

## How to sign a PDF form electronically by creating a Digital ID

1. Open the document in Adobe Acrobat. Make sure you are using Adobe and not using a web browser. Click on the signture box that you want to sign. If the document supports a Digital ID signature, the signature box will have a red arrow in the top left corner.



2. First you will need to "Create a new Digital ID" and then click "Continue." Once you create an ID, it will be saved on your computer (password protected) for future use.



3. Next, you will select "Save to File" and then click "Continue."

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.	•	<b>Q</b> e	Save to File Save the Digital ID to a file in your computer
	0	₽.	Save to Apple Keychain Save the Digital ID to Apple Keychain to be shared with other applications
Consult with your recipients if this is an acceptable form of authentication.			
(?)			(Back) Continue

4. Fill out your information (Name, etc.). Leave the "Key Algorithim" set to whatever it comes up as. Then click "Continue."

Name	
Name	
Organizational Unit	Office of Communications
Organization Name	NC Department of Health and Human Services
Email Address	allison.eargle@dhhs.nc.gov
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures
	Name Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for

5. Next, you will choose where to save this on your computer and set up a password. You will use this password everytime you sign a pdf, so make sure you can remember it. Then click "Save."

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 or backup it.	Your Digital ID will be saved at the following location :     /Users/allison/Library/Application Support/Adobe/Acrc  Browse    Apply a password to protect the Digital ID:

6. Now your Digital ID is setup and you can sign the pdf. You will choose the Digital ID that you want to use. Then click "Continue."

when adding pro	pject to the Communications Assistance Center.)	×
CR Choose th	e Digital ID that you want to use for signing:	Refresh
• EN	Allison Eargle (Digital ID file) Issued by: Allison Eargle, Expires: 2024.02.21	View Details
cos		
AP		
?	Configure New Digital ID	Cancel Continue

7. Next you will see what your Digital ID will look like and enter your password to use it. Then click "Sign."



8. Now your pdf is signed and you can save the filled form pdf file to your computer. Then you can email the pdf to the next person in line to sign it.

