Creating a Digital Signature in Acrobat

Before continuing, make sure you have the document open in the Adobe software. If you see the following menu bar, the document is being opened in your browser (FireFox, Edge, Chrome, Safari):

You will need to click on the download button to save and open the document on your machine with
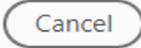
the Adobe software.

1. Click in the Signature box in the form. If you do not already have a digital signature, you will choose **Configure New Digital ID** and click **Continue**. Once you have created a digital signature, it will appear in the box below.

Sign with a Digital ID   ✕

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

⦿ 📄 **Daniel Kall** (Digital ID file)   View Details
          Issued by: Daniel Kall, Expires: 2025.03.18

⑦   (Configure New Digital ID)   (Cancel)   (Continue)

2. The easiest method to use to create a simple digital signature is to choose **Create a new Digital ID** 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

3. Click the **Save to File** option 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

4. In the box below, the only required fields are **Name** and **Email Address**. You may enter the **Organizational Unit** and **Organization Name** if desired. Click on the **Continue** button when finished.

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	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

?   Back   Continue

5. The save location will default to a specific location on your computer. You can use the **Browse** button to choose a different location. After supplying the location, enter and confirm the password for the signature. Click the **Save** button to save the signature to your computer.

6. After you have created the digital ID, you can select it from the screen in step 1 and insert it into a PDF document. You will be asked to re-save the document with the signature, but you can use the replace option if you want to save the document under the same file name.