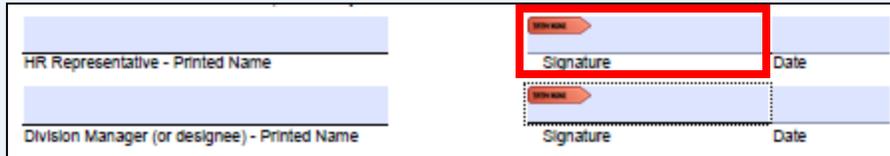


How to Set Up an E-Signature on Adobe

Step 1:

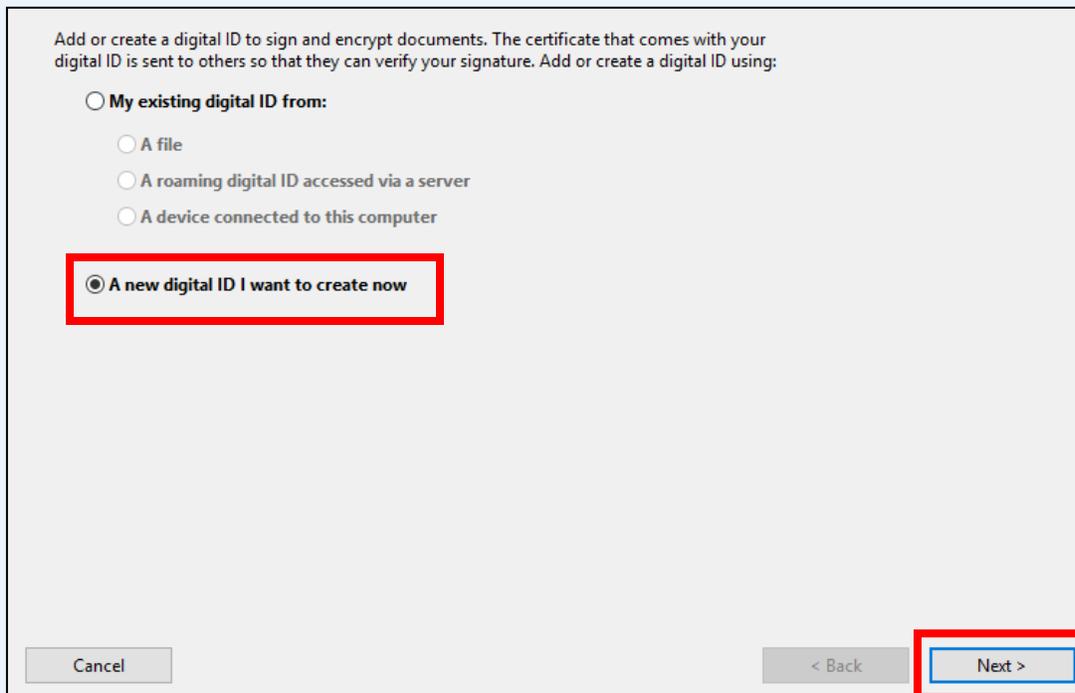
Click on **E-Signature line** to begin setting up your digital signature.



The screenshot shows a document form with two rows of signature lines. Each row has a label on the left and two input fields on the right labeled 'Signature' and 'Date'. The top row is labeled 'HR Representative - Printed Name' and the bottom row is labeled 'Division Manager (or designee) - Printed Name'. Red boxes highlight the 'Signature' and 'Date' fields in both rows, with a red arrow pointing to the 'Signature' field in the top row.

Step 2:

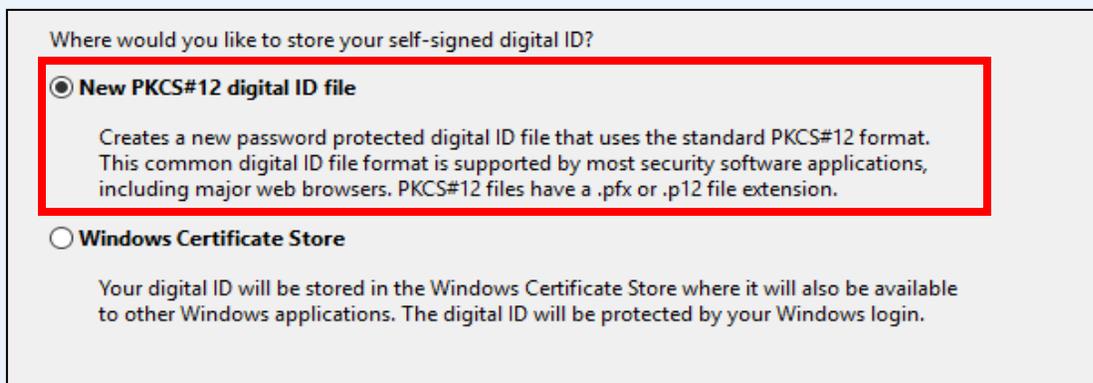
Select the option **A new digital ID I want to create now**, and click **Next >**.



The screenshot shows a dialog box titled '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:'. There are two main radio button options: 'My existing digital ID from:' and 'A new digital ID I want to create now'. Under 'My existing digital ID from:', there are three sub-options: 'A file', 'A roaming digital ID accessed via a server', and 'A device connected to this computer'. The 'A new digital ID I want to create now' option is selected and highlighted with a red box. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'. The 'Next >' button is highlighted with a red box.

Step 3:

Select the option **New PKCS#12 digital ID file**, and click **Next >**.



The screenshot shows a dialog box titled 'Where would you like to store your self-signed digital ID?'. There are two radio button options: 'New PKCS#12 digital ID file' and 'Windows Certificate Store'. The 'New PKCS#12 digital ID file' option is selected and highlighted with a red box. Below this option, there is a description: '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.' The 'Windows Certificate Store' option is also visible with its description: '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.

Name (e.g. John Smith):	Jane Doe
Organizational Unit:	Compliance & Employee/Labor Relations
Organization Name:	Orange County Government
Email Address:	Jane.Doe@ocfl.net
Country/Region:	US - UNITED STATES
Key Algorithm:	1024-bit RSA
Use digital ID for:	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.

Sign Document

Sign As: 2025.03.30

Issued by: [REDACTED] More Details

Appearance: Standard Text

Jane Doe

Digitally signed by Jane Doe
Date: 2020.03.30 12:54:11 -04'00'

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel