

## CREATING A DIGITAL ID IN AN ADOBE PDF DOCUMENT

You can fill in the **Date** field if you like. Use the following format **mm/dd/yyyy** (i.e. 081622) for the date field. Just make sure it matches the date information that will be created inside your Digital ID in the next step. You can always edit the Date field after.

We will now create a Digital ID (signature) so you can sign this form electronically. Click on the **Applicant's Signature** field.

A screenshot of a form with two input fields. The first field is labeled "Applicant's Signature" and is highlighted with a blue background. The second field is labeled "Date" and is also highlighted with a blue background.

Click on **Create a new digital ID** and then click the **Continue** button.

A dialog box titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a grey box with text explaining Digital IDs. On the right, under the heading "Select the type of Digital ID:", there are three radio button options. The first is "Use a Signature Creation Device" (unselected), the second is "Use a Digital ID from a file" (unselected), and the third is "Create a new Digital ID" (selected, highlighted with a blue border). At the bottom, there are "Cancel" and "Continue" buttons. A help icon (?) is in the bottom left corner.

**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

Select **Save to File** then click the **Continue** button.

**Select the destination of the new Digital ID** [X]

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]

Fill in the **Name and Email Address** fields with your personal information and then click the **Continue** button.

**Create a self-signed Digital ID** [X]

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	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES [v]
Key Algorithm	2048-bit RSA [v]
Use Digital ID for	Digital Signatures [v]

[?] [Back] [Continue]

(Note the location your digital ID will be saved to in case you need it again some time.) Type in a password for your digital ID in the **Password** and **Confirm Password** fields and then click the **Save** button. Make a note of the password you choose; you'll need it later.

### Save the self-signed Digital ID to a file

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.

Your Digital ID will be saved at the following location :

C:\Users\larsenault\AppData\Roaming\Adobe\Acrobat' Browse

**Apply a password to protect the Digital ID:**

**Confirm the password:**

? Back Save

Select your signature file and the **Continue** button.

### Sign with a Digital ID

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

 **John Q. Public** (Digital ID file)  
Issued by: John Q. Public, Expires: 2027.08.16 View Details

? Configure New Digital ID Cancel Continue

Enter the your password in the appropriate box and select the **Sign** button.

The screenshot shows a digital signing window titled "Sign as 'John Q. Public'". At the top right is a close button (X). Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area displays a large signature "John Q. Public" in black, with a red scribble over it. To the right of the signature, the text reads: "Digitally signed by John Q. Public", "Date: 2022.08.16", and "11:44:01 -05'00'". Below this, there is a checkbox for "Lock document after signing" and a link for "View Certificate Details". A "Review" button is also present. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password...", a "Back" button, and a blue "Sign" button.

The **Save As** window automatically pops open. Save the document to your computer (again, note where you are saving the document and the name you give it so you can retrieve it later).

Your document is now digitally signed and you can submit the application to the ICCB by selecting the **Submit Application** button on the first page of the application.

Note: the next time you need to digitally sign a document, you can click on the signature field and your new Digital ID will automatically be added to the document after you type in your password.