

Setting up a Signature in Adobe

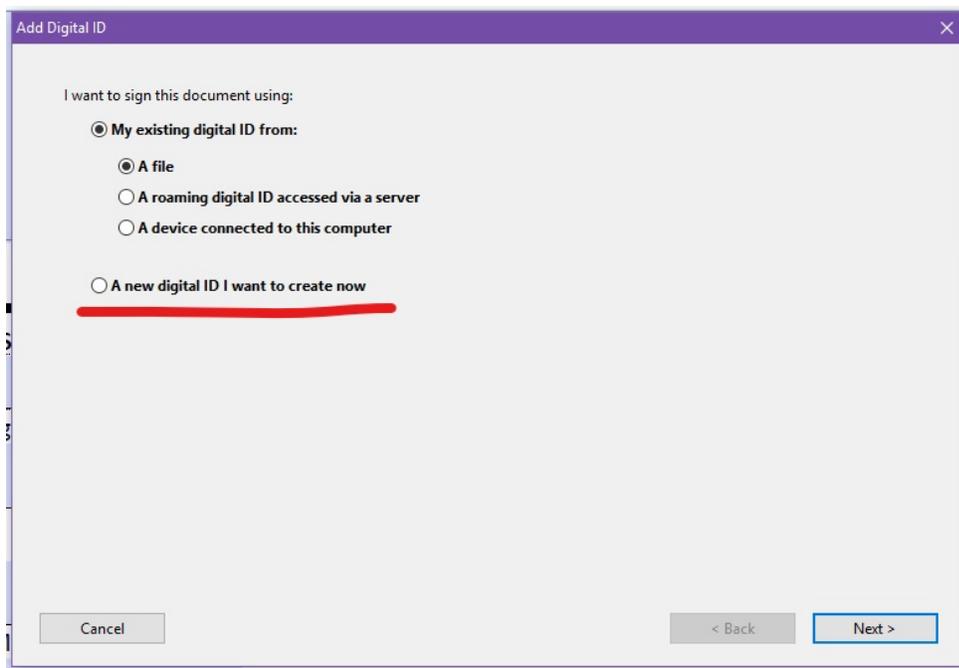
1. Click on the signature box

SIGNATURES



Employee Signature

2. Select: A new digital ID I want to create now, click next.



3. Select New PKCS#12 digital ID file, click next.

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) 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" on the left, "< Back" in the center, and "Next >" on the right. The "Next >" button is highlighted with a blue border.

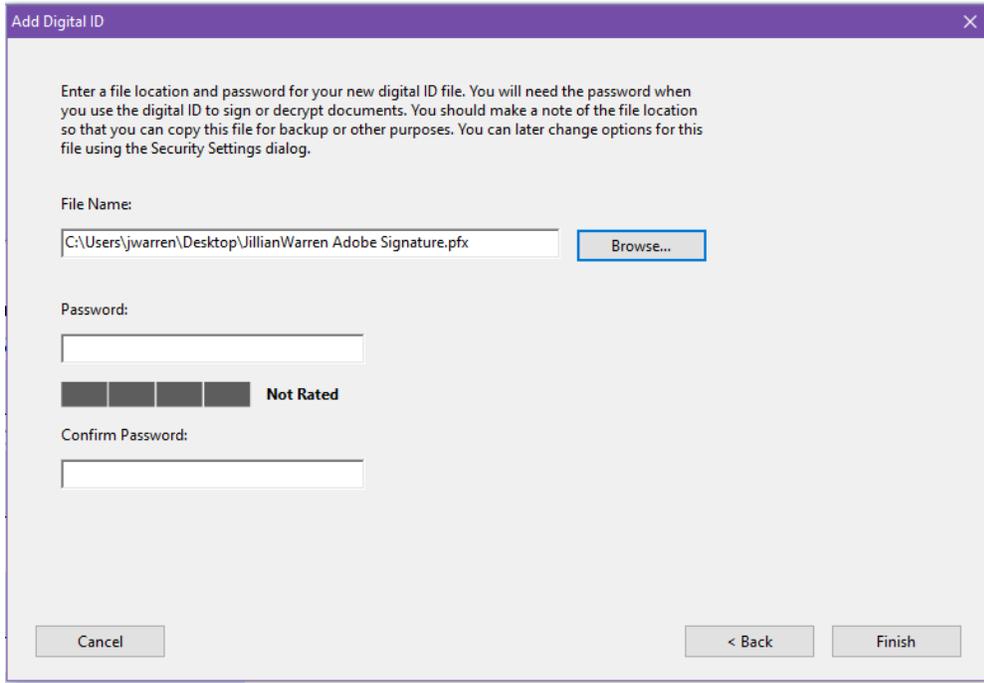
4. Enter your identity information to be used when generating the self-sign certification, click next.

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 fields are filled with the following information:

- Name (e.g. John Smith): Jillian Warren
- Organizational Unit: Human Resources
- Organization Name: University of Massachusetts
- Email Address: jwarren@umassp.edu
- Country/Region: US - UNITED STATES (dropdown menu)
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures (dropdown menu)

At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" on the right. The "Next >" button is highlighted with a blue border.

5. Select a location on your computer to store your new digital ID file. (Ex. Desktop)
6. Create a password for your digital ID file, click finish.



7. Enter your password and click sign.

