Create a self-signed digital ID

Sensitive transactions between businesses generally require an ID from a certificate authority rather than a self-signed one.

- 1. In Acrobat, click the **Edit** menu and choose **Preferences** > **Signatures**.
- 2. On the right, click **More** for **Identities & Trusted Certificates**.
- 3. Select **Digital IDs** on the left, and then click the **Add ID** button

🔒 Digital ID and Trusted Certifi	cate Settings				×
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Digital ID Files					
Windows Digital IDs					
PKCS#11 Modules an					
Trusted Certificates	<				>
	Manage My Digital IDs				
	 This is a list of the digital IDs that are available for your use on this computer. Digital IDs are private and should not be shared. They are used when you create a digital signature or when you decrypt documents that are encrypted for you using <i>Certificate Security</i>. Each digital ID has a corresponding <i>public</i> certificate which contains identifying information about you and which you can share with others. This certificate is used by others to encrypt documents for you, or to validate your digital signatures. Select one of the entries above and click <i>Certificate Details</i> to view information from your certificate. Use <i>Export</i> to share your certificate with others. 				
	Use <i>Set Default</i> to set or clear which digital ID is used by default when you sign or encrypt documents. Use <i>Add ID</i> to add a new digital ID or to find an existing digital ID and add it to this view. Use <i>Remove ID</i> to permanently remove a digital ID from this list and wherever it is stored				is 🗸

4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.

Add Digital ID	×
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID 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	
Cancel < Back <u>N</u> ext >	

5. Specify where to store the digital ID, and click **Next**.

New PKCS#12 Digital ID File

Stores the digital ID information in a file, which has the extension .pfx in Windows and .p12 in **Mac OS**. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

Windows Certificate Store (Windows only)

Stores the digital ID to a common location from where other Windows applications can also retrieve it.

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.		
O 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.		
Cancel	< <u>B</u> ack	<u>N</u> ext >

- 6. Do the following:
 - 1. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
 - 2. Choose an option from the **Key Algorithm** menu. The 2048-bit RSA option offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
 - 3. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
 - 4. Click Next.

Add Digital ID					×
Enter your identity inform	nation to be used when generating the self-signed certificate.				
Na <u>m</u> e (e.g. John Smith):	John Doe				
Organizational <u>U</u> nit:	Sales				
Organization Name:	Sales and Marketing Inc.				
<u>E</u> mail Address:	doe@salesandmarketinginc.com				
<u>C</u> ountry/Region:	US - UNITED STATES	\sim			
<u>K</u> ey Algorithm:	2048-bit RSA	\sim			
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	\sim			
					_
Cancel			< <u>B</u> ack	Next >	

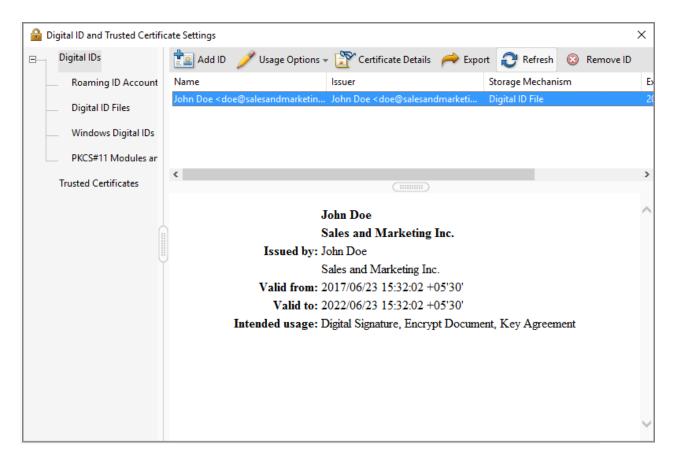
- 7. Do the following:
 - Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns. Reconfirm your password.
 - 2. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location.
 - 3. Click **Finish**.

Add Digital ID				×
Enter a file location and password for your ne you use the digital ID to sign or decrypt docu so that you can copy this file for backup or ot file using the Security Settings dialog.	ments. You should make a not	e of the file location		
F <u>i</u> le Name:				
ers\t\AppData\Roaming\Adobe\Acrob	bat\DC\Security\JohnDoe.pfx	B <u>r</u> owse		
Password:				
<u>r</u> assword:				
Strong				
<u>C</u> onfirm Password:				

Cancel			< <u>B</u> ack	<u>F</u> inish

If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.

8. The ID is created. You can export and send your certificate file to contacts who can use it to validate your signature.



Note:

Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add signatures.

Register a digital ID

To use your digital ID, register your ID with Acrobat or Reader.

- In Acrobat, click the Edit menu and choose Preferences > Signatures. In Identities & Trusted Certificates, and click More.
- 2. Select Digital IDs on the left.
- 3. Click the Add ID button
- 4. Choose one of the following options:

A File

Select this option if you obtained a digital ID as an electronic file. Follow the prompts to select the digital ID file, type your password, and add the digital ID to the list.

A Roaming Digital ID Stored On A Server

Select this option to use a digital ID that's stored on a signing server. When prompted, type the server name and URL where the roaming ID is located.

A Device Connected To This Computer

Select this option if you have a security token or hardware token connected to your computer.

5. Click **Next**, and follow the onscreen instructions to register your digital ID.