

INSTRUCTIONS ON HOW TO CREATE A DIGITAL ID FOR USE IN ADOBE FORMS

These steps only need to be enacted once on your computer. After you have created a digital ID, you will be prompted to enter it whenever you click on a signature field in an Adobe form on the same computer (i.e., you will be directed to step 8 in the process below automatically). If you erase the digital ID file from your computer or forget the password, you'll have to create a new digital ID following these steps.

1. Make sure to download the document and open it on your local computer. **Do not open the document in a web browser – you will not be able to sign and save it if you do!**
2. Click on the signature field on the form where you want to sign. A pop up window will appear.
3. Click on "Configure Digital ID."
4. Select "Create a new digital ID" from the options. Click continue.
5. Select "Save to file" from the options. Click continue.
6. If you are using your own computer, your info should auto-populate into the fields, but if it does not, enter your info (name, etc.). Use the default options already set for "key algorithm" and "digital ID for." Click continue.
7. Select the location where you want to save the digital ID file for future use. Create a password and click the save button. Make sure to remember the file location and password!
8. Choose the digital ID you want to use, the one you just created.
9. Enter the password (**do not** lock the document after signing; keep this box unchecked).
10. Save the form you just signed.