

HOW TO CREATE A DIGITAL SIGNATURE:

Please note: After you have set up your digital signature it will be stored in your computer and you will not have to do it again unless you switch computers.

1. Open PDF document
2. Click on the signature field
3. Select: A new digital ID, I want to create now (see picture below), click next

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

4. Select: New PKCS#12 digital ID file (see picture below), click next

Add Digital ID

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.

5. Enter your information into the following fields (see picture below)
 - a. Name: First and Last Name
 - b. Organizational Unit: Your Department Name OR Leave blank if non-NU affiliated
 - c. Organization Name: Northwest University OR Leave blank if non-NU affiliated
 - d. Click next

Add Digital ID

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

Name (e.g. John Smith):

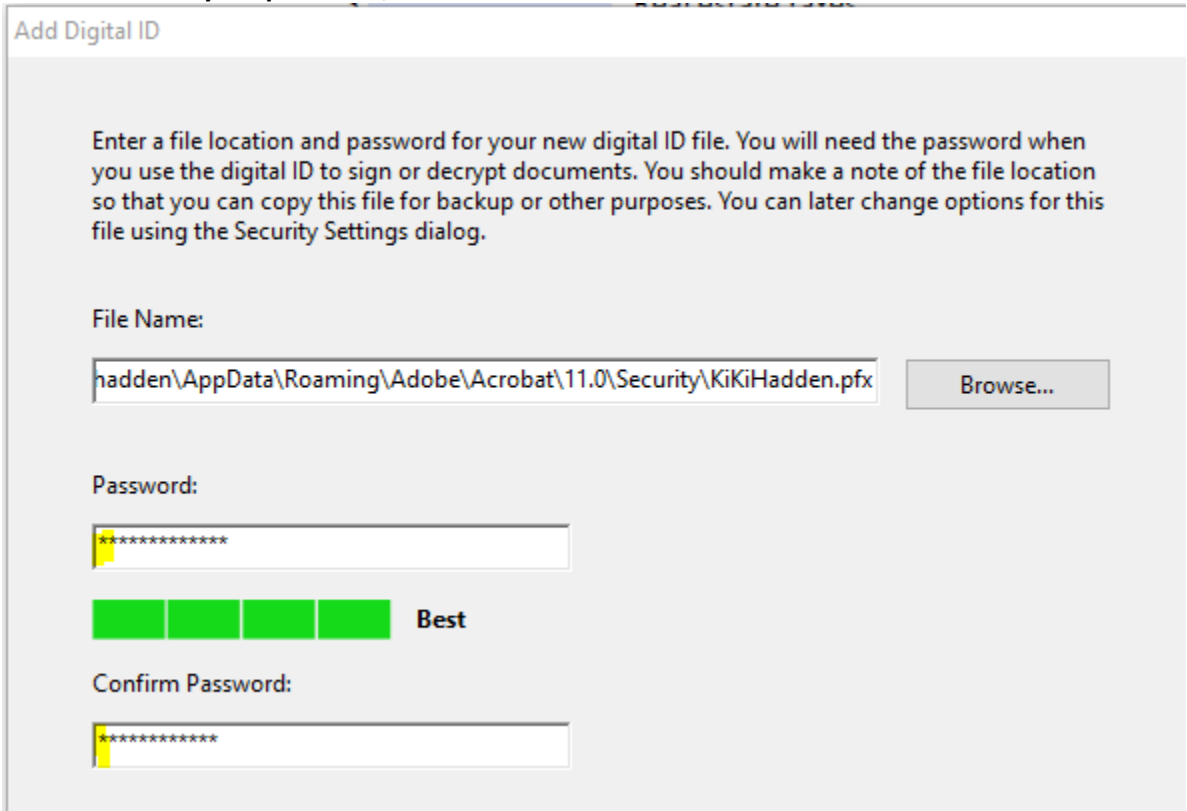
Organizational Unit:

Organization Name:

Email Address:

6. Choose a password: you will need this password each time you digitally sign a document (see picture below)

7. Confirm your password, click next



- 8. Enter your new password to sign the document (see picture below)**
- 9. Click: Sign** (please note that your signature is date and time stamped)
- 10. Save the signed document for your records**

