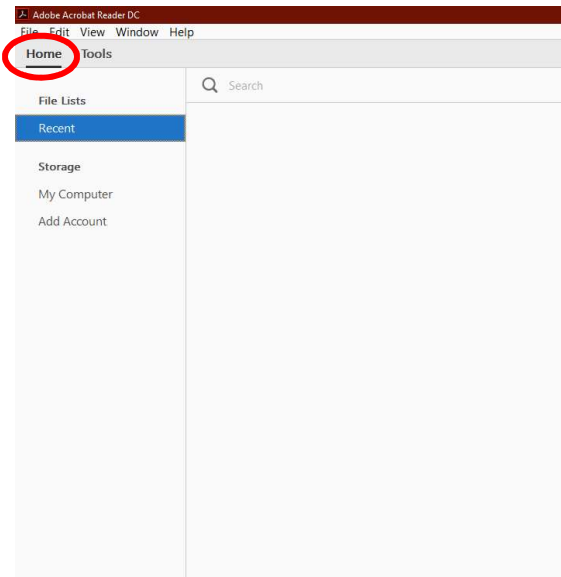


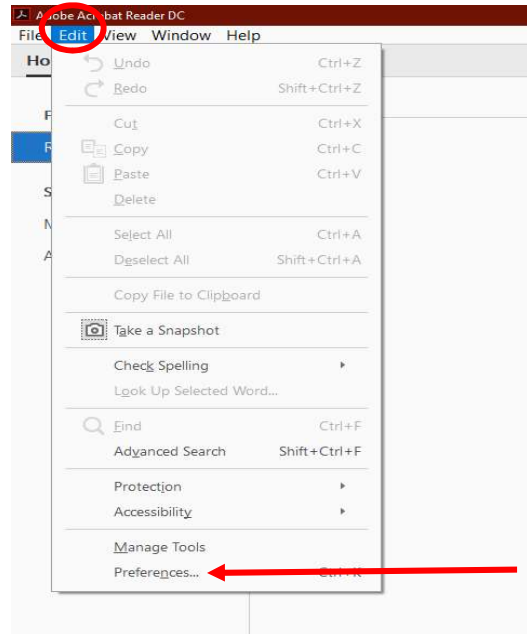
How to Create a Digital Signature in Adobe Acrobat

Prior to completing this form, please check your computer to make sure that you have a version of Adobe Acrobat. If not, you can [download Adobe Acrobat for free](#). You will not need to purchase an advanced version or subscription.

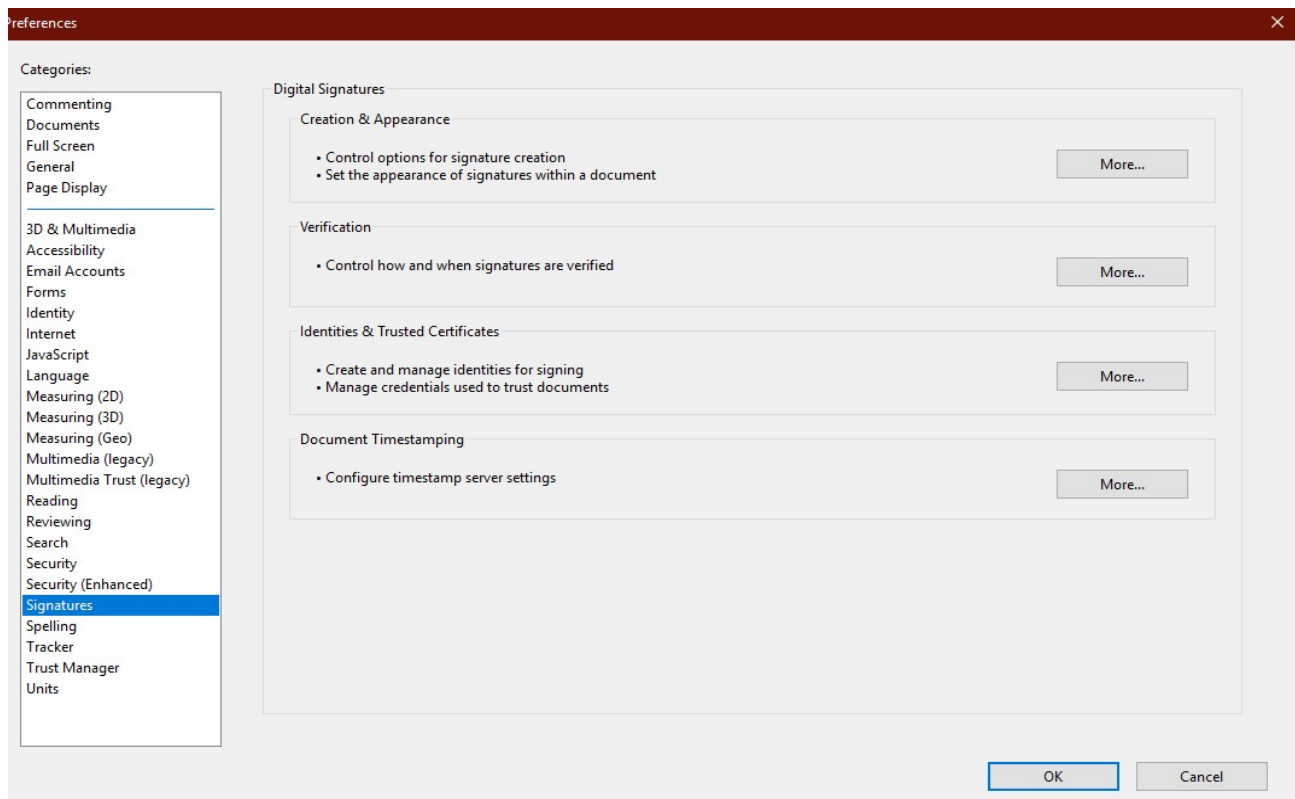
1) Open Adobe Acrobat, make sure you are on the Home Screen



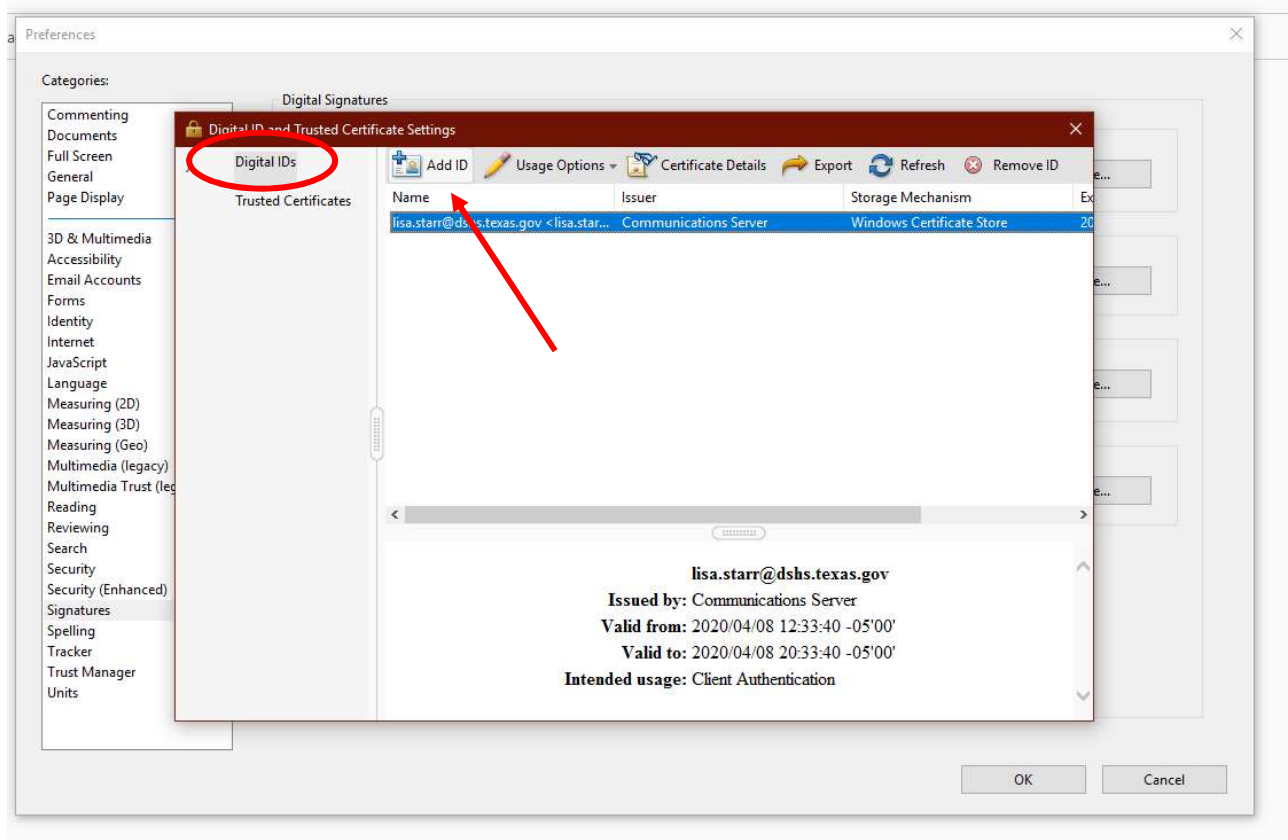
2) Under Edit, Select Preferences



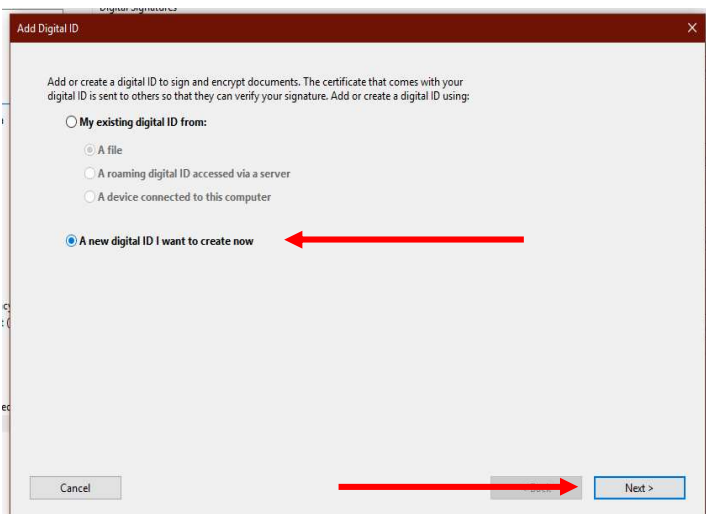
3) On the left side, under Categories, select Signature, then, on the right side, under Digital Signatures, Identities & Trusted Certificates, select "More..."



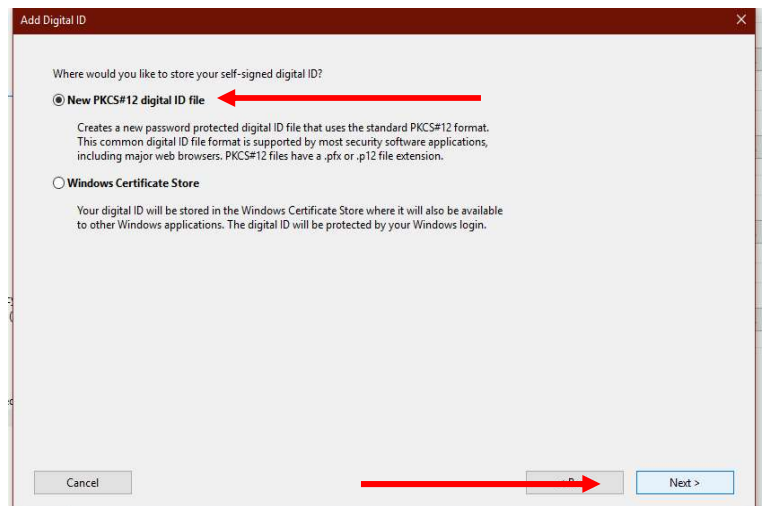
4) In the Digital ID and Trusted Settings box that pops up, be sure that the Digital ID Category is selected, then Click "Add ID"



5) A new "Add ID" window pops up. Select "A new digital ID I want to create now" then click "Next"



6) Select "New PKCS#12 digital ID file," then click "Next"



7) Fill in all of the pertinent details for your Digital ID:

- Name – Full name
- Organizational Unit – Your Department (i.e. TB/STD/HIV)
- Organization Name – Name of Company (i.e. Department of State Health Services)
- Email Address – Your business email address
- Country/Region – Change to US – UNITED STATES if the default isn't correct
- Key Algorithm – Leave the default value here
- Use digital ID for – Select "Digital Signatures"

Click "Next"

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures

Cancel You can always use the "Back" button to check or change information < Back Next >

8) Under File Name, click "Browse." Rename and save your signature so you can easily remember its' location. Create and confirm your new password and click "Finish"

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: C:\Users\Istarr218\AppData\Roaming\Adobe\Acrobat\DC\Security\LisaS

Password: Not Rated

Confirm Password:

Cancel < Back Finish

You're done!