



Digital Signature:

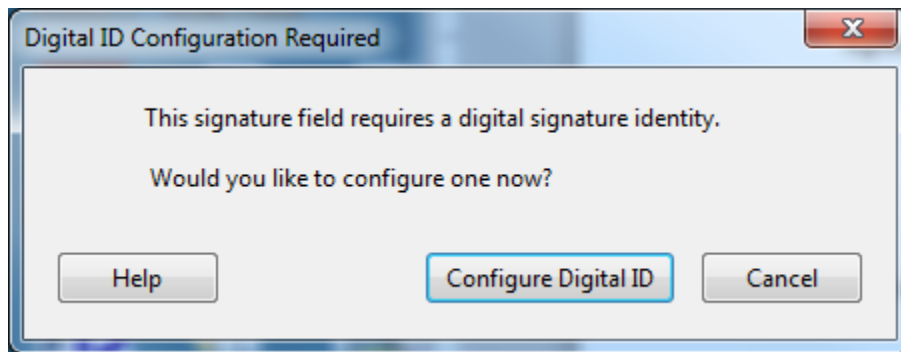
(Using Adobe Reader DC)

Click in the appropriate box with the orange/red arrow.

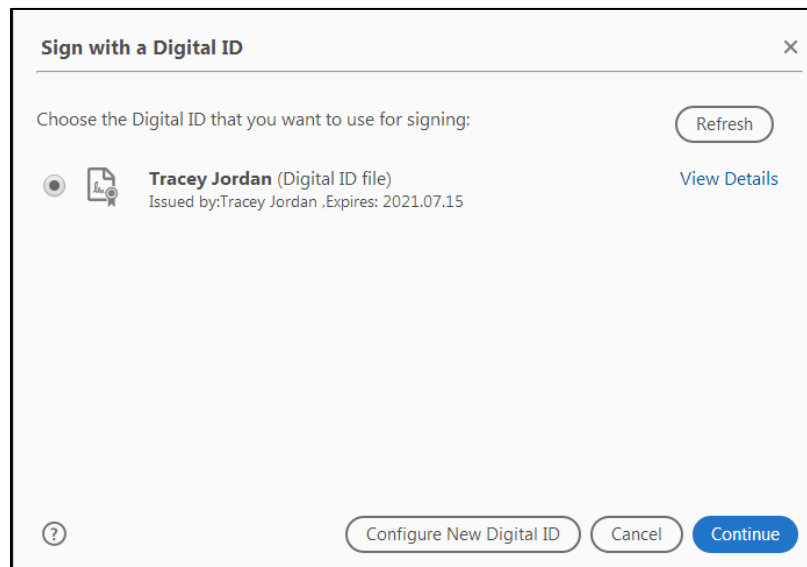
Authorized By: 

Title: 

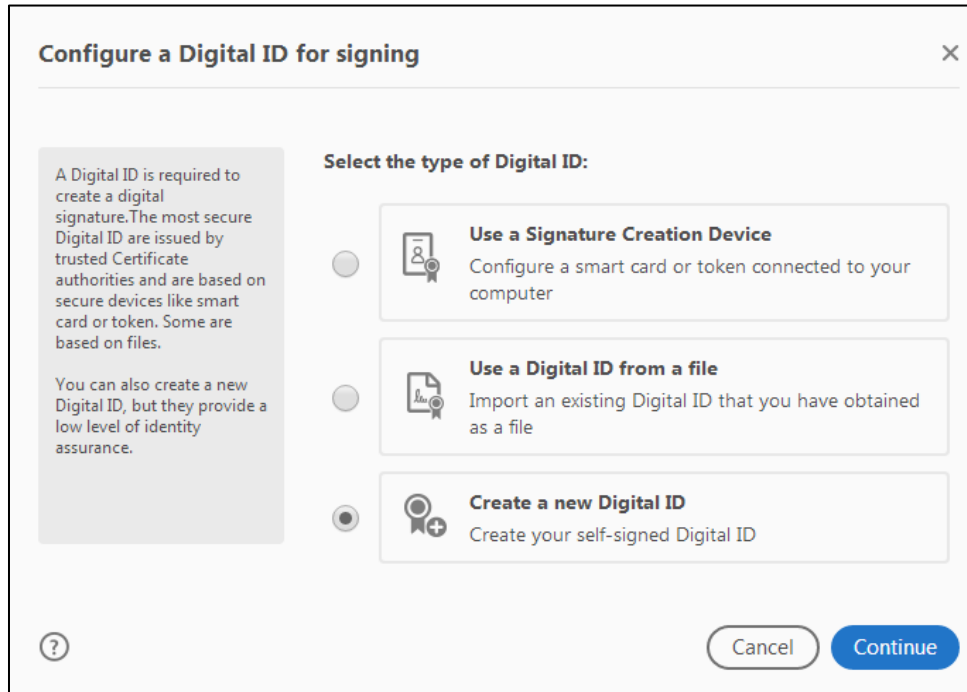
1. If you have **never** created a digital signature with this version of Adobe then you should have a window pop up that looks like this:



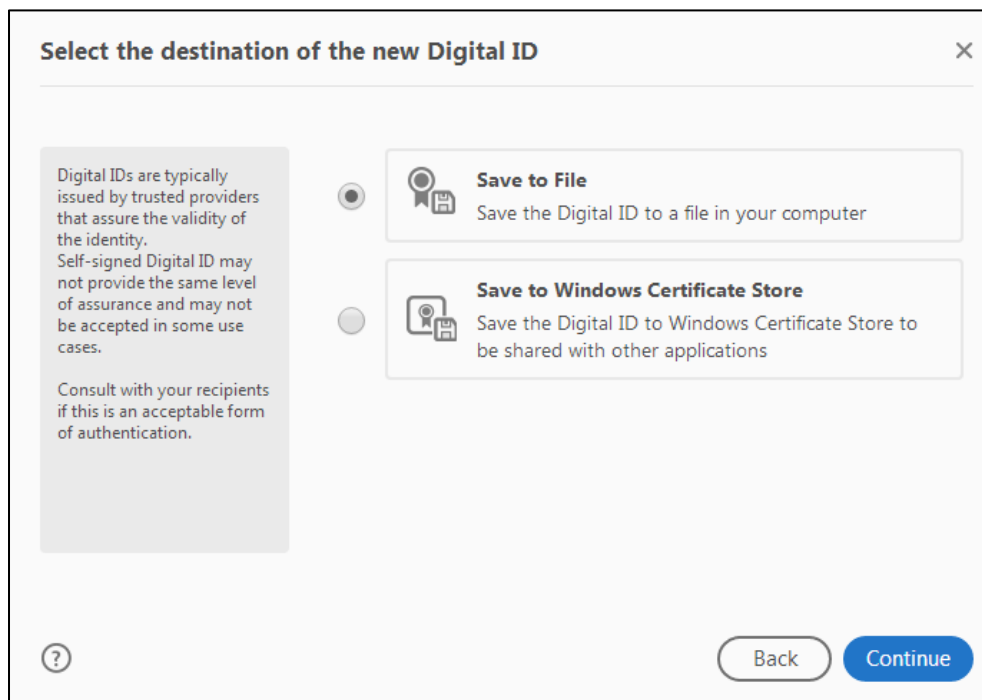
2. If you have already created a digital signature with this version of Adobe, then you should have a window pop up that looks like this:



Either path takes you to this screen:



Select **Create a new Digital ID** and then **click on Continue**. You should see this:



Select **Save to File** and then **click Continue**.

You should now be on this screen:

The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "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." Below this box is a question mark icon. The main area contains several fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom right, there are two buttons: "Back" and "Continue".

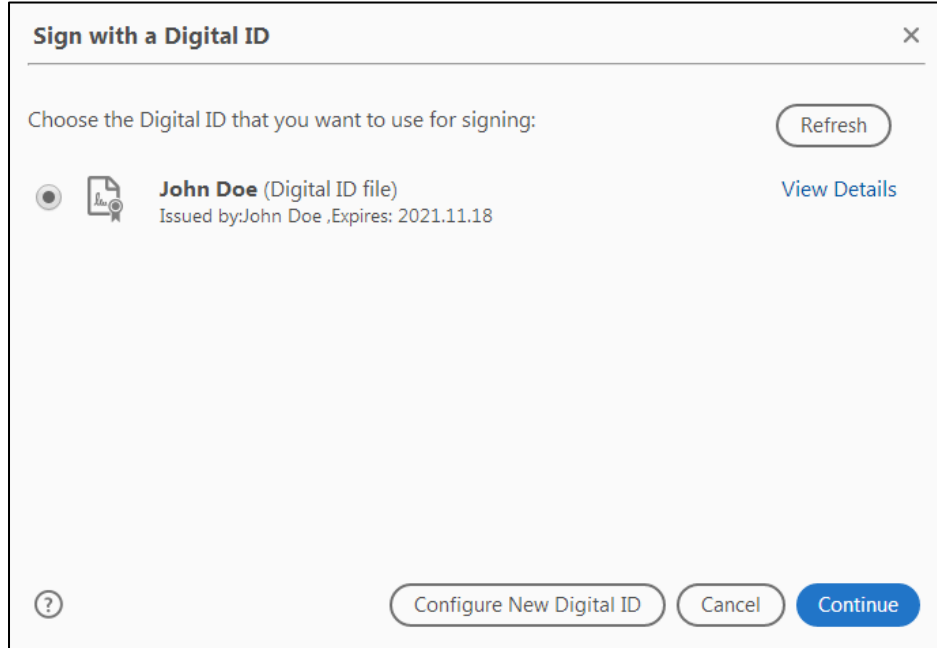
Fill in the appropriate information: **Name, Organization Name, Email Address**. You can leave the organization unit blank and leave the defaults for the last two items. **Click Continue**.

You should see this next:

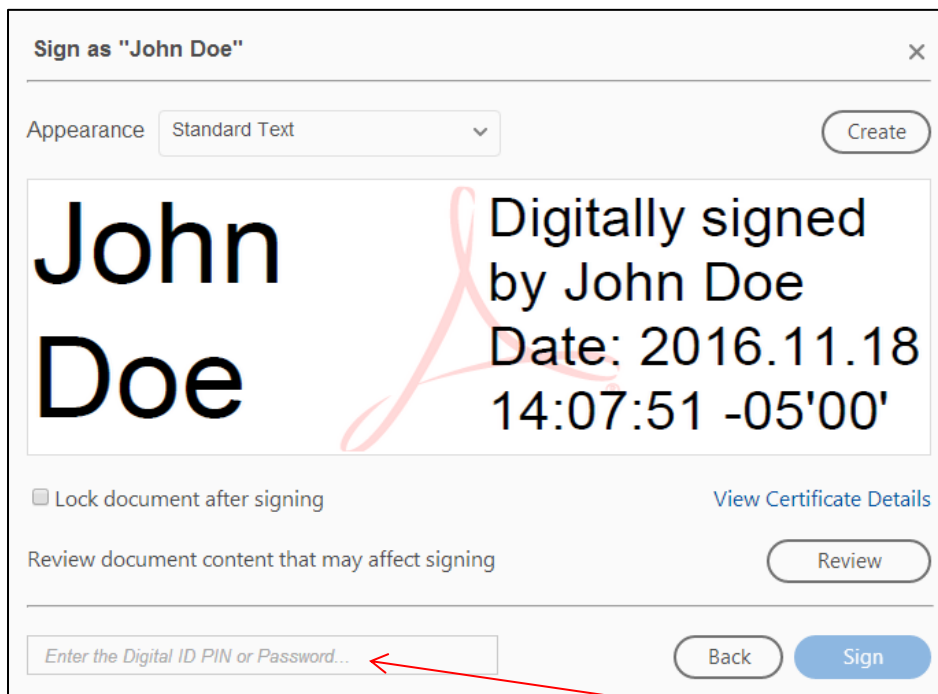
The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this box is a question mark icon. The main area contains the text "Your Digital ID will be saved at the following location :" followed by a text input field containing the path "C:\Users\tjordan\AppData\Roaming\Adobe\Acrobat\DC" and a "Browse" button. Below this, there are two sections: "Apply a password to protect the Digital ID:" with an empty text input field, and "Confirm the password:" with another empty text input field. At the bottom right, there are two buttons: "Back" and "Save".

Enter a password and click Save.

You should see this screen:

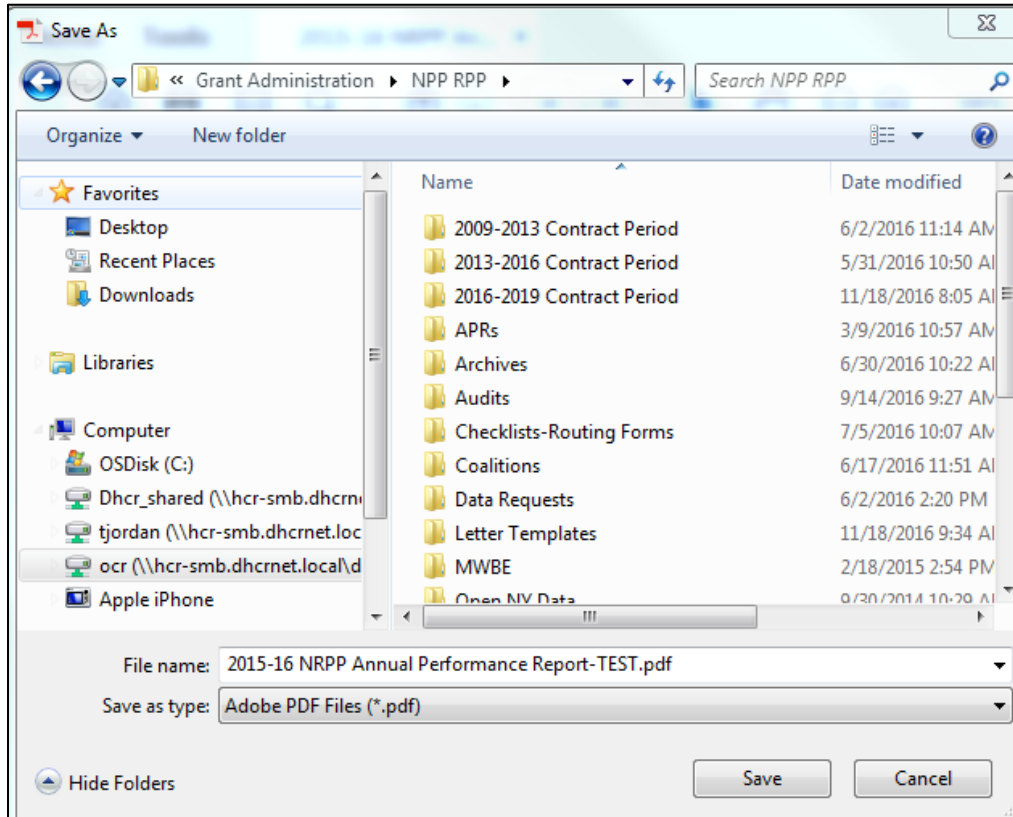


Click Continue.



You should see the name of the person whose information was entered. **Enter the password and click "sign."**

You will be asked to save the document. Be sure to keep track of where you save it. Be sure that you save it somewhere you will remember and with a name that makes sense. I would avoid overwriting the unsigned version in case you need to go back to it and make revisions.



Once you save it you should see the digital signature in the box now.

