

# How to Set up a Digital Signature in Adobe Reader or Adobe Acrobat

Digital Signatures are used to sign, certify, and/or apply certificate encryption to digital documents. IDs set up in Adobe can be used with any application or document\*.

To begin using Digital Signatures you must first have a Digital ID. Much like a driver's license or passport, a Digital ID proves your identity when endorsing electronic materials with unique, encrypted information that is easily verified.

Your password-protected Digital ID is stored on your computer and usually includes your name, email address, a serial number, and an expiration date.

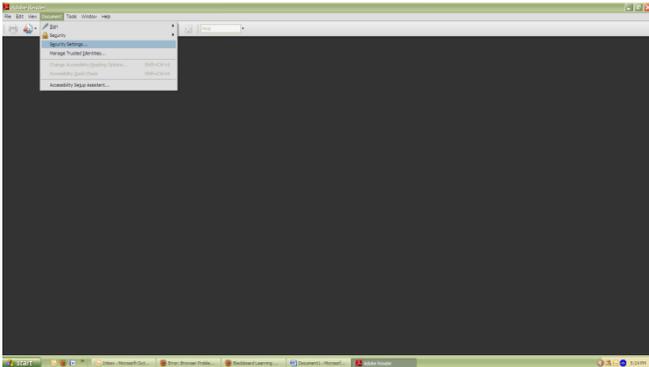
You can create a Digital ID in Adobe by following these step-by-step instructions:

- I. In an open Adobe Reader window, Select **Document > Security Settings**  
(Adobe Acrobat Users Select **Advanced > Security Settings**)

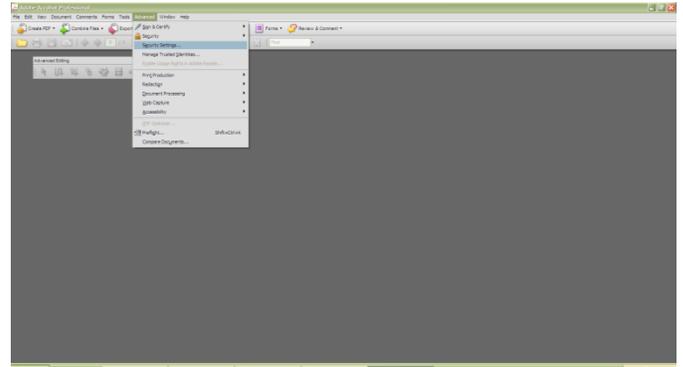
OR

If you are already in a document that you want to sign, click in the appropriate signature field, and proceed to Step 3.

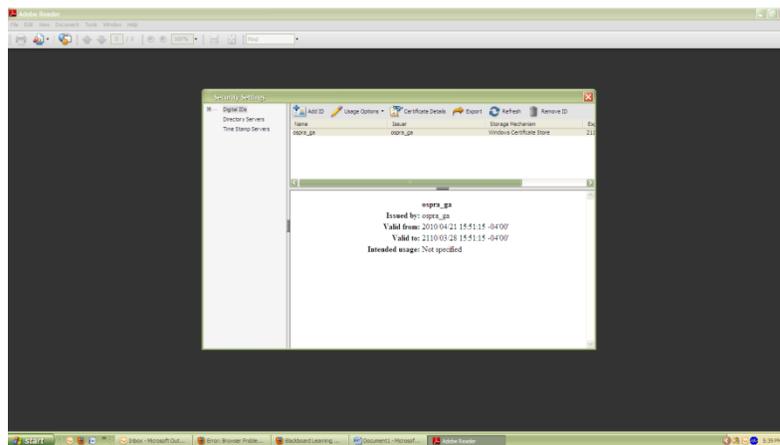
Adobe Reader



Adobe Acrobat

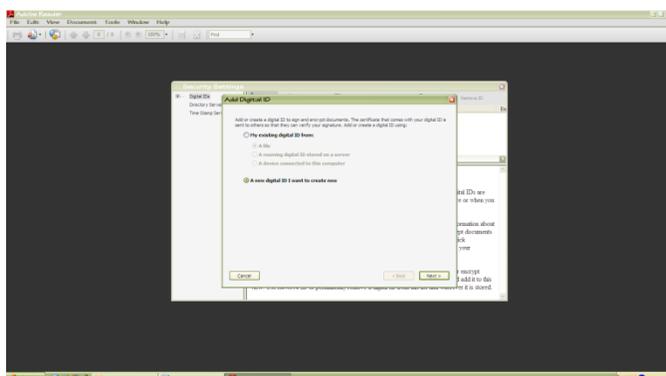


- II. Select **Digital IDs** on the Left, then click the **Add ID** button

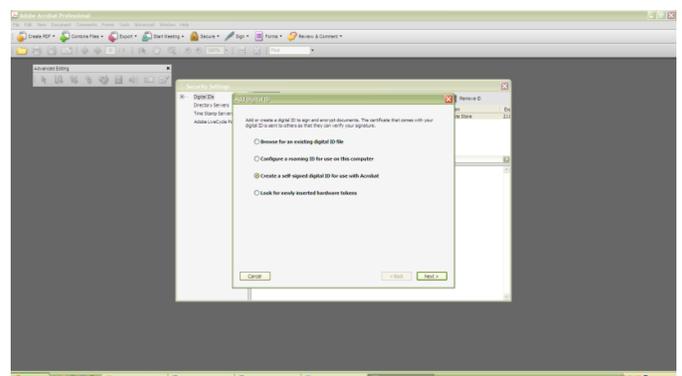


- III. Select the radio button next to **'A New Digital ID I want to create now'** and click **Next**  
(Acrobat Users Select **'Create a self-signed Digital ID for use with Acrobat'**)

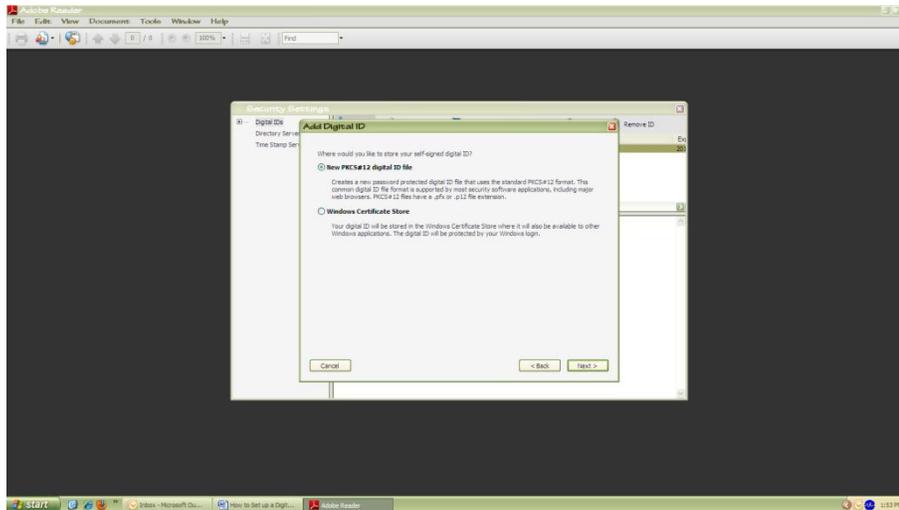
Adobe Reader



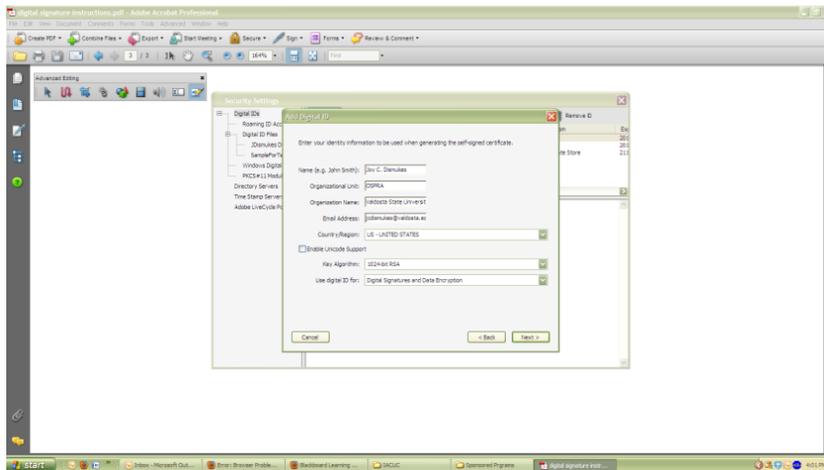
Adobe Acrobat



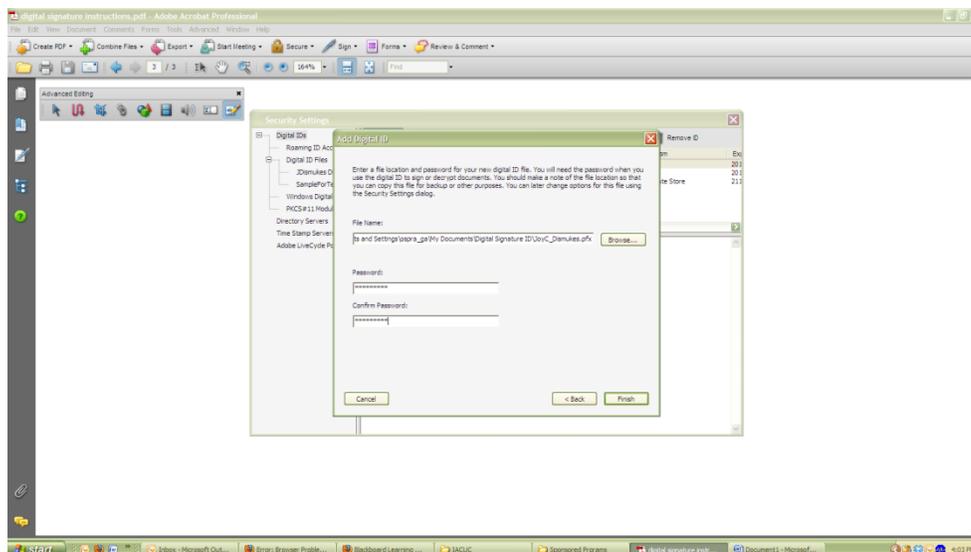
IV. Select the first option: **New PKCS#12 digital ID file** (requires password each time you digitally sign a document), and click **Next**



V. Enter your personal information, leave all settings as they are, and click **Next**



VI. Specify a file location and password for your new ID file – either use the default file location or enter a new location create and enter password into both password fields, then click **Finish**



*\*Your ID can be customized later to include additional identifiers and your handwritten signature if desired.*