

## Instruction on creating a Digital ID for a Signature in Adobe Acrobat

Adobe Digital Signature offers a secure form of e-signature, ensuring security in the signer's identity and compliance with regulatory standards.

In this guide, you will learn how to create a digital signature ID, so you can sign the document enclosed.

1. Click on the **By:** section under **Provider** on the signature page.

### Provider

By:

Print Name:

Title:

Date Signed:

### Alliance Health

By:

Print Name:

Title:

Date Signed:

2. The “**Sign with a Digital ID**” window will appear. Select **Configure New Digital ID**.

Sign with a Digital ID

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

Refresh

View Details

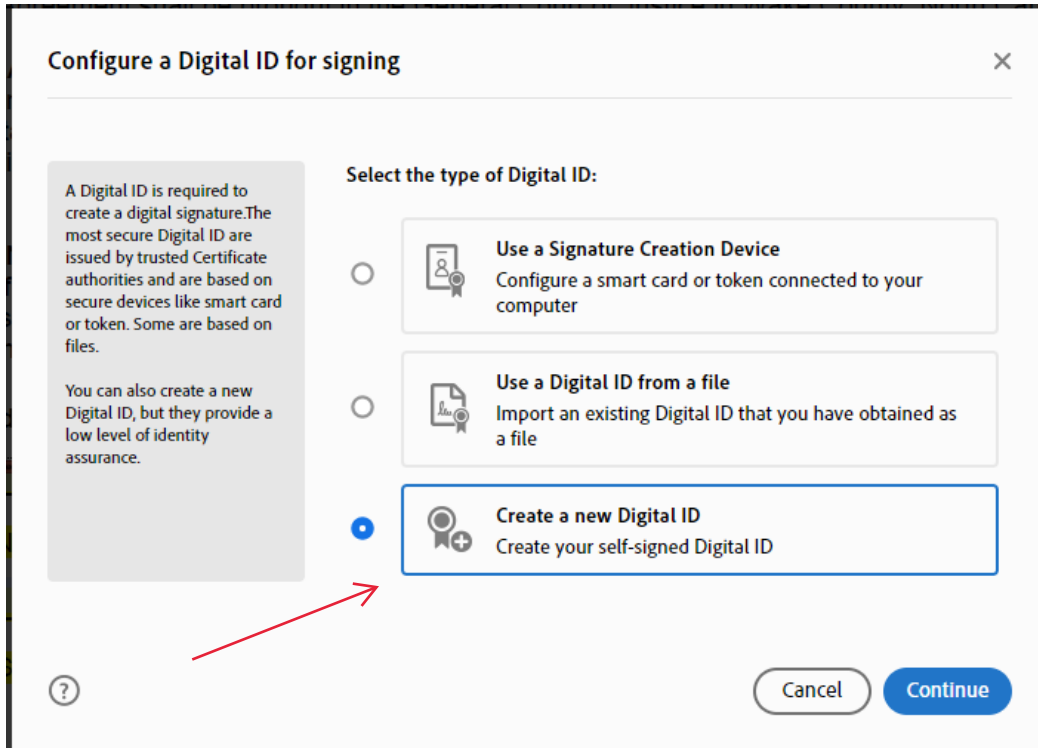
?

Configure New Digital ID

Cancel

Continue

3. Select **Create a new Digital ID** and hit **Continue**.



**Configure a Digital ID for signing**

A Digital ID is required to create a digital signature. The most secure Digital IDs 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.

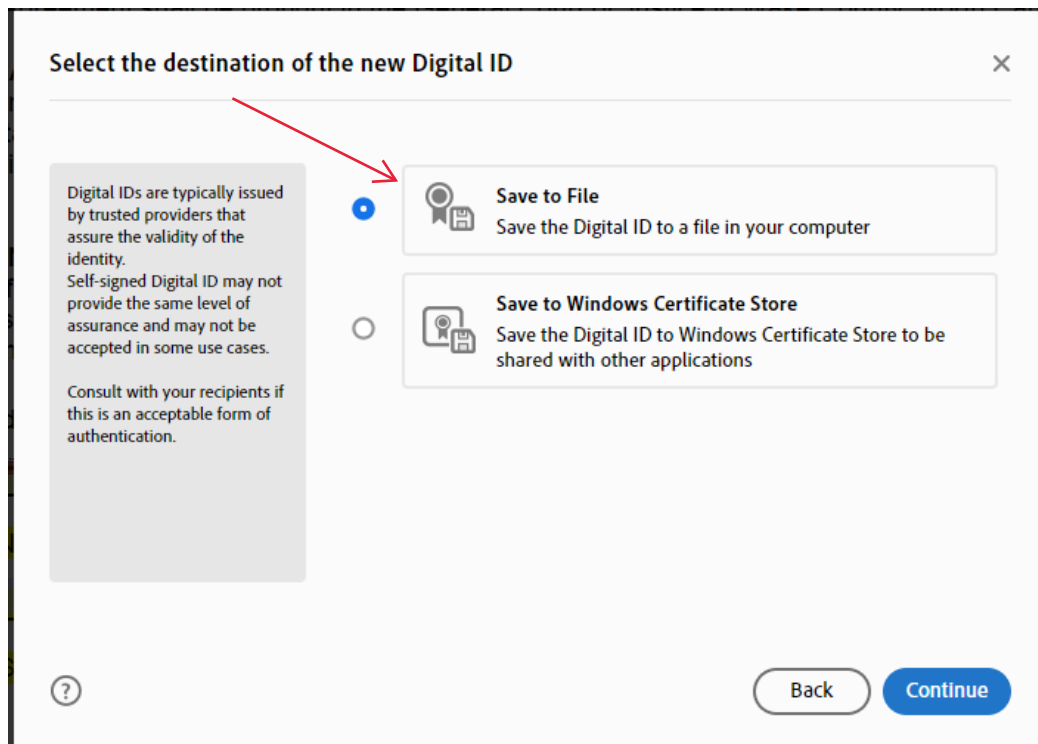
**Select the type of Digital ID:**

- ☐ **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

4. The **"Select the destination of the new Digital ID"** window will appear. Select **Save to File** and hit **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.

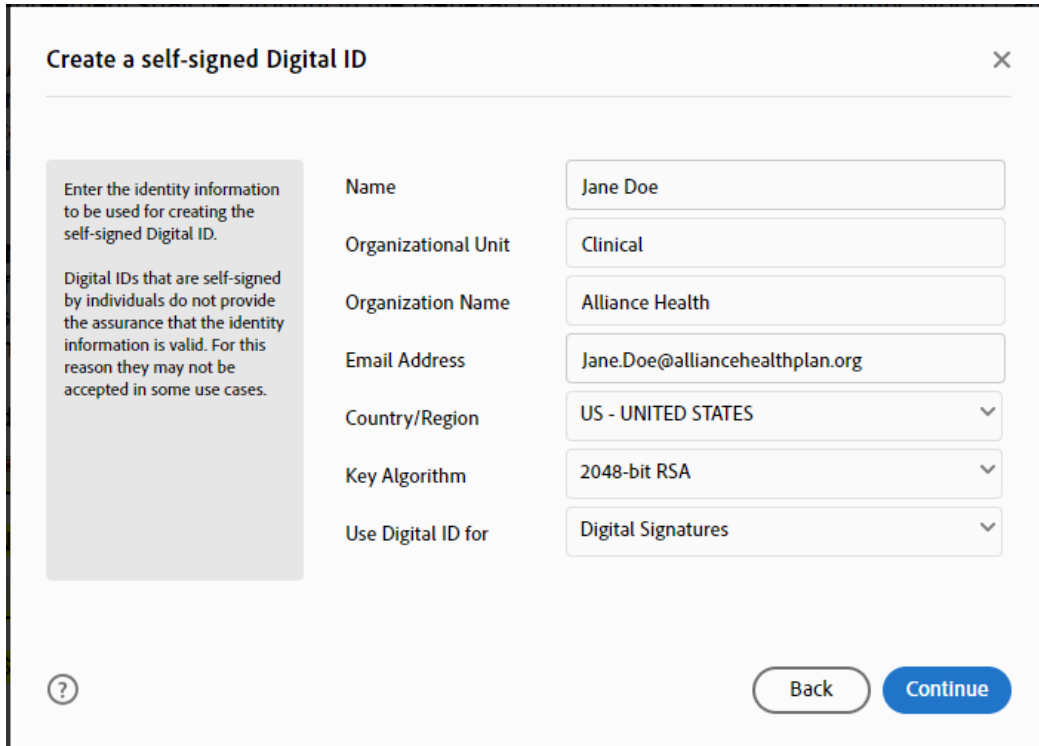
Consult with your recipients if this is an acceptable form of authentication.

- ☒ **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

?

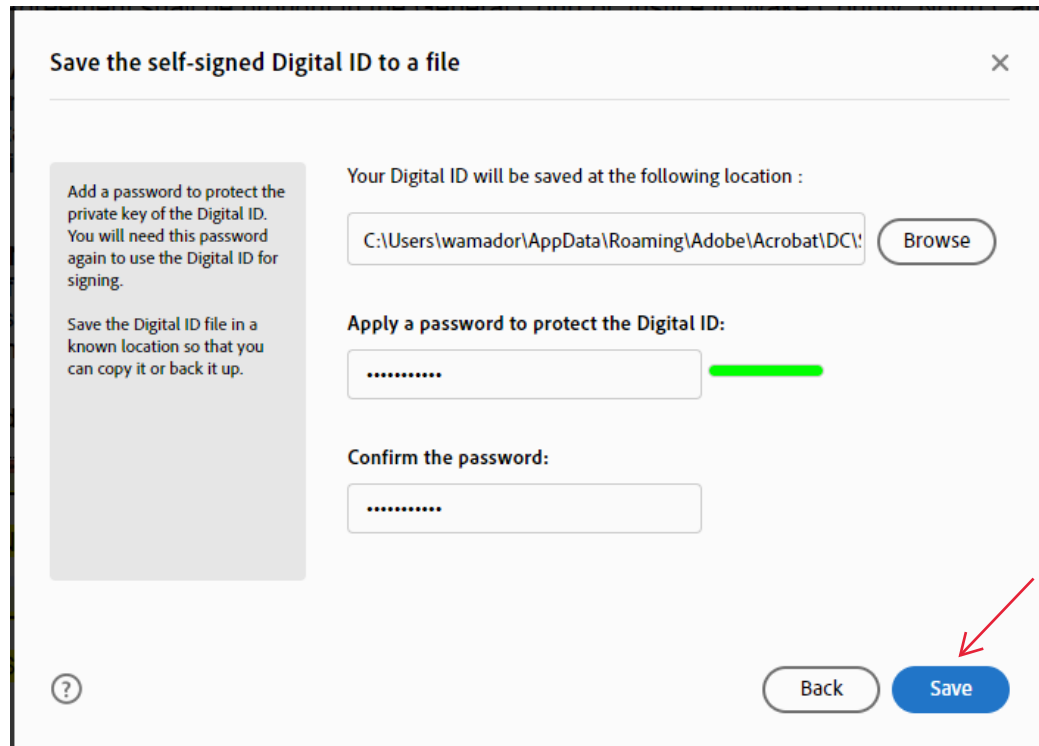
Back Continue

5. The “Create a self-signed Digital ID” window will appear. Enter the data requested and click [Continue](#).



The screenshot shows a window titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey box with instructional 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 is a question mark icon. The main area contains several input fields: "Name" (Jane Doe), "Organizational Unit" (Clinical), "Organization Name" (Alliance Health), "Email Address" (Jane.Doe@alliancehealthplan.org), "Country/Region" (US - UNITED STATES), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom right, there are "Back" and "Continue" buttons.

6. Enter a password, retype to confirm, and click [Save](#). Your Digital ID will be saved in the folder you selected.

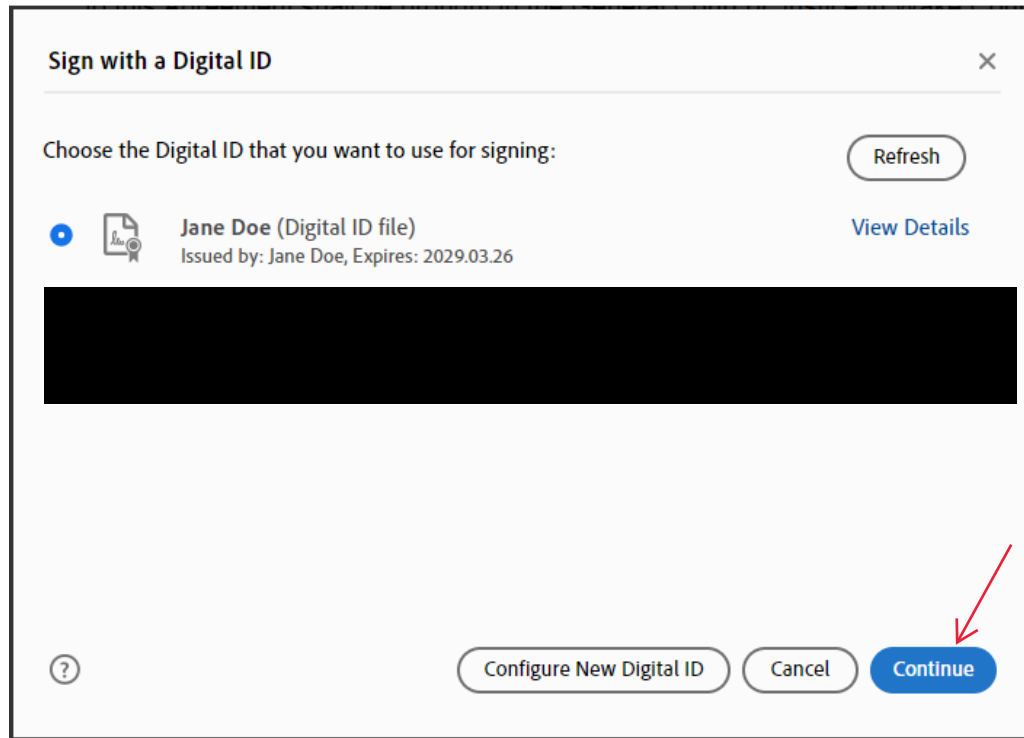


The screenshot shows a window titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey box with instructional text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up." Below this is a question mark icon. The main area contains: "Your Digital ID will be saved at the following location :" followed by a text box showing "C:\Users\wamador\AppData\Roaming\Adobe\Acrobat\DC\" and a "Browse" button; "Apply a password to protect the Digital ID:" followed by a password input field with a green progress bar; and "Confirm the password:" followed by a second password input field. At the bottom right, there are "Back" and "Save" buttons, with a red arrow pointing to the "Save" button.

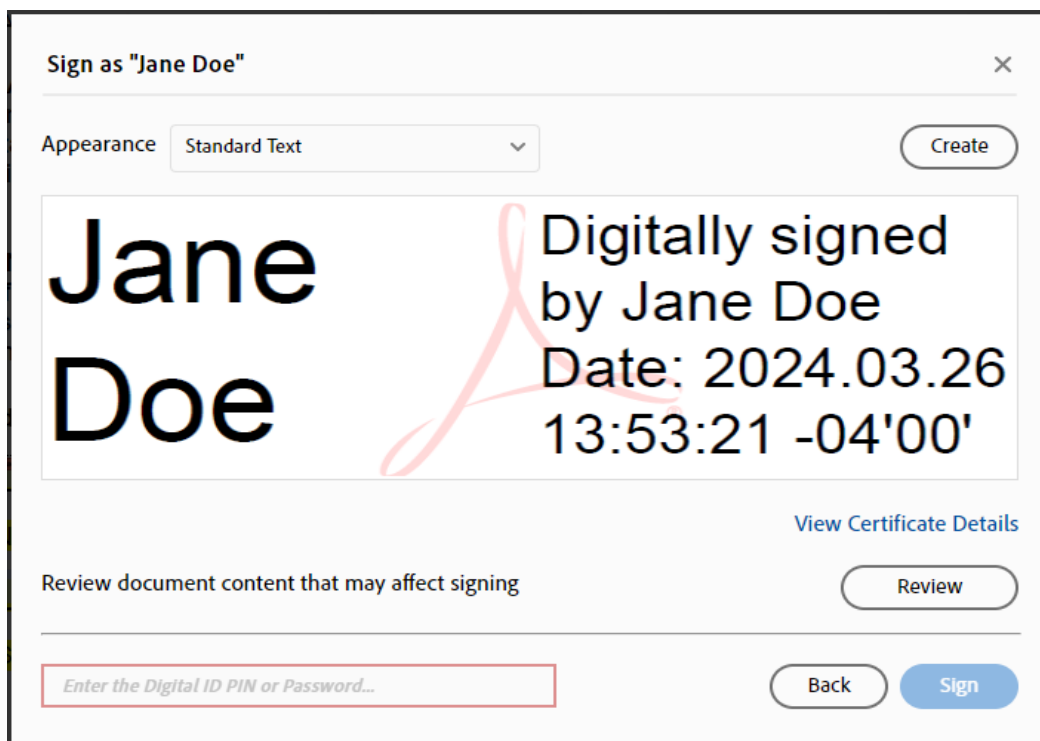
**Important:** This password will be required each time you sign a document digitally. [There are no password reset or recovery options.](#) So, ensure your password is something you will not forget.

**Success!** Your new Digital ID is displayed, and you can now officially sign Adobe documents with your digital signature.

- The “Sign with a Digital ID” window will appear when you click on **By:** section under **Provider** again. Click Continue.



- The “Sign as Your Name” window will appear. Enter the password for your digital signature and click **Sign**. When you click Sign, you will be provided to save the file. Save it with a name that will indicate that is a signed version.



9. After the document is saved, you will see the digital signature in the signature line.

### Provider

By: Jane Doe

Digitally signed by Jane Doe  
Date: 2024.03.26 13:55:23 -04'00'



Print Name:

Title:

Date Signed: