How to create your Certified Digital ID for Adobe and Sign Fillable Forms

1. First you need to create your Digital ID

In Adobe reader, go to Edit → Preferences → Signatures. On the Right, click **More** for **Identities & Trusted Certificates**.
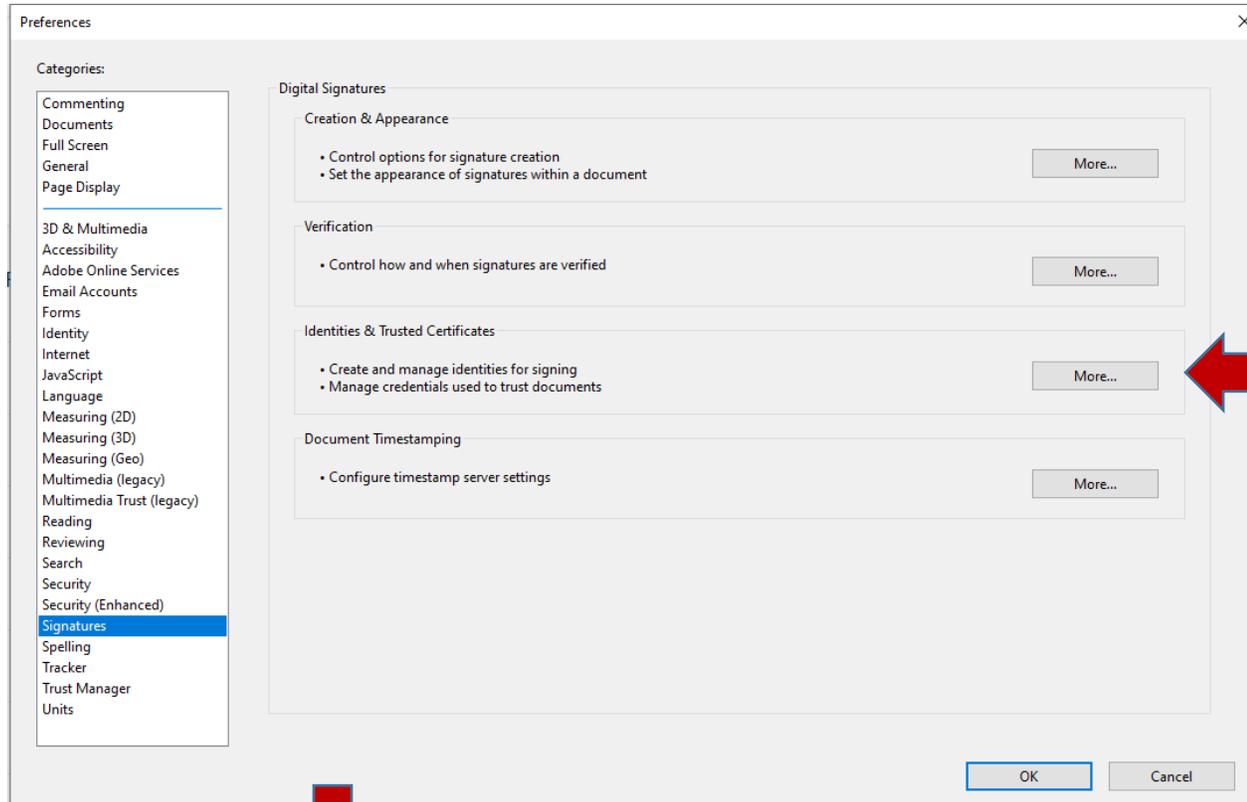
If you have a Digital ID and Trusted Certificate already created, you will see something like this.
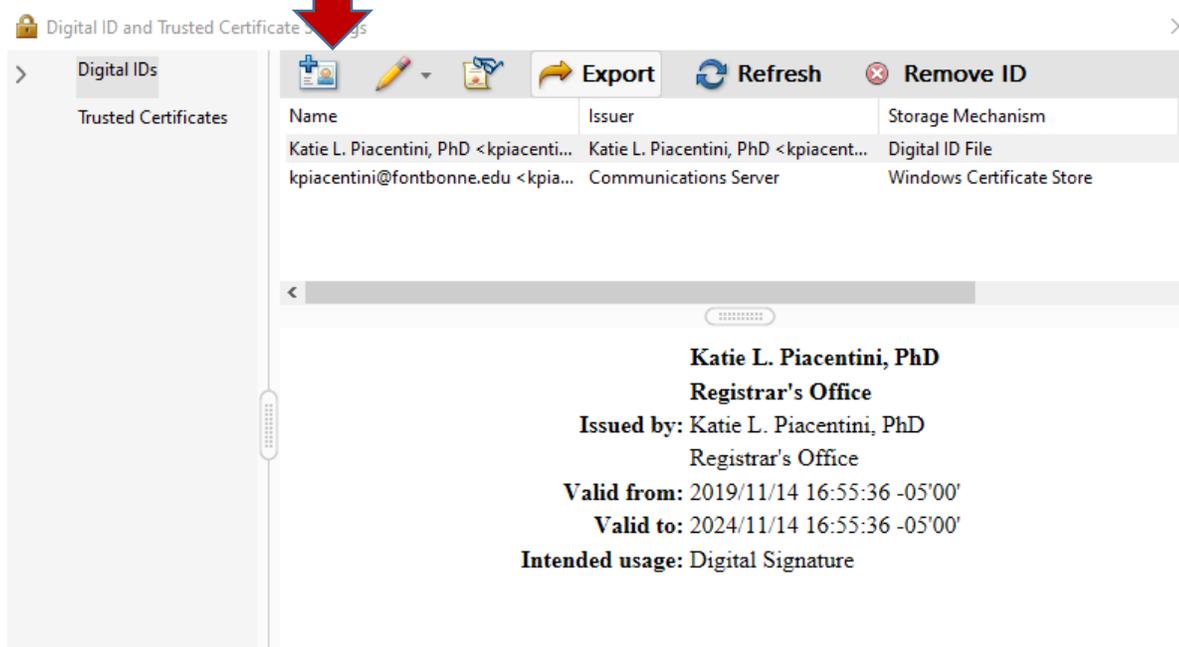
If you do not have one, click on the Add ID button. When the box opens, you will want to choose the "**A new digital ID I want to create now**." Click Next.

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID 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 >]

Choose the 1st option: **New PKCS#12 digital ID file**. Click Next.

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 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

○ **Windows Certificate Store**

    Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

[Cancel]   [< Back]   [Next >]

Provide Name and Email address at a minimum. If you include Organization name, it would be Fontbonne University. The last 3 should auto fill with the Country, Algorithm, Use as shown below.

Add Digital ID   ✕

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

Name (e.g. John Smith):   Registrar Office

Organizational Unit:

Organization Name: Fontbonne University

Email Address: RegistrarOffice@fontbonne.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel   < Back   Next >

The next screen requires you to provide a storage location for your ID. I just left the default location it had chosen. You also need to create a password. Adobe will require you to enter that password every time you digitally sign using this ID. Click Finish once you enter the password.

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:

C:\Users\kpiacentini\AppData\Roaming\Adobe\Acrobat\DC\Security\Re   Browse...

Password:

****

[■■■■] Strong

Confirm Password:

****

Cancel   < Back   Finish

The new digital ID will appear in the list.
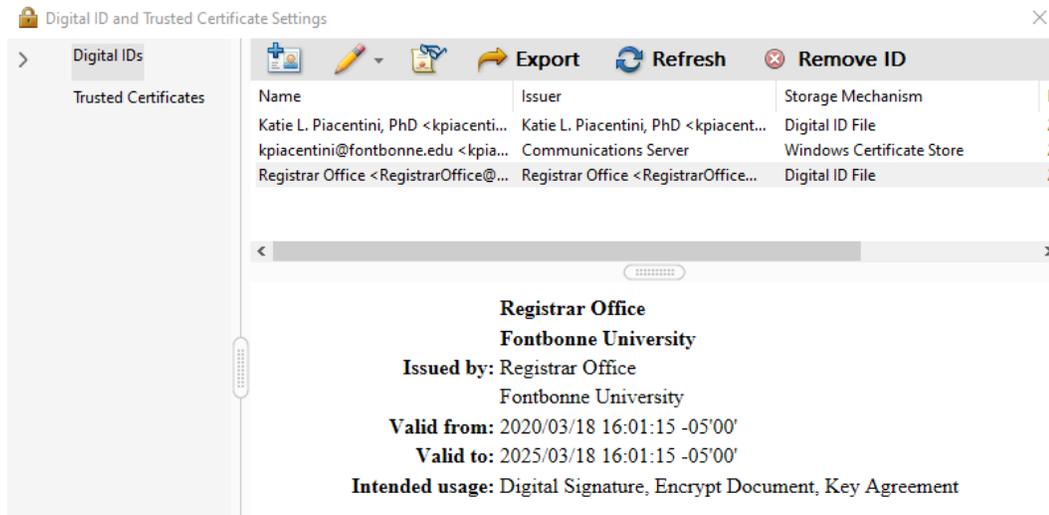
2. Download the form to your computer. In Chrome, you can fill out the form, but you cannot sign the form without downloading it first. In Mozilla, you cannot fill out the form without downloading it first.

3. Open the form with Adobe Reader. When you get to the signature spaces, click in the box.
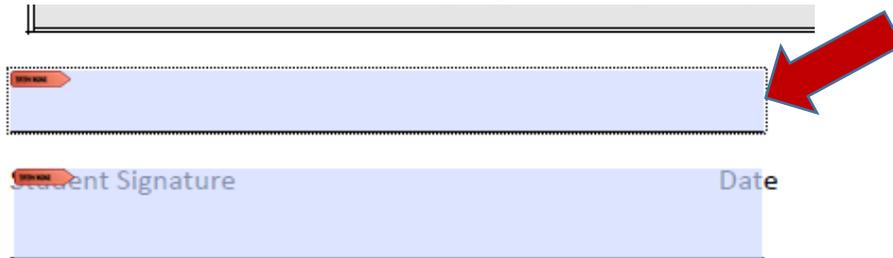
4. You will be prompted to select your Digital ID. Select your ID and click Continue.
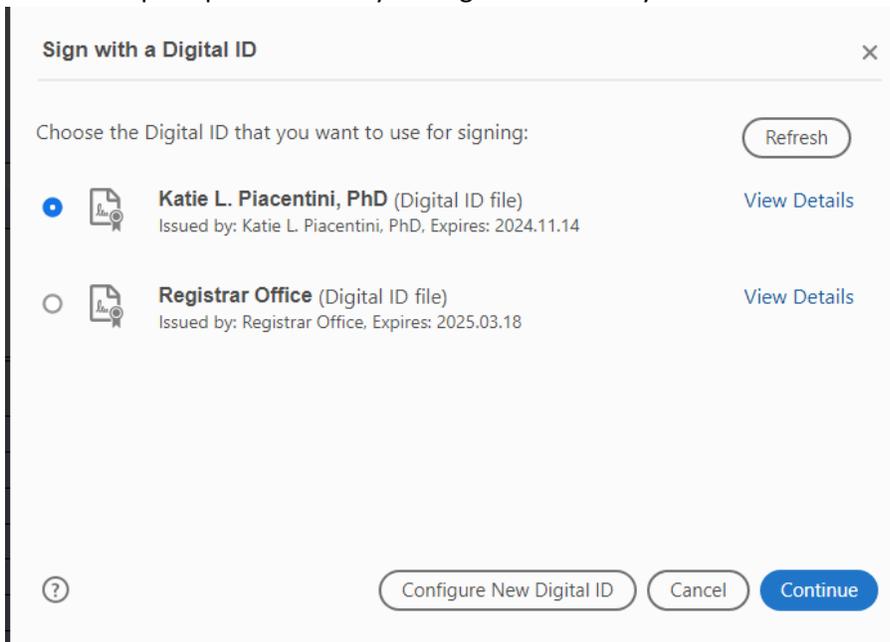
5. You will be prompted to provide your password. Enter it and click Sign.

6. You will be prompted to save your signed PDF. After you save it, your PDF will show your digital signature.

7. After signing, you can email this form to the next person(s) that also needs to sign it.