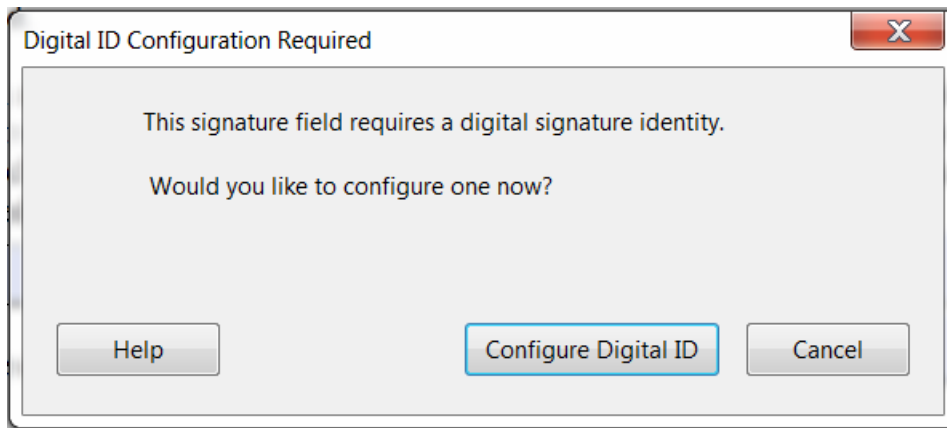


Creating an Electronic Signature

1. Open the fillable PDF form with Adobe Acrobat. You can download Adobe Acrobat for free on their website at <https://get.adobe.com/reader/>.
2. Click on a signature field. The Digital ID Configuration Required window appears.



3. Click "Configure Digital ID". The Configure a Digital ID for signing window appears.



4. Select "Create a new Digital ID".
5. Click the "Continue" button.


Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.


You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:


☐


**Use a Signature Creation Device**
Configure a smart card or token connected to your computer

☐

**Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

☒

**Create a new Digital ID**
Create your self-signed Digital ID



Cancel

Continue

6. Select “Save to Windows Certificate Store”.

☒

**Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

7. Click the “Continue” button.

8. Complete the personal information fields.

9. Click the “Continue” button.

Create a self-signed Digital ID

×

Enter the identity information to be used for creating the self-signed Digital ID.

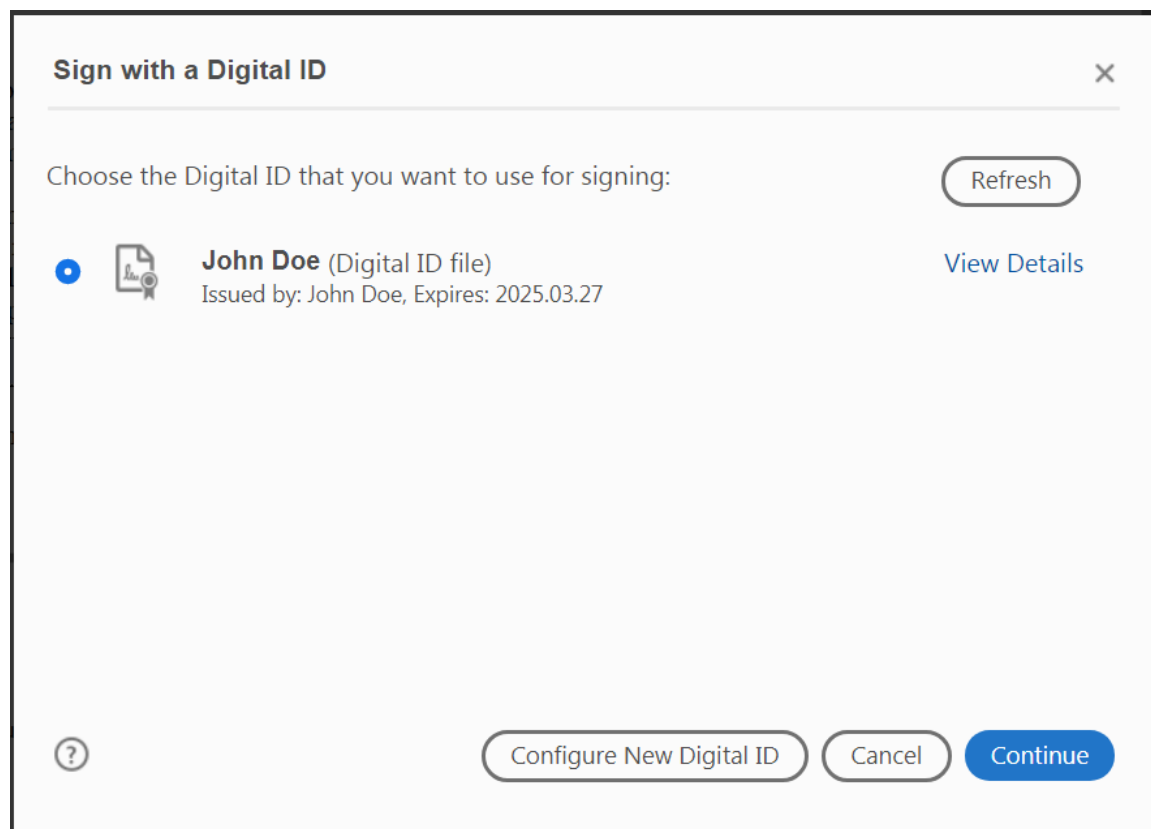
Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="University of Bath"/>
Email Address	<input type="text" value="john.doe@bath.ac.uk"/>
Country/Region	<input type="text" value="GB - UNITED KINGDOM"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

?

BackContinue

10. Click the "Save" button. Your electronic signature is created. To complete an electronic signature field follow the remaining steps.
11. Select the electronic signature you just created.
12. Click "Continue".



13. Click the "Sign" button.
14. Select a location to save the signed PDF file.
15. Save the PDF file. The electronic signing is complete.

More information on how to manage Digital IDs can be found on the Adobe website:

<https://helpx.adobe.com/acrobat/using/digital-ids.html?mv=product&mv2=acrobat>