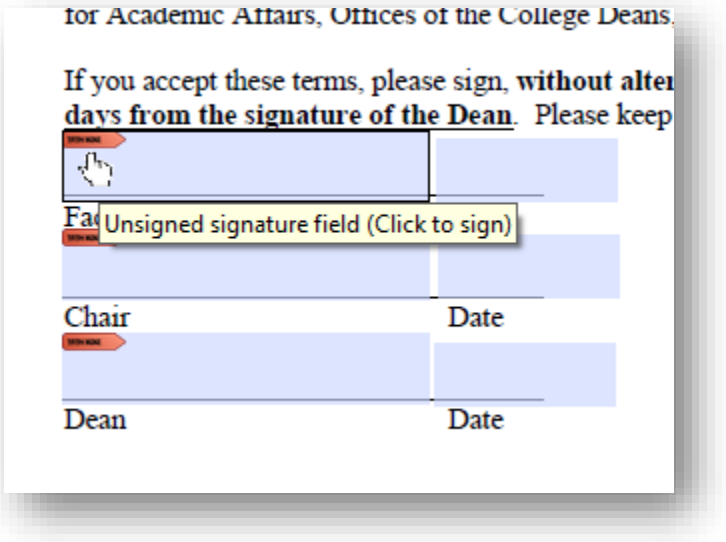
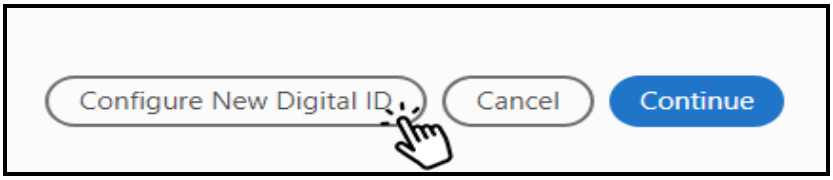
How To Sign A Form Using Adobe Digital ID

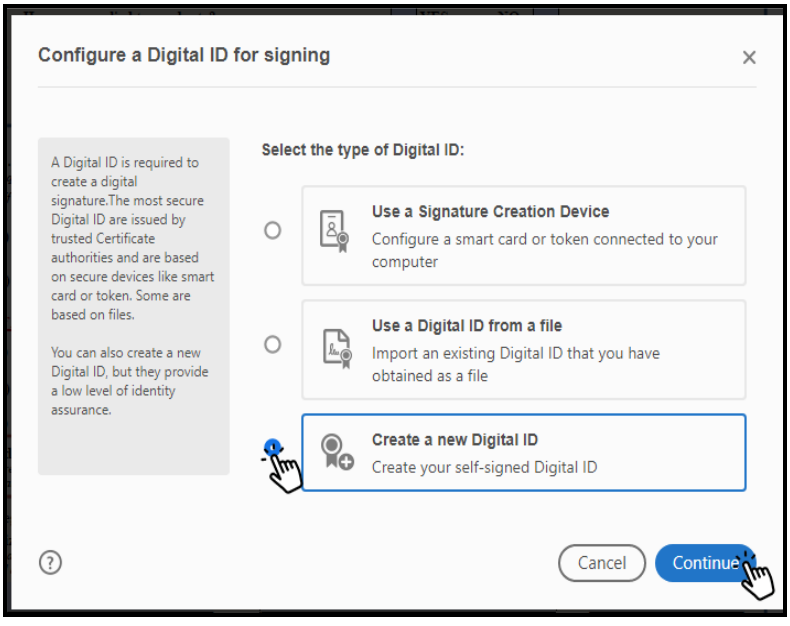
1. Fill in Date.

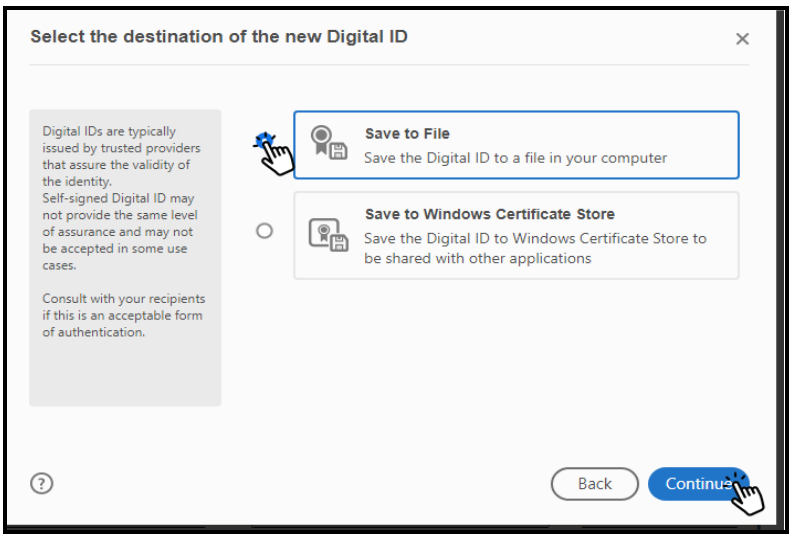
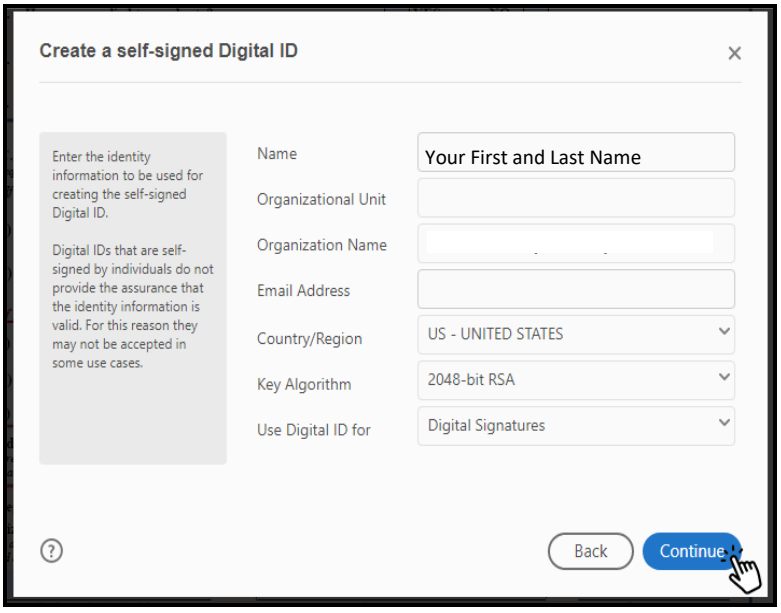
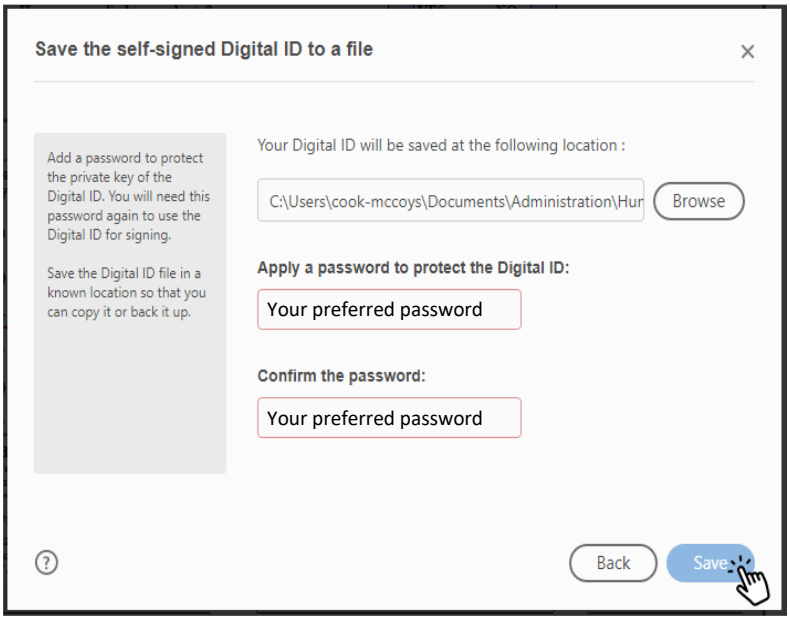
2. Click on the red **Sign Here** tab in the appropriate signature line.

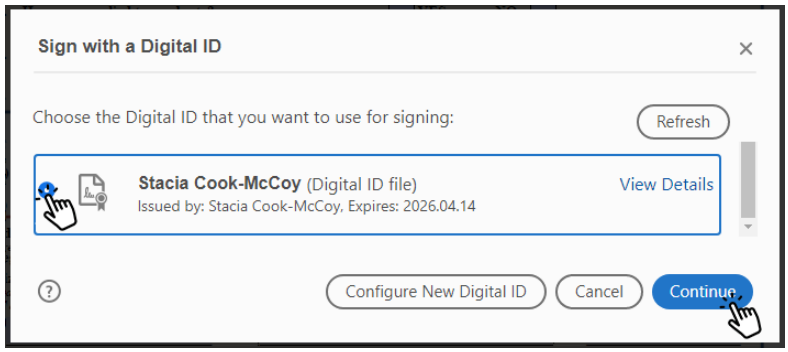


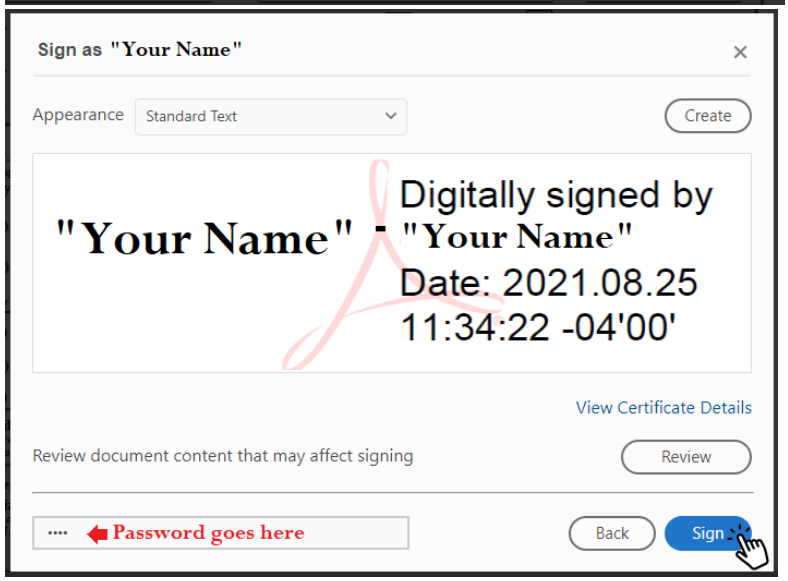
3. Either select your pre-made Digital ID and click Continue, or Configure a New Digital ID.

- If creating a new Digital ID, select the option to Create a New Digital ID (3rd choice) and save to File. This ID will be available for you to use to sign Adobe forms from now on, as long as you are using the same device and remember your passcode.
  - 

  - 

- 
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
- 
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
Your First and Last Name
Organizational Unit
Organization Name
Email Address
Country/Region
US - UNITED STATES
Key Algorithm
2048-bit RSA
Use Digital ID for
Digital Signatures
Back
Continue
- 
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 it or back it up.
Your Digital ID will be saved at the following location :
C:\Users\cook-mccoys\Documents\Administration\Hur
Browse
Apply a password to protect the Digital ID:
Your preferred password
Confirm the password:
Your preferred password
Back
Save

- If you already have a digital ID created or have created a new one, select your signature and type in your password.
  - 

  - 

4. The document will then request to be saved on your device. Save it how & where you prefer.

5. Send to the recipient by attaching the saved document to an email. (don't use the Adobe share file or signature chain options – they don't tend to work).