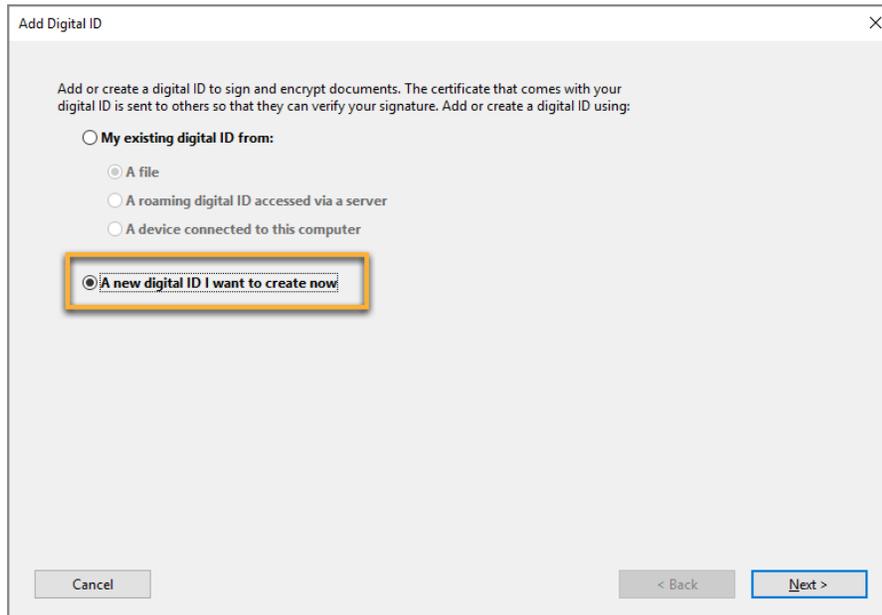


## CREATE A DIGITAL SIGNATURE

Click on the authorized signature block on application

1. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.

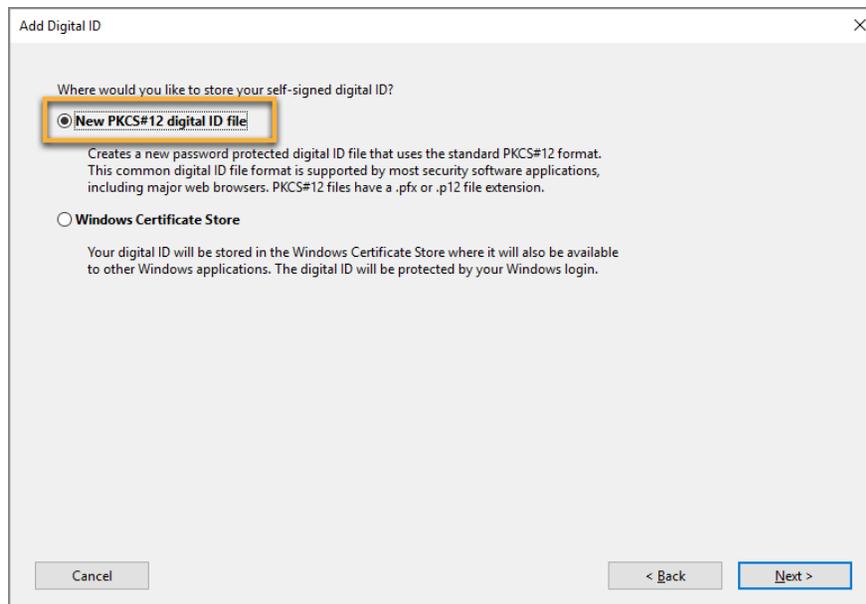


The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:". Below this, there are three radio button options under the heading "My existing digital ID from:":

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

The option " A new digital ID I want to create now" is selected and highlighted with a red rectangular box. At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" on the right.

2. Specify where to store the digital ID, and click **Next**. **New PKCS#12 Digital ID File**



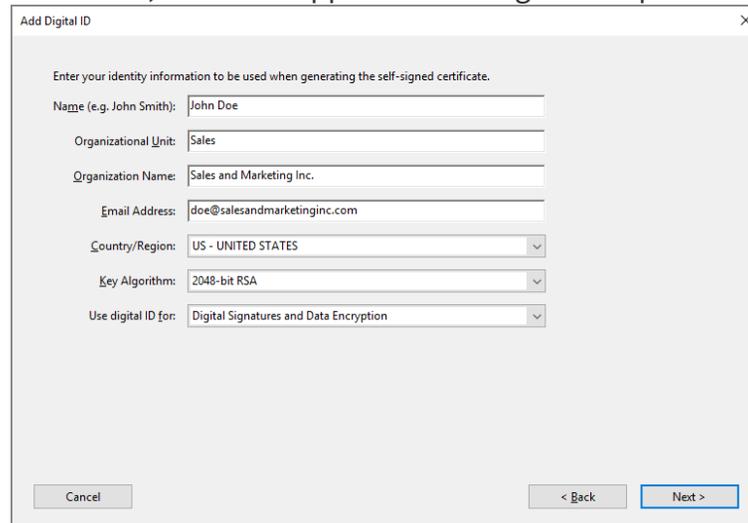
The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Where would you like to store your self-signed digital ID?". Below this, there are two radio button options:

- New PKCS#12 digital ID file
- Windows Certificate Store

The option " New PKCS#12 digital ID file" is selected and highlighted with a red rectangular box. Below the first option, there is explanatory text: "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." Below the second option, there is explanatory text: "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." At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" on the right.

## CREATE A DIGITAL SIGNATURE

1. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

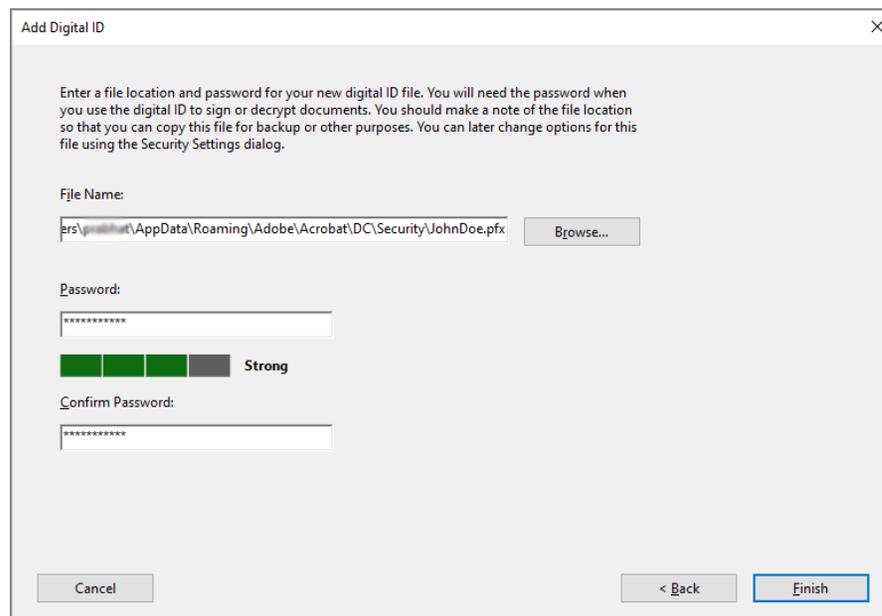


The screenshot shows the 'Add Digital ID' dialog box with the following fields and values:

- Name (e.g. John Smith): John Doe
- Organizational Unit: Sales
- Organization Name: Sales and Marketing Inc.
- Email Address: doe@salesandmarketinginc.com
- Country/Region: US - UNITED STATES
- Key Algorithm: 2048-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Next >

2. From the **Use Digital ID** -- Click **Next**.
3. Type a password and click **Finish**.
4. The ID is created. You can export and send your certificate file to contacts who can use it to validate your signature.



The screenshot shows the 'Add Digital ID' dialog box with the following fields and values:

- File Name: C:\Users\jdoe\AppData\Roaming\Adobe\Acrobat\DC\Security\JohnDoe.pfx (with a Browse... button)
- Password: [Redacted]
- Strength: Strong (indicated by 4 green bars)
- Confirm Password: [Redacted]

Buttons at the bottom: Cancel, < Back, Finish