Create an ID/Signature

- 1. Open Adobe Acrobat X Professional.
- 2. Choose View from the menu bar.
- 3. Under View go to Tools and select Sign & Certify.

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	Name of Region Project Manager				

- 4. Select More Sign & Certify from bar that shows up on right side of the window
- 5. Under More Sign & Certify select Security Settings...

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- 6. A screen should show up titled Security Settings
- 7. Select Digital IDs on the left side.
- 8. Click the Add ID button.
- 9. Select A new digital ID I want to create now.
- 10. Click Next.



- 11. Select New PKCS#12 Digital ID File to store the digital ID.
- 12. Click Next.

Where would you like to	store vour self-signed digit	al ID?	
New PKCS#12 digita	I ID file		
Creates a new pass This common digit including major we	word protected digital ID fil al ID file format is supporte b browsers. PKCS#12 files h	e that uses the standard d by most security softw ave a .pfx or .p12 file ext	PKCS#12 format. vare applications, tension.
O Windows Certificate	Store		
Your digital ID will to other Windows a	be stored in the Windows C pplications. The digital ID v	ertificate Store where it vill be protected by you	will also be available r Windows login.

- 13. Type your name, organizational unit, organization name, and email address as you wish it to appear when you sign documents.14. For <u>Key Algorithm:</u>, 1024-bit RSA should be selected.
- 15. For Use digital ID for :, Digital Signatures and Data Encryption should be selected.
- 16. Click Next.

Add Digital ID		Add Digital ID		×
Enter your identity information to be used when generating the self-signed certificate.		Enter your identity inform	EXAMPLE ation to be used when generating the self-signed certificate.	
Name (e.g. John Smith):		Name (e.g. John Smith):	John Smith	
Organizational Unit:		Organizational Unit:	NC TSS WR Utility Unit	
Organization Name:		Organization Name:	WisDOT	
Email Address:		Email Address:	john.smith@dot.wi.gov	
Country/Region:	US - UNITED STATES	Country/Region:	US - UNITED STATES	/
Enable Unicode Suppo	rt	Enable Unicode Suppor	rt	
Key Algorithm:	1024-bit RSA	Key Algorithm:	1024-bit RSA	1
Use digital ID for:	Digital Signatures and Data Encryption	Use digital ID for:	Digital Signatures and Data Encryption	1
Cancel	< Back Next >	Cancel	< Back Next >	

- 17. A File Name is pre-specified, write this file name down where you store your passwords, you will need to know the location of this file if you forget your password.
- 18. Type a password (Passwords are case-sensitive, must contain at least six characters, and may not contain double quotation marks or the following characters: $! @ \# \% ^ & *, | : <> _.).$
- 19. Click Finish.

Add Digital ID	X
Enter a file location and password for your new digital I use the digital ID to sign or decrypt documents. You sho you can copy this file for backup or other purposes. You the Security Settings dialog.	D file. You will need the password when you ould make a note of the file location so that u can later change options for this file using
File Name:	
C:\Documents and Settings\ditm1s\Application Data\Ac	lobe\Acrobat\8.0\Security1 Browse
Password:	
, Confirm Password:	
Cancel	< Back Finish

- 20. Now you are setup to digitally sign PDFs.
- 21. Proceed to "Send your Certificate to Others".