

Creating your Digital Signature Adobe Reader DC

Contents

Signing .PDF with Digital Signature Field	2
1) Download or Open document .pdf with Adobe Reader DC.....	2
2) Click in the Signature field.	2
3) Select Configure Digital ID	2
4) Select Create a new Digital ID.....	2
5) Select Save to File	2
6) Enter your Name, Department, Organization and email Address	3
7) Accept the File location.....	3
8) Choose the Signature you want to Sign with.....	4
9) Enter your Password and Click Sign	5
10) Save your Document and then Attach in your email and forward	5
Signing .pdf Document where No Signature Field Exists.	5
1) Download or Open .pdf with Adobe Reader DC.....	5
3) At top of Page select Digitally Sign.....	5
4) Acrobat Reader Box Appears	6
5) Click OK	6
6) Select your Signature	6
7) Enter your Password and Click Sign	7
8) This prompts you to identify a location to Save the Document	7
9) You should see your Digital signature on the Document	7

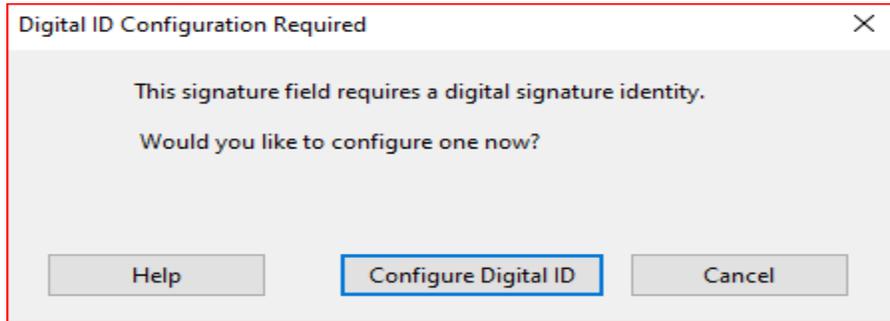
Creating your Digital Signature Adobe Reader DC

Signing .PDF with Digital Signature Field

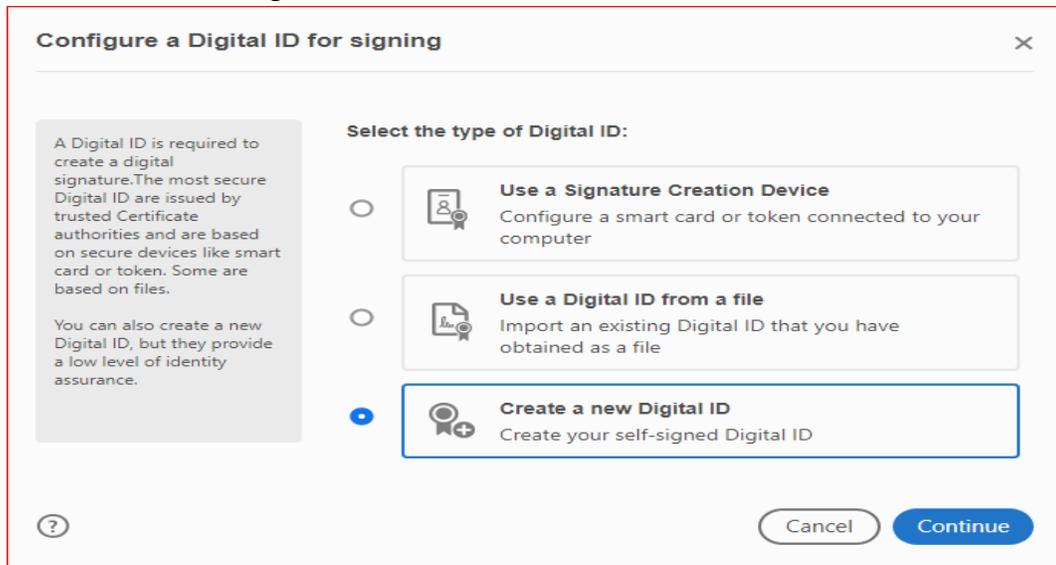
- 1) Download or Open document .pdf with Adobe Reader DC
- 2) Click in the Signature field.



- 3) Select Configure Digital ID



- 4) Select Create a new Digital ID



- 5) Select Save to File

Creating your Digital Signature Adobe Reader DC

Select the destination of the new Digital ID ✕

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

- 6) Enter your Name, Department, Organization and email Address and accept the three remaining defaults click Continue

Create a self-signed Digital ID ✕

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	David S. Hansen
Organizational Unit	Controller
Organization Name	University of Rhode Island
Email Address	dhansen@uri.edu
Country/Region	US - UNITED STATES ▼
Key Algorithm	2048-bit RSA ▼
Use Digital ID for	Digital Signatures ▼

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Back
Continue

- 7) Accept the File location and set a Password that you will remember – Click Save

Creating your Digital Signature Adobe Reader DC

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 or backup it.

Your Digital ID will be saved at the following location :

C:\Users\dhansen\AppData\Roaming\Adobe\Acrobat\I

Apply a password to protect the Digital ID:

Confirm the password:

8) Choose the Signature you want to Sign with – Click Continue

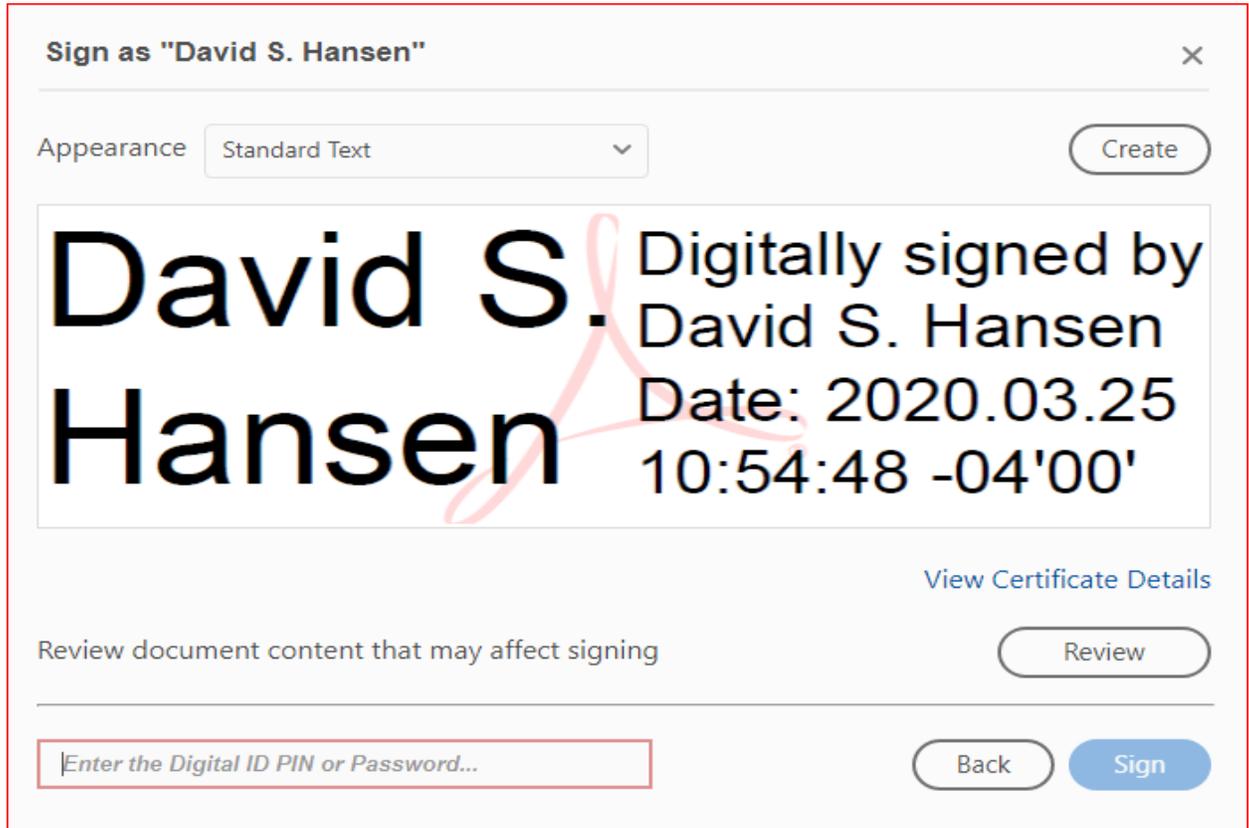
Sign with a Digital ID

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

 **David S. Hansen** (Digital ID file)
Issued by: David S. Hansen, Expires: 2025.03.25 [View Details](#)

Creating your Digital Signature Adobe Reader DC

- 9) Enter your Password and Click Sign



Sign as "David S. Hansen" ×

Appearance ▼ Create

David S. Hansen Digitally signed by
David S. Hansen
Date: 2020.03.25
10:54:48 -04'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

- 10) Save your Document and then Attach in your email and forward.

Signing .pdf Document where No Signature Field Exists.

- 1) Download or Open .pdf with Adobe Reader DC

- 2) Click on Certificate Icon (Right hand side of Page)

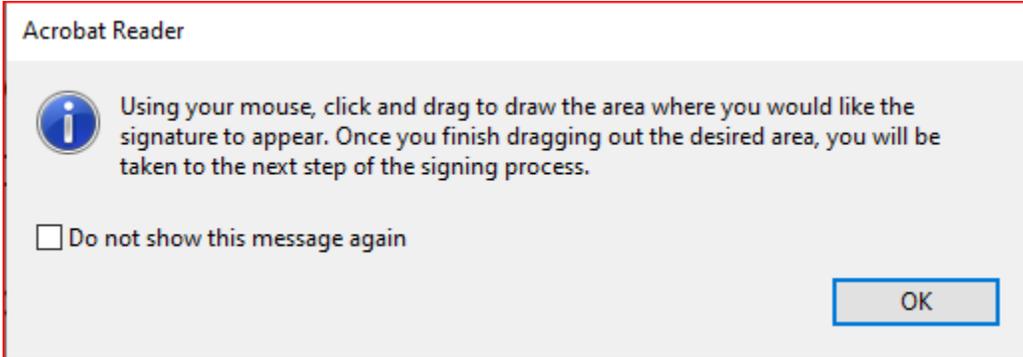


- 3) At top of Page select Digitally Sign

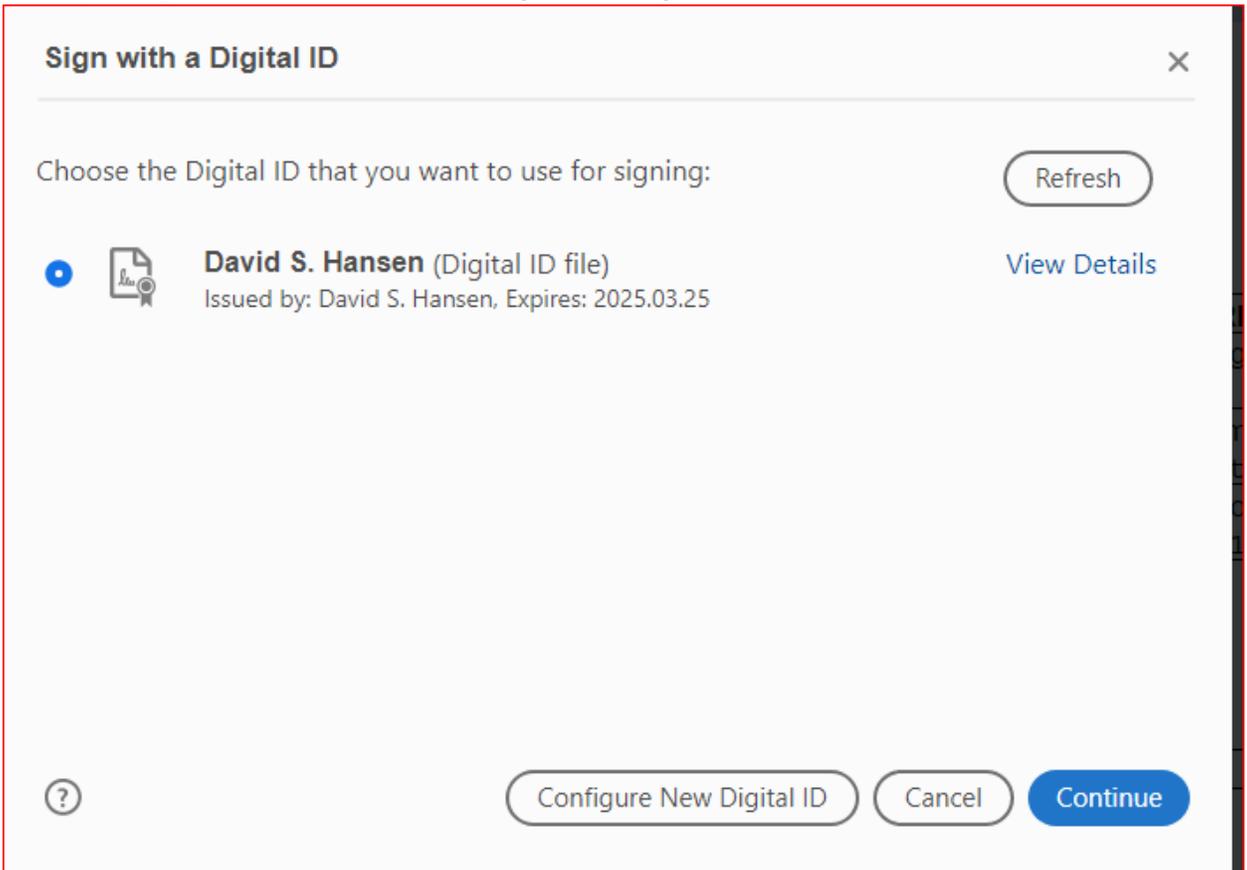
 Digitally Sign

Creating your Digital Signature Adobe Reader DC

- 4) Acrobat Reader Box Appears – Click and Drag where you want your Signature on the form.



- 5) Click OK
- 6) Select your Signature and Continue or Configure new Digital ID.

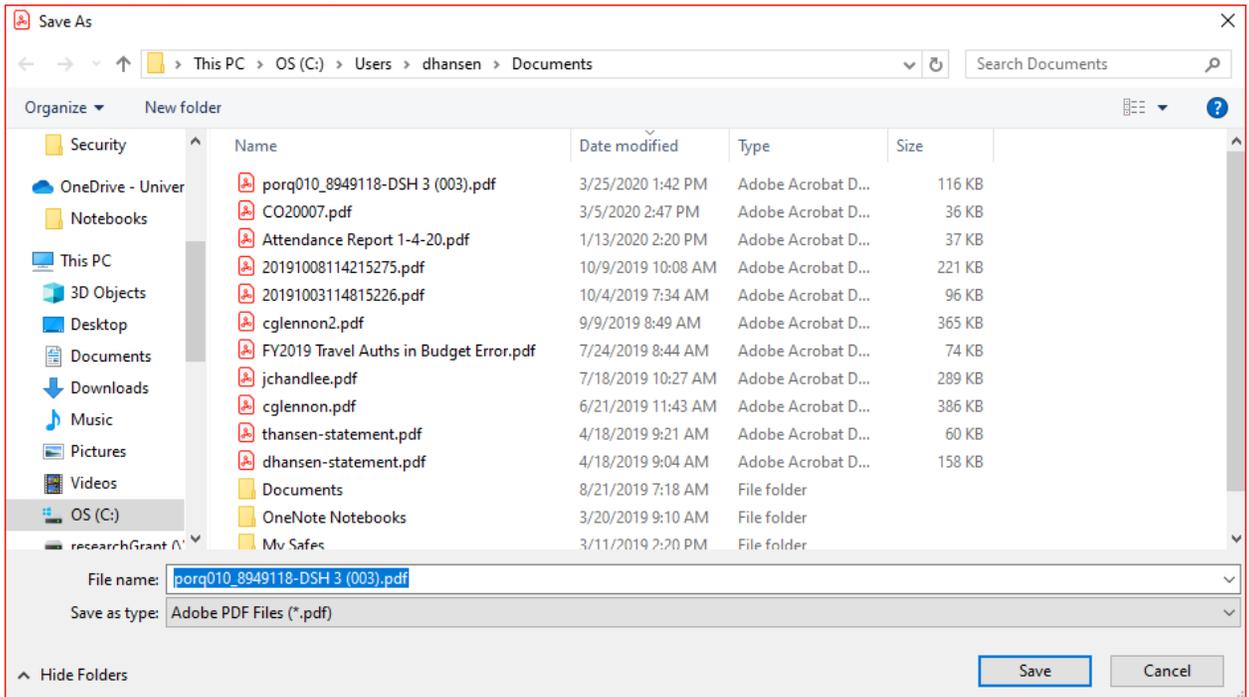


Creating your Digital Signature Adobe Reader DC

- 7) Enter your Password and Click Sign



- 8) This prompts you to identify a location to Save the Document



- 9) You should see your Digital signature on the Document.

