Creating your digital signature ID for the first time

If you are using Adobe Acrobat Reader DC, please follow the section "Using Adobe Acrobat Reader DC." If you are using Adobe Acrobat Pro, please follow the section "Using Adobe Acrobat Pro."

Using Adobe Acrobat Reader DC:

This process is suitable for a PDF form already containing a signature field i.e. JE Template or Accounts Payable Voucher Form. Example:
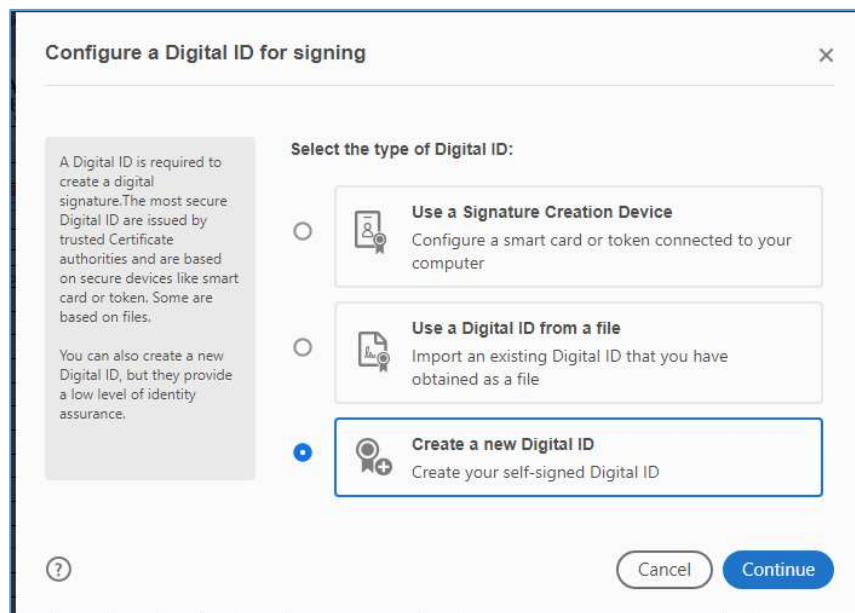

The red line on the top left corner of the field indicates the field is a signature field.

1. Click the Signature field requiring your signature.

2. A dialog box like the one below will appear. Select Confgiure Digital ID.
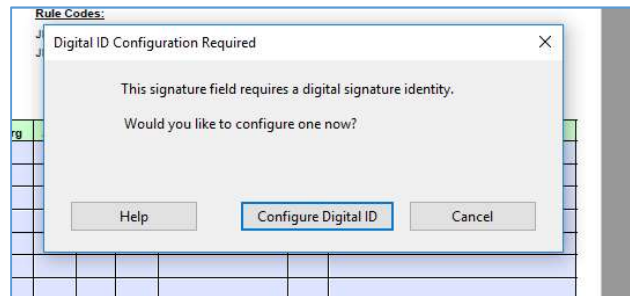
3. Select the option Create a new Digital ID and click Continue.

4. Select the option Save to File and click Continue.

5. Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US – UNITED STATES), Key Algorithm (leave it as 2048-bit RSA), and select Digital Signatures for the field "Use Digital ID for."

6. Next, add a password for your Digital ID. You will need this password each time you sign a document. Do not share with others.

7. Select the ID you just created in order to apply the signature to the form and click Continue.

8. To sign the form, enter the password you created for this ID and click Sign. <mark>Depending on the form, and which part of the form you add your signature, this locks fields from editing. Be sure to fill out all fields required of you, even if the field appears after your signature line, prior to placing your signature.</mark>

9. You will be asked to re-save the file with your signature. Check the file location and make sure the file name is correct.

10. After saving the form, a message about the form being in a data collection workflow will appear. Check the box "Do not show this message again" and click OK.
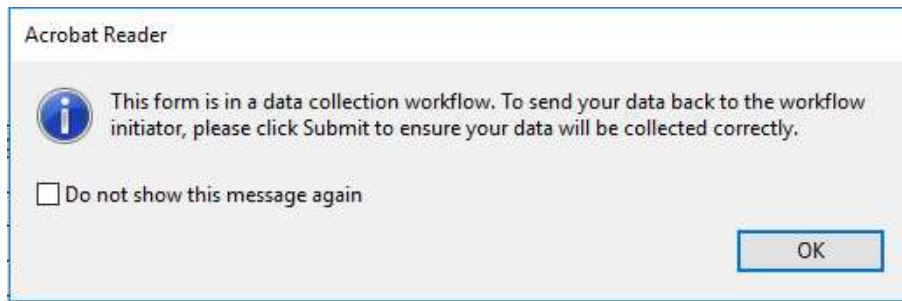
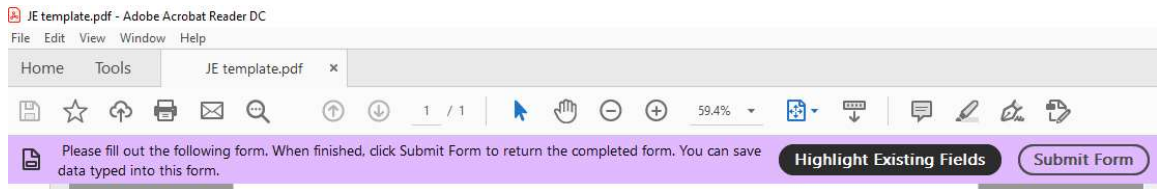11. Your signature will appear on the line you selected to enter your signature.

12. To remove your signature, right click on your digital ID and say "Clear signature"

13. If your form has a "Submit Form" button at the top, **please IGNORE and DO NOT press "Submit Form."**
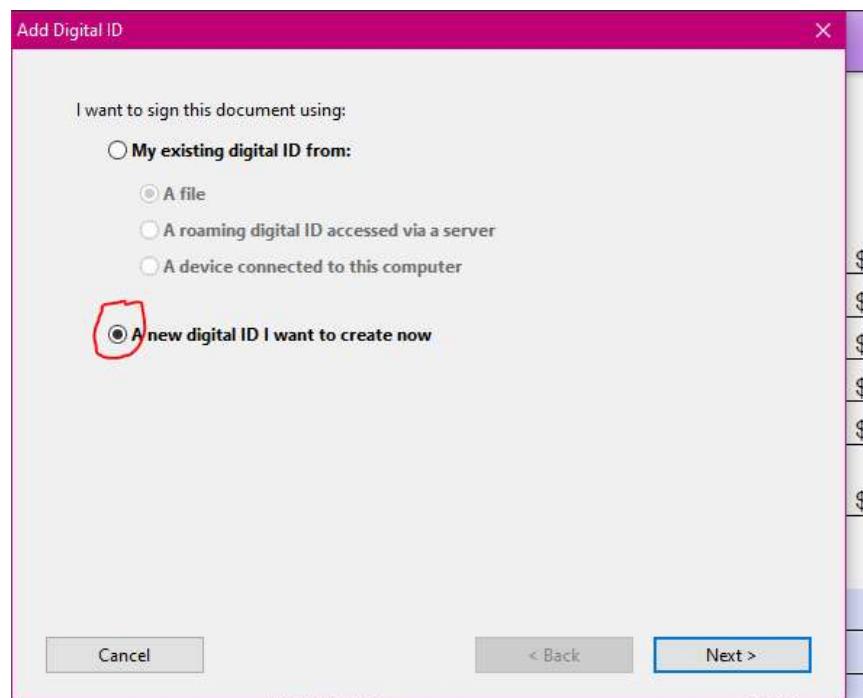
Using Adobe Acrobat Pro:

This process is suitable for a PDF form already containing a signature field i.e. JE Template or Accounts Payable Voucher Form. Example:

The red line on the top left corner of the field indicates the field is a signature field.

1. Click the Signature field requiring your signature.

2. Two scenarios may occur depending on your system settings.
    a. You may first be directed to a window titled "Sign Document" (if not, skip to step 2b). From the "Sign As" tab, click the drop down menu and Select "New ID…". This will then take you to the window in step 2b.
    b. When directed to a window titled "Add Digital ID," Select "A new digital ID I want to create now" then click Next.

3. Select "New PKCS#12 digital ID file" then click Next.

4.   Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US – UNITED STATES), Key Algorithm (leave it as 2048-bit RSA), and select Digital Signatures & Data Encryption for the field "Use Digital ID for."

5. You may receive a compatibility warning. Click Yes. If not, go to step 7.
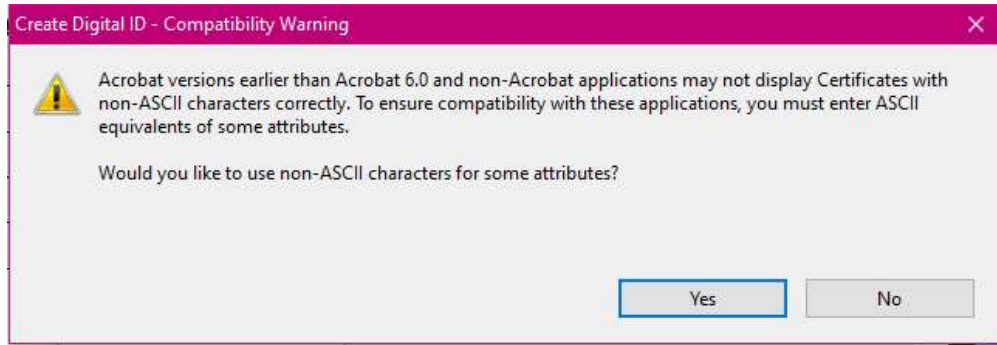
6. Copy what is in the Unicode column and paste into the ASCII. Any characters that are symbols, such as an amperstand sign, should be removed under the ASCII column.

7. Enter a password for your digital ID. You will need this password each time you sign a document. Do not share with others.
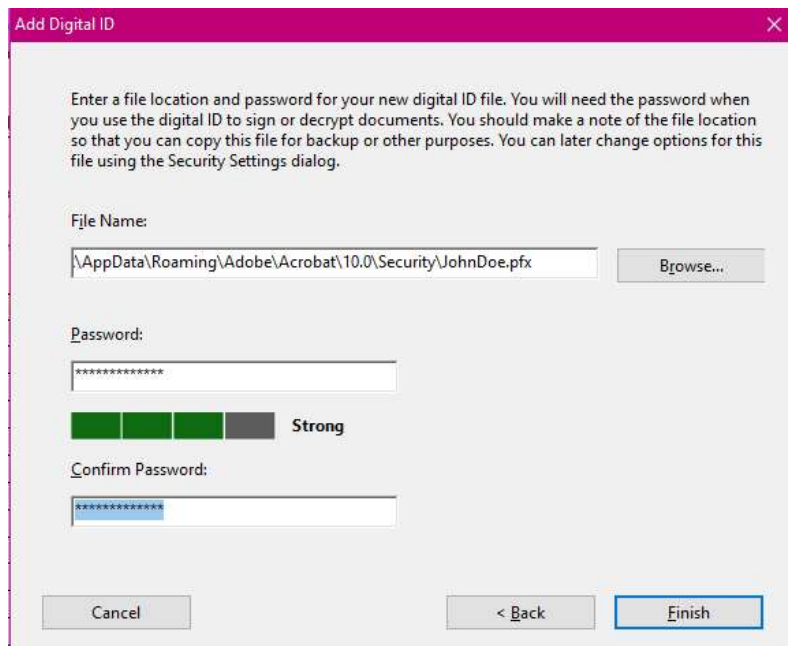
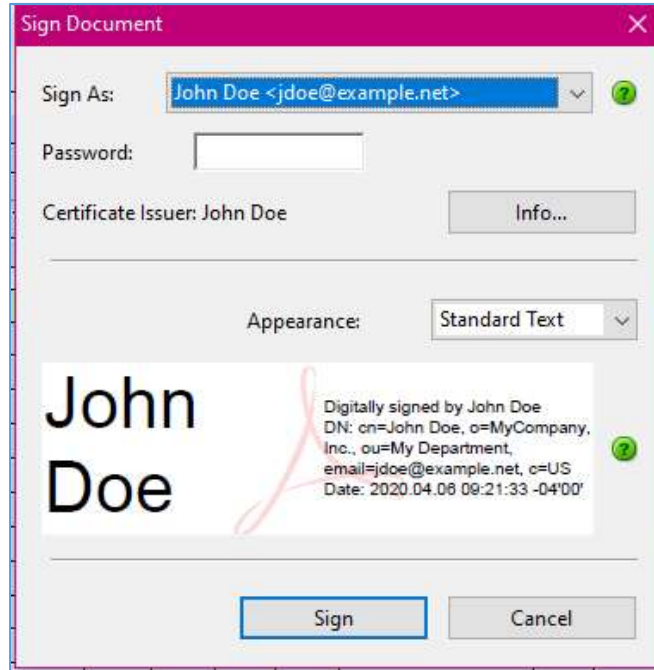

8. Click Finish

9. You will now be asked to sign the document. Enter your password and click Sign. <mark>Depending on the form, and which part of the form you add your signature, this locks prior fields for editing. Be sure to fill out all fields required of you, even if the field appears after your signature line, prior to placing your signature.</mark>
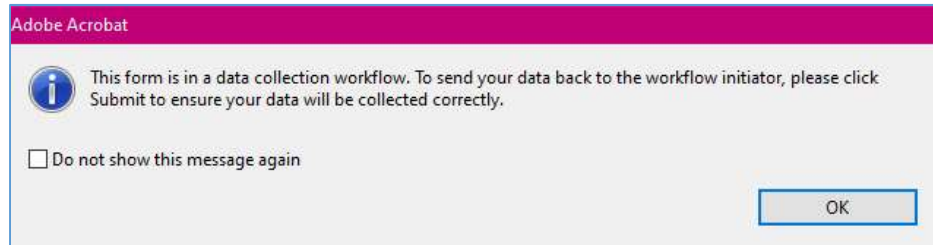

10. Save the file. Go to the location in which you would like to save this file. Change the name of the file if necessary. Then click save.
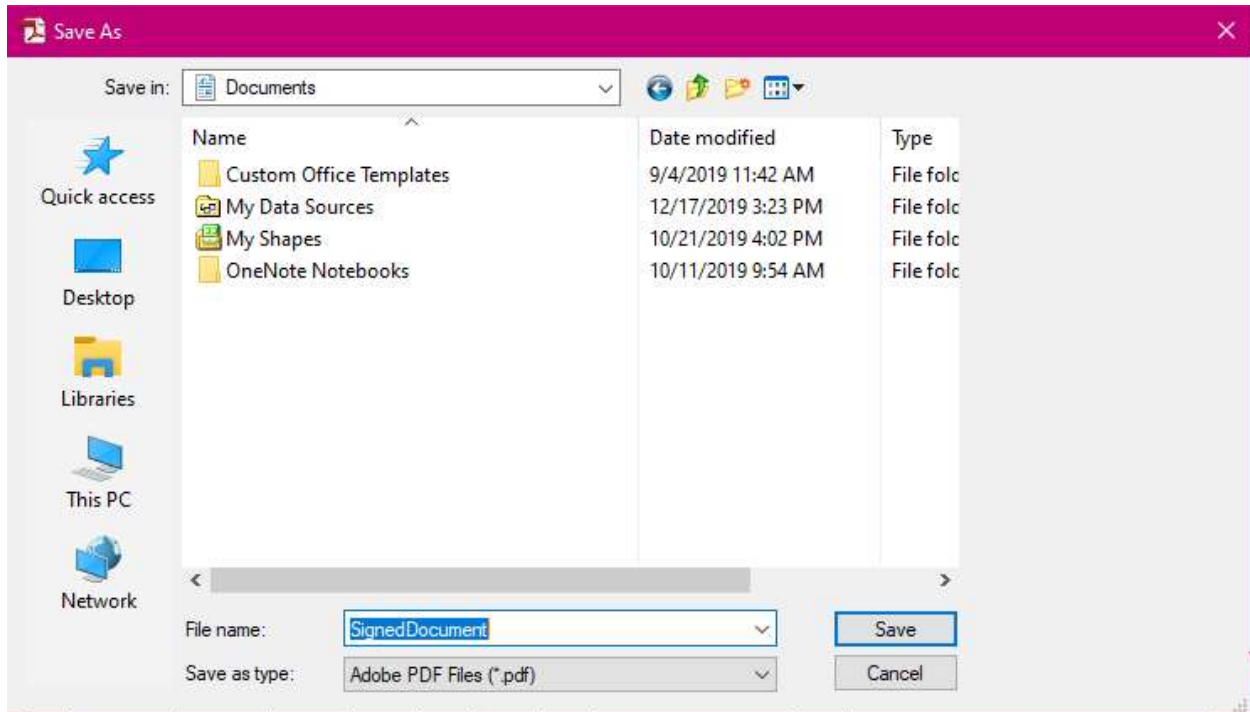
11. Your signature should now appear in the field. To remove your signature, right click on your digital ID in the signature line within the form and say "Clear signature."

12. If a message pops out stating "This form is in a data collection workflow…", check the box "Do not show this message again" and click OK.

13. If your form has a "Submit Form" button at the top, **please IGNORE and DO NOT press "Submit Form."**