Signing a document electronically

If you don't already have a digital ID, create a self-signed digital ID in Acrobat. A self-signed digital ID includes an encrypted private key for signing or decrypting documents and a public key in a certificate used to validate signatures and encrypt documents.

To create a self-signed digital ID, choose Tools from the top of the menu bar, then select Certificates. Click Open. Select Digital IDs from the menu on the left of the pop-up panel, and choose Add ID button in the toolbar. Select A New Digital ID I Want To Create Now, and continue through the wizard.

• Click on the "Tools" icon and then click on "Certificates"



• Once to screen comes up, click on the icon "Digitally Sign".



• When the Add Digital ID dialog box opens select A new digital ID I want to create now and click the Next button.

I want to sign this document using:	
🔘 My existing digital ID from:	
④ A file	
A roaming digital ID accessed via a server	
A device connected to this computer	
A new digital ID I want to create now	

• When prompted, complete the identification information on the **Add Digital ID** form and click **Finish**. Click Next.

Na <u>m</u> e (e.g. John Smith):	Wylie Coyote				
Organizational <u>U</u> nit:	OTIS Service Desk				
Organization Name:	FDEP				
<u>E</u> mail Address:	Wylie.Coyote@dep.state.fl.us				
<u>C</u> ountry/Region:	US - UNITED STATES	•			
Key Algorithm:	1024-bit RSA	•			
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	•			

• Review the signature information. Click Sign.



• Name your digital ID and create a password for it that contains at least six characters, with no punctuation marks or special characters. Click Finish.

			1		
rganize 🔻 New folder					
Favorites		Name	5	lize	Item type
🙀 Downloads 🛛 🗉		🗃 Libraries			
🔢 Recent Places		🔒 Courson, Cynthia			
Nesktop		📮 Computer			
SharePoint		📭 Network			
🝊 OneDrive - Florida Department of Environmental Protection		📙 Desktop			File folder
ConeDrive		ETL_For_Scott			File folder
🝊 OneDrive - Florida Department of Environmental Protection		📙 JoaWhe			File folder
		📙 OD			File folder
Jibraries		📕 Outlook_ETLs			File folder
Documents		📕 Outlook_Logging_For_Scott			File folder
J Music		🔁 Americorps Program New Member Form.pdf		2,348 KB	Adobe Acrobat Do
📄 New Library 🔹	• •				
File name: Signed - Americarps Program New Member Fo	orm.p	If			
	min				
Save as type: Adobe PDF Files (*.pdf)					

After saving, you will return to the signed document.



The next time you have to sign a form, simply click the signature field to sign the document.