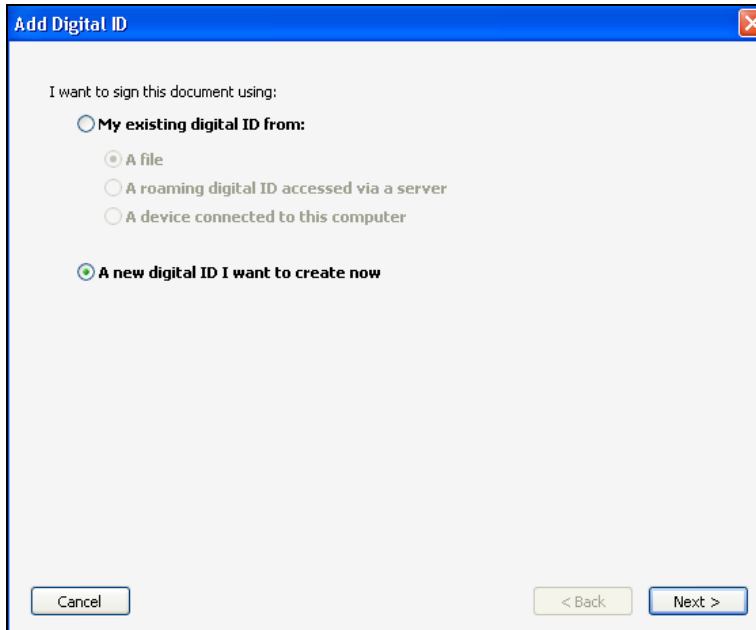


## How To Create a Digital ID and Use it to Sign a PDF Form in Acrobat Reader

You only need to do this one time, and you will be able to use it for any PDF form that has digital signature fields enabled.

- Open the form in Acrobat Reader.
- Complete the form in its entirety before clicking in the Signature field.
- After the form is completed, click in the Signature field. An “Add Digital ID” window will open.



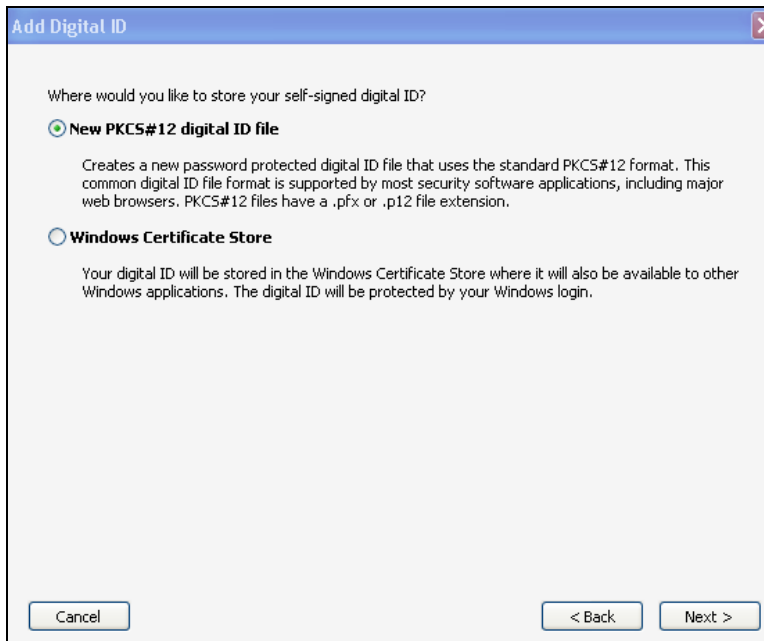
- Click “A new digital ID I want to create now”
- Click “Next”

For the next question “Where would you like to store your self-signed digital?”

- Go to Step A on the next page if you want to put a password on your digital ID so nobody else can use it if you share a computer.
- Go to [Step B](#) if you don’t want to add a password to your digital ID.

## Step A - Password Protect your Digital ID

- Make sure the radio button for “New PKCS#12 digital ID file” is selected.

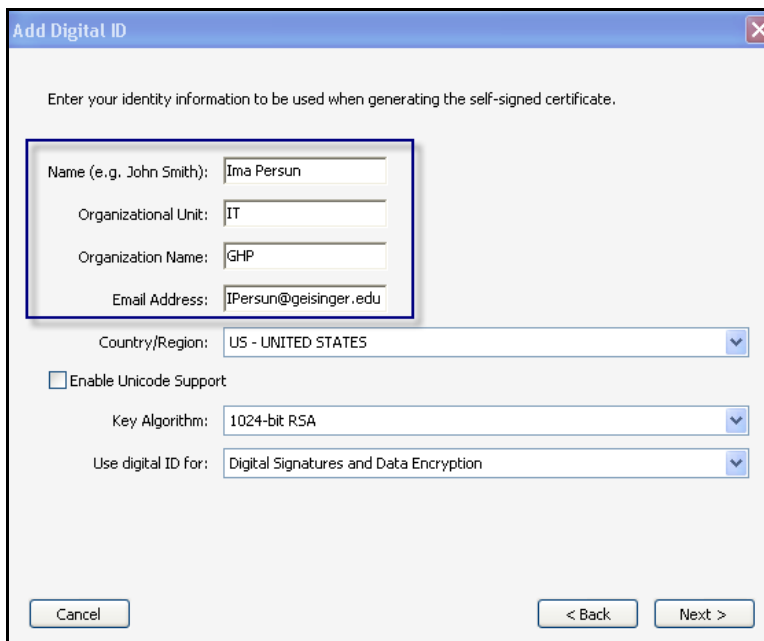


The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options:

- New PKCS#12 digital ID file**  
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store**  
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

- In the next window, complete the form by filling in your Name, Organizational Unit, Organization Name and Email Address. Leave the rest of the options the way you found them.



The screenshot shows the same "Add Digital ID" dialog box, but now it prompts the user to "Enter your identity information to be used when generating the self-signed certificate." The form contains the following fields:

- Name (e.g. John Smith): Ima Persun
- Organizational Unit: IT
- Organization Name: GHP
- Email Address: IPersun@geisinger.edu
- Country/Region: US - UNITED STATES (dropdown menu)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

- On the next window, create a password for your digital ID.

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:\Documents and Settings\lsbeth\Application Data\Adobe\Acrobat\10.0\Security\ImaP

Password:  
\*\*\*\*\*  
**Strength**

Confirm Password:  
\*\*\*\*\*

- Enter your password for your digital ID that you just made and click “Sign”

Sign As: Ima Persun <IPersun@geisinger.edu> ?

Password: \*\*\*\*\*

Certificate Issuer: Ima Persun

Appearance: Standard Text

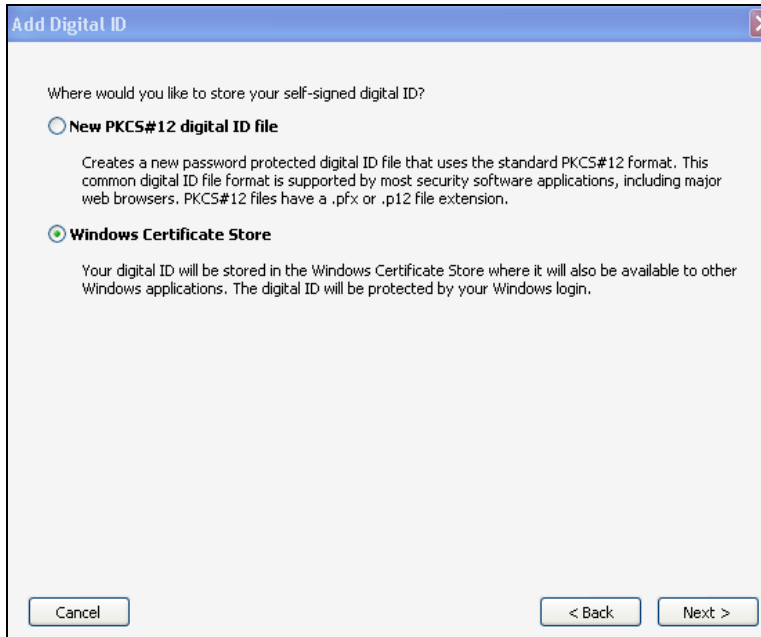
Ima Persun  
Digitally signed by Ima Persun  
DN: cn=Ima Persun, o=GHP,  
ou=IT,  
email=IPersun@geisinger.edu  
, c=US  
Date: 2011.07.13 15:49:09  
-04'00' ?

Lock Document After Signing ?

- In the “Save As” dialog box, give the form a name and location to save it in and click “Save”

## Step B - Digital ID Not Password Protected

- Click “Windows Certificate Store”



The screenshot shows a dialog box titled "Add Digital ID". The question "Where would you like to store your self-signed digital ID?" is at the top. There are two radio button options: "New PKCS#12 digital ID file" and "Windows Certificate Store". The "Windows Certificate Store" option is selected. Below the options are three buttons: "Cancel", "< Back", and "Next >".

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

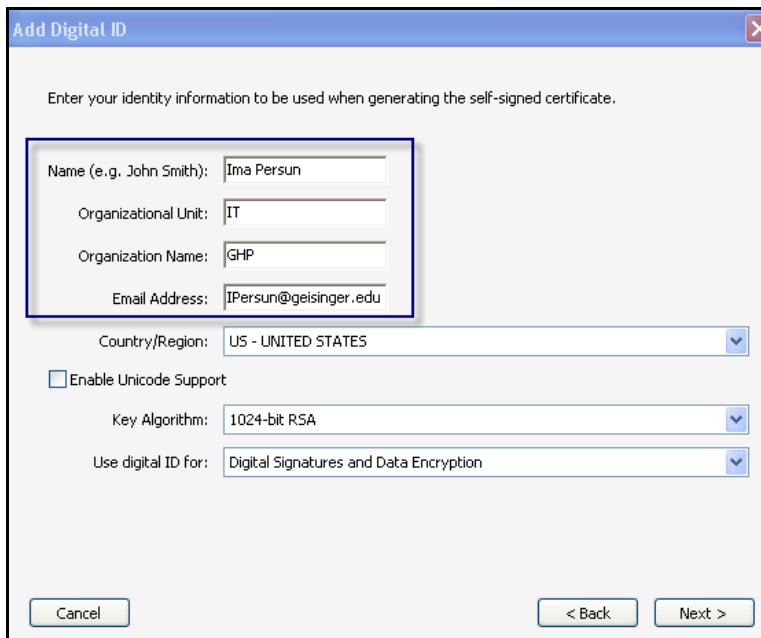
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

- In the next window, complete the form by filling in your Name, Organizational Unit, Organization Name and Email Address. Leave the rest of the options the way you found them.



The screenshot shows the same "Add Digital ID" dialog box, but now it is asking for identity information. The form fields are filled out as follows: Name (e.g. John Smith): Ima Persun, Organizational Unit: IT, Organization Name: GHP, Email Address: IPersun@geisinger.edu. The Country/Region is set to US - UNITED STATES. The "Enable Unicode Support" checkbox is unchecked. The Key Algorithm is set to 1024-bit RSA. The Use digital ID for is set to Digital Signatures and Data Encryption. There are three buttons at the bottom: "Cancel", "< Back", and "Next >".

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

Name (e.g. John Smith): Ima Persun

Organizational Unit: IT

Organization Name: GHP

Email Address: IPersun@geisinger.edu

Country/Region: US - UNITED STATES

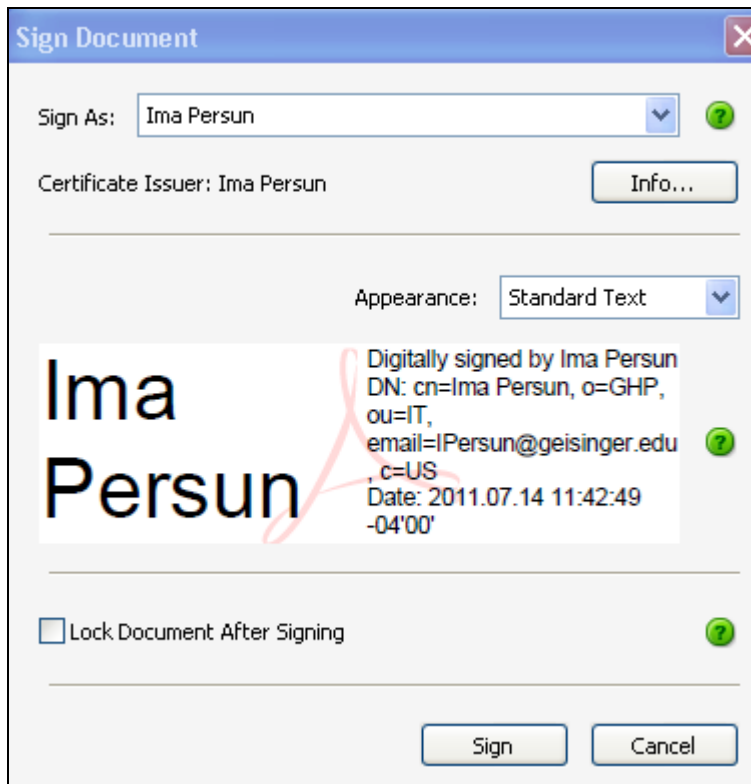
Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- In the next window, click “Sign”



- In the “Save As” dialog box, give the form a name and location to save it in, and click “Save”

For questions concerning this form, please contact us at [webdatacoordinator@thehealthplan.com](mailto:webdatacoordinator@thehealthplan.com).