

## How To Create a Digital Signature (Adobe)

1. Click on the sign here form and will get a pop up this signature field requires a digital signature identity. Click on Configure Digital ID

<b>Faculty Member:</b>	
<b>Division Dean/Director:</b>	
<b>Dean:</b>	
<b>Human Resources:</b>	

Digital ID Configuration Required ×

This signature field requires a digital signature identity.  
Would you like to configure one now?

2. Click on Create a new Digital ID

Configure a Digital ID for signing ×

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

-  **Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
-  **Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
-  **Create a new Digital ID**  
Create your self-signed Digital ID

### 3. Click on Save to File

**Select the destination of the new Digital ID** ×

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.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

### 4. Fill in the information

**Create a self-signed Digital ID** ×

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.

Name

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for

? Back Continue

5. Create a password and then Save

**Save the self-signed Digital ID to a file** ×

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.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

**Apply a password to protect the Digital ID:**

**Confirm the password:**

6. The digital signature has been created. Click continue

**Sign with a Digital ID** ×

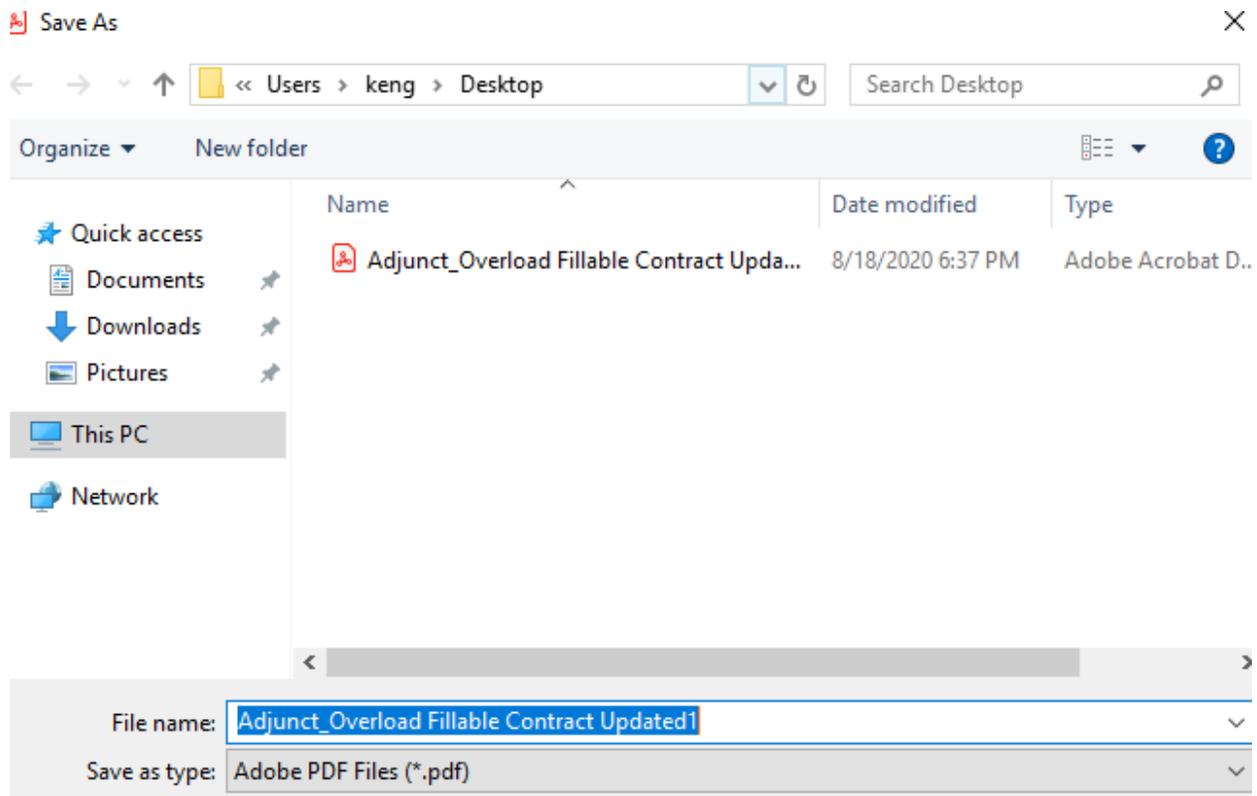
Choose the Digital ID that you want to use for signing:

 **Kevin Eng (Digital ID file)**  
Issued by: Kevin Eng, Expires: 2025.08.18 [View Details](#)

7. Put in your password and then click sign



8. A new dialog box will open up asking where to save the file.





# Information Technology Services



# Information Technology Services

9. The document is now sign.

(All signatures required before forwarding to Human Resources)

<b>Faculty Member:</b>	<b>Kevin Eng</b>	<small>Digitally signed by Kevin Eng Date: 2020.08.18 18:49:10 -04'00'</small>
<b>Division Dean/Director:</b>		
<b>Dean:</b>		
<b>Human Resources:</b>		

Date:	_
Date:	
Date:	
Date:	