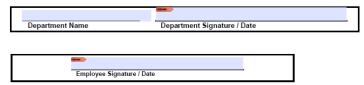# Creating a Digital ID for Adobe Signatures

<mark>***Please do not use Adobe's "Fill and Sign" tool for signing as this will lock the entire form from being fillable***</mark>
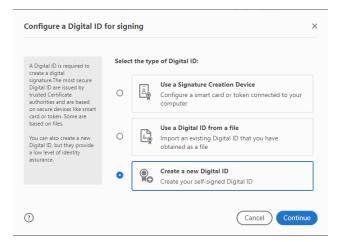
When clicking on the below signature lines for the **first time**, it will prompt you to create a digital signature if you do not already have one set up. Follow the below instructions to create a Digital ID
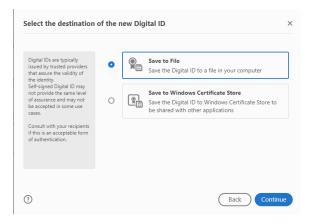

1. Select "Configure Digital ID"

2. Select "Create a new Digital ID" and "Continue"

3. Select "Save to File" and "Continue"

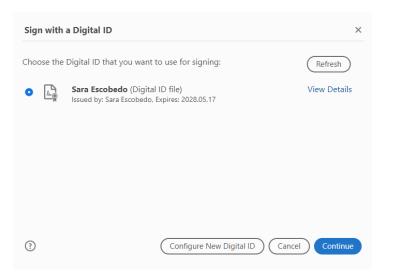4. Required sections are "Name" and "Email Address". Fill out these sections and "Continue"

Create a self-signed Digital ID   ✕

Enter the identity
information to be used for   Name   Enter Name...
creating the self-signed
Digital ID.   Organizational Unit   Enter Organizational Unit...

Digital IDs that are self-   Organization Name   Enter Organization Name...
signed by individuals do not
provide the assurance that   Email Address   Enter Email...
the identity information is
valid. For this reason they   Country/Region   US - UNITED STATES   ⌄
may not be accepted in
some use cases.   Key Algorithm   2048-bit RSA   ⌄

                                 Use Digital ID for   Digital Signatures   ⌄

⊙   Back   Continue

5. Use "Browse" to select where you want the digital file saved. It will default to the Adobe program file, but can be changed to a preferred location. Choose a password that will need to be remembered as you will be prompted for a password every time a signature is added to the file. After entering the password, select "Save"

Save the self-signed Digital ID to a file   ✕

                                 Your Digital ID will be saved at the following location :
Add a password to protect
the private key of the
Digital ID. You will need this   C:\Users\saramartin\AppData\Roaming\Adobe\Acroba   Browse
password again to use the
Digital ID for signing.
                                 Apply a password to protect the Digital ID:
Save the Digital ID file in a
known location so that you
can copy it or back it up.

                                 Confirm the password:

⊙   Back   Save

6. Confirm the Digital ID that will be used to sign and "Continue"

Sign with a Digital ID   ✕

Choose the Digital ID that you want to use for signing: Refresh

⦿   📄 **Sara Escobedo** (Digital ID file)   View Details
        Issued by: Sara Escobedo, Expires: 2028.05.17

⊙   Configure New Digital ID   Cancel   Continue

7. A sample of the ID will populate and you will be prompted to enter your password. After entering your password, select "Sign"

View Certificate Details

Review document content that may affect signing   Review

Enter the Digital ID PIN or Password...   Back   Sign

8. After signing, Adobe will prompt you to save the file. **Every time** a signature is added, you will be prompted to save the file again. You may save the file as a different name or as already named, at which point you will be prompted to confirm you want to "replace" the file.