**Signing a document electronically**

If you don't already have a digital ID, create a self-signed digital ID in Acrobat. A self-signed digital ID includes an encrypted private key for signing or decrypting documents and a public key in a certificate used to validate signatures and encrypt documents.

To create a self-signed digital ID, choose Tools from the top of the menu bar, then select Certificates. Click Open. Select Digital IDs from the menu on the left of the pop-up panel, and choose Add ID button in the toolbar. Select A New Digital ID I Want To Create Now, and continue through the wizard.
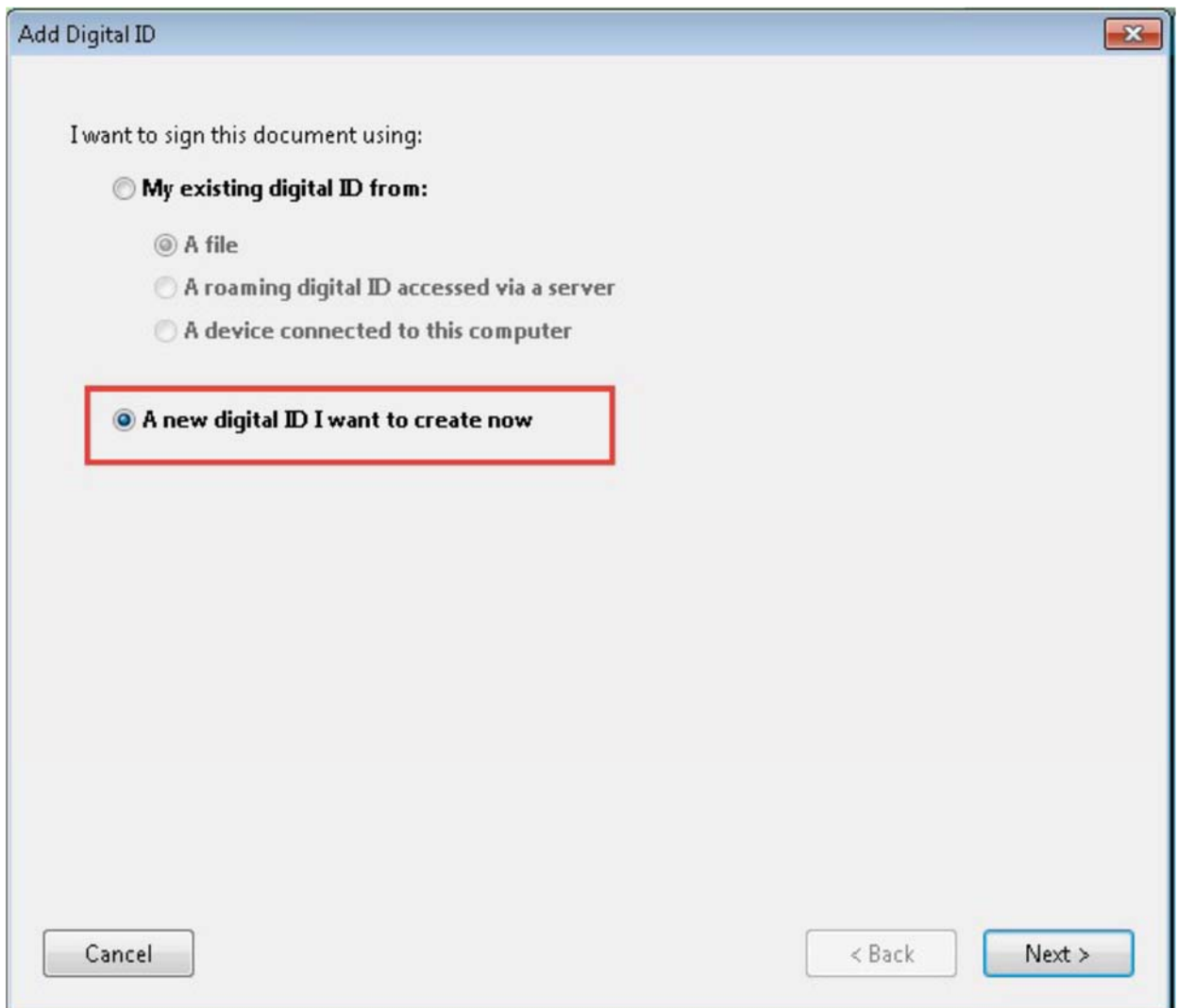
- Click on the "Tools" icon and then click on "Certificates"
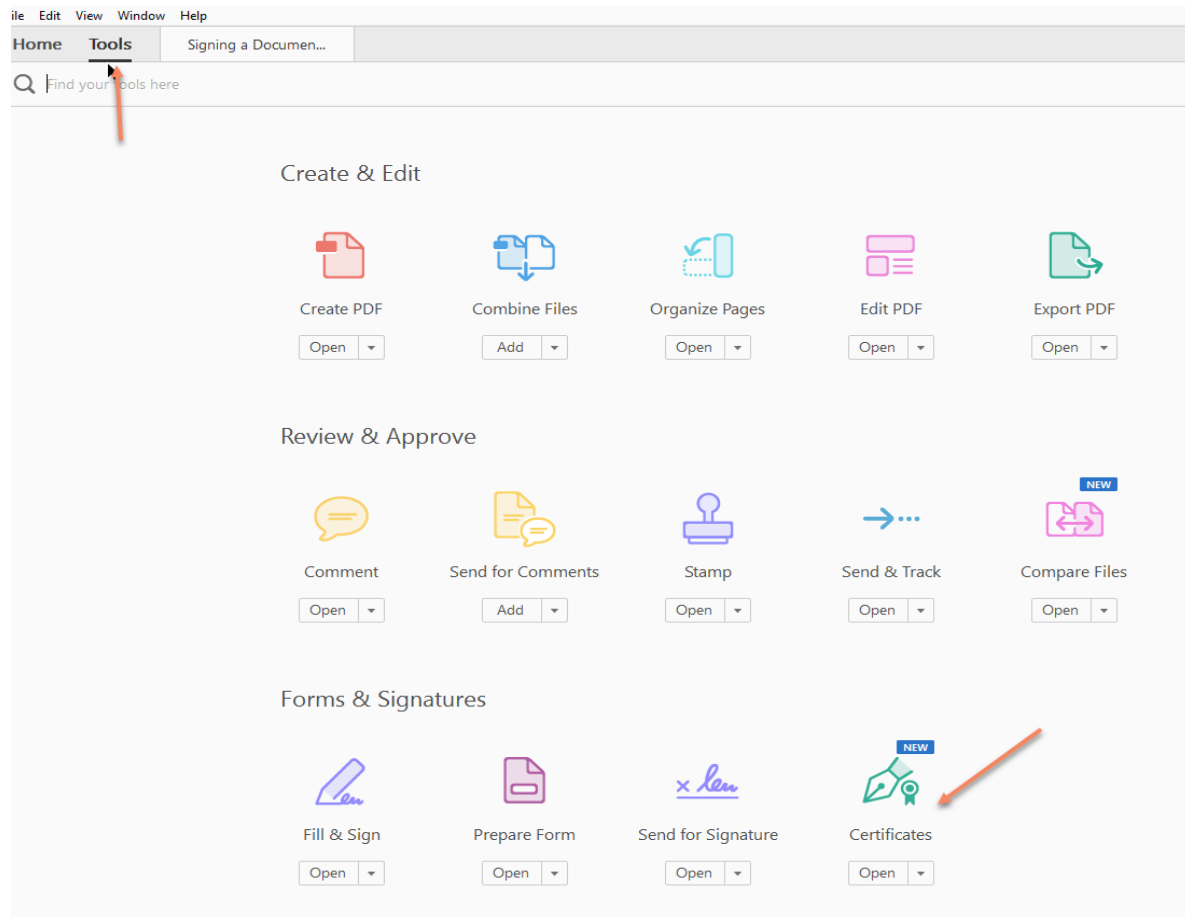
- Once to screen comes up, click on the icon "Digitally Sign".
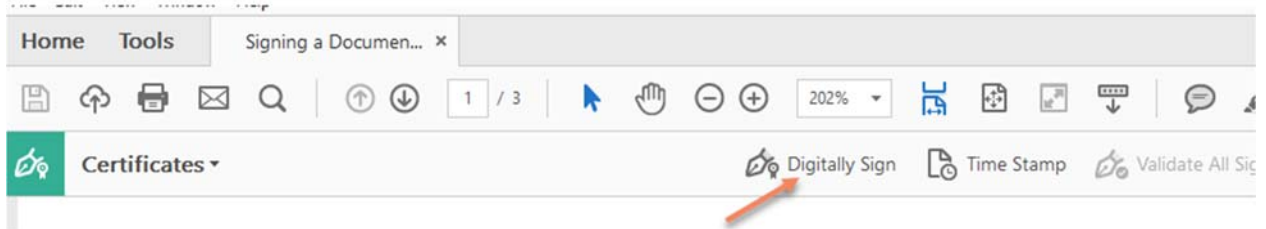
- When the **Add Digital ID** dialog box opens select **A new digital ID I want to create now** and click the **Next** button.

- When prompted, complete the identification information on the **Add Digital ID** form and click **Finish**. Click Next.
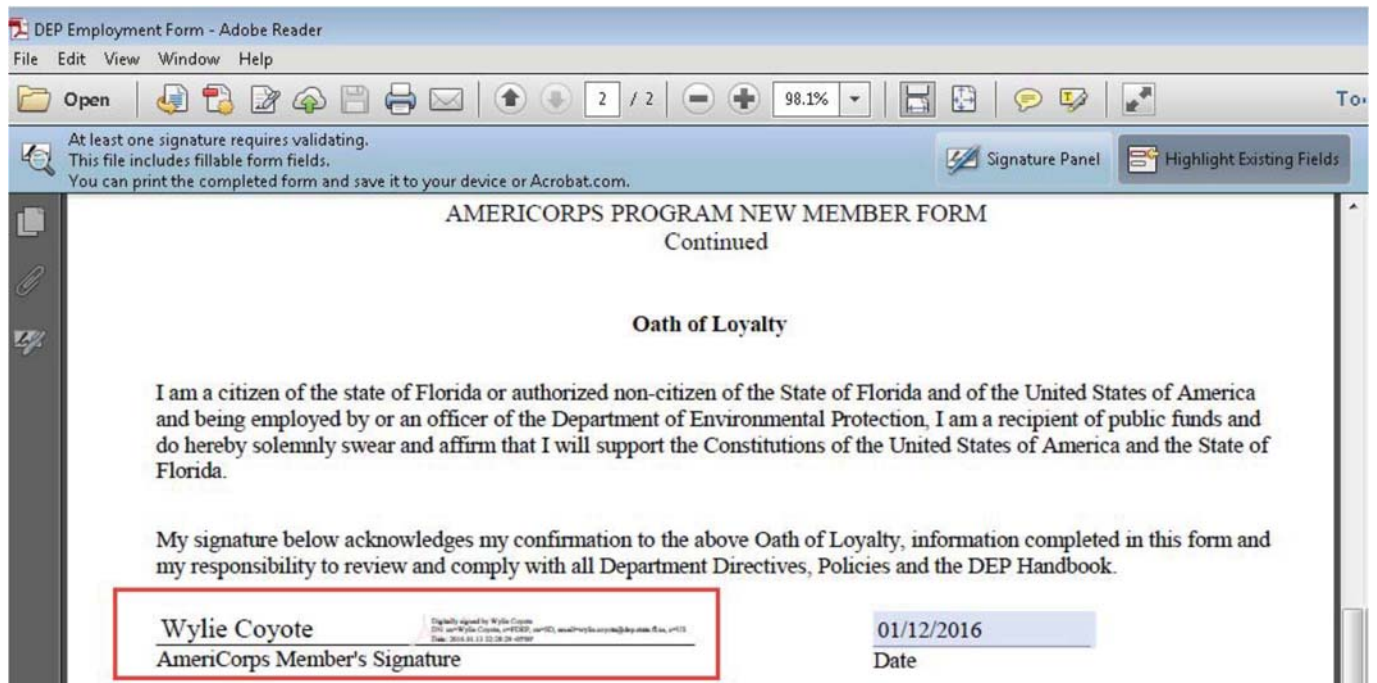

- Review the signature information. Click **Sign**.
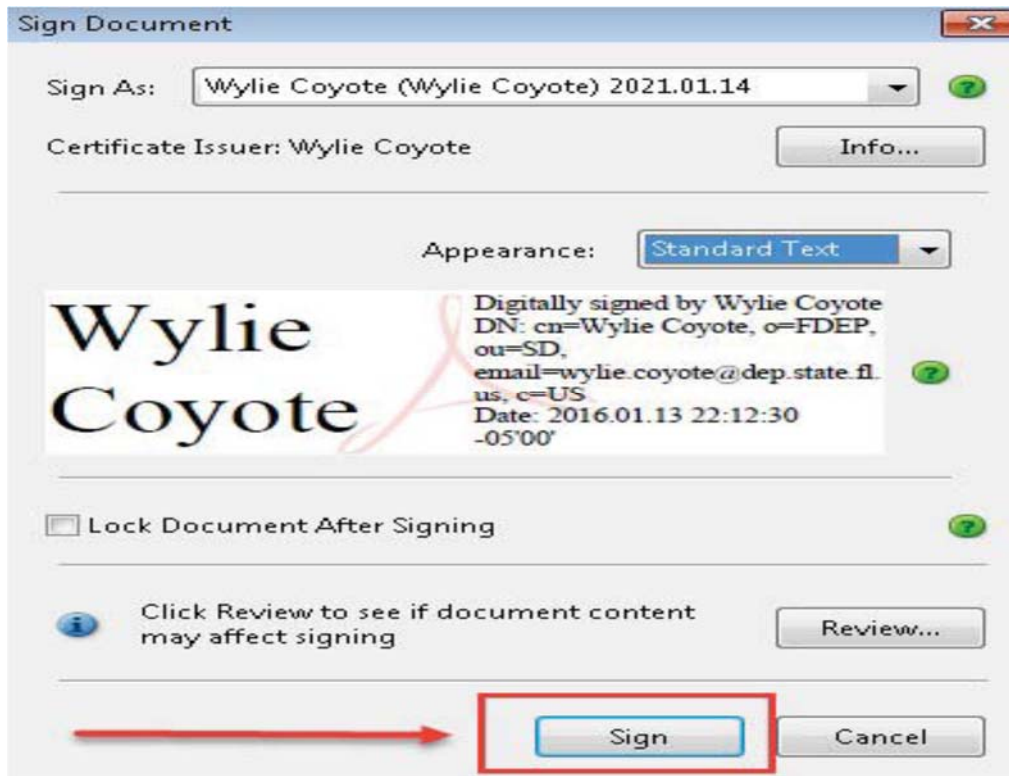
- Name your digital ID and create a password for it that contains at least six characters, with no punctuation marks or special characters. Click Finish.
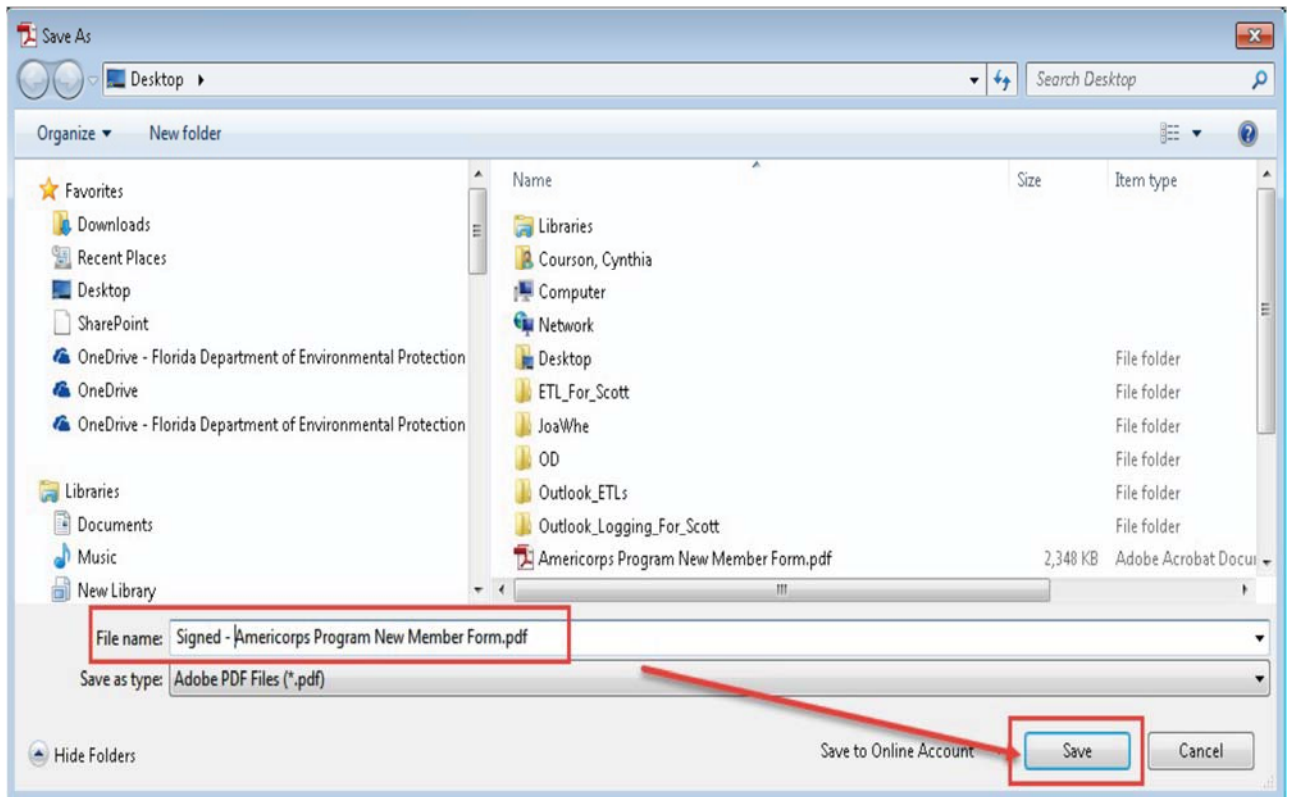
After saving, you will return to the signed document.

The next time you have to sign a form, simply click the signature field to sign the document.