## Creating a New Digital ID for Digital Signature

1. Click on any electronic signature field in an Adobe .pdf file.



2. A dialog box will open, choose Configure New Digital ID. Then click Continue.



3. In the next dialog box, choose Create a New Digital ID. Then click Continue.



4. In the next dialog box, choose Save to File. Then click Continue.

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5. In the next dialog box, enter your information. **Do not change** the default settings for Key Algorithm or Use Digital ID for fields. Then click Continue.

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6. In the next dialog box, **do not change** the default setting for the location where your Digital ID will be saved. Enter and confirm a password to be used with your Digital Signature. Then click Save.

Your digital signature will now be saved. The following dialog box will appear each time you click into an electronic signature field on an Adobe .pdf form.



When you click Continue to complete your electronic signature, you will see the following dialog box where you will enter your digital signature password. Then click Sign.

