file location and password for your new digital ID file. You will need the password when<br>you use the digital ID to sign or decrypt documents. You should make a note of the file location<br>so that you can copy this file for backup or other purposes. You can later change options for this<br>file using the Security Settings dialog. |     |
| File Name:       \\ccdaufp03.ccd.ccofc.edu\home\$\debra.steinbach\My Documents\Signiture     Browse  |     |
| Password:  |     |
| Best   |     |
| <u>C</u> onfirm Password:  |     |
|  |     |
| Cancel Sack Ein  | ish |

7. You will then be presented with this screen which you will need to enter the password you just specified in step 7.

| Sign Document  |  |
|--|--|
| Sign As:   Debra Steinbach (Debra Steinbach) 2021.05.03     Password:   ******************************     Certificate Issuer: Debra Steinbach   Info                                    |  |
| Appearance: Standard Text  |  |
| Debra<br>Debra<br>Steinbach<br>Steinbach<br>Steinbach<br>DN: cn=Debra Steinbach, o=CCD,<br>ou=Facilities,<br>email=debra.steinbach@cod.edu,<br>c=US<br>Date: 2018.05.03 16:26:22 -06'00' |  |
| Click Review to see if document content may affect signing Review  |  |
| <u>S</u> ign Cancel  |  |

8. After entering your password, click "Sign" you will then be presented with a screen to save your form.

