

## Creating a Digital Signature

Click on the signature box on the PDF form. When the new screen opens, click the circle in front of “A new digital ID I want to create now” then click Next.

Add Digital ID

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

new digital ID I want to create now

Cancel < Back Next >

When the next screen appears, click Next.

On the next screen, enter the required information, then click Next:

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Mike

Organizational Unit: Academic Affairs

Organization Name: Cambridge College

Email Address: cambridgecollege.edu

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

On the next screen, enter a Password, Confirm Password by typing it again, then click Finish

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

di\AppData\Roaming\Adobe\Acrobat\10.0\Security\MikeL..., pfx

Browse...

Password:

Not Rated

Confirm Password:

Cancel < Back Finish

Once you have completed the process, you will see the following screen when you click on a digital signature with your unique information:

Sign Document

Sign As: Dr. Mike [redacted] i <michael.[redacted] i@cambridgec [redacted] ?

Password: [redacted]

Certificate Issuer: Dr. Mike [redacted] Info...

Appearance: Standard Text

**Dr. Mike** Digitally signed by Dr. Mike [redacted] ?  
DN: cn=Dr. Mike [redacted], o=Cambridge College, ou, email=michael.[redacted]@cambridgecollege.edu, c=US  
Date: 2019.05.01 15:44:06 -04'00'

Lock Document After Signing ?

Sign Cancel

Enter your password and then click Sign to sign the document.