How to Set Up an E-Signature on Adobe

Step 1:

Click on **E-Signature line** to begin setting up your digital signature.
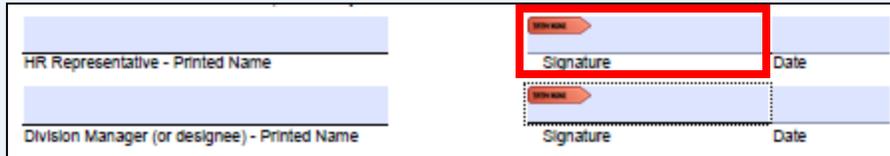
HR Representative - Printed Name	Signature Date
Division Manager (or designee) - Printed Name	Signature Date

Step 2:

Select the option **A new digital ID I want to create now**, and click **Next >**.
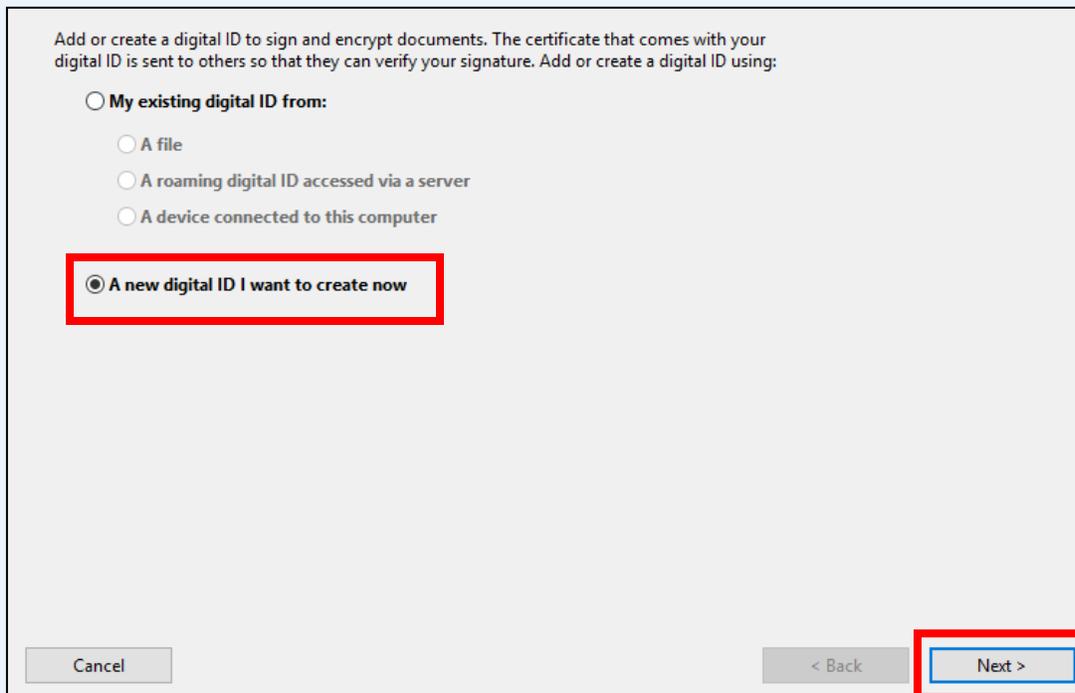
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

○ **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 >

Step 3:

Select the option **New PKCS#12 digital ID file**, and click **Next >**.
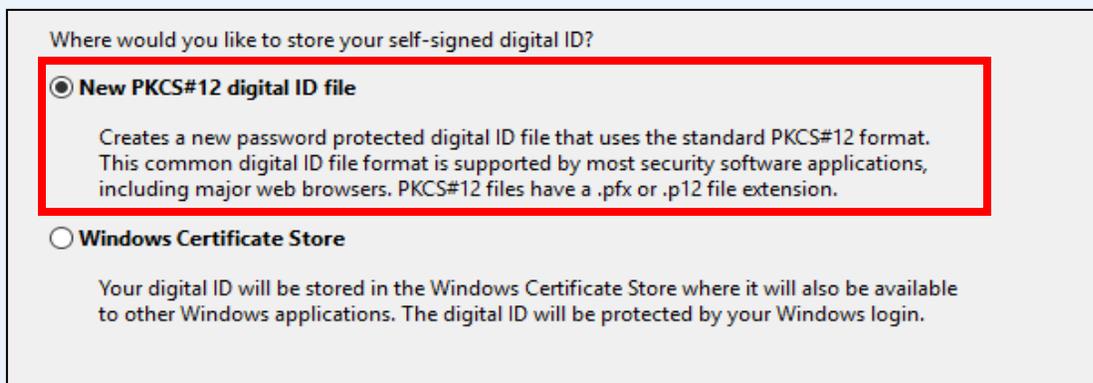
Where would you like to store your self-signed digital ID?

◉ **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.

Step 4:

Type a **name**, **email address**, and **other personal information** for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field, and click **Next >**.

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

Na<u>m</u>e (e.g. John Smith):	Jane Doe
Organizational <u>U</u>nit:	Compliance & Employee/Labor Relations
<u>O</u>rganization Name:	Orange County Government
<u>E</u>mail Address:	Jane.Doe@ocfl.net
<u>C</u>ountry/Region:	US - UNITED STATES
Key Algorithm:	1024-bit RSA
Use digital ID <u>f</u>or:	Digital Signatures and Data Encryption

Cancel   < Back   Next >

Step 5:

Create and confirm **password** strength, then click **Finish**.

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:

7953\AppData\Roaming\Adobe\Acrobat\2015\Security\   .pfx   Browse...

Password:

****

🟩🟩🟩⬛ **Strong**

Confirm Password:

****

Cancel   < Back   Finish

Step 6:

Digital ID is created. **Enter certificate password and click the 'Sign' button** to electronically sign documents.