

# Creating a Digital ID for Adobe Signatures

**\*\*\*Please do not use Adobe's "Fill and Sign" tool for signing as this will lock the entire form from being fillable\*\*\***

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

Department Name Department Signature / Date

Employee Signature / Date

## 1. Select "Configure Digital ID"

Digital ID Configuration Required

This signature field requires a digital signature identity.  
Would you like to configure one now?

Help Configure Digital ID Cancel

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

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

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

The dialog box is titled "Create a self-signed Digital ID" and contains the following fields and options:

- Name:**
- Organizational Unit:**
- Organization Name:**
- Email Address:**
- Country/Region:**
- Key Algorithm:**
- Use Digital ID for:**

Buttons:

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”

The dialog box is titled "Save the self-signed Digital ID to a file" and contains the following fields and options:

- Your Digital ID will be saved at the following location:**
- Apply a password to protect the Digital ID:**
- Confirm the password:**

Buttons:

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

The dialog box is titled "Sign with a Digital ID" and contains the following fields and options:

- Choose the Digital ID that you want to use for signing:**
- Digital ID List:**
  - Sara Escobedo (Digital ID file)**  
Issued by: Sara Escobedo, Expires: 2028.05.17 [View Details](#)

Buttons:

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

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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.