Instructions to create a new digital signature

1. Click on the Signature field. This will open a window prompting you add a digital ID. Click on "A new digital ID I want to create now" and then click Next.

Add Digital ID		X
I want to sign this document using:		
My existing digital ID from:		
A file		
 A roaming digital ID accessed via a server 		
A device connected to this computer		
Cancel	< Back	<u>N</u> ext >

2. The next screen will ask, "Where would you like to store your self-signed digital ID?" Choose "New PKCS#12 digital ID file" and then click Next.

Add Digital ID 🗾
Where would you like to store your self-signed digital ID?
New PKCS#12 digital ID file
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
O Windows Certificate Store
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.
Cancel < Back <u>N</u> ext >

3. In the next screen you will be required to input your Name, Organizational Unit, Organization Name and Email address. After filling this information click Next.

Add Digital ID		X
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	John Doe	
Organizational <u>U</u> nit:	ABCD	
Organization Name:	UND	
Email Address:	john.doe@gmail.com	
<u>C</u> ountry/Region:	US - UNITED STATES	•
En <u>a</u> ble Unicode Suppo	rt	
Key Algorithm:	1024-bit RSA	•
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	•
Cancel	< <u>B</u> ack <u>N</u> ext >	

4. Now you will need to create a password of your own choice for your new digital ID file. You will be prompted to input this password when you will be signing the form. After creating a password click on Finish.

d Digital ID	
Enter a file location and password for your new of you use the digital ID to sign or decrypt docume so that you can copy this file for backup or other file using the Security Settings dialog.	ligital ID file. You will need the password when nts. You should make a note of the file location r purposes. You can later change options for this
F <u>i</u> le Name:	
C:\Users\und.oseh\AppData\Roaming\Adobe\A	Acrobat\10.0\Security\JohnDoe Browse
Password:	
<u>C</u> onfirm Password:	

Cancel	< <u>B</u> ack <u>F</u> inish

5. The screen with Sign Document window will open. You will need to input the password that you created.

Sign Document	×
Sign As: John Doe <john.doe@gmail.com></john.doe@gmail.com>	7
Password:	
Certificate Issuer: John Doe	
<u>Appearance</u> : Standard Text	•
John Doe DN: cn=John Doe, o=UND, ou=ABCD, email=john doe@gmail.com, c=US Date: 2012.06.19 10:23:18 -05'00'	?
<u>S</u> ign Cance	

6. If you do not input the password you will get an error message. Click on sign and your digital signature will appear in the Signature row.



7. The same form can be signed by different users on the same computer or on different computers.

Sign Docum	ent	×
Sign As:	John Doe <john.doe@gmail.com></john.doe@gmail.com>	0
	John Doe <john.doe@gmail.com></john.doe@gmail.com>	
Password:	Refresh ID List	
Certificate	New ID Issuer: Jonn Doe I <u>n</u> ro	
	<u></u>	
	Appearance: Standard Text	•
Joh	Digitally signed by John Doe DN: cn=John Doe, o=UND, ou=ABCD, email=john doe@gmail.com, c=US Date: 2012.06.19 10:38:00 -05'00'	0
	<u>S</u> ign Cance	I

Note:

- 1. Always use the most recent version of Adobe Reader. It is free to download from the Adobe website.
- 2. Always click on "Save As" and save the form on your computer before entering any information and signing it.
- 3. If the 'Submit by Email' button does not work, save the form on your computer and then attach the form to the email.
- 4. Mac users can download the free version of <u>Adobe Reader</u> from the Adobe website. iPad/iPhone users can download the 'Adobe Reader' app from the 'App Store' for free.