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 \rightarrow Preferences \rightarrow Signatures. On the Right, click **More** for **Identities & Trusted Certificates**.

Preferences	×				
Categories:					
Commenting	Digital Signatures				
Documents	Creation & Appearance				
Full Screen	Control options for signature creation				
Page Display	Set the appearance of signatures within a document				
3D & Multimedia	Verification				
Accessibility					
Adobe Online Services	Control now and when signatures are verified More				
Forms					
Identity	Identifies & Trusted Certificates				
JavaScript	Create and manage identities for signing More More				
Language Measuring (2D)					
Measuring (3D)	Document Timestamping				
Measuring (Geo) Multimedia (Jegacy)	Configure timestamp server settings				
Multimedia Trust (legacy)	More				
Reading					
Search					
Security					
Signatures					
Spelling					
Trust Manager					
Units					
	OK Cancel				
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Katie L. Piacentini, PhD					
	Registrar's Office				
	Issued by: Katie L. Piacentini, PhD				
	Registrar's Office				
	Valid from: 2019/11/14 16:55:36 -05'00'				
	Valid to: 2024/11/14 16:55:26 05:00				
	V and to. 2024/11/14 10.35.30 -05.00				
	Intended usage: Digital Signature				

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 Digital ID		×
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 f		
• 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.

Add Digital D Khere would you like to store your self-signed digital ID? Preters a new password protected digital D 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. PKC5#12 files have a .pfx or .p12 file extension. Nur 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. Kance Kan			
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Where would you like to store your self-signed digital ID? • New PKCS#12 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. • Mundows Certificate Store More 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			
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Cancel < Back Next >	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.		
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Cancel < Back Next >			
Cancel < Back Next >			
	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 inform	ation to be used when generating the self-signed certificate.			
Na <u>m</u> e (e.g. John Smith):	Registrar Office			
Organizational <u>U</u> nit:				
Organization Name:	Fontbonne University			
Email Address:	RegistrarOffice@fontbonne.edu			
<u>C</u> ountry/Region:	US - UNITED STATES	\sim		
<u>K</u> ey Algorithm:	2048-bit RSA	\sim		
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	\sim		
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 you use the digital ID to sign or decrypt documents. You should make a no so that you can copy this file for backup or other purposes. You can later ch file using the Security Settings dialog.	the password when te of the file location hange options for this		
File Name:			
$\label{eq:c:UserskpiacentiniAppDataRoamingAdobeAcrobatDCSecurityRe} C: UserskpiacentiniAppDataRoamingAdobeAcrobatDCSecurityRe} \label{eq:ci}$	Browse		
Password:			
Strong			
Confirm Password:			
Cancel		< Back	Finish

The new digital ID will appear in the list.

🔒 Di	gital ID and Trusted Certific	ate Settings			\times			
>	Digital IDs	🗽 🧪 遼 🥐	Export Ĉ Refresh 🤅	Remove ID				
	Trusted Certificates	Name	Issuer	Storage Mechanism	Б			
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		<			>			
Registrar Office								
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		Valid from: 20	020/03/18 16:01:15 -05'00'					
		Valid to: 20	025/03/18 16:01:15 -05'00'					
		Intended usage: D	igital Signature, Encrypt Docu	ment, Key Agreement				

- 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.

Stavent Signature	Date	

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.

Sign as "Registrar Office"		×
Appearance Standard Text	~	Create
Registra r Office	Dig Reg Dat 16:	itally signed by gistrar Office te: 2020.03.18 15:18 -05'00'
		View Certificate Details
Review document content that may affect :	signing	Review
••••••		Back Sign

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

Digitally signed by Registrar Office Date: 2020.03.18 16:17:34 -05'00'		
Date		ŀ
	Digitally signed by Registrar Office Date: 2020.03.18 16:17:34 -05'00'	Digitally signed by Registrar Office Date: 2020.03.18 16:17:34 -05'00' Date

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