# 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.

3. The window labeled Add Digital ID appears and you will select "A new digital ID I want to create now" and click "Next >".
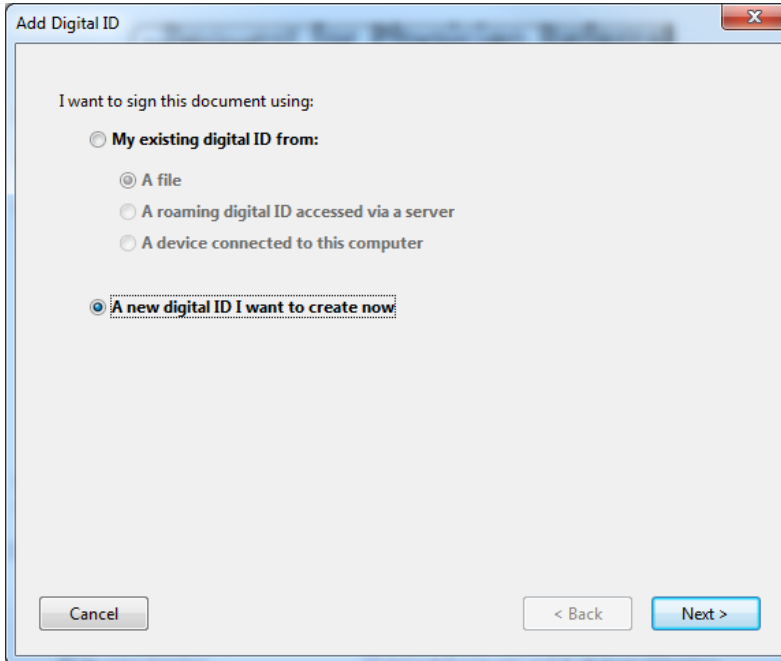
4. Select "New PKCS#12 digital ID file" and click "Next >"
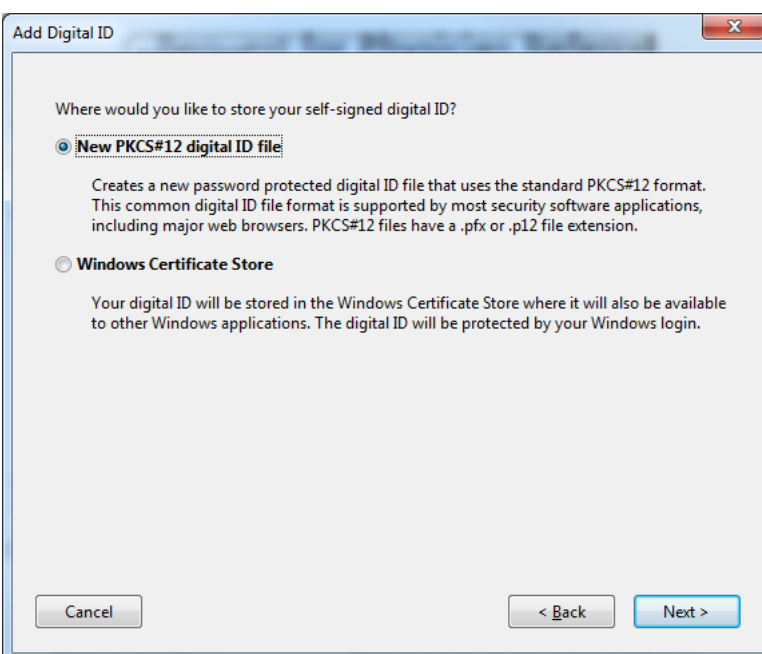
5. Fill out the information in the provided fields with your information and click "Next >".

6. 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.
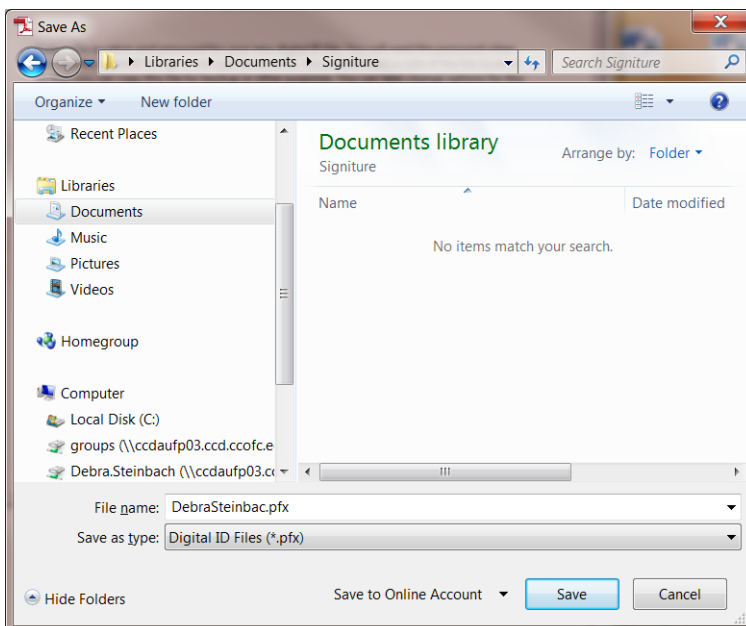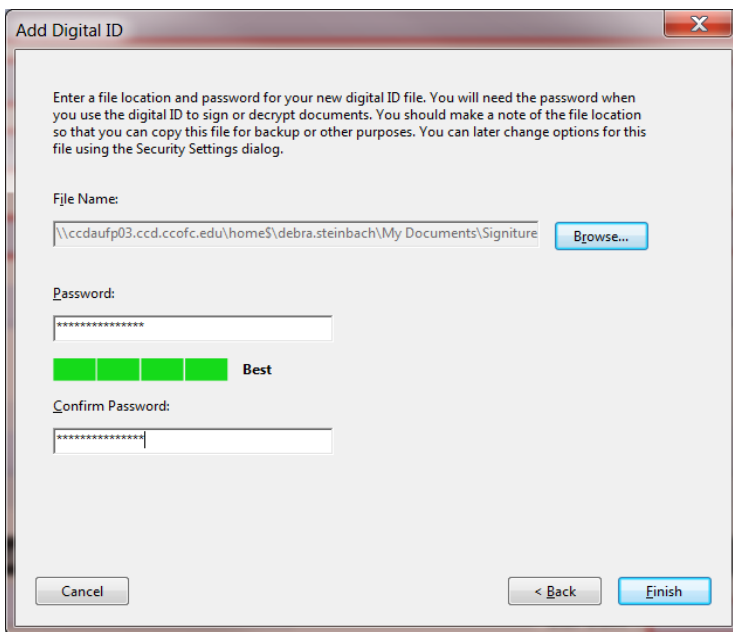
7. You will then be presented with this screen which you will need to enter the password you just specified in step 7.
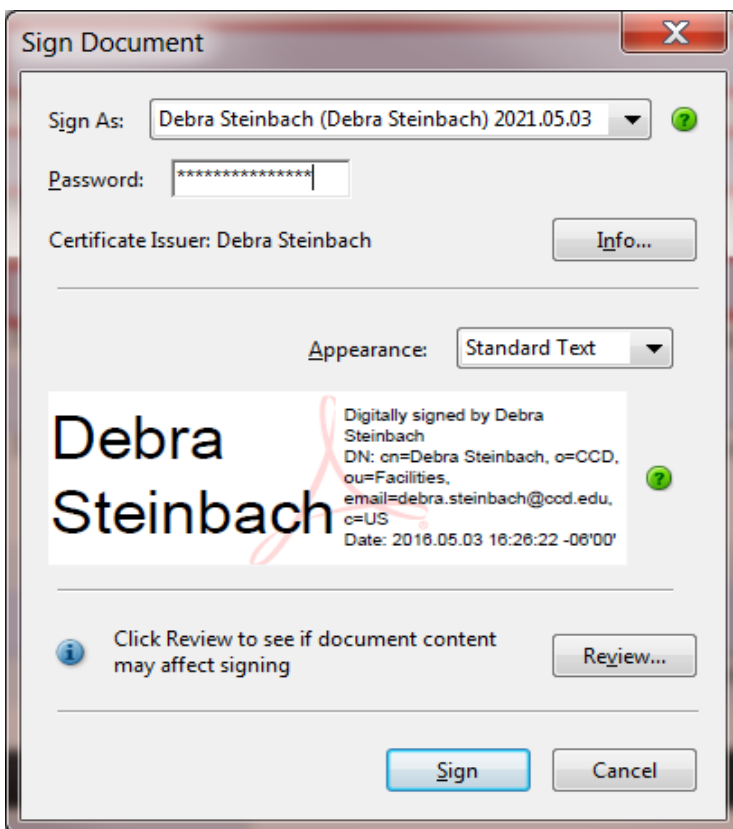
8. After entering your password, click "Sign" you will then be presented with a screen to save your form.