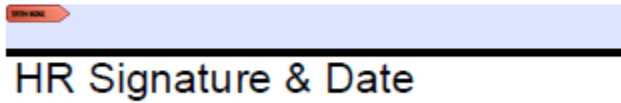
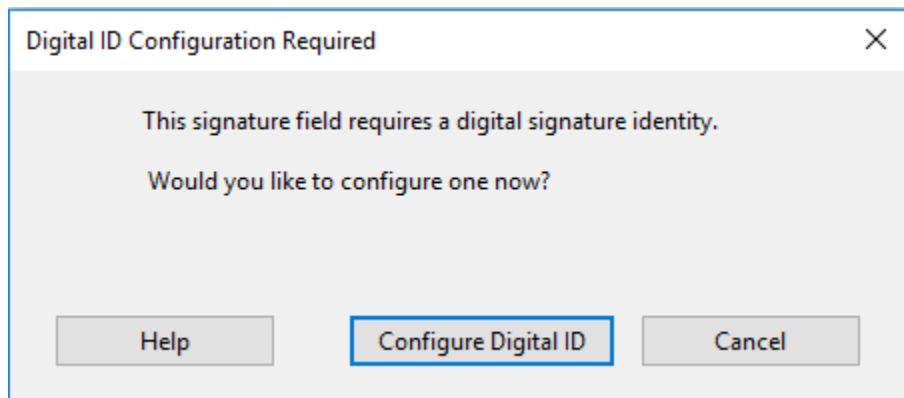


How to create signatures in Adobe Reader DC

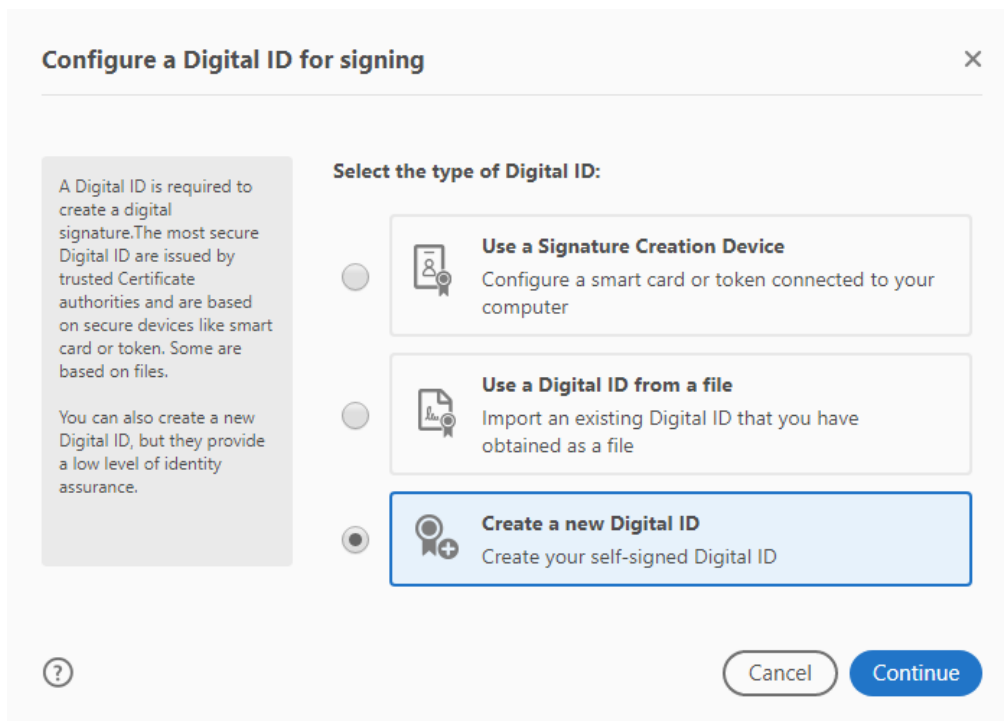
- 1). Click on the signature field of the document (see example below)



- 2). You will be prompted to create your digital signature



- 3). Select Configure a new signature (Digital ID)



4). Save to a file

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

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

Organizational Unit

Organization Name

Email Address

Country/Region

Key Algorithm

Use Digital ID for

? Back Continue

6). Create a password you will remember

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\dthomas\AppData\Roaming\Adobe\Acrobat\ Browse

Apply a password to protect the Digital ID:

.....

Confirm the password:


.....

? Back Save

7). You can now sign files with your digital signature

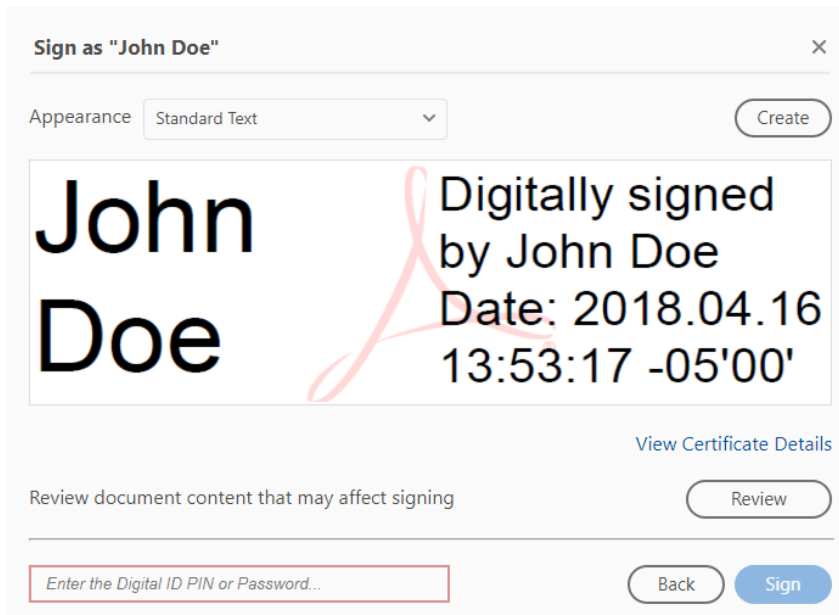
Sign with a Digital ID

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

 **John Doe** (Digital ID file)
Issued by: John Doe, Expires: 2023.04.16 View Details

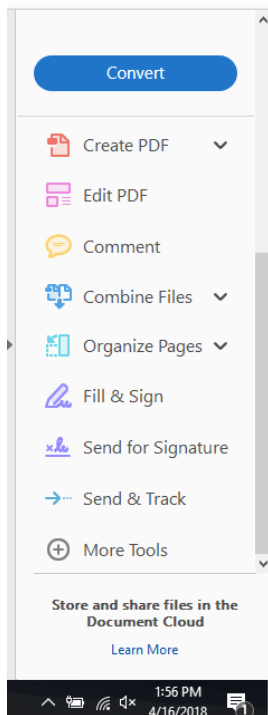
? Configure New Digital ID Cancel Continue

8). Edit the appearance of the signature as you see fit by clicking on create, or use the default style.

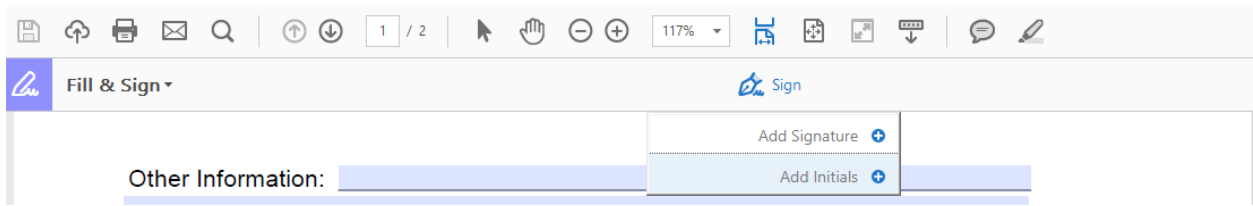


Option 2. Creating a manual signature (When there is no signature field).

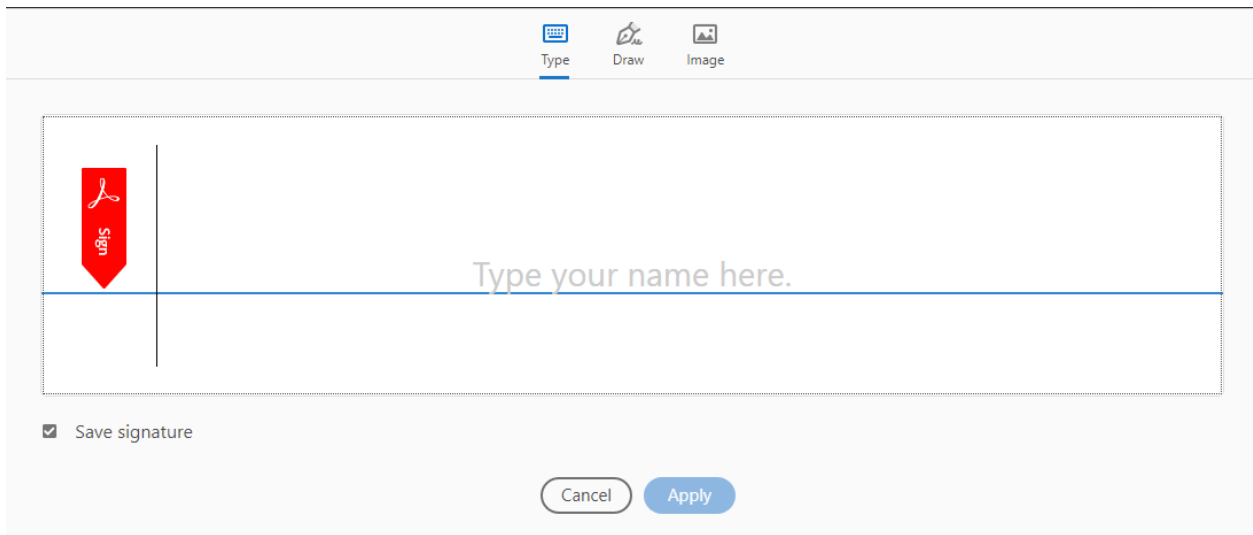
1.) Click on fill & Sign on the right hand side menu bar



2). The fill & sign menu will appear, click on sign and add signature



3). It will ask you to create your signature



4). After you create your signature, click ok and you can then place the signature wherever you want in the document.

