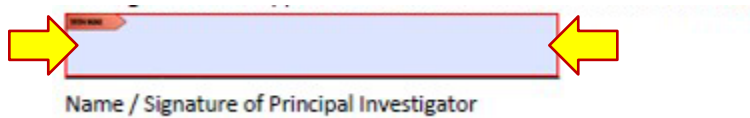


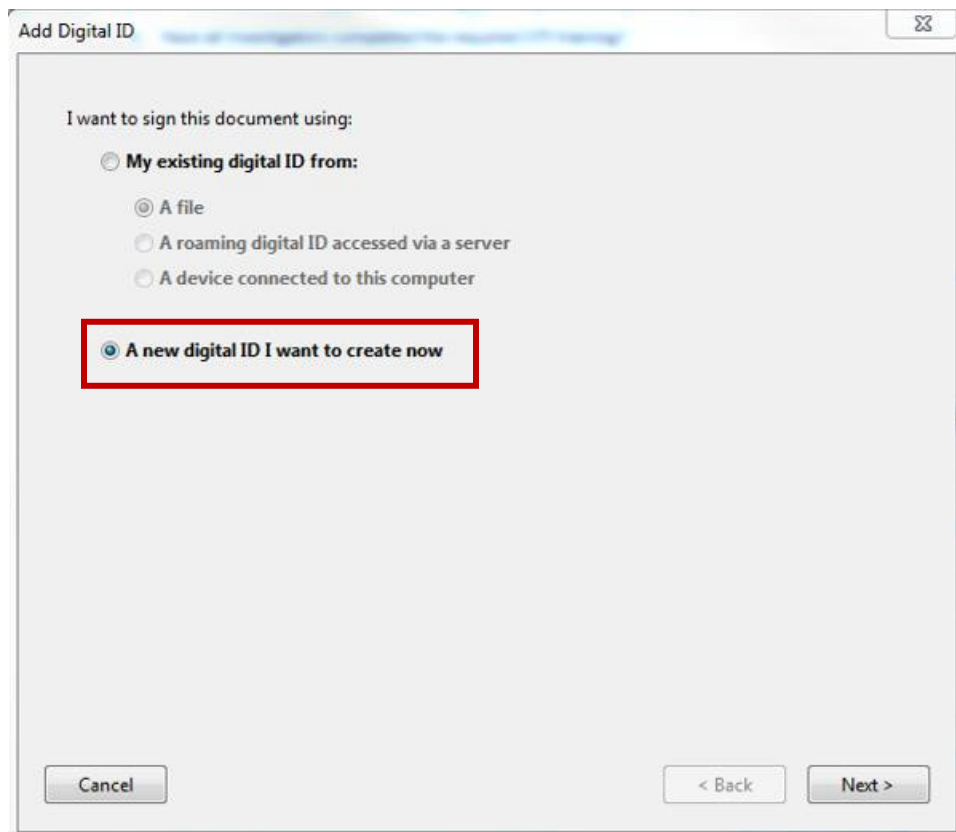
Creating a Digital ID Signature: Adobe PDF

INSTRUCTIONS

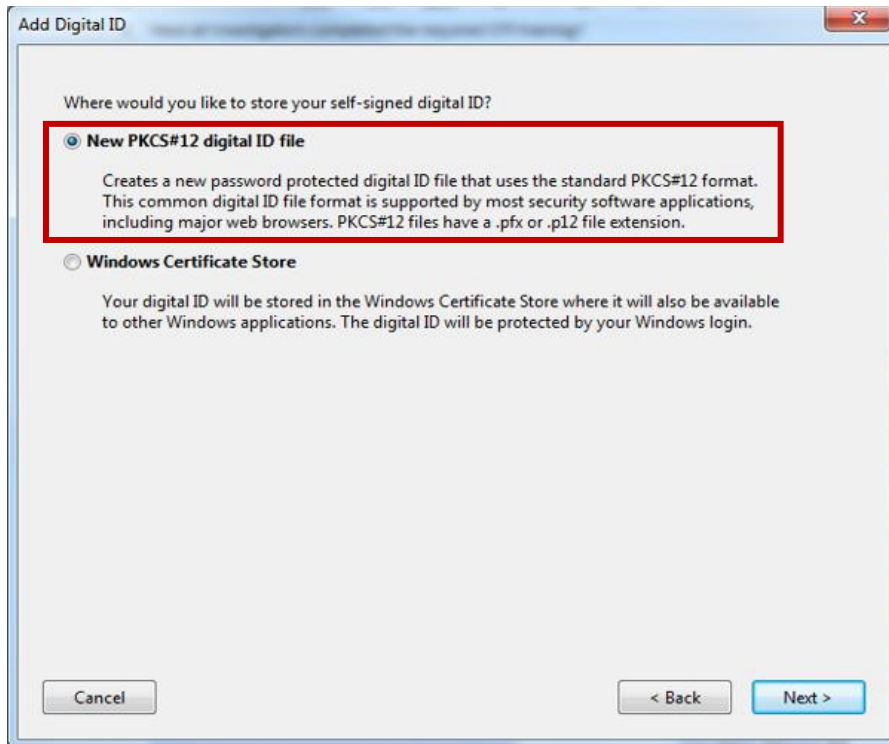
1. If you do not have a 'Digital Signature' click on the signature line of a PDF.



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'.

Add Digital ID

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

Name (e.g. John Smith): Your Name

Organizational Unit: Name of Department

Organization Name: Name of University

Email Address: YName@emailaddress.com

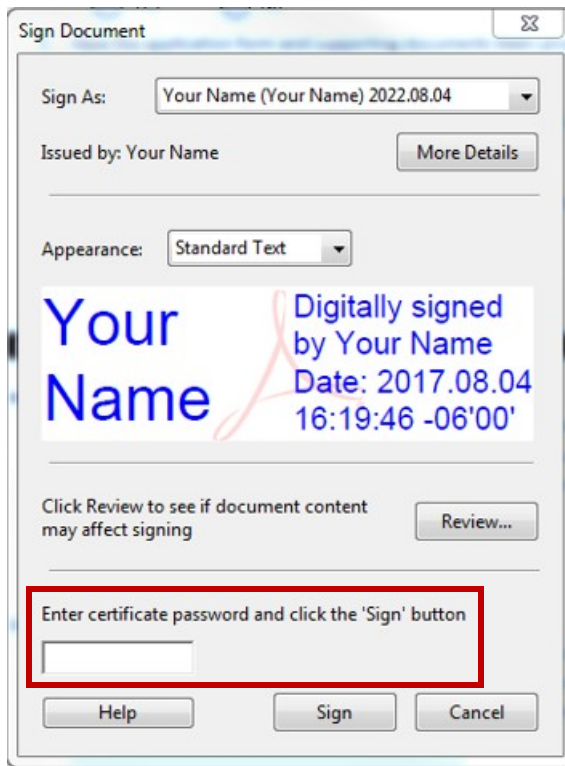
Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

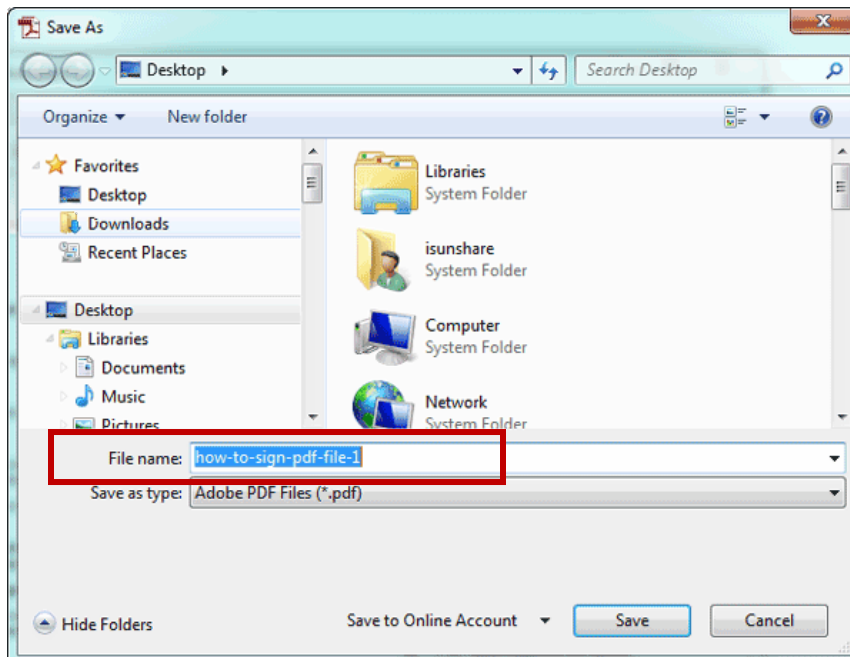
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back 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'.

