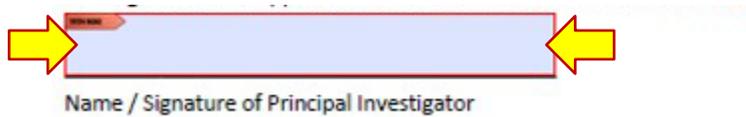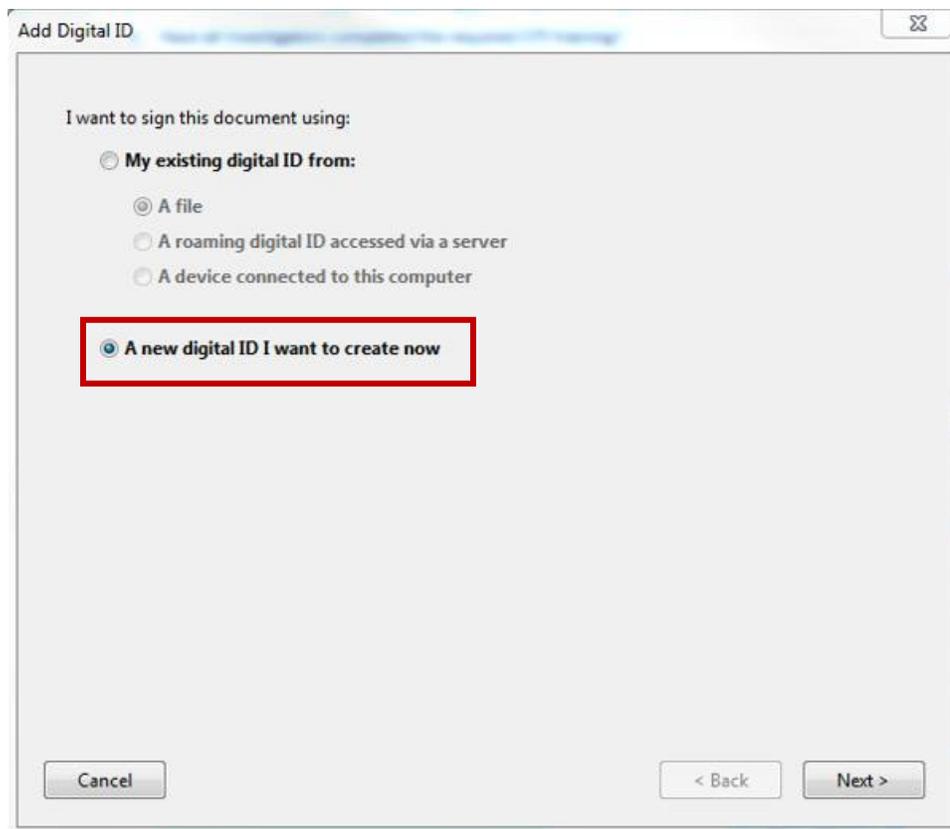# Creating a Digital ID Signature: Adobe PDF

**INSTRUCTIONS**

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1. **If you do not have a 'Digital Signature' click on the signature line of a PDF.**

Name / Signature of Principal Investigator

2. **After clicking on the signature line a 'Pop-up' window will appear. Select "A new digital ID I want to create now. Click 'Next'.**

3. **Choose how you would like to store your 'Digital ID' file. The most common selection is 'New PKCS#12 Digital ID File. Click 'Next'.**
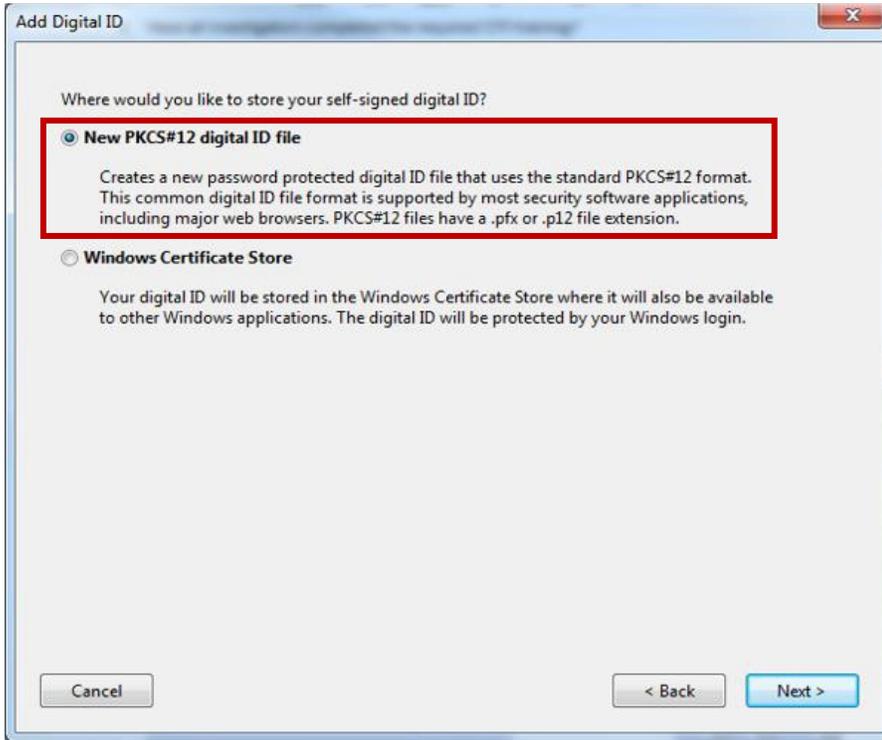
4. **Complete the fields highlighted in red on the screen-shot below. Note that the fields 'Name' and 'Email Address' are mandatory. Click 'Next'.**

5. **Choose a location on your computer where you would like to save the 'Digital ID' (Note: it is recommended that you use the default file location). Next, set a 'Password' for the 'Digital ID'. Click Next.**

6. **Select your 'Digital ID' from the 'Sign As:' drop-down menu and type in your 'Password'. Click 'Sign'.**
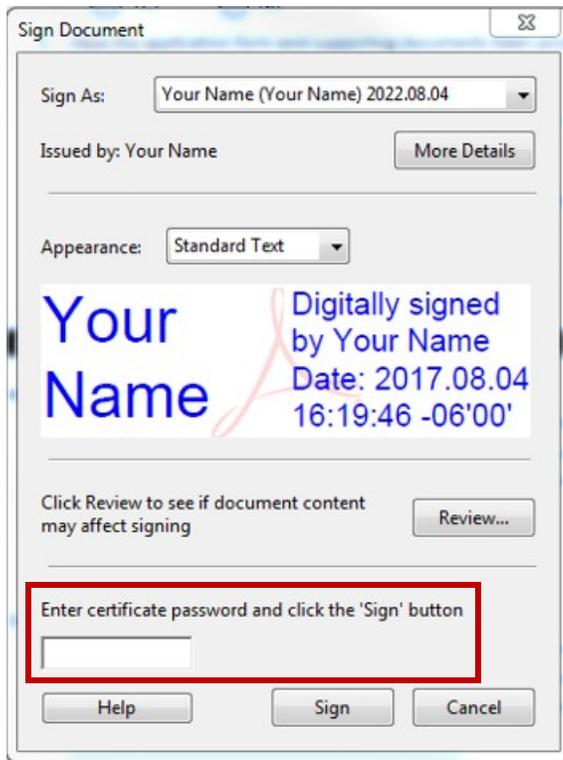
7. **The PDF File 'Save' 'Pop-up' window will appear. Type a name for the signed PDF file. Click 'Save'.**
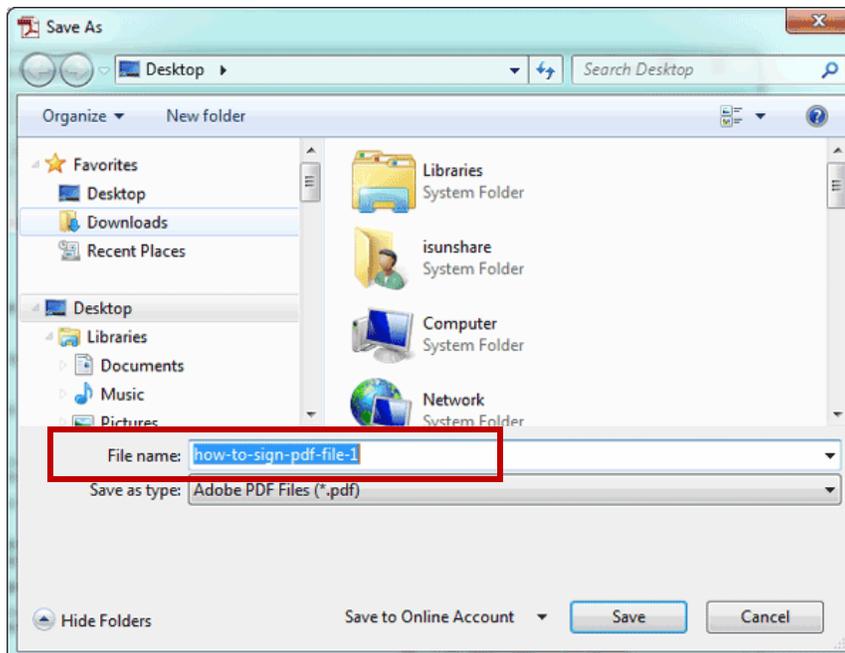
8. Within the 'Signature Line' on the PDF you will see a blue panel of text indicating the PDF have been signed by your 'Digital ID'.

Your Name Digitally signed by Your Name
Date: 2017.08.04 16:21:26 -06'00'