How to create an electronic signature in Adobe Reader:

Step 1: Click on the pen icon and select Sign Document or select from the menu Document, Sign, Sign Document.

Select choice shown below the hit Next:
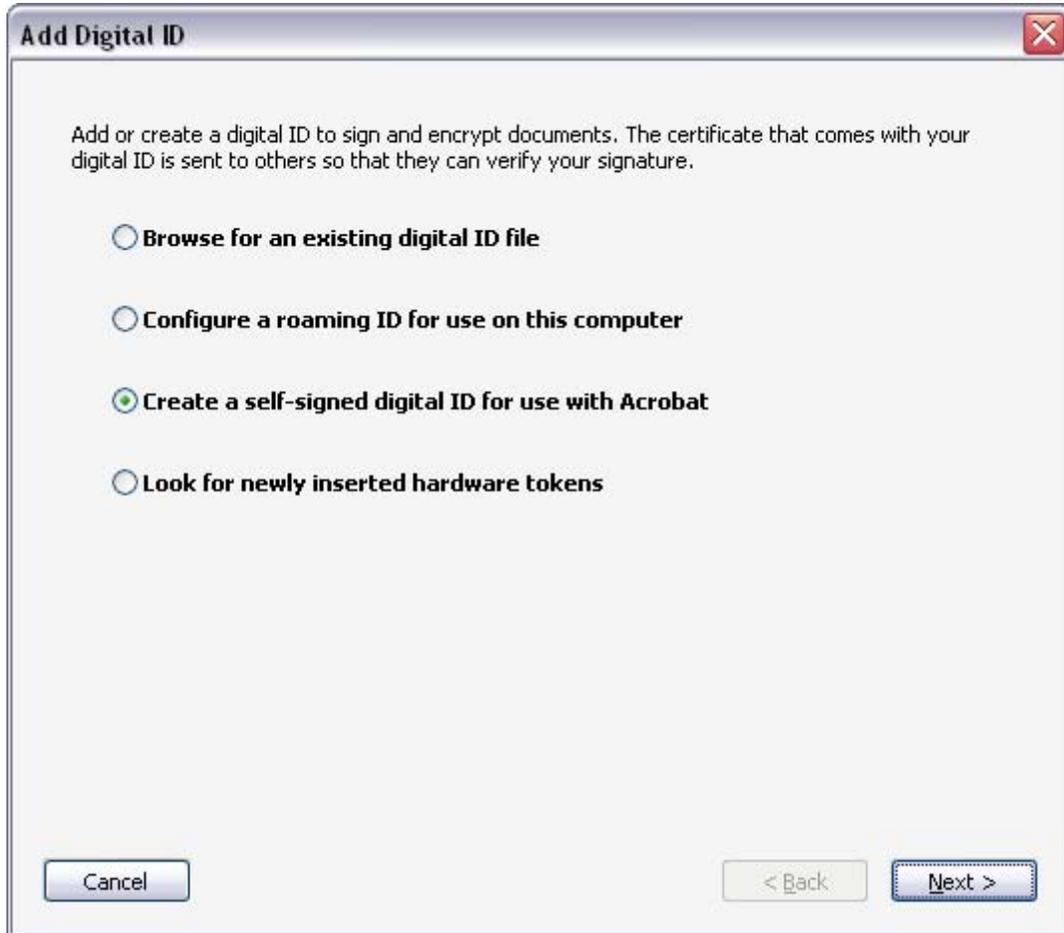
Step 2: If you wish to NOT use a password each time you sign a document and have the signature security based on your Windows login, select the option below then hit Next (see Step 5 below if you wish to use a password each time you sign a document):
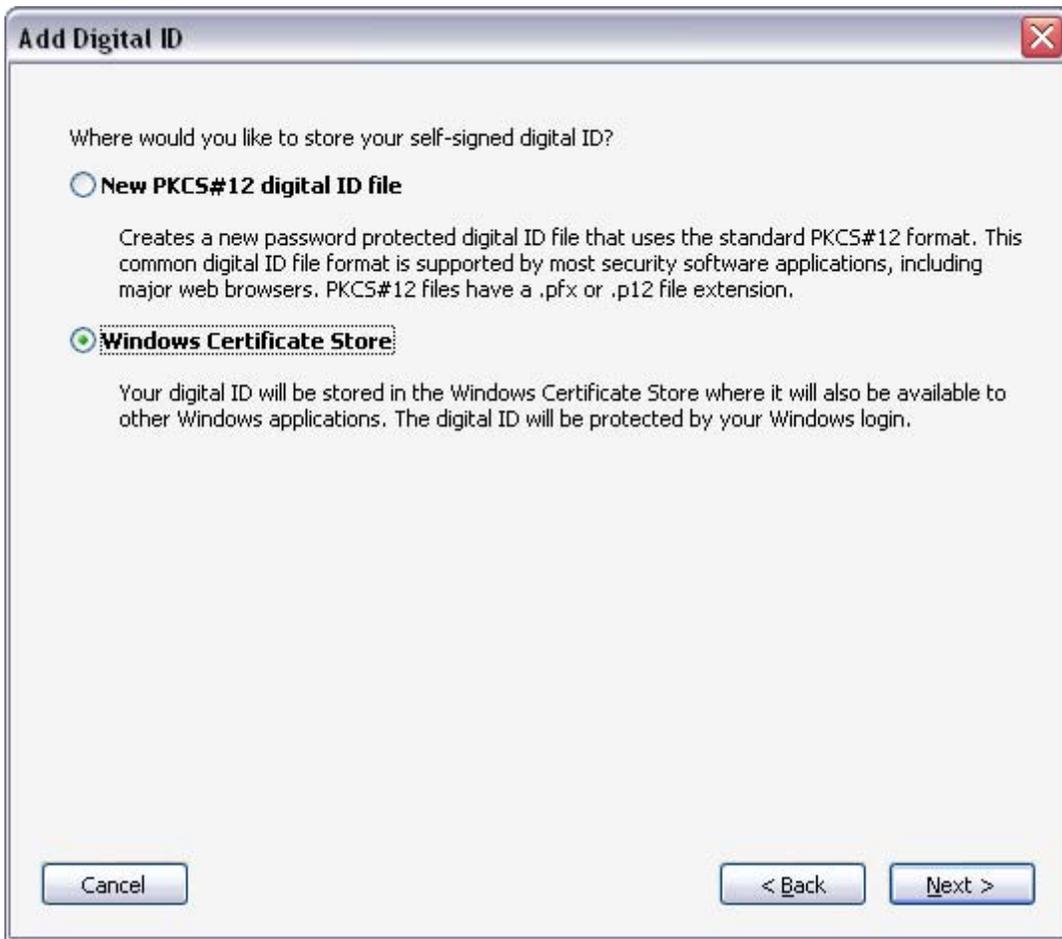
Step 3: The following box will appear on your screen.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel   < Back   Finish

Complete the information to identify yourself in the signature box which will appear on signed documents, then hit Finish.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):	Bente Hinnant
Organizational Unit:	UNCW
Organization Name:	Accounts Payable
Email Address:	hinnantb@uncw.edu
Country/Region:	US - UNITED STATES

☐ Enable Unicode Support

Key Algorithm:	1024-bit RSA
Use digital ID for:	Digital Signatures and Data Encryption

Cancel   < Back   Finish

Step 4: The following image will appear on your screen. Click Sign. You will be required to save the document.

Your new digital signature will appear on the document with a date and time stamp.

Step 5: Alternatively, if you would like to use a password each time you sign a document, when you get to Step 2 select the choice shown below:

Add Digital ID

Where would you like to store your self-signed digital ID?

◉ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

○ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

[Cancel]   [< Back]   [Next >]

Step 6: After Step 3, the following box will appear.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

ettings\hinnantb\Application Data\Adobe\Acrobat\8.0\Security\BenteHinnant.pfx   Browse...

Password:

Confirm Password:

Cancel   < Back   Finish

Type in a password and confirm the password.

NOTE: Make sure you remember this for later use!

The following box appears requiring your password.
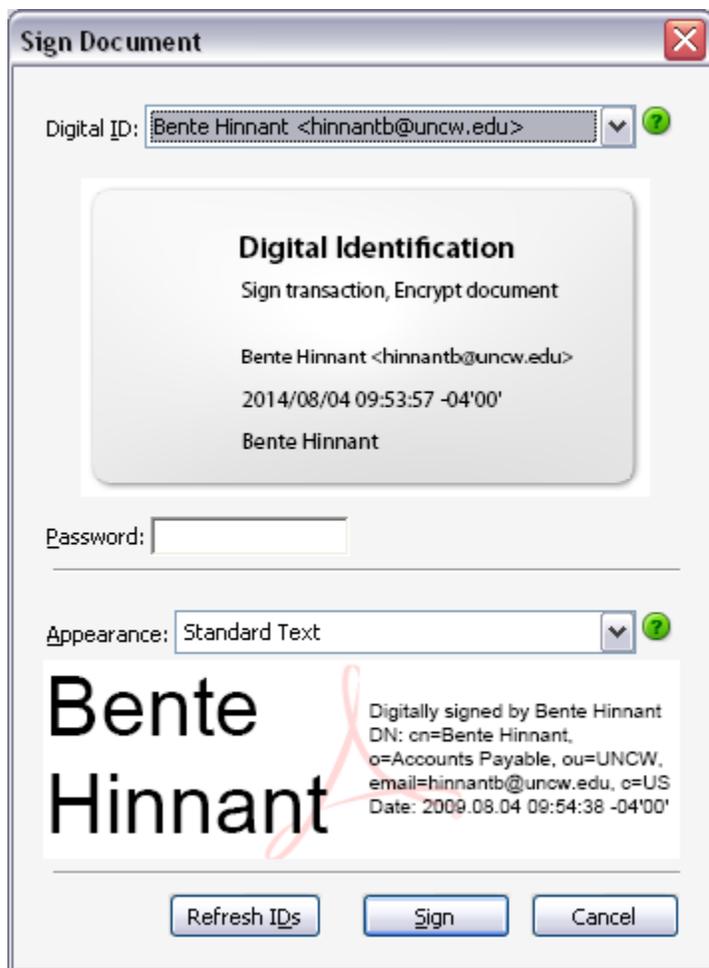
Enter your password in the Password box and click Sign. You will be required to save the document.

Your new digital signature will appear on the document with a date and time stamp.

Step 7: In the future to sign a document do one of the following:

-click on the red signature flag as shown on the form below
-select the pen icon and select Sign Document
-select in the menu options Document, Sign, Sign Document.
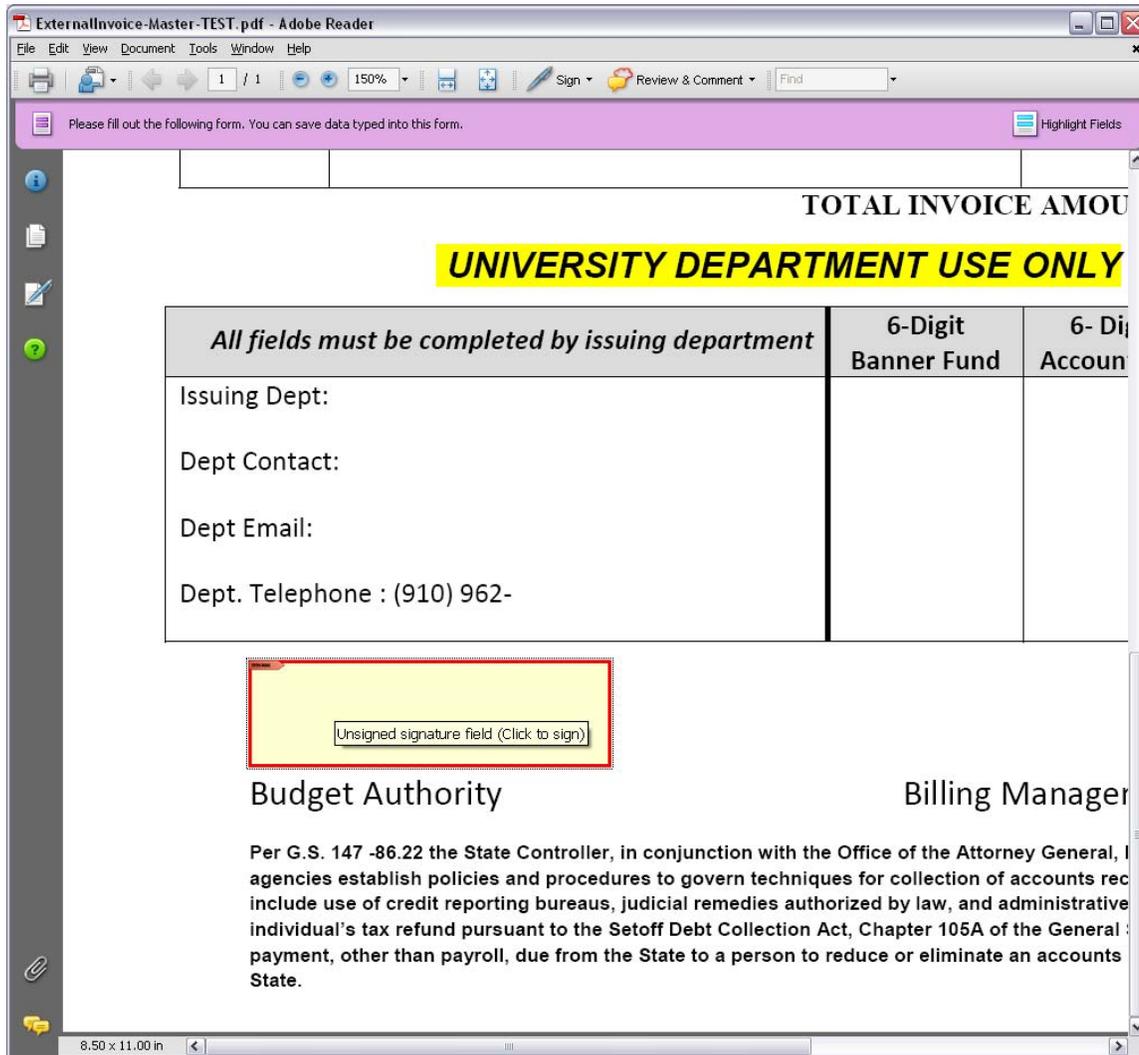
Step 8: If you do not need a password to sign, your signature or Digital ID will appear on the PDF form. If you do require a password then the following box will appear:
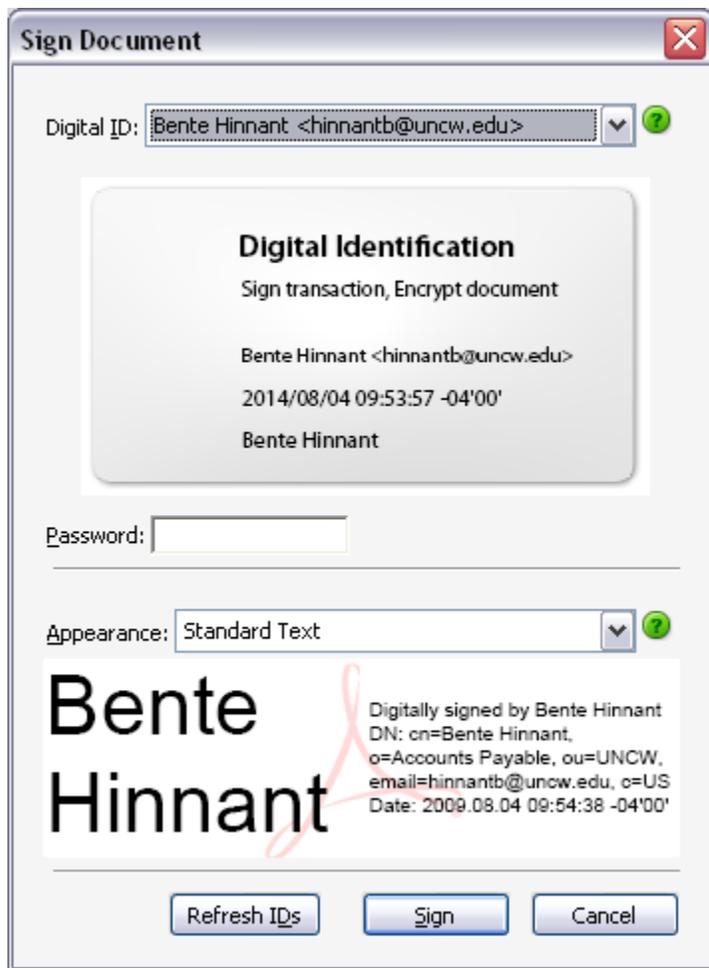
Enter your password you assigned to your Digital ID in Step 6.

Step 9: If you require a password and have forgotten it, select from the menu Documents and Security Settings. You will see the box below. Select Add ID from the menu and follow Steps 1, 5 and 6 above to create a new Digital ID with a password.
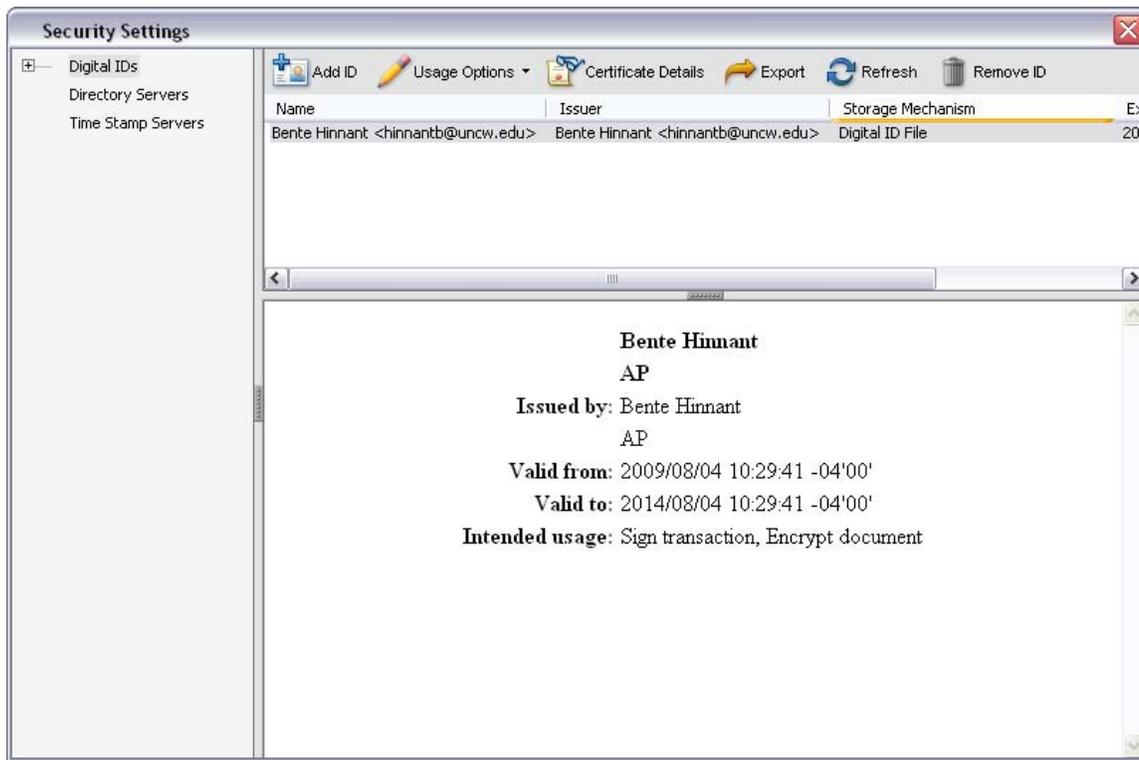
Step 10: Once you assign a new password and confirm it, you will see the following question:
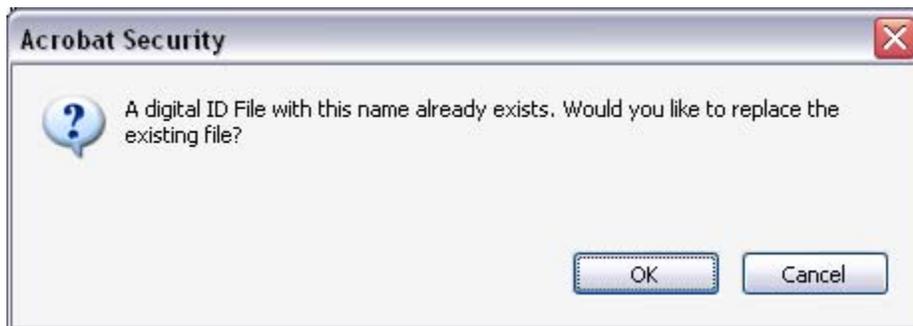
Click OK and this new password will replace the old one that you had forgotten.

Step 11: If you do not require a password and you want to remove a Digital ID, select from the menu Documents and Security Settings. You will see the box below.
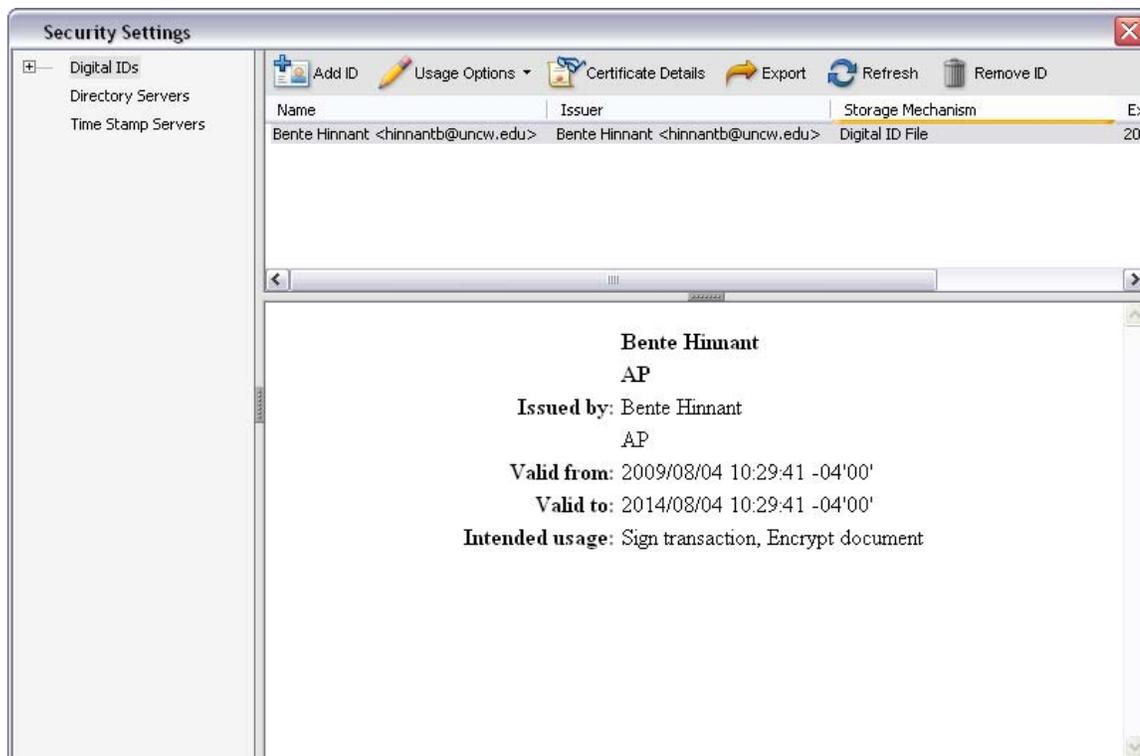
Select Remove ID from the menu. You will see the following question:

Click OK to remove the Digital ID. If you want to create a new one, you can follow the steps above for a Digital ID with a password or without.