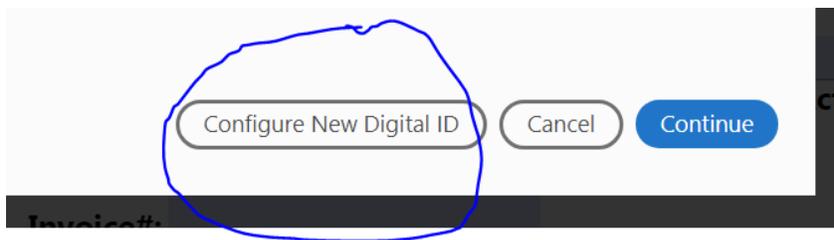# How to Create a Digital Signature in Adobe
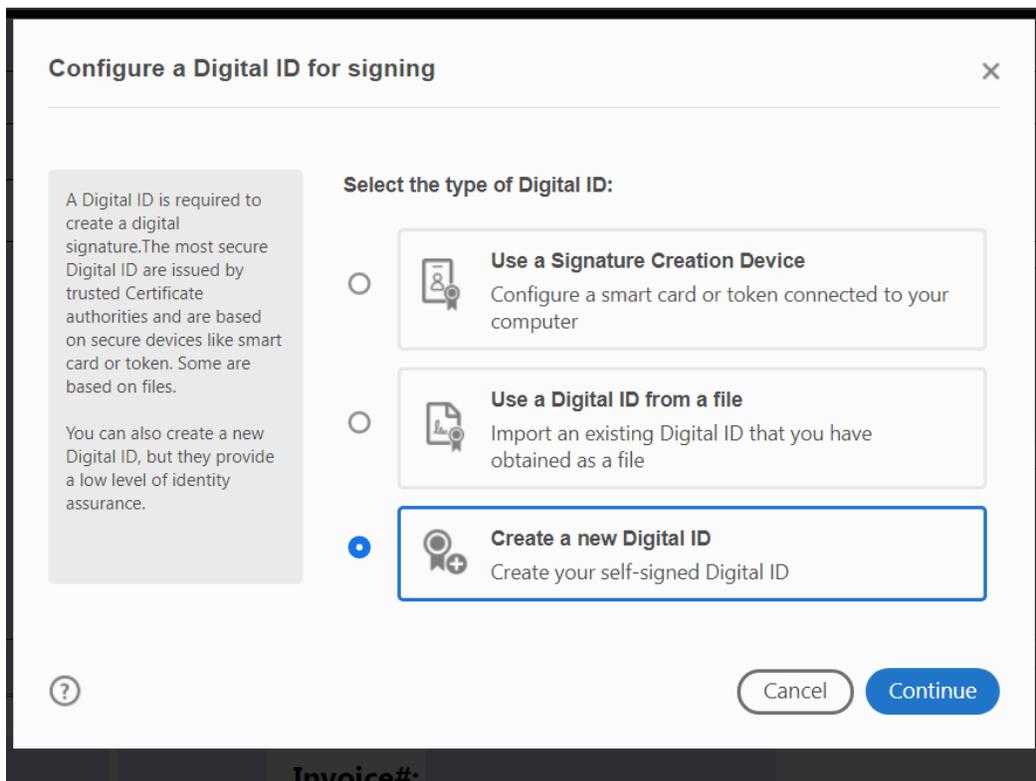
1. Double click the field that should be digitally signed.

ORIGINATOR

2. Click **Configure New Digital ID**

Configure New Digital ID   Cancel   Continue

Invoice#:

3. Verify that **Create a new Digital ID** is selected and click **Continue**.

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

● **Create a new Digital ID**
Create your self-signed Digital ID

Cancel   Continue

Invoice#:

4. Select **Save to File** and click **Continue**.

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

⦿ **Save to File**
Save the Digital ID to a file in your computer

◯ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back   Continue

5. Enter your information. Name and email address are required. Click **Continue**

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Demo Person
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	demo@yc.edu
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back   Continue

6. Click **Browse** and choose where you want to save the signature. We recommend saving it to your Z Drive, so you can access it from any computer. Then click **Save**.

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\   \AppData\Roaming\Adobe\Acrobat'   [Browse]

Apply a password to protect the Digital ID:

••••••••

Confirm the password:

••••••••

Please Note: this process saves the digital signature in a password protected file. You can re-use this signature on multiple PDFs for a set period of time.

[Back] [Save]

The next time you need to insert a digital signature, follow Step 1, verify your signature is selected, and click **Continue**. At the next screen verify that the information is correct and click **Sign.**

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: [Refresh]

● (Windows Digital ID)   View Details
   Issued by: ...   ..., Expires: 2025.03.17

Please Note: after you click "sign" you will be prompted to save the PDF to your computer. You will have to save the file to sign it. After you save it you can delete it if you don't want to save a copy.

[Configure New Digital ID] [Cancel] [Continue]