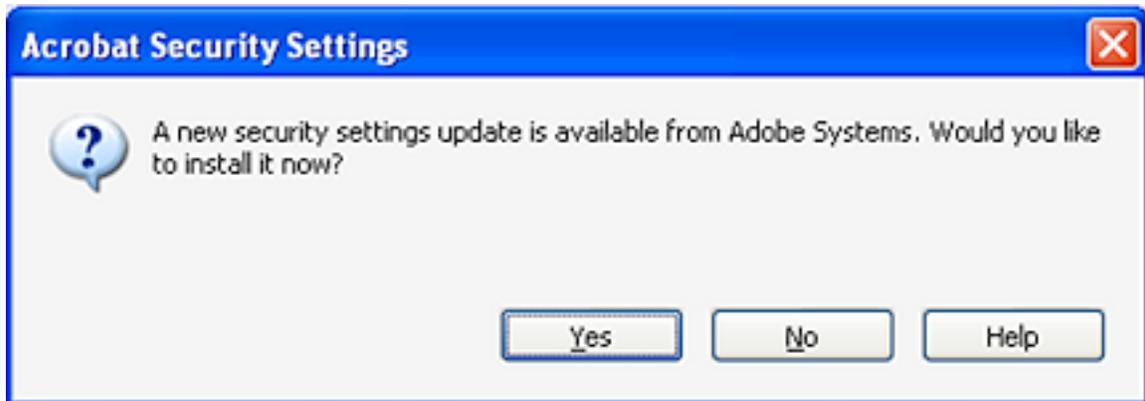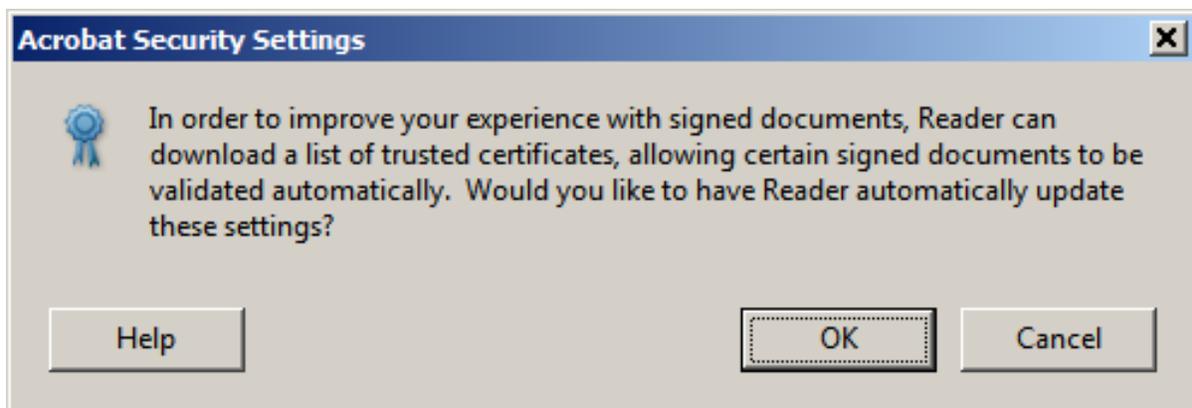# Setting up your Adobe Digital Signature/Approval

If you have never used the Acrobat Electronic Signature before, follow this one-time set up process when you click in the Signature field. If you are prompted to update your Acrobat Security Settings as shown below, select Yes to install the latest version and security setting:

Acrobat Security Settings

A new security settings update is available from Adobe Systems. Would you like to install it now?

Yes | No | Help

Once you have installed the latest version, you need to create a new digital ID. If you have something set up on your cell phone, you may see this message. Press OK.

Acrobat Security Settings

In order to improve your experience with signed documents, Reader can download a list of trusted certificates, allowing certain signed documents to be validated automatically. Would you like to have Reader automatically update these settings?

Help | OK | Cancel

This Sign As drop-down box will display at the top of the Sign Document box. Click on the drop down box and select New ID:

Sign Document

Sign As:

Info...

The Add Digital ID box will open. Select the second option, "A new digital ID I want to create now." Press Next:

Another Add Digital ID box will open. Select the first option as shown and press Next:

Enter your information. Do not select anything in the last two drop-down boxes. Press Next:

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]   [Next >]

Create a password and press Finish:

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:

[C:\Users\mrbecker\AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSm]   [Browse...]

Password:

[*********]

[🟩🟩🟩⬛] **Strong**

Confirm Password:

[*********]

[Cancel]   [< Back]   [Finish]

The next time you want to electronically sign an Acrobat file, this box will display with your information. Press Sign.

This is what will appear on the form in the signature field: