

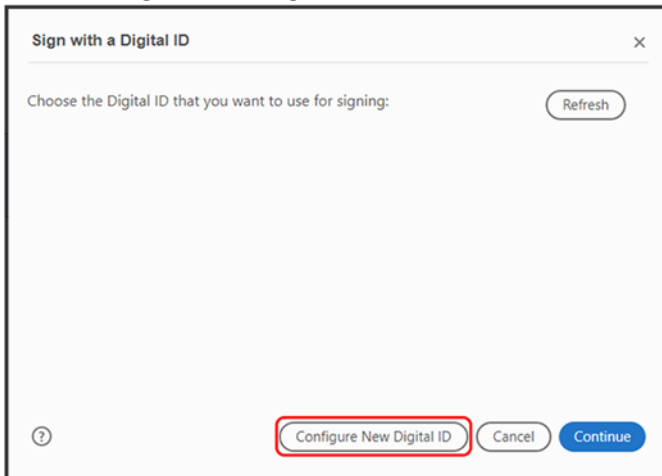
## Creating a Digital ID to Sign an Adobe PDF

The screen shots and steps documented in the following instructions were obtained and completed using Adobe Acrobat Reader DC version 2020.006.20042.

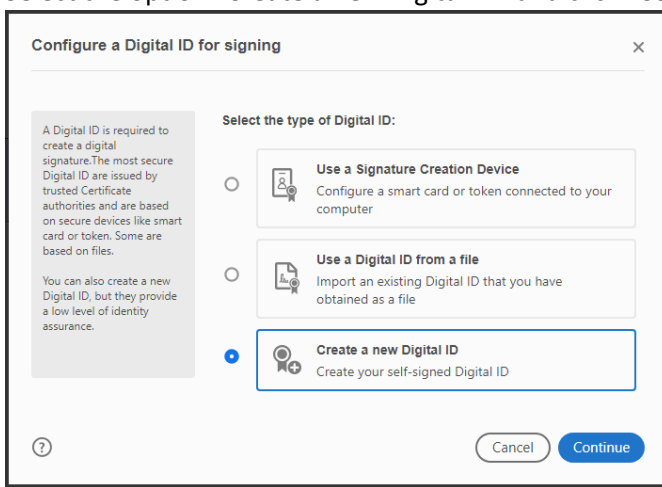
1. A digital signature field in an Adobe PDF should look like the image below. (Note upper-left red graphic.) Right-click on the signature field and choose "Sign Document".



2. Click "Configure New Digital ID".



3. Select the option "Create a new Digital ID" and click "Continue".



4. Select the option "Save to File" and click "Continue".

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this text is a question mark icon. The main area contains two radio button options. The first option, "Save to File", is selected and highlighted with a blue border; it includes a file icon and the text "Save the Digital ID to a file in your computer". The second option, "Save to Windows Certificate Store", is unselected and includes a certificate icon and the text "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons, with "Continue" being highlighted in blue.

5. Enter your name and email address and click "Continue".

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this text is a question mark icon. The main area contains a form with the following fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom right, there are "Back" and "Continue" buttons, with "Continue" being highlighted in blue.

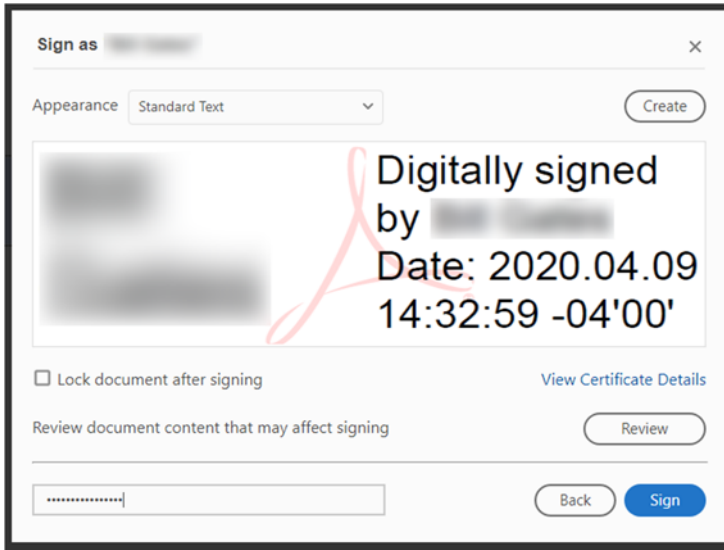
6. Click "Browse" and select a location on your computer where you will be able to find the Digital ID file later if necessary. Enter a password you wish to use, confirm the password and click "Save".

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." To the right, the text says "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Temp\certificate.pfx" and a "Browse" button. Below this, there are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:", both with masked characters. At the bottom, there are "Back" and "Save" buttons, and a help icon on the left.

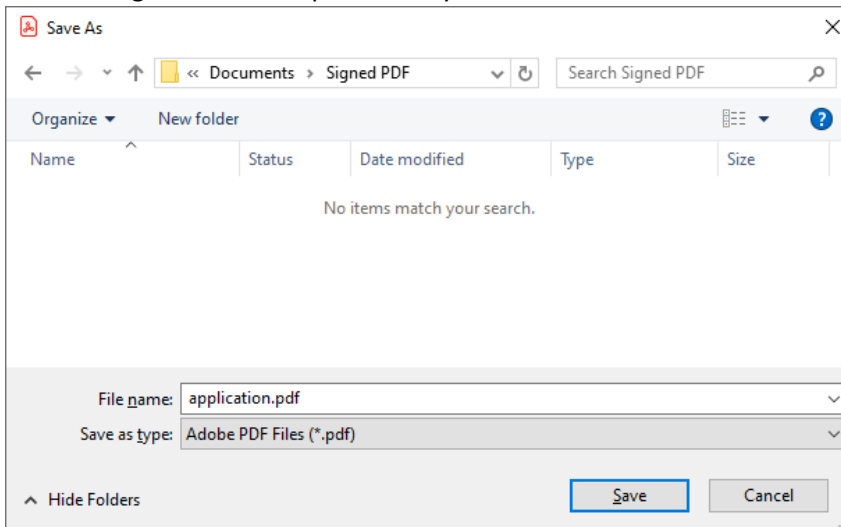
7. Choose your newly created Digital ID and click "Continue".

The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. Below, a list shows a selected Digital ID file with a blue plus icon, a document icon, and the text "(Digital ID file)", "Issued by:", and "Expires: 2025.04.09". A "View Details" link is to the right. At the bottom, there are "Configure New Digital ID", "Cancel", and "Continue" buttons, and a help icon on the left.

8. Enter the password you chose to use above and click "Sign".



9. Save the signed PDF in a spot where you will be able to retrieve it later.



10. The PDF is now digitally signed.

