



Creating your digital signature ID for the first time

If you are using Adobe Acrobat Reader DC, please follow the section “Using Adobe Acrobat Reader DC.” If you are using Adobe Acrobat Pro, please follow the section “Using Adobe Acrobat Pro.”

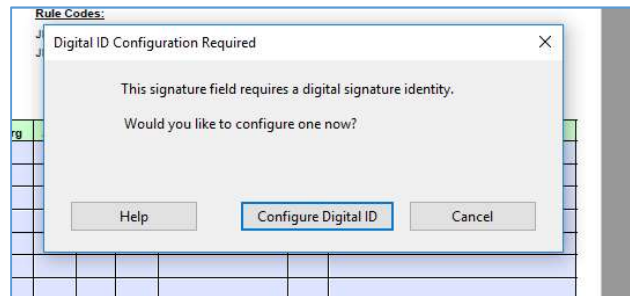
Using Adobe Acrobat Reader DC:

This process is suitable for a PDF form already containing a signature field i.e. JE Template or Accounts Payable Voucher Form. Example:

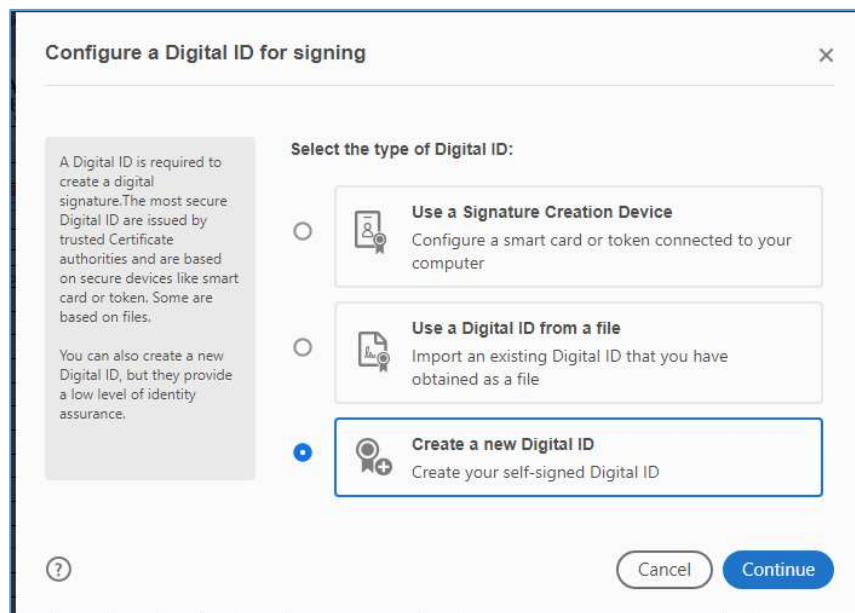
Preparer Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>
Approval Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>
Approval Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>

The red line on the top left corner of the field indicates the field is a signature field.

1. Click the Signature field requiring your signature.
2. A dialog box like the one below will appear. Select Configure Digital ID.



3. Select the option Create a new Digital ID and click Continue.



4. Select the option Save to File and click Continue.

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this box is a question mark icon. On the right, there are two radio button options. The first option, "Save to File", is selected and highlighted with a blue border; its description is "Save the Digital ID to a file in your computer". The second option, "Save to Windows Certificate Store", is not selected and its description is "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are two buttons: "Back" and "Continue".

5. Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US – UNITED STATES), Key Algorithm (leave it as 2048-bit RSA), and select Digital Signatures for the field "Use Digital ID for."

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." Below this box is a question mark icon. On the right, there is a form with the following fields: "Name" (text input with "John Doe"), "Organizational Unit" (text input with "Client Services Department"), "Organization Name" (text input with "MyCompany, Inc."), "Email Address" (text input with "jdoe@example.net"), "Country/Region" (dropdown menu with "US - UNITED STATES"), "Key Algorithm" (dropdown menu with "2048-bit RSA"), and "Use Digital ID for" (dropdown menu with "Digital Signatures"). At the bottom right, there are two buttons: "Back" and "Continue".

- Next, add a password for your Digital ID. You will need this password each time you sign a document. Do not share with others.

The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." On the right, it says "Your Digital ID will be saved at the following location :" followed by a text field containing "C:\Users\██████████\AppData\Roaming\Adobe\Acrobat\I" and a "Browse" button. Below this, it says "Apply a password to protect the Digital ID:" followed by a password input field with a green strength indicator. Underneath is "Confirm the password:" followed by another password input field. At the bottom, there is a help icon (?), a "Back" button, and a "Save" button.

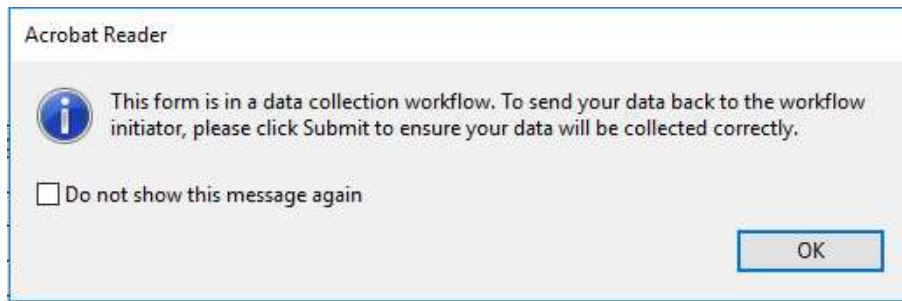
- Select the ID you just created in order to apply the signature to the form and click Continue.

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. It prompts the user to "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. A list of Digital IDs is shown, with one selected: "John Doe (Digital ID file)" with a blue checkmark. Below the name, it says "Issued by: John Doe, Expires: 2025.04.06" and a "View Details" link. At the bottom, there is a help icon (?), a "Configure New Digital ID" button, a "Cancel" button, and a "Continue" button.

- To sign the form, enter the password you created for this ID and click Sign. Depending on the form, and which part of the form you add your signature, this locks fields from editing. Be sure to fill out all fields required of you, even if the field appears after your signature line, prior to placing your signature.



- You will be asked to re-save the file with your signature. Check the file location and make sure the file name is correct.
- After saving the form, a message about the form being in a data collection workflow will appear. Check the box "Do not show this message again" and click OK.



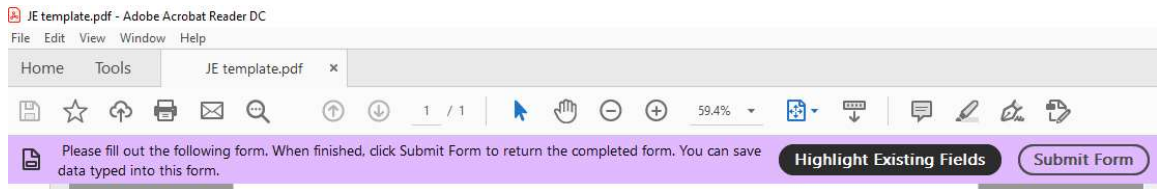
- Your signature will appear on the line you selected to enter your signature.

Date:	_____
Prepared By:	_____
Approved By:	John Doe <small>Digitally signed by John Doe Date: 2020.04.06 09:04:28 -04'00'</small>
Document #:	_____
Entered by:	_____

12. To remove your signature, right click on your digital ID and say “Clear signature”



13. If your form has a “Submit Form” button at the top, **please IGNORE and DO NOT press “Submit Form.”**



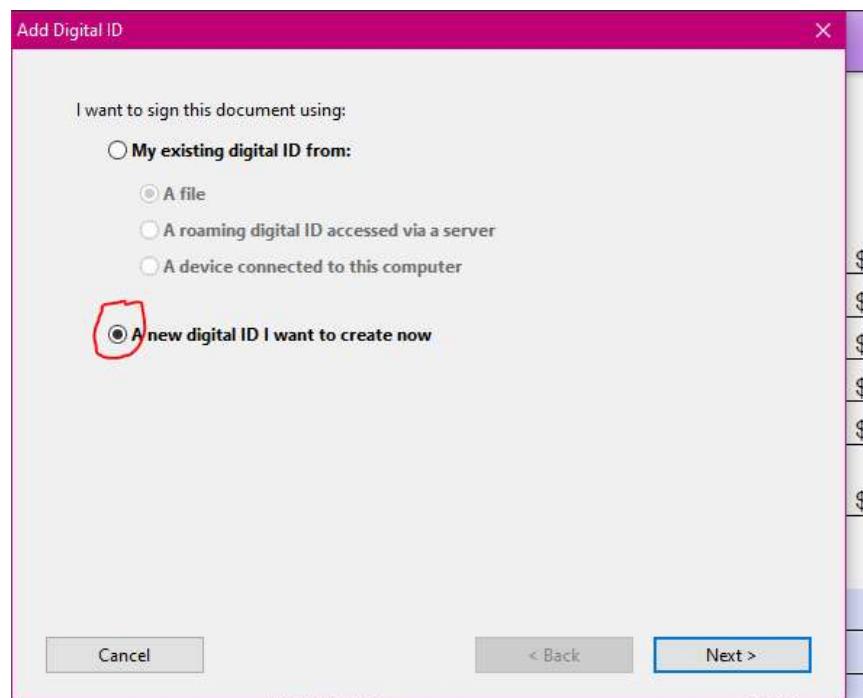
Using Adobe Acrobat Pro:

This process is suitable for a PDF form already containing a signature field i.e. JE Template or Accounts Payable Voucher Form. Example:

Preparer Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>
Approval Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>
Approval Name:	<input type="text"/>	Signature: 	Date:	<input type="text"/>

The red line on the top left corner of the field indicates the field is a signature field.

1. Click the Signature field requiring your signature.
2. Two scenarios may occur depending on your system settings.
 - a. You may first be directed to a window titled "Sign Document" (if not, skip to step 2b). From the "Sign As" tab, click the drop down menu and Select "New ID...". This will then take you to the window in step 2b.
 - b. When directed to a window titled "Add Digital ID," Select "A new digital ID I want to create now" then click Next.



3. Select “New PKCS#12 digital ID file” then click Next.

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options:

- 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.

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

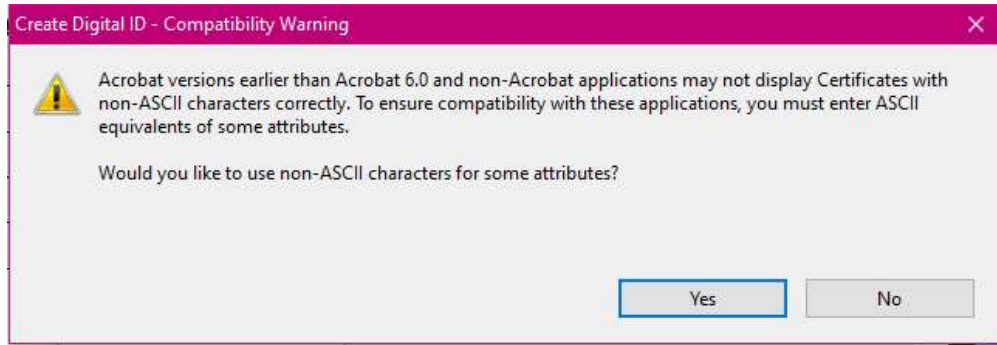
4. Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US – UNITED STATES), Key Algorithm (leave it as 2048-bit RSA), and select Digital Signatures & Data Encryption for the field “Use Digital ID for.”

The screenshot shows the same "Add Digital ID" dialog box, but now with the following information entered:

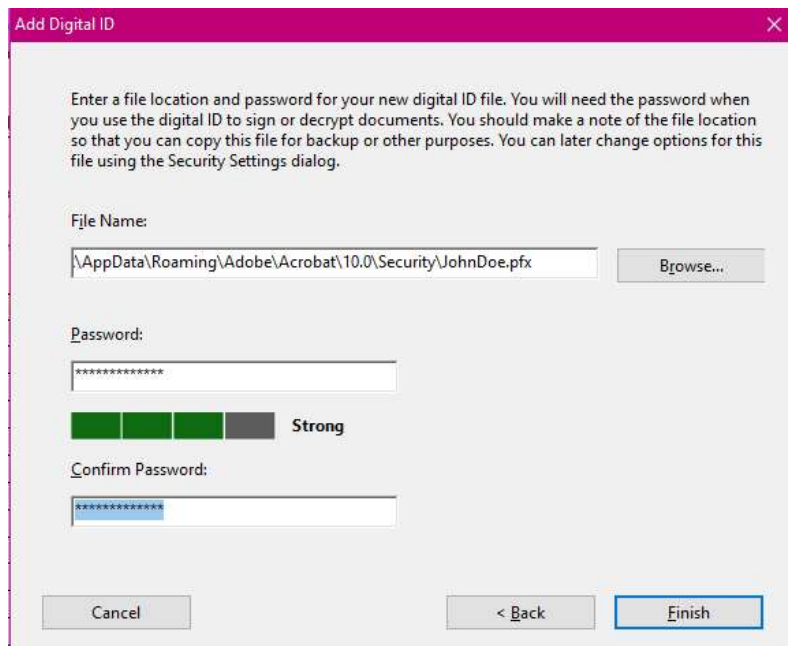
- Name (e.g. John Smith): John Doe
- Organizational Unit: My Department
- Organization Name: MyCompany, Inc.
- Email Address: jdoe@example.net
- Country/Region: US - UNITED STATES
- Enable Unicode Support
- Key Algorithm: 2048-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

5. You may receive a compatibility warning. Click Yes. If not, go to step 7.

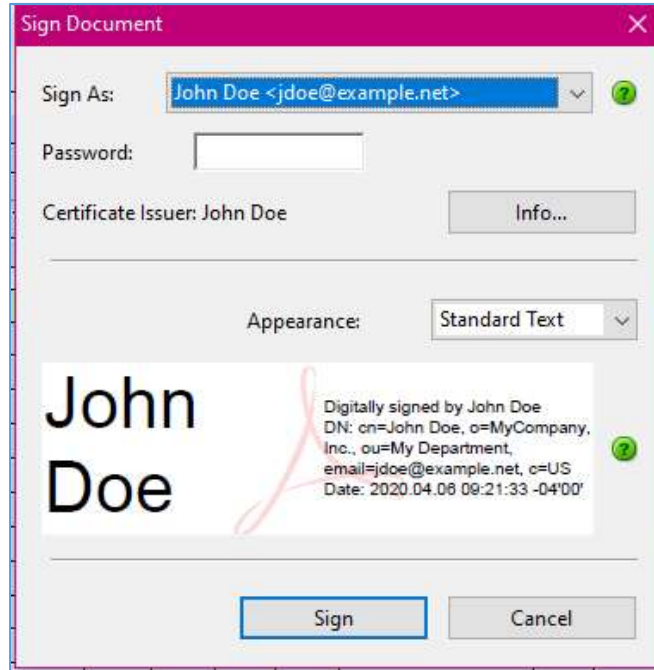


6. Copy what is in the Unicode column and paste into the ASCII. Any characters that are symbols, such as an amperstand sign, should be removed under the ASCII column.
7. Enter a password for your digital ID. You will need this password each time you sign a document. Do not share with others.

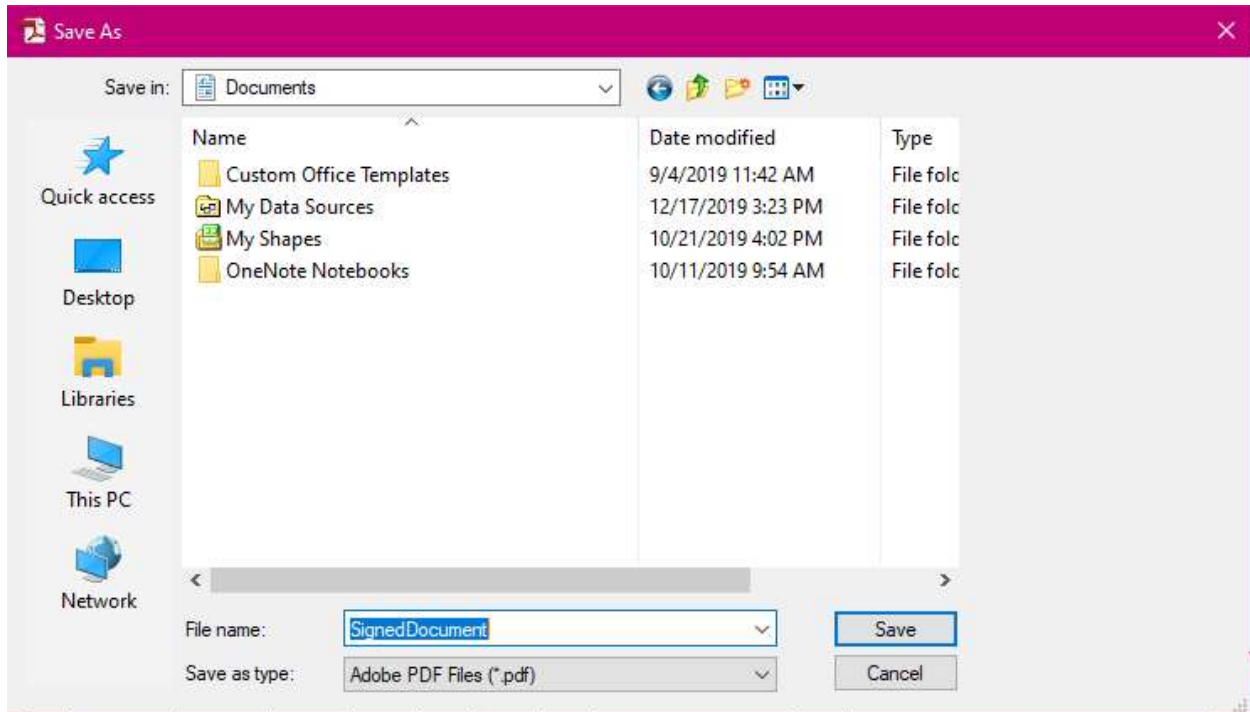


8. Click Finish

9. You will now be asked to sign the document. Enter your password and click Sign. Depending on the form, and which part of the form you add your signature, this locks prior fields for editing. Be sure to fill out all fields required of you, even if the field appears after your signature line, prior to placing your signature.

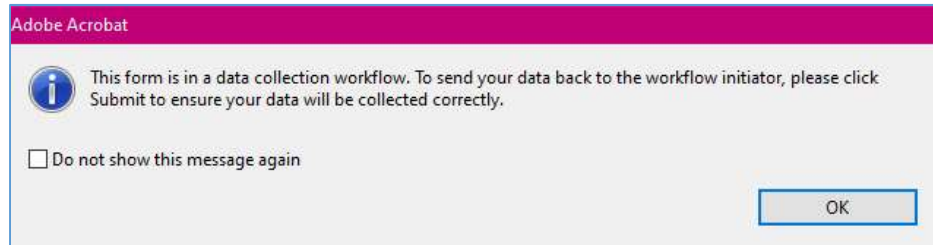


10. Save the file. Go to the location in which you would like to save this file. Change the name of the file if necessary. Then click save.



11. Your signature should now appear in the field. To remove your signature, right click on your digital ID in the signature line within the form and say “Clear signature.”

12. If a message pops out stating “This form is in a data collection workflow...”, check the box “Do not show this message again” and click OK.



13. If your form has a “Submit Form” button at the top, **please IGNORE and DO NOT press “Submit Form.”**

