You are here: <u>Home</u> › <u>Resources</u> › <u>Service Desk</u> › <u>Support Articles</u> › <u>Miscellaneous</u> › Instructions for Creating a Digital Signature

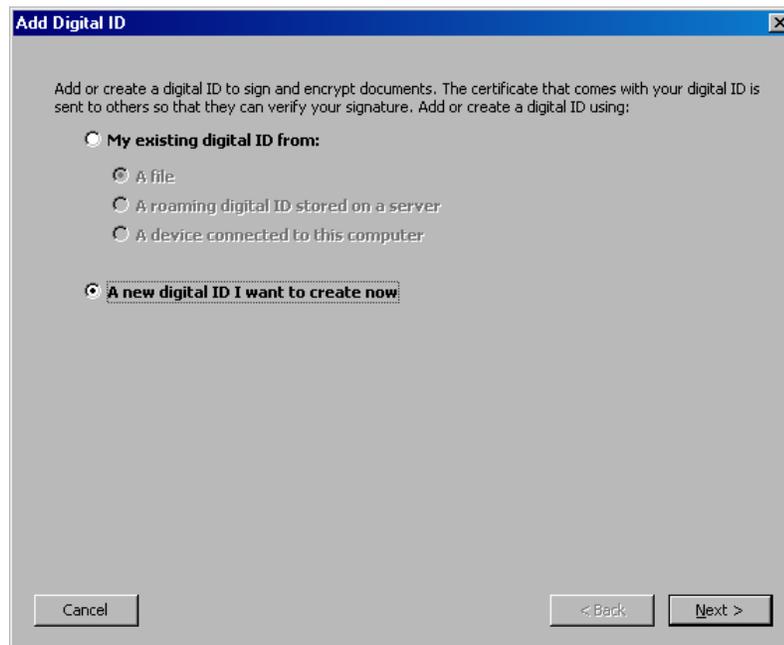# Instructions for Creating a Digital Signature

by Stevens, Carolyn — last modified Feb 08, 2013 04:42 PM

This document outlines the steps necessary to create an Adobe digital signature.

<u>**Instructions for Creating a Digital Signature**</u>

The first time you use the digital signature, you will need to create it through the following steps:

- Open a PDF form that has digital signature fields.
- Click in the signature field as if you were signing.
- Choose "A new digital ID I want to create now"

- Next Choose: New PKCS#12 digital ID File

- Next Type: Name, Org Unit, Org Name, and email address (Leave the other three bottom fields as they are)

- Next choose a password. Then confirm the password and click Finish

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

C:\Documents and Settings\FlorezYR\Application Data\Adobe\Acrobat\10.0\Security\te   [Browse...]

Password:

[   ]

[■■■■] Not Rated

Confirm Password:

[   ]

[Cancel]   [< Back]   [Finish]

CDOT Value: INTEGRITY

"We earn Colorado's trust! We are honest and responsible in all that we do and hold ourselves to the highest moral and ethical standards."

CDOT Resources
- Service Desk
- Forms Library
- Policies & Procedures
- Employment Opportunities
- Roster of Key Personnel

External Site Resources
- CDOT's External Site
- Sign up for email & text alerts
- Follow us on Twitter
- Follow us on Facebook
- Follow us on YouTube
- State of Colorado Website

Intranet Resources
- Site Map
- Contact

CDOT Hub Links
- SAP Portal
- SAP Web GUI
- My Pay Stub
- PBF Portal