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		×
9	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?		
ŀ	Help	ОК	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:



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

Add Digital ID		×
I want to sign this document using:		
O My existing digital ID from:		
A file		
C A roaming digital ID accessed via a server		
C A device connected to this computer		
A new digital ID I want to create now		
Cancel	< Back	<u>N</u> ext >

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

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.	
O 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 < <u>B</u> ack <u>N</u> ext >]

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

Add Digital ID	×
Enter your identity inform	ation to be used when generating the self-signed certificate.
Na <u>m</u> e (e.g. John Smith):	
Organizational <u>U</u> nit:	
Organization Name:	
<u>E</u> mail Address:	
<u>C</u> ountry/Region:	US - UNITED STATES
En <u>a</u> ble Unicode Suppo	rt
<u>K</u> ey Algorithm:	1024-bit RSA
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption
Cancel	< <u>B</u> ack <u>N</u> ext >

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 pa you use the digital ID to sign or decrypt documents. You should make a note of t so that you can copy this file for backup or other purposes. You can later change file using the Security Settings dialog.	assword when he file location options for this
F <u>i</u> le Name:	
C:\Users\mrbecker\AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSm	B <u>r</u> owse
Password:	
Strong	
<u>C</u> onfirm Password:	

Cancel < <u>B</u> ack	<u>F</u> inish

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

Sign Document	×
Sign As: John Smith <js@uillinois.edu></js@uillinois.edu>	2
Password: Certificate Issuer: John Smith	
<u>Appearance</u> : Standard Text	•
John Smith Smith	2
<u>S</u> ign Cancel	

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



Digitally signed by John Smith DN: cn=John Smith, o=University of Illinois, ou=TPDC, email=JS@uillinois.edu, c=US Date: 2012.10.16 15:02:46 -05'00'