# HOW TO: Create a Digital ID in Adobe

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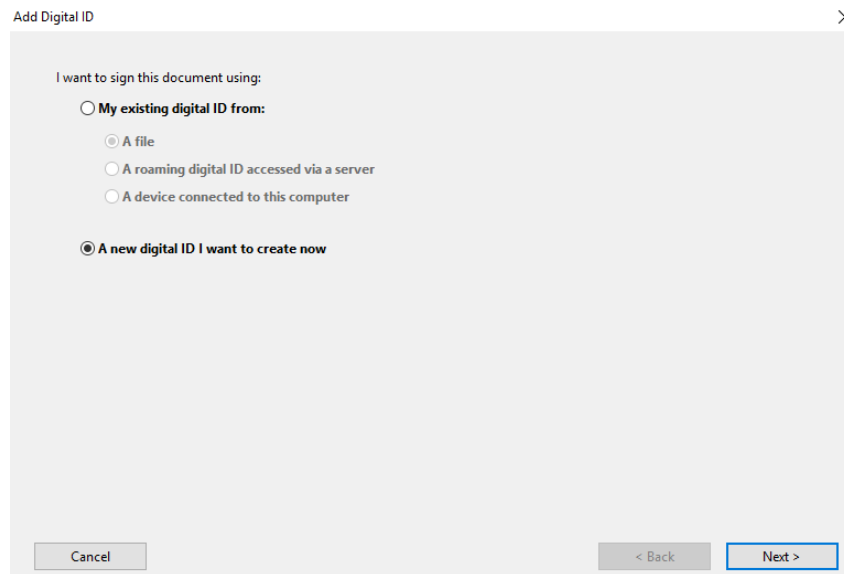
- o Ensure the form opens IN ADOBE, **not the internet**. To do this, SAVE the form to your computer. THEN, open it FROM YOUR FILES.
- o Take a look at the signature area. Is it asking for a *certificate signature*? (Does it have a red flag in the top left corner?)
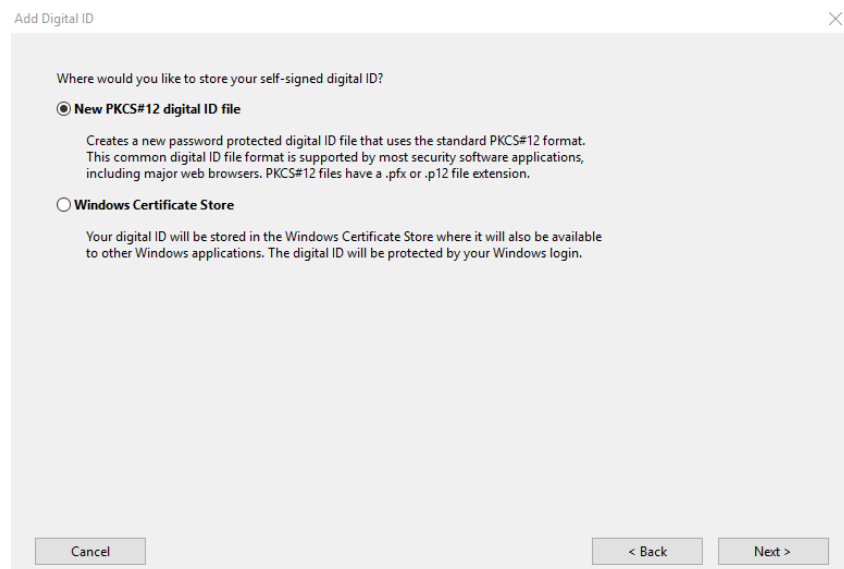
DNP Chair Signature

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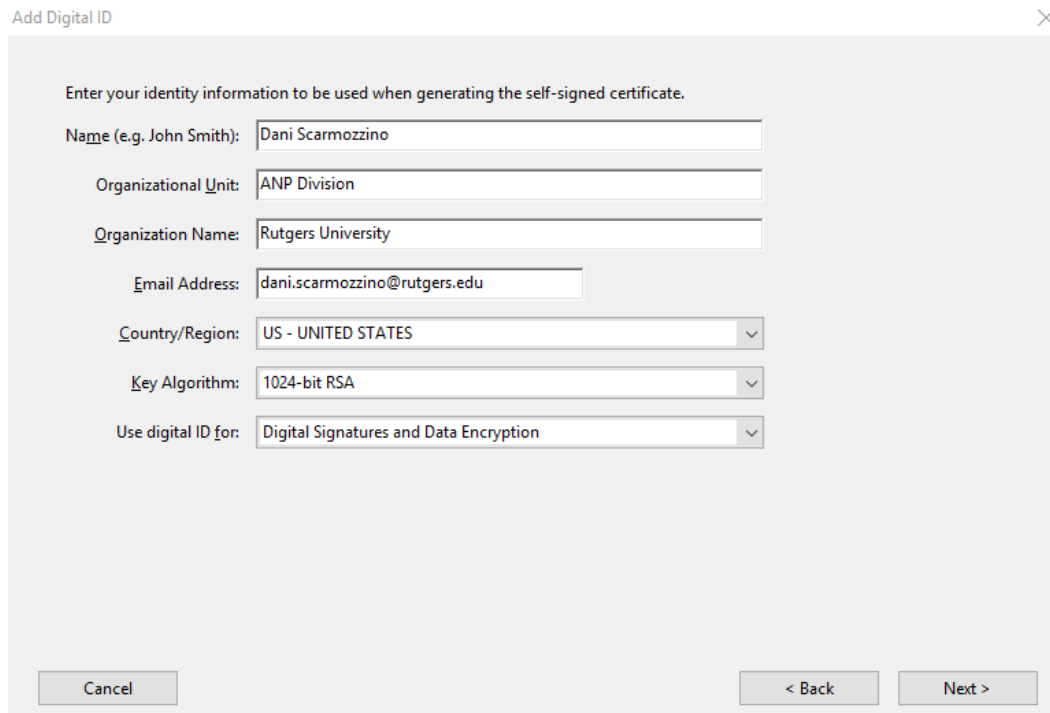
Select **"New PKCS#12 digital ID file"** and click "Next":

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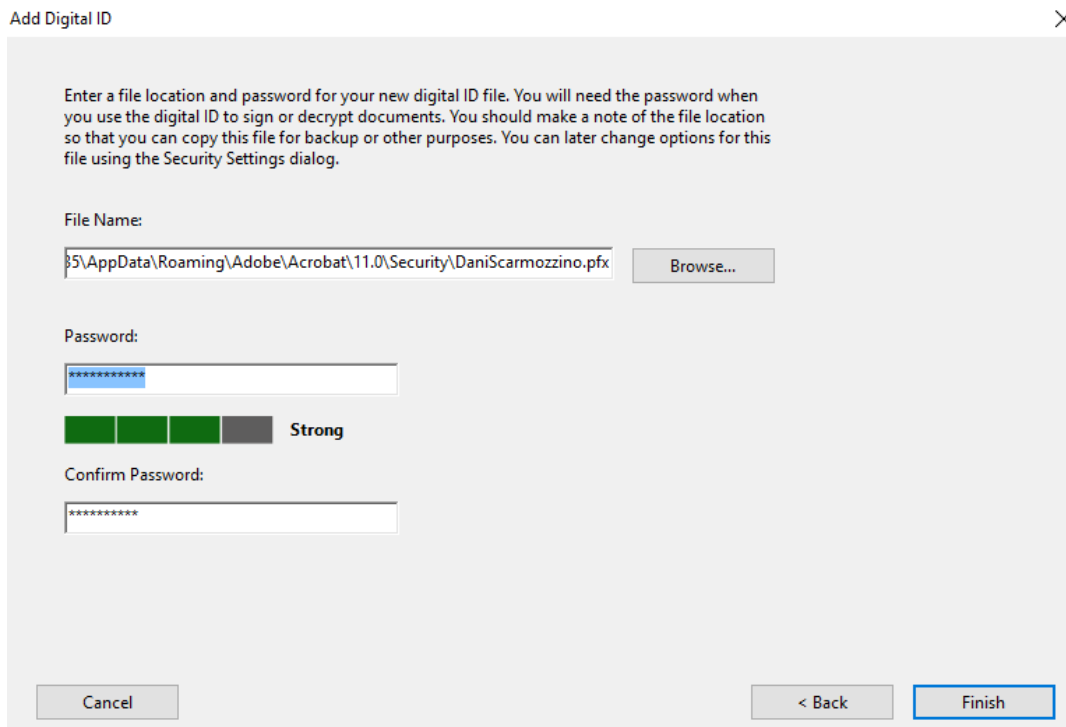


Create and enter your desired password, and then click "Finish".



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.