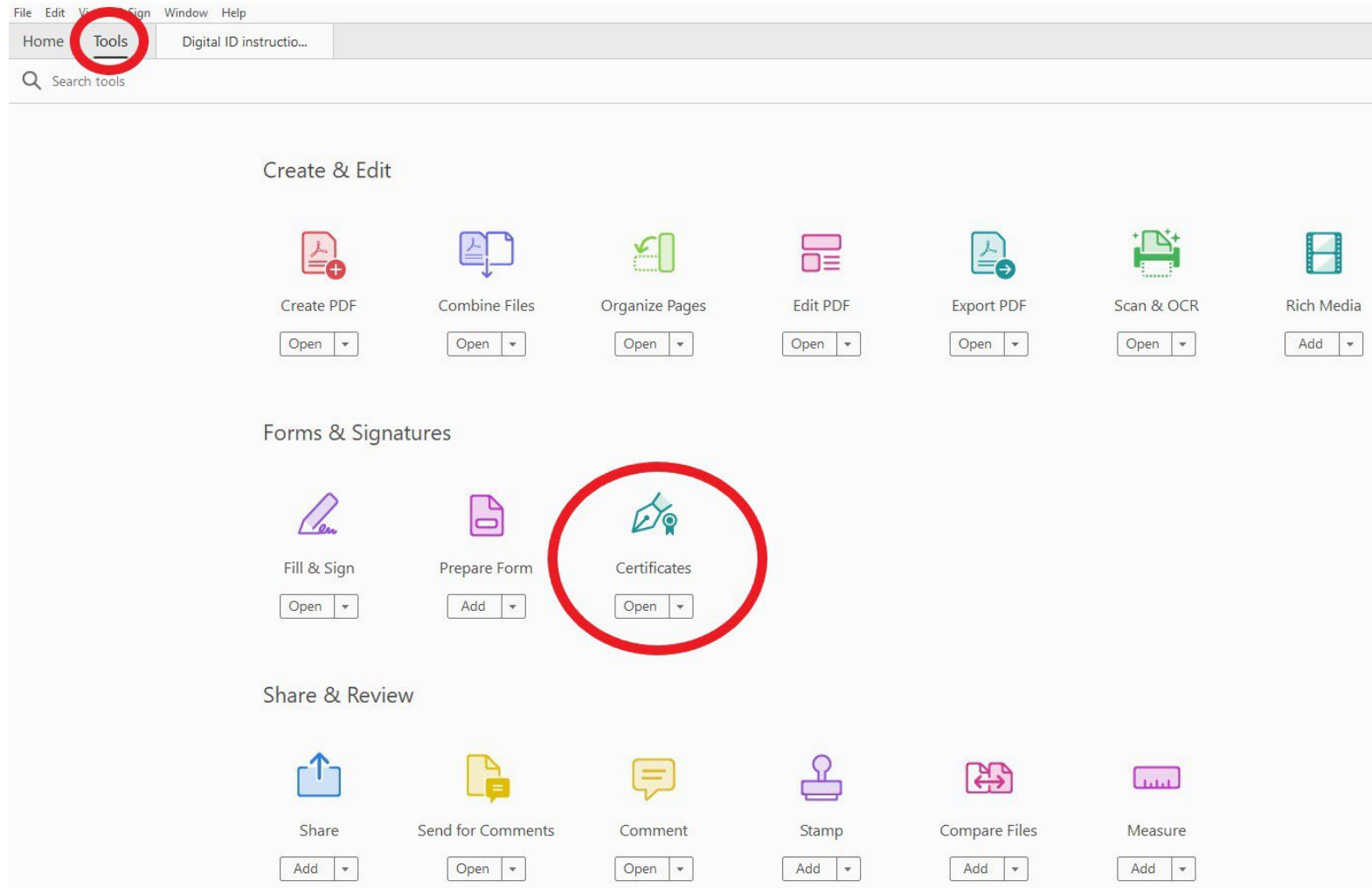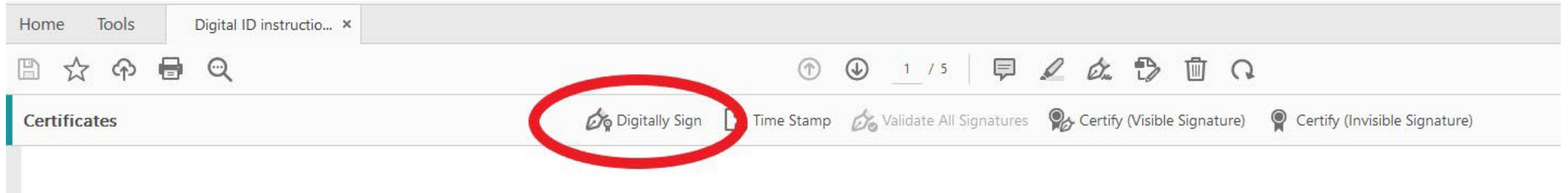# Creating a Digital ID in Adobe

Digital Signature

Open a PDF, click the "Tools" tab and click on the "Certificates" tool.

Click "Digitally Sign" from this toolbar. A new window will open with instructions on where to place your signature on the PDF

Add a signature box to the PDF as you would with adding a text box. Click where you want to sign and drag down and out to create the signature box
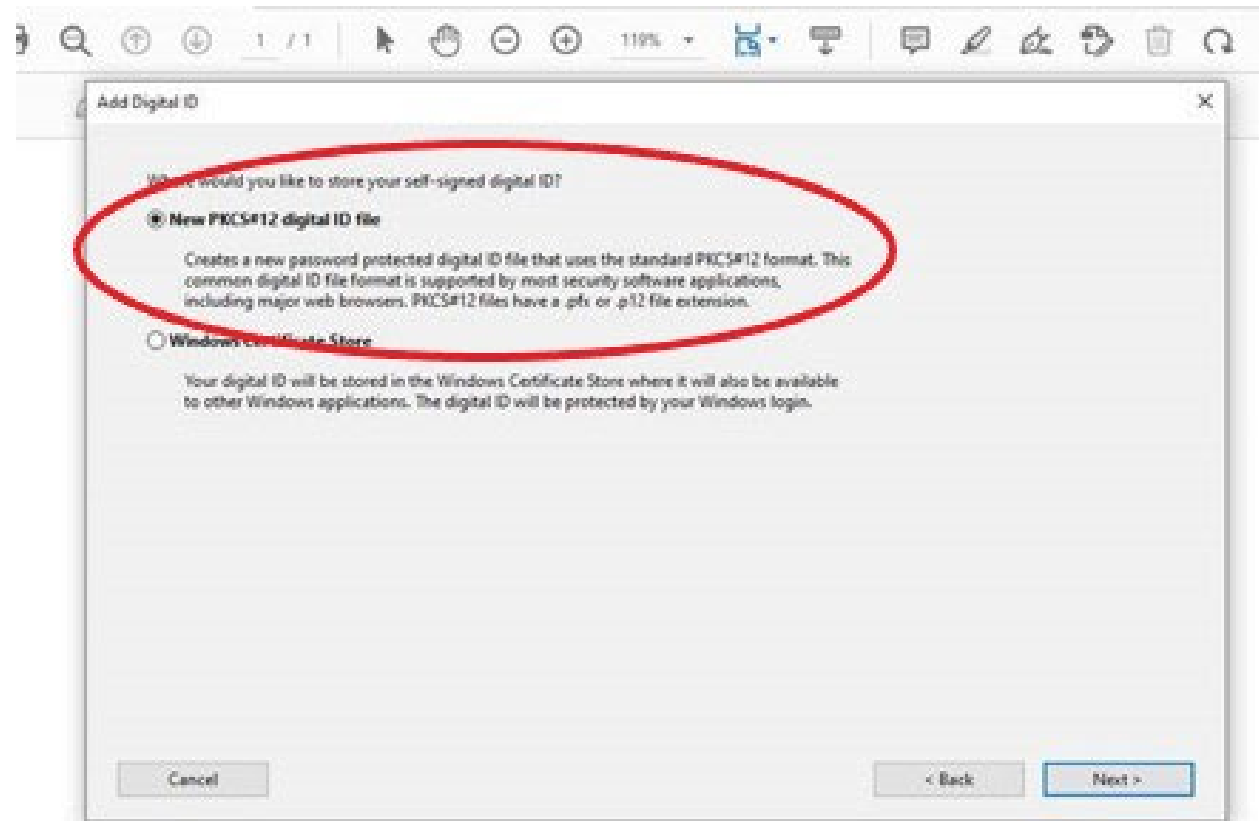
*Please note if you already have a digital signature in Adobe, it will immediately pop up and ask if you would like to insert it (see slide 12 for how an already created digital ID appears)
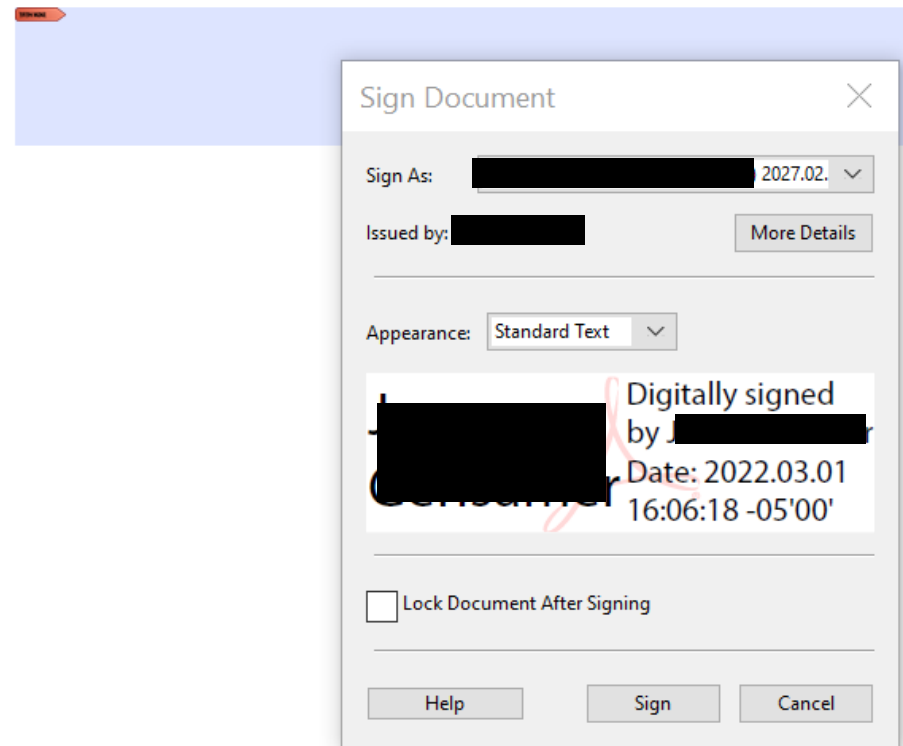
If you do not have a digital ID, you will be asked to create one. Select "A new digital ID I want to create now". Click "Next"
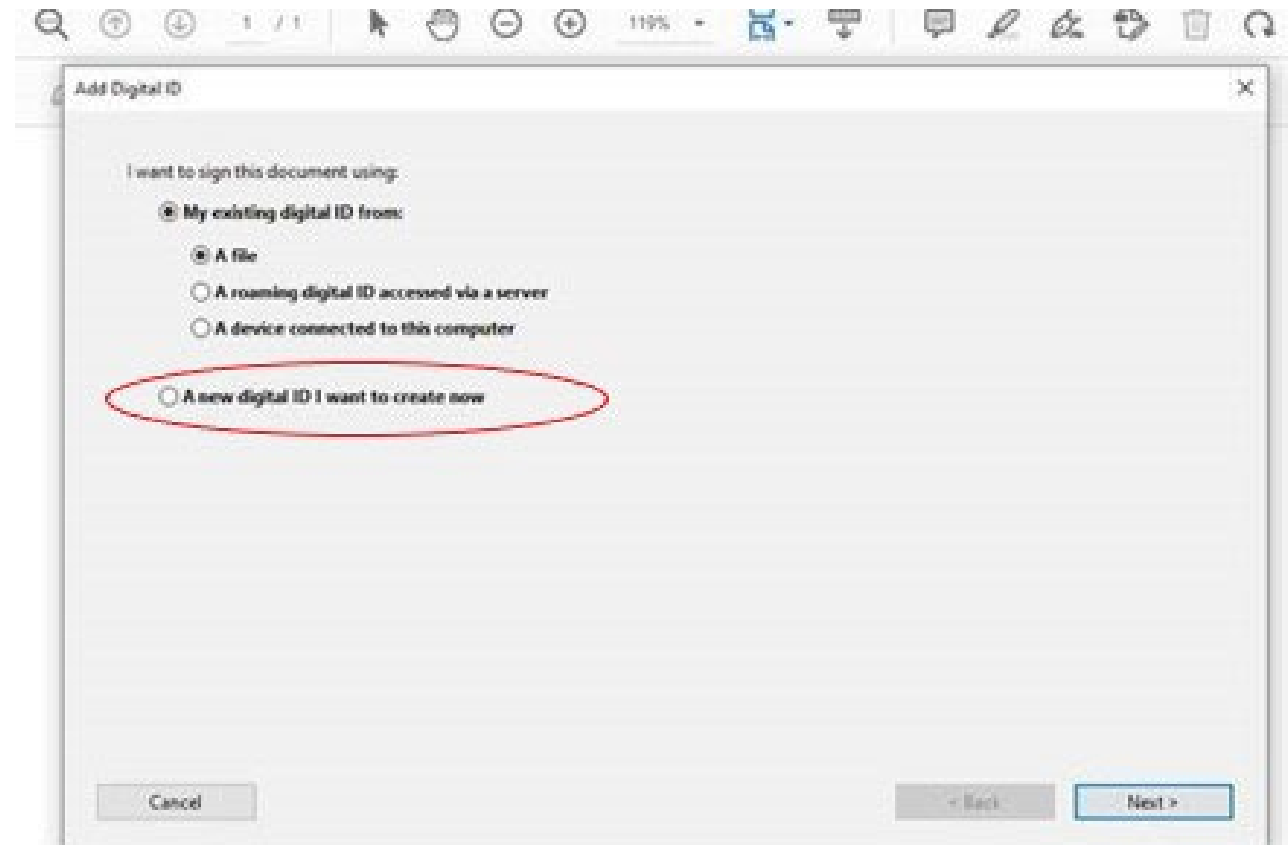
A box will appear to note where to store self-signed digital ID. Use first option.
Click "Next"

Fill out the information needed in the box that appears. Click "Next"

Create a password for your digital ID, leave file location as it appears, which is a Default setting. Click "Finish"
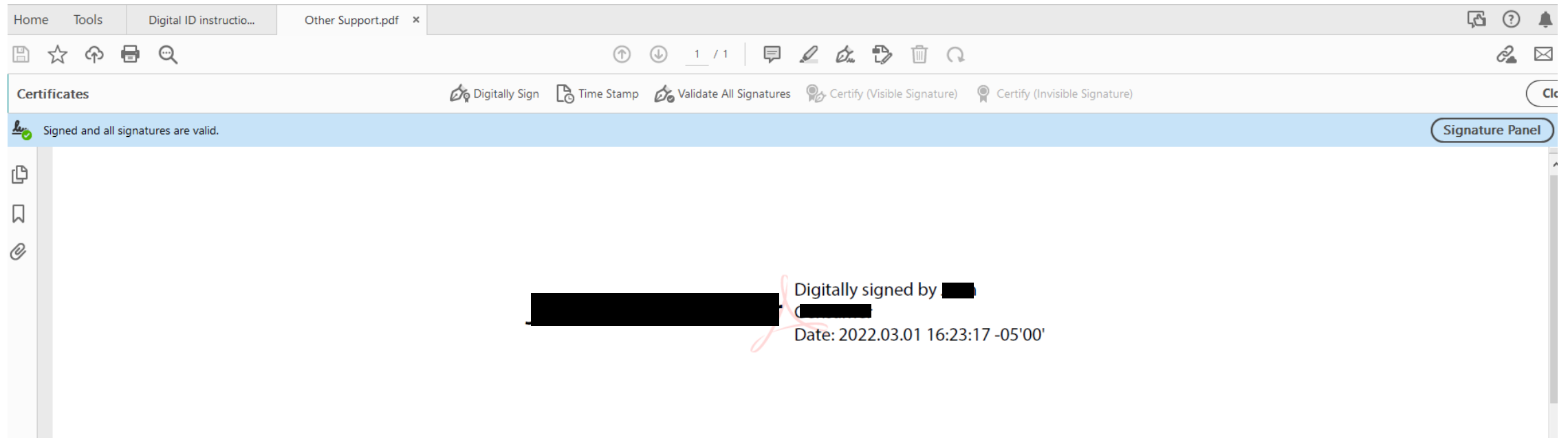
Congratulations! You created your digital ID. You may now electronically sign PDF's
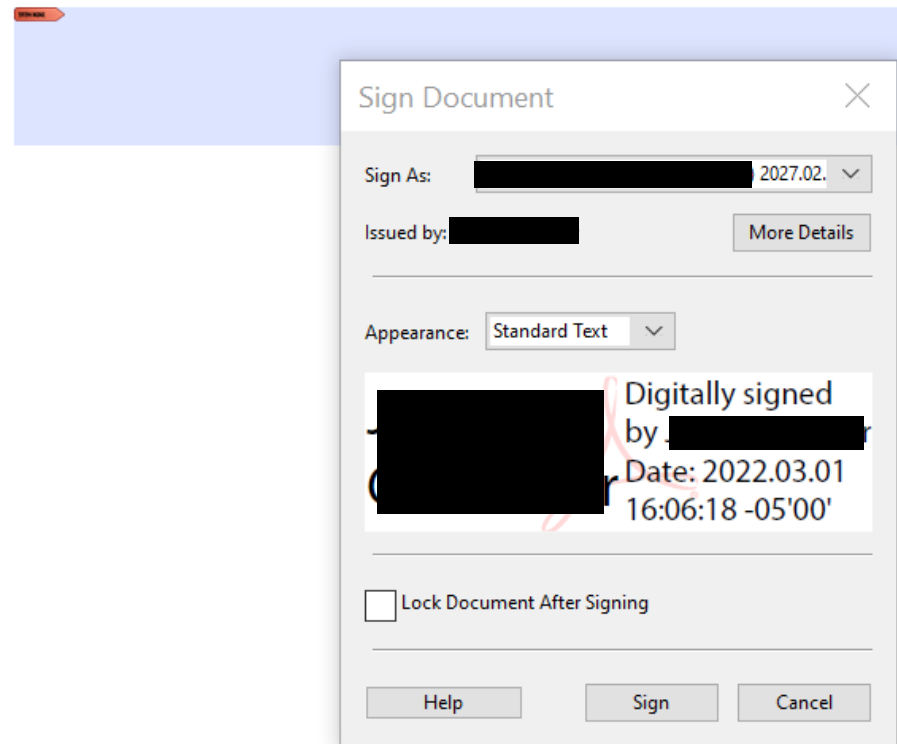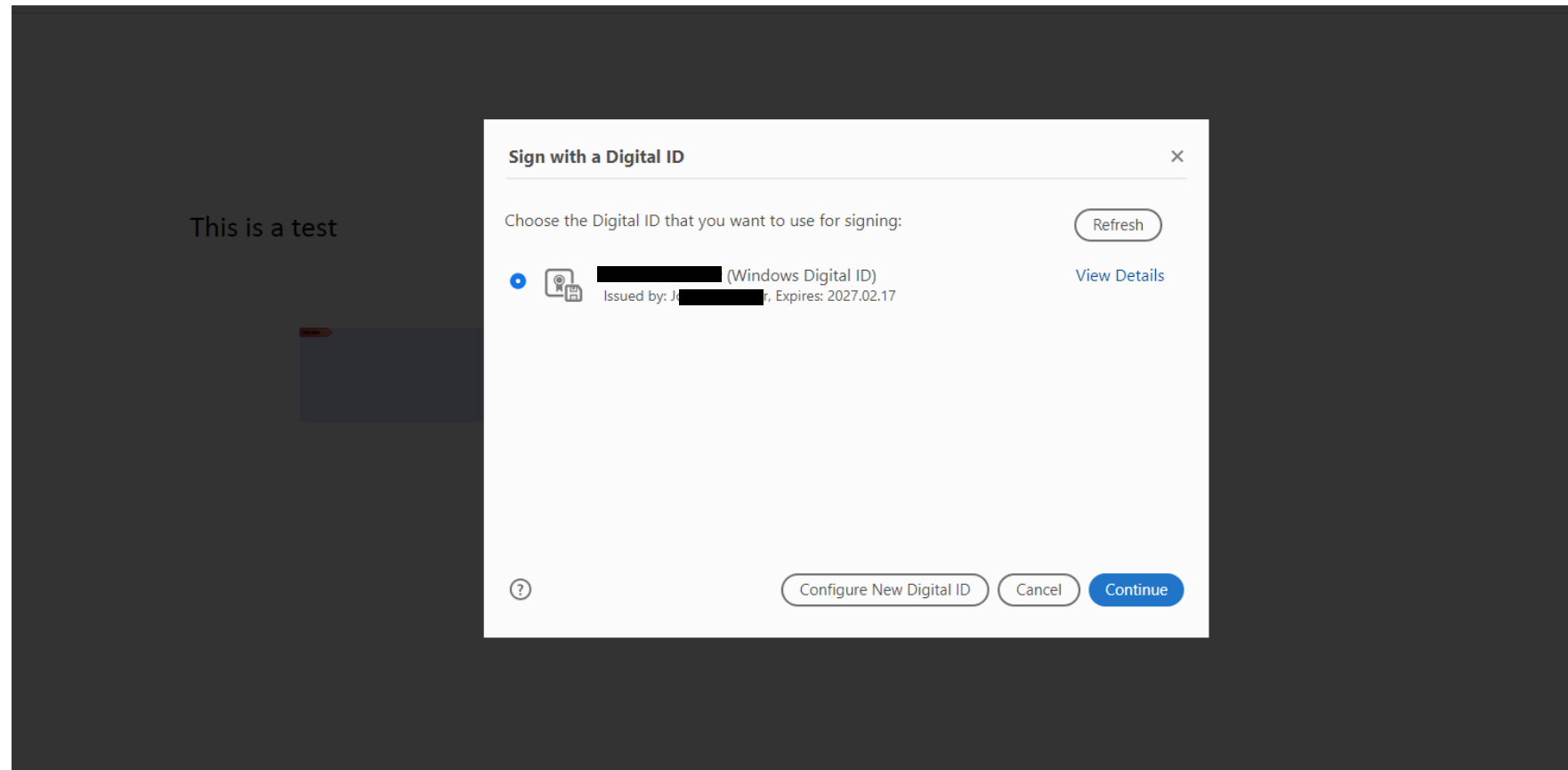
When you sign a PDF, you will be asked to save the file. Save the file to where you prefer with the title you prefer
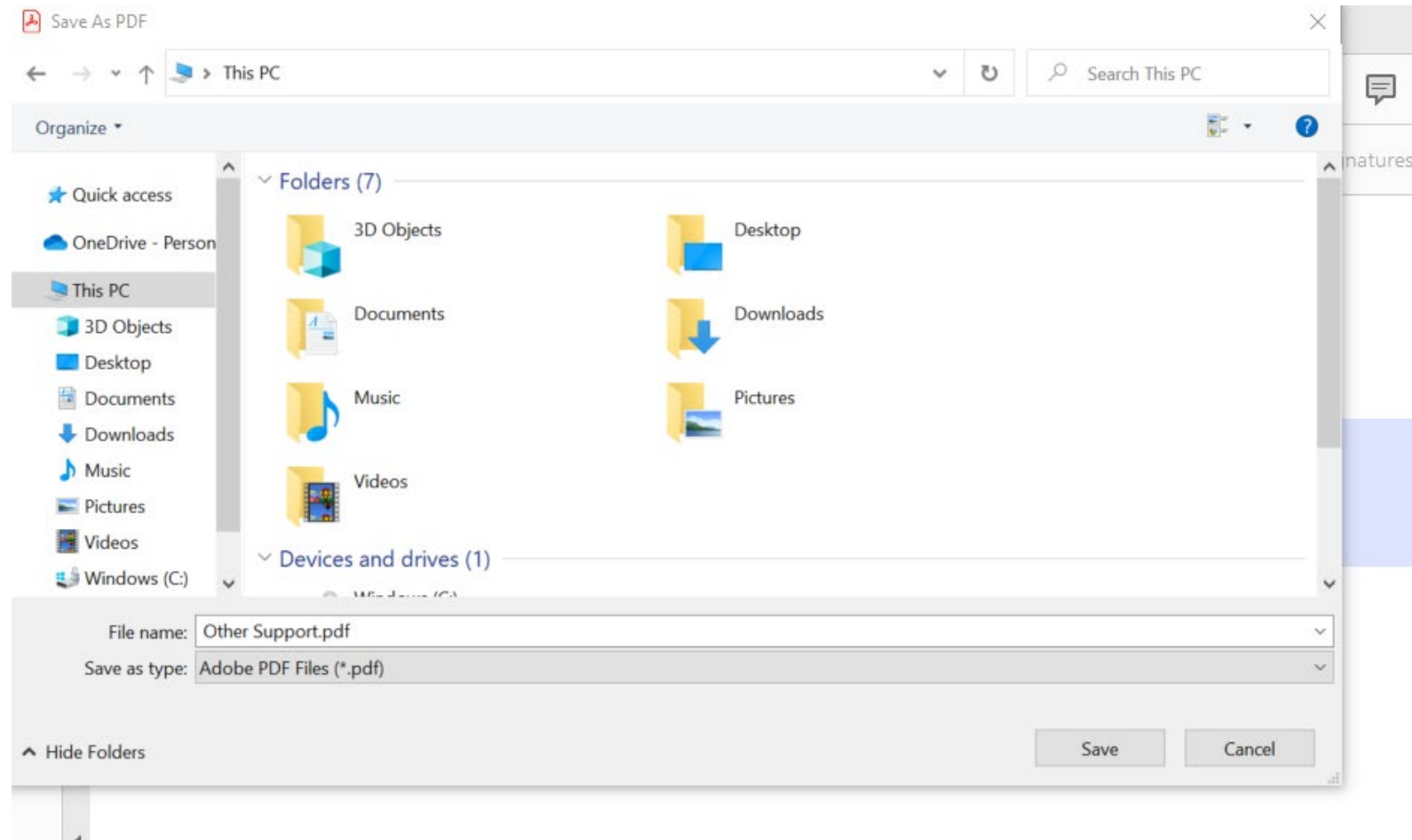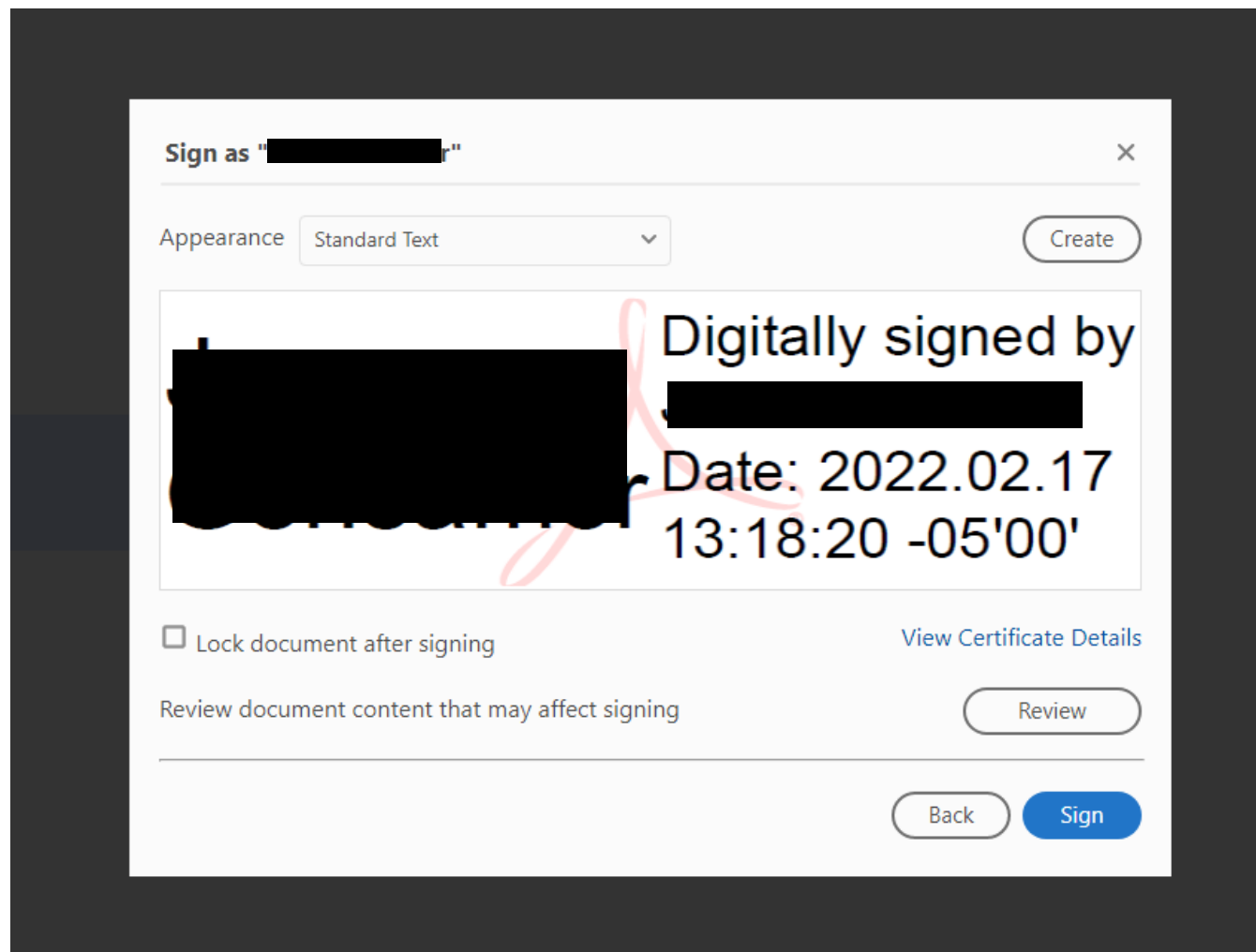
Once saved, your digital ID (electronic signature) will appear on the PDF wherever you placed the signature box

Below is example of a saved digital ID. Once you have created your digital ID, it will appear like the below. Just click "Continue" to use your Digital ID to sign a PDF.

Each time you use your digital ID, it will show you a preview of how your signature will appear. Click "Sign." Save the file to where you prefer with the title you prefer

Once saved, your digital ID (electronic signature) will appear on the PDF wherever you placed the signature box