1. Open "Adobe Acrobat DC".



2. Once program is open, please click on the

pie chart icon located on the top left window and then click on the "Preferences" option.

If you are not signed in Adobe Acrobat then you will find the "Preferences" option on the top right menu bar under "Edit"

3rd option – once in adobe press "Ctrl" + "K"



3. A new window will pop up.

ategories:		
	Digital Signatures	
Commenting ^	Creation & Appearance	
Documents	cleation & Appearance	
Full Screen	Control options for signature creation	
General	 Set the appearance of signatures within a document 	iviore
Page Display		
3D & Multimedia	Verification	
Accessibility		
Action Wizard	 Control how and when signatures are verified 	More
Adobe Online Services		
Catalog		
Color Management	Identities & Trusted Certificates	
Content Editing		
Convert From PDF	 Create and manage identities for signing 	More
Convert To PDF	 Manage credentials used to trust documents 	
Email Accounts		
Forms	Document Timestamping	
dentity		
Internet	Configure timestamp server settings	More
JavaScript		indizin
Language		
Measuring (2D)		
Measuring (3D)		
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		

4. Scroll down the categories to find "Signatures" then select "More" under "Identities & Trusted Certificates"

Categories:		
	Digital Signatures	
General	Creation & Appearance	
Page Display		
2D. 8: Multimadia	Control options for signature creation	More
SD & Multimedia	 Set the appearance of signatures within a document 	Morein
Accessibility		
Action Wizard	Verification	
Adobe Unline Services	venircation	
Catalog	Control how and when signatures are verified	
Color Management	· control now and when signatures are verified	More
Content Editing		
Convert From PDF	Identifies & Trusted Contification	
Convert To PDF	Identifies & Irusted Certificates	
Email Accounts	• Create and manage identities for signing	
Forms	Manage credentials used to trust documents	More
Identity	······································	
Internet		
JavaScript	Document Timestamping	
Language		
Measuring (2D)	Configure timestamp server settings	More
Measuring (3D)		
Measuring (Geo)		
Multimedia (legacy)		
Multimedia Trust (legacy)		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures		

5. Select the

icon to add your new signature.



6. Select "A new digital ID I want to create now" then click "Next"

Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

○ My existing digital ID from:		
● A file		
A roaming digital ID accessed via a server		
A device connected to this computer		
A new digital ID I want to create now		
Cancel	< Back	Next >
7 Select "Next"		
		~
		~
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 _nfx or _n12 file system;		
○ 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.		
	_	

8. Enter your credentials then click "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):	ļ
Organizational <u>U</u> nit:	
Organization Name:	
Email Address:	
<u>C</u> ountry/Region:	US - UNITED STATES
Key Algorithm:	2048-bit RSA ~
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption 🗸

Cancel

< Back

Next >

>

9. Please create a password and then select finish.

Ad	d	Die	oita	П	D
			9.00		-
			_		

Enter a file location and password for your new digital ID file. You w you use the digital ID to sign or decrypt documents. You should ma so that you can copy this file for backup or other purposes. You can file using the Security Settings dialog.	ill need the password when ike a note of the file location I later change options for this		
File Name:			
s\yac504\AppData\Roaming\Adobe\Acrobat\DC\Security\ObedVe	ela.pfx Browse		
Password:			
Strong			
Confirm Password:			

Cancel		< Back	Finish

10. You may close all windows and your signature is ready to be use.