

Electronic Approval Process

This guide will help you set up your digital-id for PDF forms that now include an electronic approval field.

This is not to be considered an electronic signature.

To set up your electronic approval, you will need to follow the steps outlined below. These steps will only need to be completed once.

You may be prompted to update your Acrobat Security Settings (as shown below), please select **Yes** to install the latest version and security setting.



1. Create/Add Digital ID

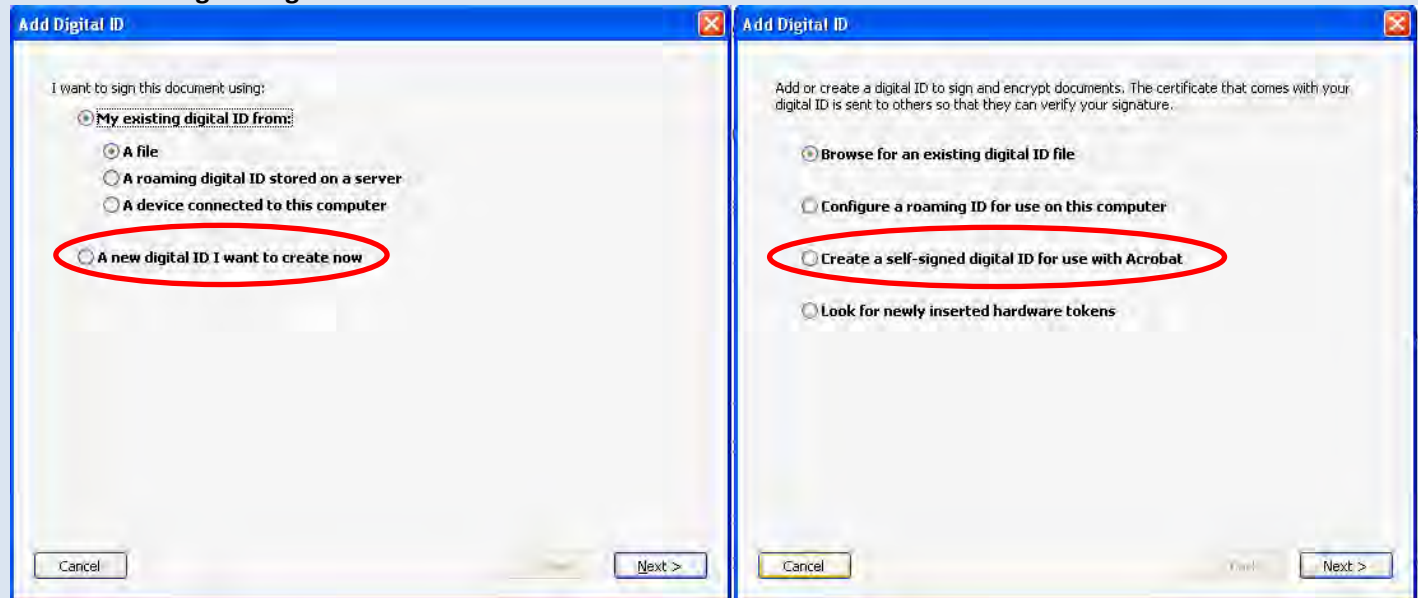
To create a new digital ID, place your cursor in the appropriate approval field.

You will receive one of the two menus (shown below).

Click **A new digital ID I want to create now** on menu #1

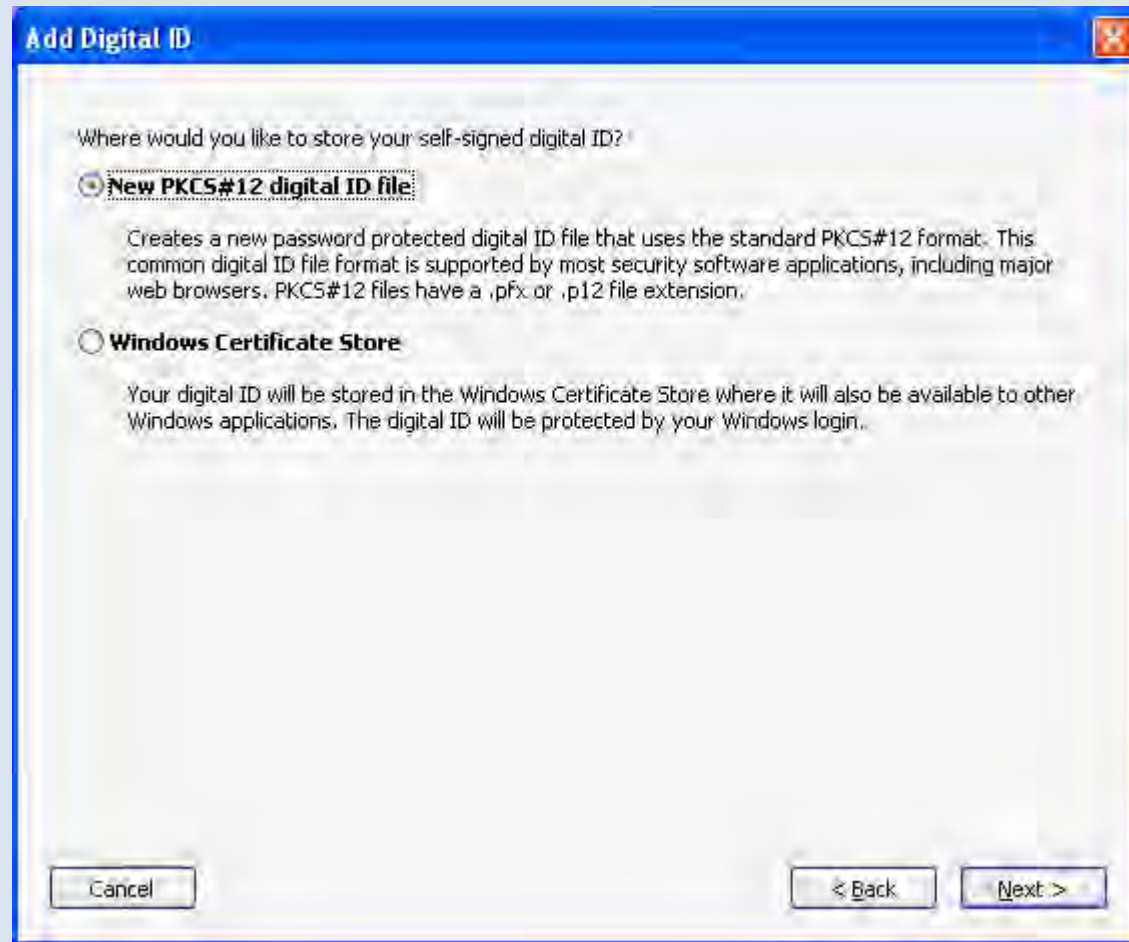
or

Create a self-signed digital ID for use with Acrobat on Menu #2.



2. Set the location of the digital ID (storage)

On the **Add Digital ID** menu, click **New PKCS#12 digital ID file**.



3. Enter your identity information

Enter your information as requested on the screen. For **Organizational Unit** enter your college name and for **Organization Name** enter your department.

Please fill in all other information as shown below. Do not mark the check box "Enable Unicode Support".

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

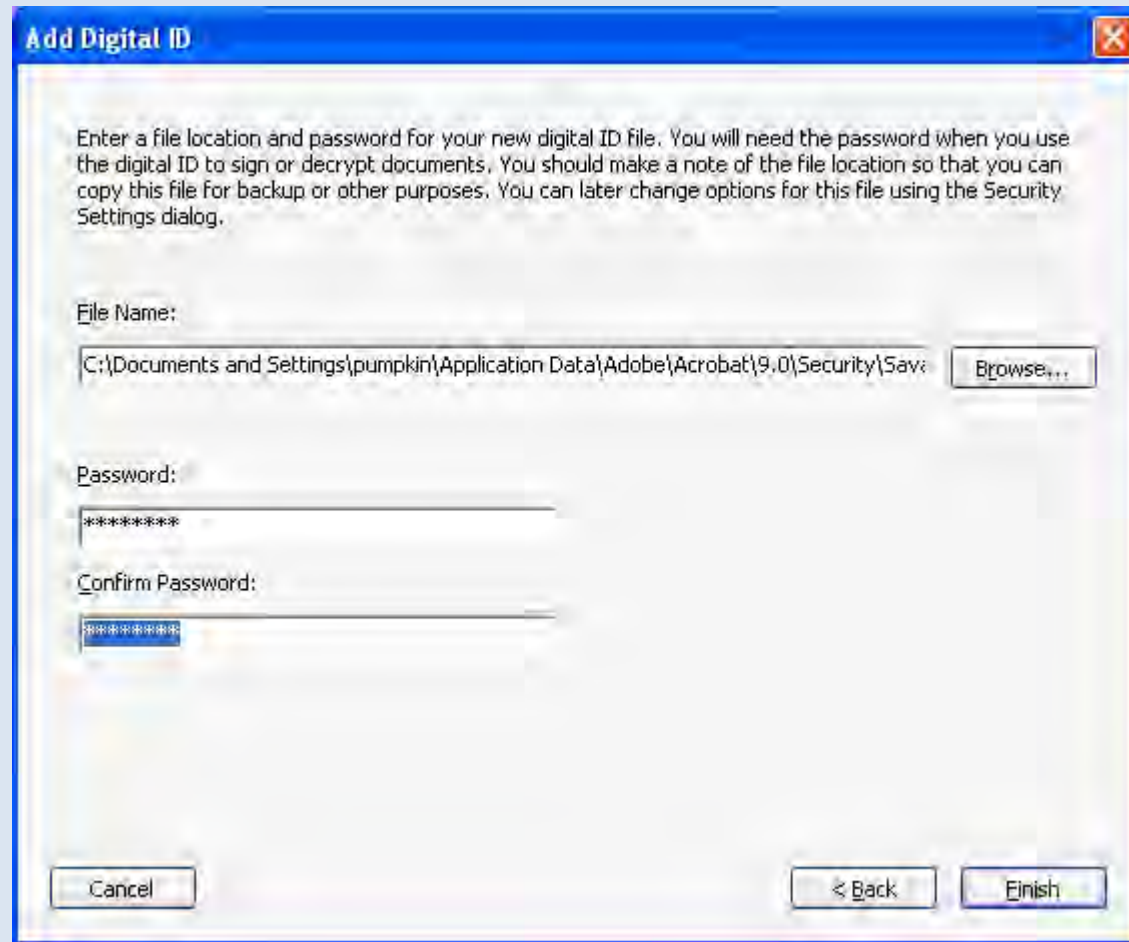
Cancel < Back Next >

4. Save the digital ID file and create password

The default file location for your digital id will be your C:\ (This is recommended location). If you wish to change the location select the **Browse** button.

Once the file location is established, select a password that you will remember.

NOTE: You will have the only record of your password, so choose carefully.



5. Password Confirmation

Once you have created your password and save the document your **Approved Document** will show your name and email addressed.

Click in the **Password** field, enter your password and then select **Sign**.

Congratulations! You have officially approved your document.

The next time that you need to electronically approve any PDF document, your digital id will already be set up and you will not need to go through these steps again. You will just be asked to enter your password in the box shown below.

