

HOW TO: Create a Digital ID in Adobe

Open the form you need to sign

- Ensure the form opens IN ADOBE, **not the internet**. To do this, SAVE the form to your computer. THEN, open it FROM YOUR FILES.
- Take a look at the signature area. Is it asking for a *certificate signature*? (Does it have a red flag in the top left corner?)

DNP Chair Signature

o If so, simply click that signature area. A dialogue box will open, prompting you to choose how you'll sign.

Select "a new digital ID I want to create now" and click "Next":

Add Digital ID	×
I want to sign this document using:	
○ My existing digital ID from:	
A file	
A roaming digital ID accessed via a server	
○ A device connected to this computer	
A new digital ID I want to create now	
Cancel	< Back Next >

Select "New PKCS#12 digital ID file" and click "Next":

Add Digital ID		>
Where would you like to store your self-signed digital ID?		
New PKCS#12 digital ID file		
Creates a new password protected digital ID file that uses the standard PKCS#12 This common digital ID file format is supported by most security software applix including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.	format. cations,	
○ Windows Certificate Store		
Your digital ID will be stored in the Windows Certificate Store where it will also b to other Windows applications. The digital ID will be protected by your Windows	e available s login.	
Cancel	< Back Next >	



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Complete the fillable fields and click "Next". (Please see my example below!)

	Add Digital ID			×
	Enter your identity inform	ation to be used when generating the self-signed certificate.		
	Na <u>m</u> e (e.g. John Smith):	Dani Scarmozzino	_	
	Organizational <u>U</u> nit:	ANP Division		
	Organization Name:	Rutgers University		
	<u>E</u> mail Address:	dani.scarmozzino@rutgers.edu		
	<u>C</u> ountry/Region:	US - UNITED STATES	\checkmark	
	<u>K</u> ey Algorithm:	1024-bit RSA	~	
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~	
	Cancel	[< Back	Next >
Create and ente	er your desired passw	ord, and then click "Finish".		
	Add Digital ID			×
	Enter a file location and pa	assword for your new digital ID file. You will need the password whe	n	

File Name:				
\$5\AppData\Roaming\	Adobe\Acrobat\11.0\S	ecurity\DaniScarmozzino.pfx	Browse	
Password				

	Strong			
Confirm Password:				

,				

This should add your signature to the document. <u>Please note:</u> you will only have to complete these steps once! After the initial creation, you will be able to select your personal signature from the initial dialogue box.

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