Signing Agreements in Adobe

1. Open the document
2. Scroll down to the area where you designated to sign.

Individual's Signature or Mark   Date

Legal Representative's Signature (only if applicable)   Date

3. Once you click on the area, you will be prompted to create a digital signature
    a. To sign the agreement, we will not be creating a smart card or token. No need for option one.
    b. If you already have a digital signature created, select the second type of Digital ID
    c. To create a new Digital ID, select the last type of Digital ID
        i. Select "Continue"
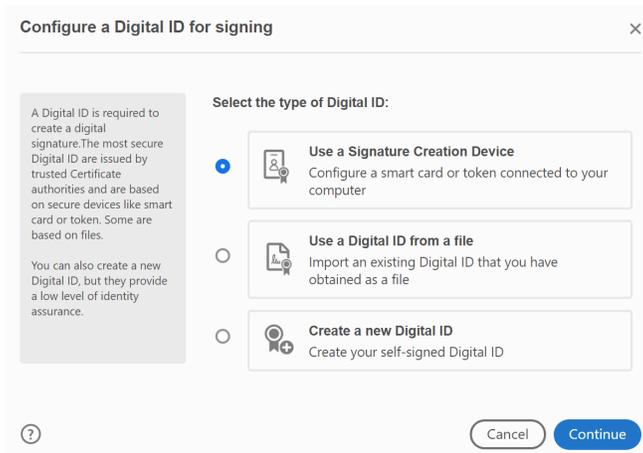
Configure a Digital ID for signing   ✕

A Digital ID is required to create a digital signature.The most secure Digital ID 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)

    d. Select to save the Digital ID to a file in your computer
        i. Select continue
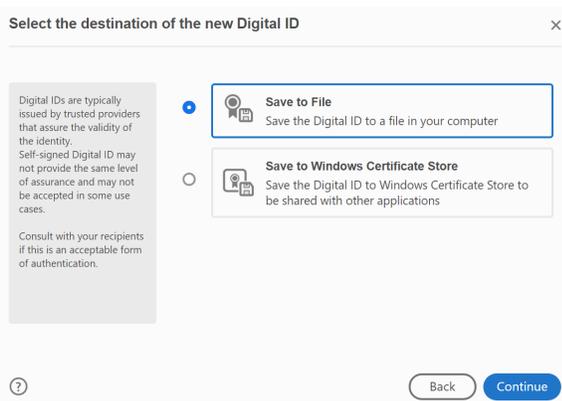
Select the destination of the new Digital ID   ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity.
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

○ **Save to File**
Save the Digital ID to a file in your computer

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

(Back) (Continue)

    e. Enter the identifying information into the fields.
        i. Name and email address are required fields.
        ii. Do nothing with the other fields

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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	Enter Name...
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	Enter Email...
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

? Back Continue

4. Create a password to protect the Digital ID
   i. Select Save

Save the self-signed Digital ID to a file   ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\cbaldwin\A_____t\   Browse

Apply a password to protect the Digital ID:

[   ]

Confirm the password:

[   ]

? Back Save

5. Select the signature you want to use to sign
   a. Select Continue

Sign with a Digital ID   ✕

Choose the Digital ID that you want to use for signing: Refresh

● **drika** (Digital ID file)   View Details
   Issued by: drika, Expires: 2026.08.25

○ **Chaundrika Baldwin** (Digital ID file)   View Details
   Issued by: Chaundrika Baldwin, Expires: 2026.03.08

? Configure New Digital ID Cancel Continue

6. A preview of the digital signature includes the date and time.
   a. Enter your password and select "sign"

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7. Save the signature (rename if you like)
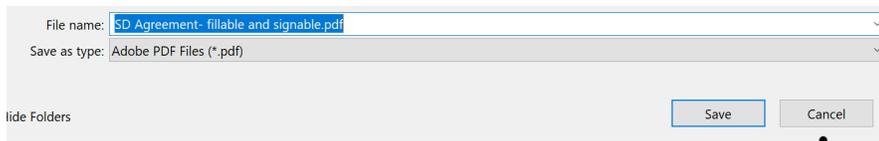
8. A preview of signed document:

9. Save the document and send back to the originator.