## January 2020

How do you create a Digital ID in Acrobat Reader?

- 1. Open Acrobat Reader.
- 2. Select "Preferences" in the Edit menu.
- 3. Click on "Signatures" in the Categories column and click on "More..." in the "Identies & Trusted Certificates field.
- 4. Click on "Add ID" in the Digital ID and Trusted Certificate Settings page.
- 5. Select "A new digital ID I want to create now" and click "Next".
- 6. Leave next page to default selection and click "Next" again.
- 7. Fill out your personal information. Do not forget to select the right Country / Region. The Key Algorithm and "Use digital ID for" field can remain unchanged. Then click on "Next" again.
- 8. Select a proper file name and file location on your pc or laptop, as well as an appropriate Password. Then, click on Finish.
- 9. On the Digital ID and Trusted Certificate Settings page that appears now, you can find your Digital ID.

How to use your Digital ID in Acrobat Reader?

- 1. Open the document that needs to be signed and click on the appropriate field with the Signature flag.
- 2. Once you created a digital ID, the next field brings up the Digital ID that you stored on the computer.
- 3. Select the Digital ID and in the next field you will have to Enter the Password for your Digital ID. Then click on sign.
- 4. Safe the document, and then you're finished.