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.

I want to sign this document using:		
My existing digital ID from:		
④ 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		

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

Na <u>m</u> e (e.g. John Smith):	Wylie Coyote	
Organizational <u>U</u> nit:	OTIS Service Desk	
Organization Name:	FDEP	
<u>E</u> mail Address:	Wylie.Coyote@dep.state.fl.us	
<u>C</u> ountry/Region:	US - UNITED STATES	•
Key Algorithm:	1024-bit RSA	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	•

• 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.

				wurk
rganize 🔻 New folder				= •
Favorites	Name	^	Size	Item type
🗼 Downloads 🗉	词 Libraries			
🔢 Recent Places	🔏 Courson, Cynthia			
Nesktop	🜉 Computer			
SharePoint	年 Network			
le OneDrive - Florida Department of Environmental Protection	📔 Desktop			File folder
ConeDrive	ETL_For_Scott			File folder
ConeDrive - Florida Department of Environmental Protection	🍌 JoaWhe			File folder
	📕 OD			File folder
🗃 Libraries	Outlook_ETLs			File folder
Documents	Outlook_Logging_For_	_Scott		File folder
J Music	🔁 Americorps Program N	New Member Form.pdf	2,348 KB	Adobe Acrobat Doc
🔒 New Library 👻	(III		
Cined Municers Deserve New Member For	df			
File name: Signed - Americorps Program New Member For	n.par			
Save as type: Adobe PDF Files (*.pdf)				

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.