

## **How to Create a Digital ID**

1. Download the free Adobe Reader DC, follow all downloading prompts. Found here: <https://www.adobe.com/search.html?q=acrobat%20reader%20dc&sort=relevancy&start=1>
2. After downloading, launch the Adobe reader application.
3. Select Edit (Upper left corner).
4. Select "Preferences" (Bottom of list)
5. Select "Signatures" (Near bottom of left side)
6. Under Identities and Trusted Certificates, select "More".
7. Select the icon that resembles a document with a person and a blue plus (+) sign.
8. Select "A new digital ID I want to create now" then press next.
9. Select "New PKCS#12 digital ID file" then press next.
10. Key in your full name and email address.
11. Enter a file location where you would like to save your new ID and create a password.
12. Select "Finish"

## **To use your Digital ID**

1. Open the document you wish to fill and sign.
2. Select the signature field.
3. When prompted, chose the Digital ID you created, then press continue.
4. Enter the Password you created for your Digital ID, then press "Sign".
5. It will prompt you to save the PDF, save the file using the same file name and select "Replace Existing File" when prompted, this will save your place in the PDF.