

Signing and Saving a Signature to a PDF

STEP 1:

Click the signature box where you want to digitally sign.

STEP 2:

When the box below titled “Configure a Digital ID for signing” pops up, 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](#)

STEP 3:

In the next window labeled “Select the destination of the new Digital ID”, as seen below, 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](#)

STEP 4:

In the next window labeled “Create a self-signed Digital ID” enter your **Name** that you want signed and the **Email Address** for this name. The remaining information is not needed. Click Continue.

Create a self-signed Digital ID [X]

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: John Smith

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: johnsmith@wshfc.org

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

STEP 5:

In the next window labeled “Save the self-signed Digital ID to a file” create and enter a password. Confirm the password. Click Continue.

Save the self-signed Digital ID to a file [X]

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\maryn\AppData\Roaming\Adobe\Acrobat\DC [Browse]

Apply a password to protect the Digital ID:

Confirm the password:

[?] [Back] [Save]

STEP 6:

In the next window labeled "Sign with a Digital ID" select the name you want signed. Click Continue.

The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, there is a label "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. There are two radio button options. The first option is selected and shows a document icon with a signature, the name "John Smith (Digital ID file)", and the text "Issued by: John Smith, Expires: 2025.04.03". To the right of this option is a "View Details" link. The second option is unselected and shows a document icon with a signature and a greyed-out area, with a "View Details" link to its right. At the bottom left is a help icon (?). At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

STEP 7:

In the next window, click **Create** to sign a signature with your mouse.

The screenshot shows a dialog box titled "Sign as 'John Smith'" with a close button (X) in the top right corner. Below the title, there is a label "Appearance" followed by a dropdown menu showing "Created 2020.04.03 12:11:44 -07'..." and two buttons: "Create" and "Edit". Below this is a large white box containing a red signature and the text "Digitally signed by John Smith Date: 2020.04.03 12:30:49 -07'00'". Below the signature box is a "View Certificate Details" link. Below that is a label "Review document content that may affect signing" followed by a "Review" button. At the bottom left is a text input field with the placeholder text "Enter the Digital ID PIN or Password...". At the bottom right are two buttons: "Back" and "Sign".

STEP 7:

Create your signature with your mouse in the next box. Click Save.

Customize the Signature Appearance

Text Draw Image None

Digitally signed by
<your common name here>
Date: 2020.04.03
12:32:38 -07'00'

Click here to Draw

Include Text

Name Distinguished Name
 Date Adobe Acrobat Version
 Logo Location
 Reason Labels

Text Direction

Auto [Left-to-Right] [Right-to-Left]

Digits format

0123456789

Preset name Created 2020.04.03 12:11:44 -07'00'

Cancel Save

STEP 8:

Enter your Password when prompted. Click Sign.

View Certificate Details

Review document content that may affect signing

Review

Enter the Digital ID PIN or Password...

Back Sign

STEP 9:

In the **Save As** pop-up window, Save as the same file name.

Select Yes in the next pop-up window that asks, "Replace existing file?"

The signature on the document will then appear.

I certify that I have observed the above-signed

John Smith Digitally signed by John Smith
Date: 2020.04.03 12:34:58 -07'00'

Property Representative Signature