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.

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

3. Select **Create a new Digital ID** and hit **Continue.**
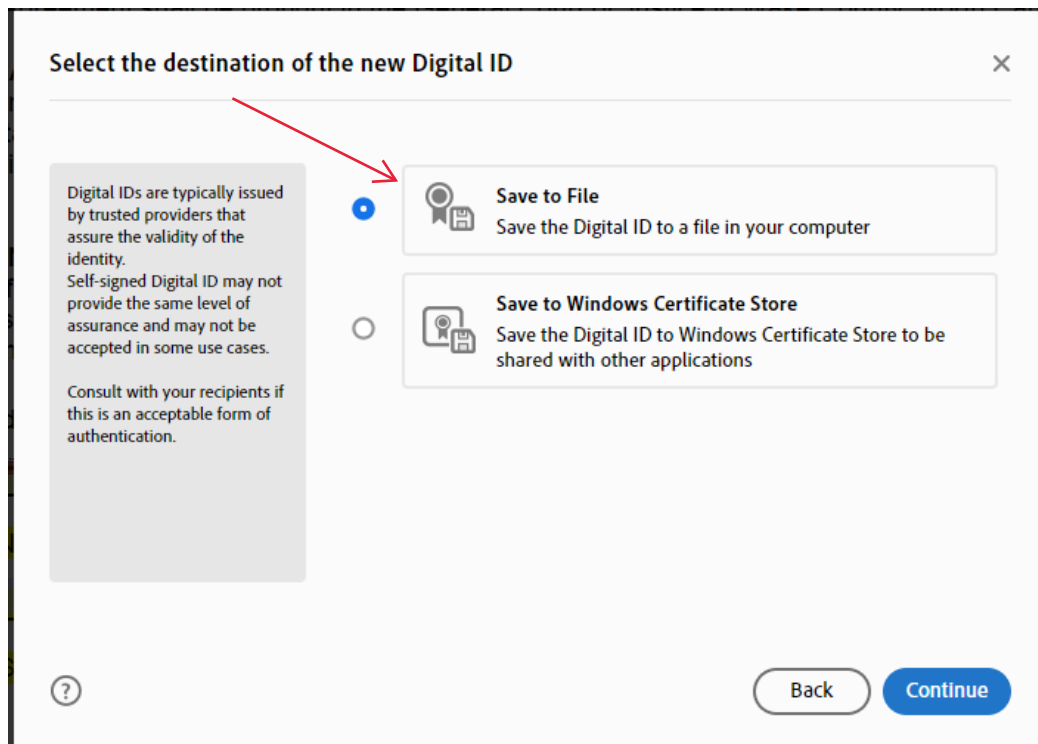
4. The **"Select the destination of the new Digital ID"** window will appear. Select **Save to File** and hit **Continue**.
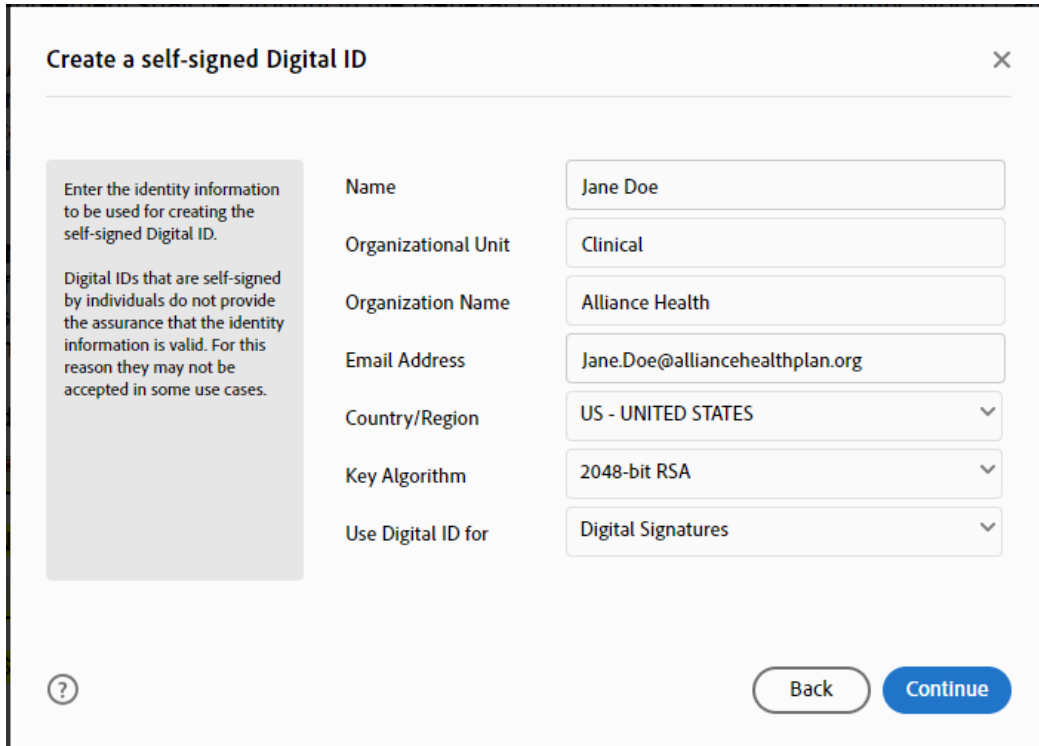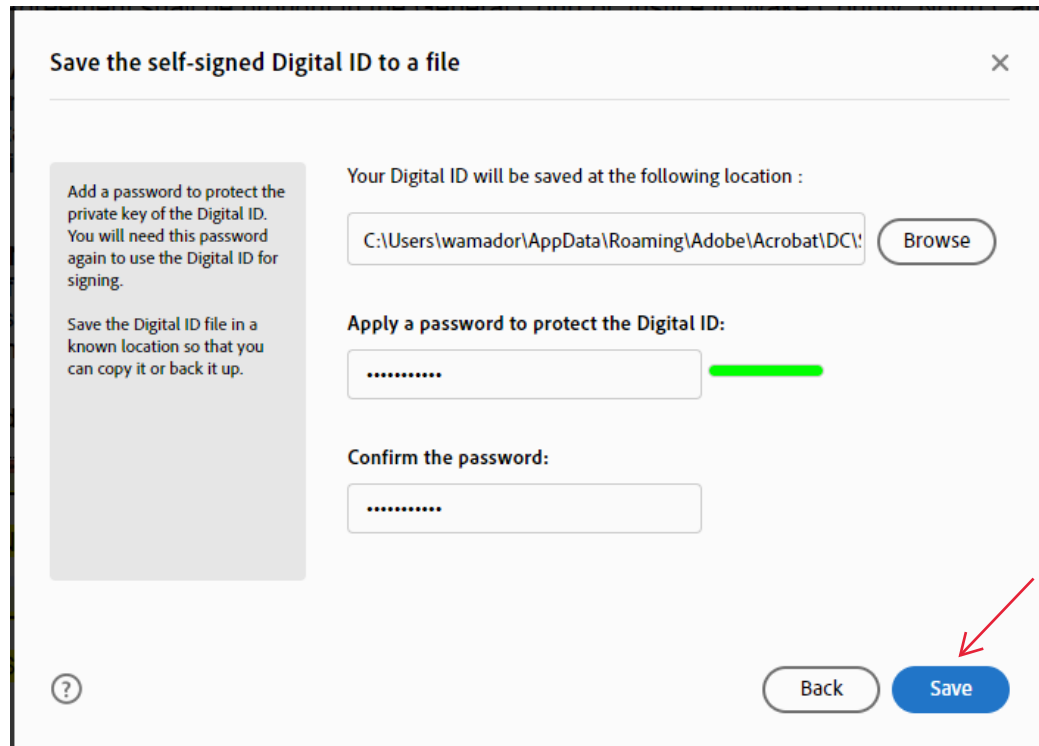
5. The **"Create a self-signed Digital ID"** window will appear. Enter the data requested and click **Continue**.

6. Enter a password, retype to confirm, and click **Save**. Your Digital ID will be saved in the folder you selected.

**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.

7. The "Sign with a Digital ID" window will appear when you click on By: section under Provider again. Click Continue.
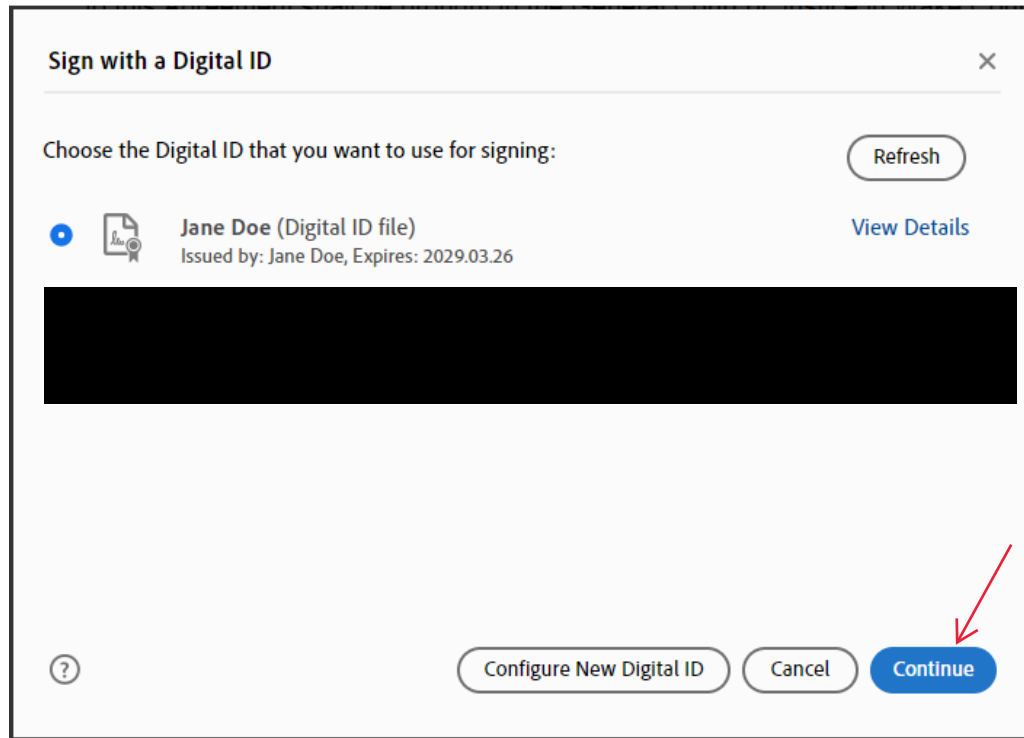
8. The "Sign as Your Name" window will appear. Enter the password for your digital signature and click **Sign**. When you click Sign, you will be provided to save the file. Save it with a name that will indicate that is a signed version.
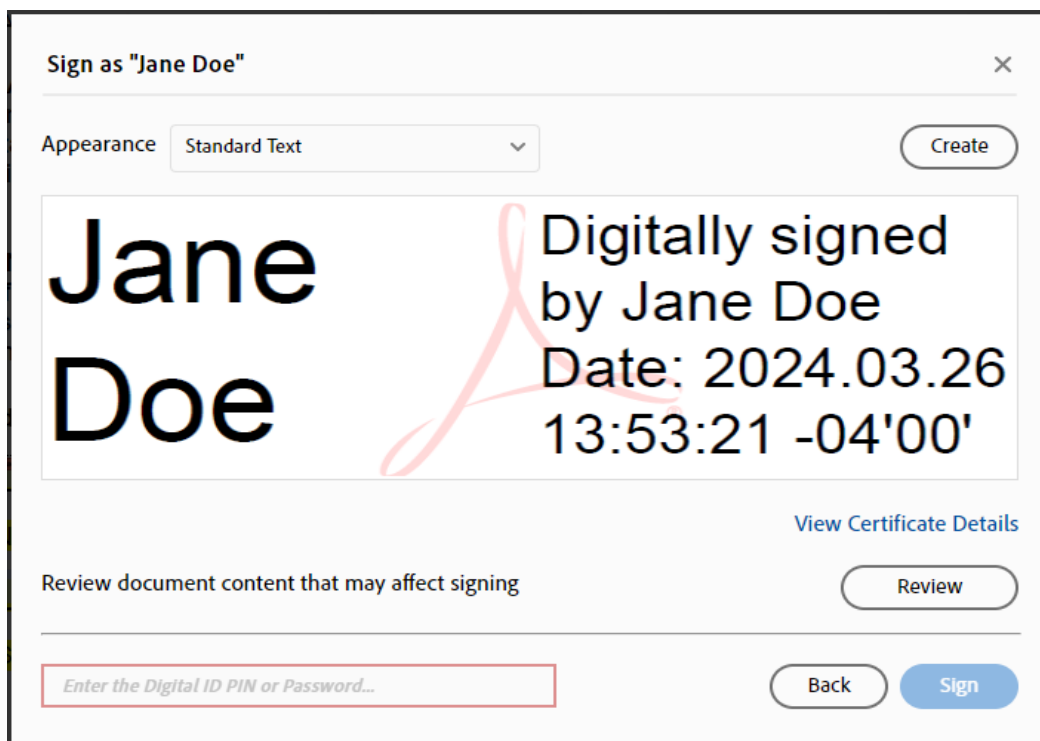
9. After the document is saved, you will see the digital signature in the signature line.

Provider

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

Print Name: _____

Title: _____

Date Signed: _____