1) Open pdf document
2) Click on Tools

Home   Tools   CMS-2.pdf   ✕

a.
   i.   Click on Certificates

   Certificates
   [Add ▼]

   1.
   ii. Click on Digitally Sign

   ↑   ↓   1 / 1   ▶

   ✒ Digitally Sign   Time Stamp

   1.

   iii. Click OK

   Adobe Acrobat

   ⓘ Using your mouse, click and drag to draw the area where you would like the
      signature to appear. Once you finish dragging out the desired area, you will be
      taken to the next step of the signing process.

   ☐ Do not show this message again

                                                        OK
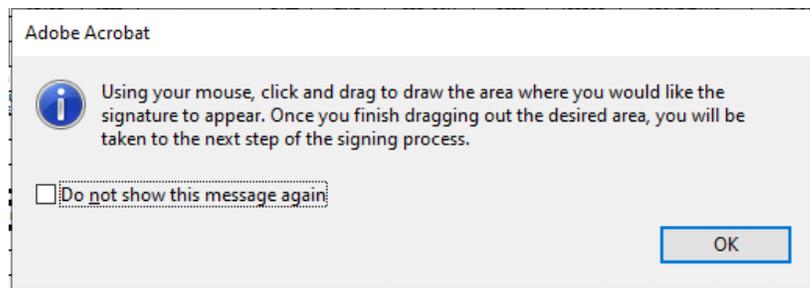
   1.
   iv. This will change the cursor to a + and will allow you to create a box where the signature should
        be placed
        1.   This will then open the Sign with a Digital ID box

        Sign with a Digital ID   ✕

        Choose the Digital ID that you want to use for signing: [Refresh]
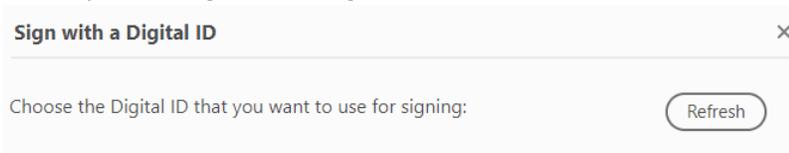
        a.

        b. Choose your digital ID
        c. If you do not have a digital ID you will need to select Configure New Digital ID

                      [Configure New Digital ID] [Cancel] [Continue]

        i.

Configure a Digital ID for signing   ✕

A Digital ID is required to create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

○   **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

○   **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

●   **Create a new Digital ID**
Create your self-signed Digital ID

⑦   Cancel   Continue

ii.

Select the destination of the new Digital ID   ✕

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.

Consult with your recipients if this is an acceptable form of authentication.

●   **Save to File**
Save the Digital ID to a file in your computer

○   **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

⑦   Back   Continue

iii.

Create a self-signed Digital ID   ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Jane Doe
Organizational Unit	Bureau of XYZ
Organization Name	HFS-DMP
Email Address	Jane.Doe@illinois.gov
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

⑦   Back   Continue

iv.

v.   Create a password
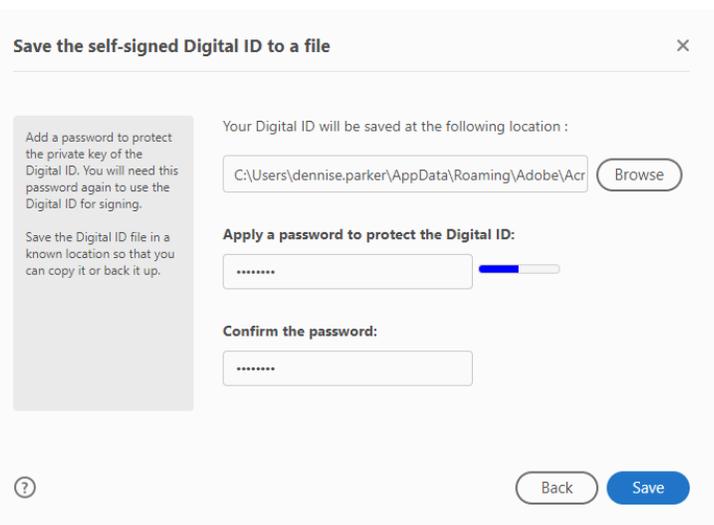
1.

vi. Now your Digital ID is created

1.

vii. Type your password and Click sign

1. This will then prompt you to save the document so save it somewhere you can locate it quickly.

2. Once saved your digital signature should now be visible where you created the signature block and should look similar to below example

a.