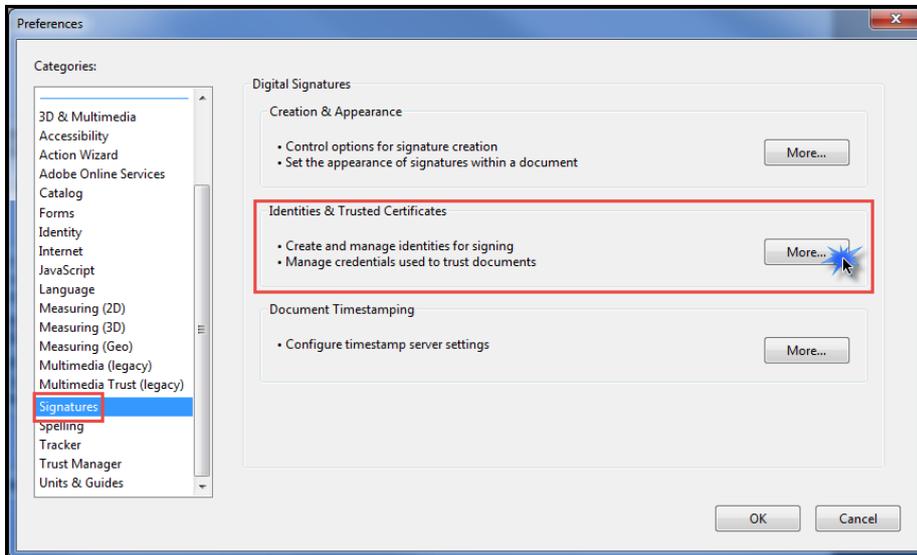
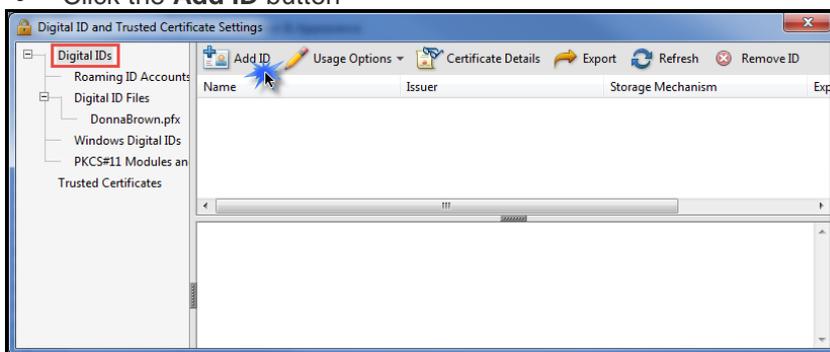


Create a Digital ID

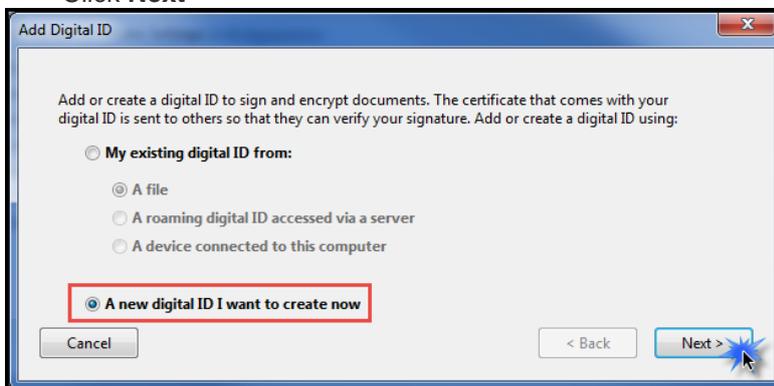
- Open the PDF file to be signed
- From the menu bar, select **Edit > Preferences**
- Select **Signatures** from the Categories list
- Select **Identities & Trusted Certificates**
- Click **More**



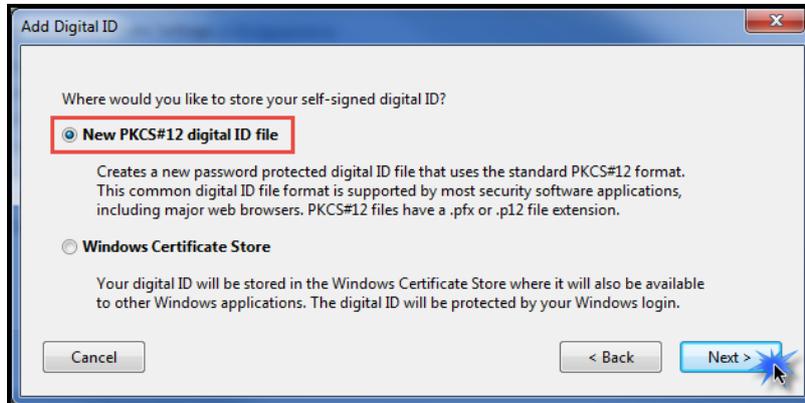
- Select **Digital IDs** on the left
- Click the **Add ID** button



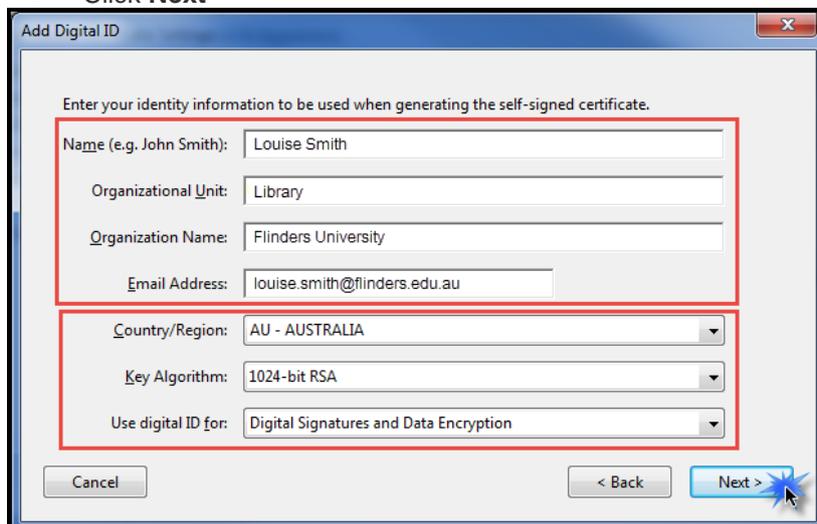
- Select the option **A new digital ID I want to create now**
- Click **Next**



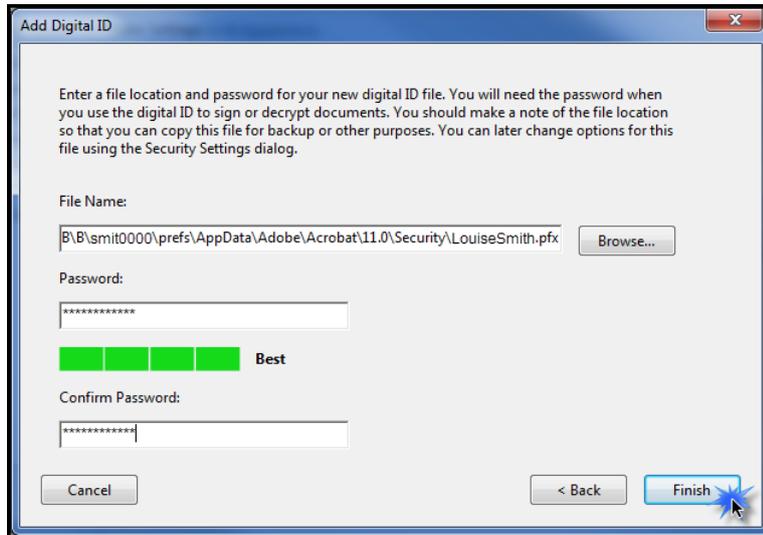
- Specify where to store the digital ID
 - **New PKCS#12 Digital ID File**
Stores the digital ID information in a file, which has the extension .pfx in **Windows** and .p12 in **Mac OS**. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.
 - **Windows Certificate Store (Windows only)**
Stores the digital ID to a common location from where other Windows applications can also retrieve it.
- Click **Next**



- Enter the following details:
 - **Name**
 - **Organisational Unit**
 - **Organisation Name**
 - **Email Address**
- Select from the drop down lists, the following:
 - **Country/Region** – select **AU - Australia**
 - **Key Algorithm** - **1024-bit RSA** is the minimum standard. For higher security use **2048-bit**
 - **Use digital ID for:** - leave as **Digital Signatures and Data Encryption**.
- Click **Next**



- Type a **Password** for the digital ID file.
For each keystroke, the password strength meter evaluates your password and indicates the password strength using colour patterns
- **Confirm** your **Password**
- Click **Finish**



- Digital ID is ready for use

You can export and send your certificate file to contacts who can use it to validate your signature.

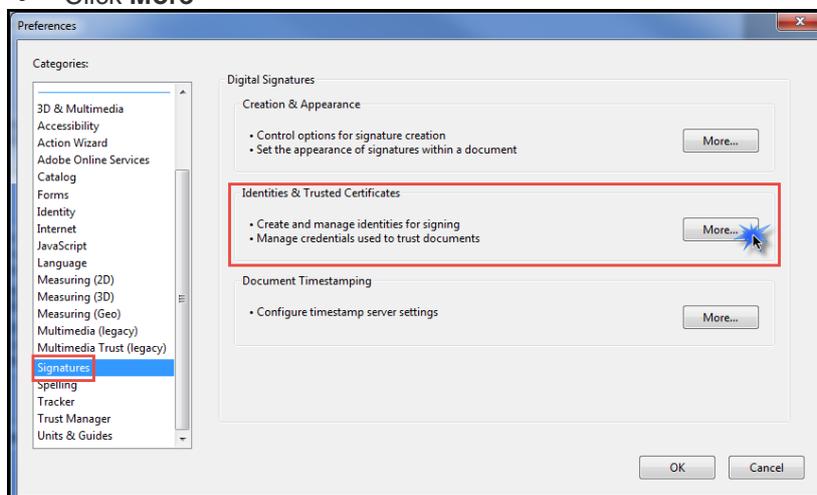
Note: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add signatures.

Delete a Digital ID

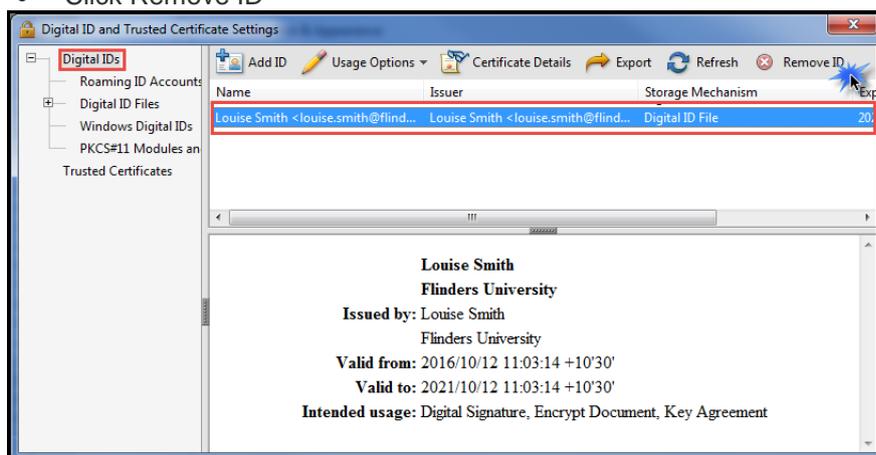
When you delete a digital ID in Acrobat, you delete the actual PKCS #12 file that contains both the private key and the certificate. Before you delete your digital ID, ensure that it isn't in use by other programs or required by any documents for decrypting.

Note: You can delete only self-signed digital IDs that you created in Acrobat. A digital ID obtained from another provider cannot be deleted.

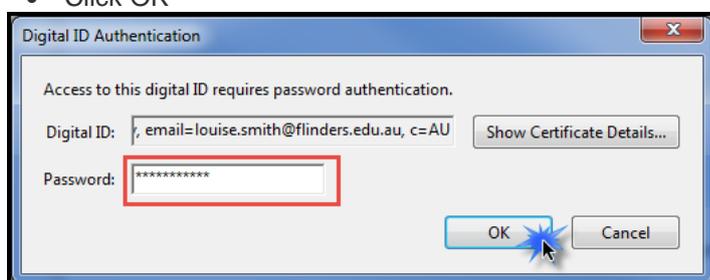
- Select **Edit > Preferences > Signatures**
- Select **Signatures** from the Categories list
- Select **Identities & Trusted Certificates**
- Click **More**



- Select **Digital IDs** on the left
- Select the Digital ID to remove
- Click Remove ID



- Enter Digital ID Password
- Click OK



- Digital ID has been deleted

Adding signature to document

When adding a signature, the document will become encrypted and no one else can remove your signature or copy it.

- Click on signature box in the PDF form
- The Sign Document window will open.
- In this window you will need to enter your password you set previously
- Then click **Sign**
- You will then be asked to save it again. This will now enforce the security measures

You have an option to lock the document so no one else can change anything. This will stop others from signing as well so only use if you are the only signature.

If you want to remove the signature it must be done on the same computer and login it was created in.

- Right click on the signature and select **Clear Signature**

