

HOW TO: Create a Digital ID in Adobe

Open the form you need to sign

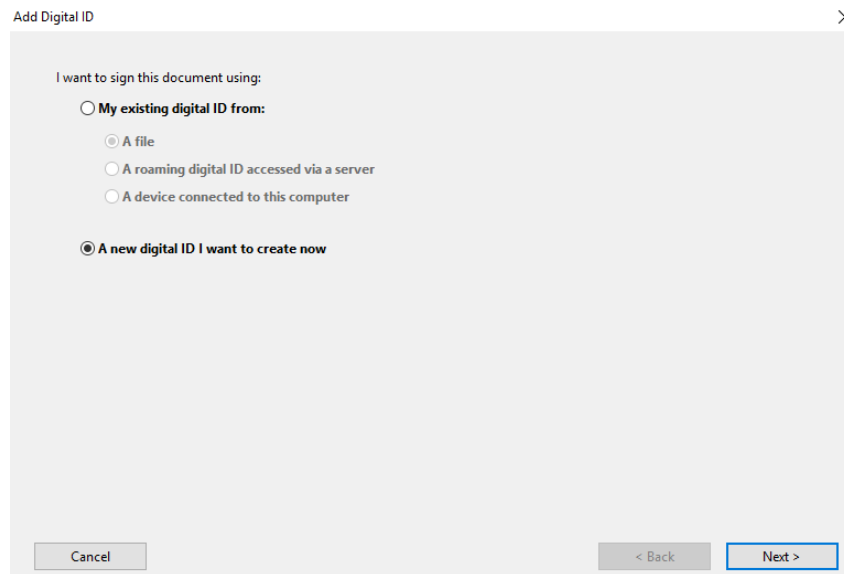
- Ensure the form opens IN ADOBE, **not the internet**. To do this, SAVE the form to your computer. THEN, open it FROM YOUR FILES.
- Take a look at the signature area. Is it asking for a *certificate signature*? (Does it have a red flag in the top left corner?)



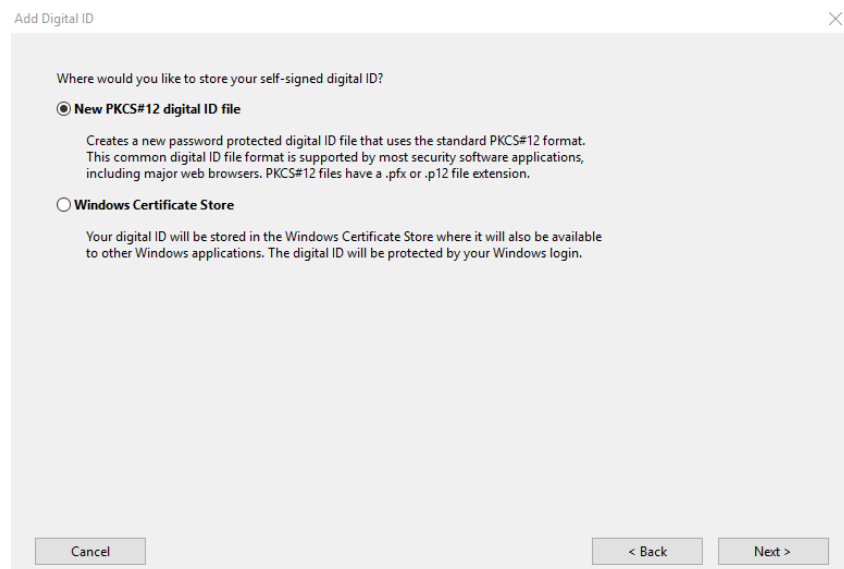
DNP Chair Signature

- 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":

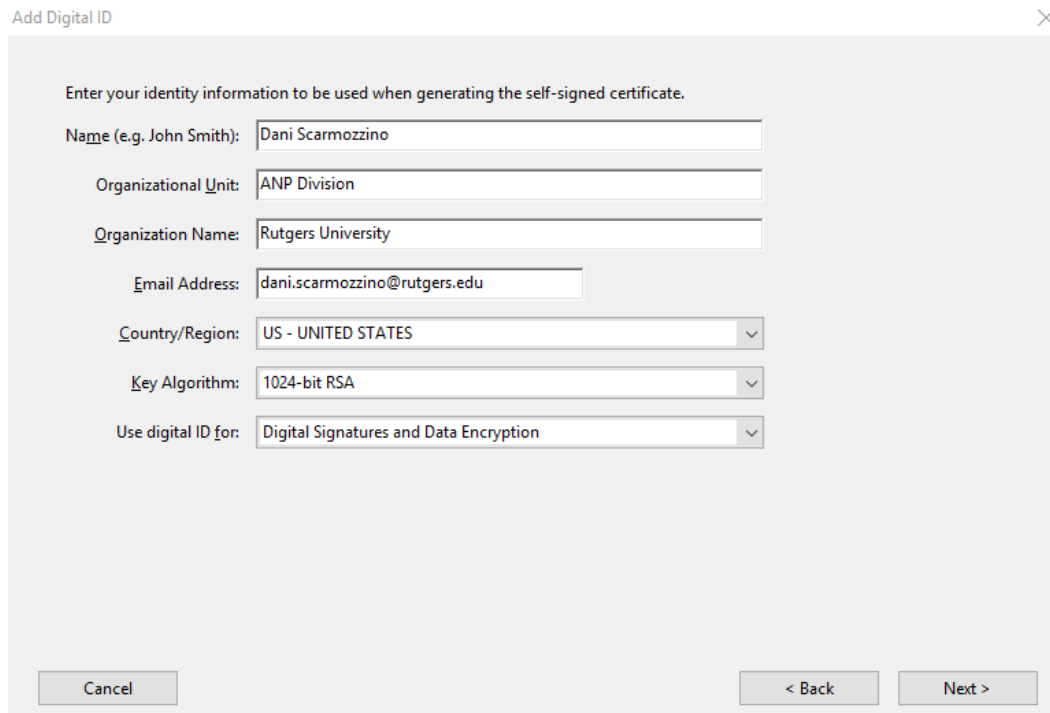


Select **"New PKCS#12 digital ID file"** and click "Next":



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



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Dani Scarmozzino

Organizational Unit: ANP Division

Organization Name: Rutgers University

Email Address: dani.scarmozzino@rutgers.edu

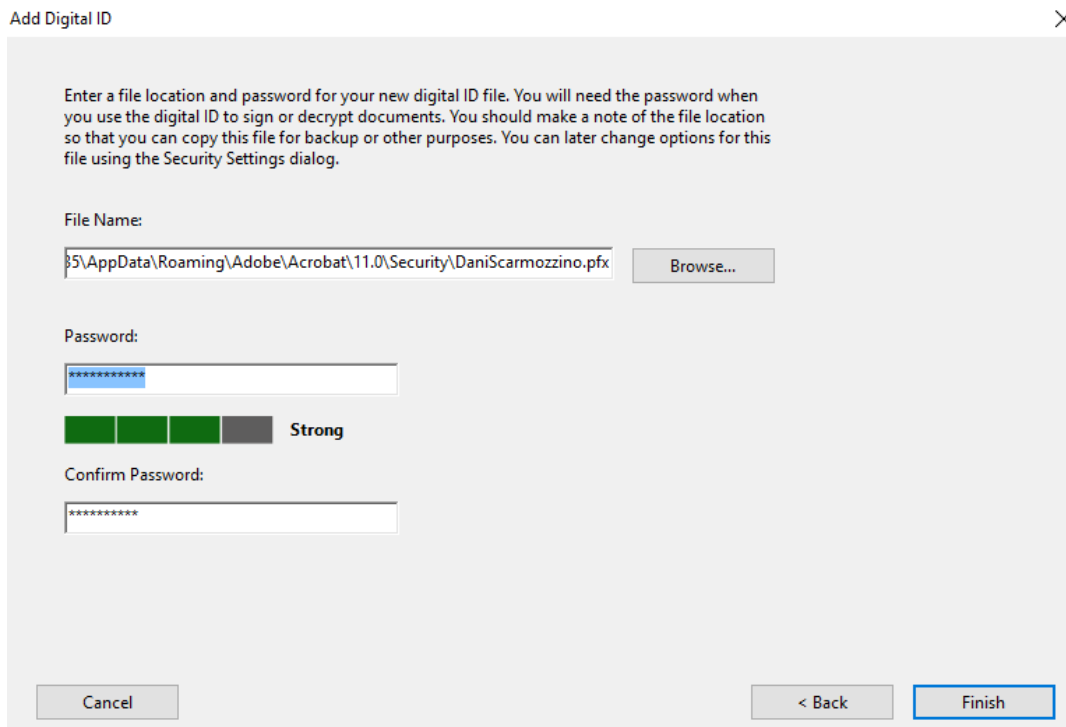
Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Create and enter your desired password, and then click “Finish”.



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: %5\AppData\Roaming\Adobe\Acrobat\11.0\Security\DaniScarmozzino.pfx Browse...

Password: [masked]

Strong

Confirm Password: [masked]

Cancel < Back Finish

This should add your signature to the document. Please note: **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.