

HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

If you receive the error message below and have forgotten your certificate password, you can create a new signature by following the steps below.

- I will submit a brief report in a format that will be specified by the Provost to the Office of the Provost and Vice President for Academic Affairs within six months after the end of my leave period.
- I understand the provisions for my leave period as detailed in UNT Policy.
- I will notify my Department, Office of Academic Affairs if I choose to take leave.

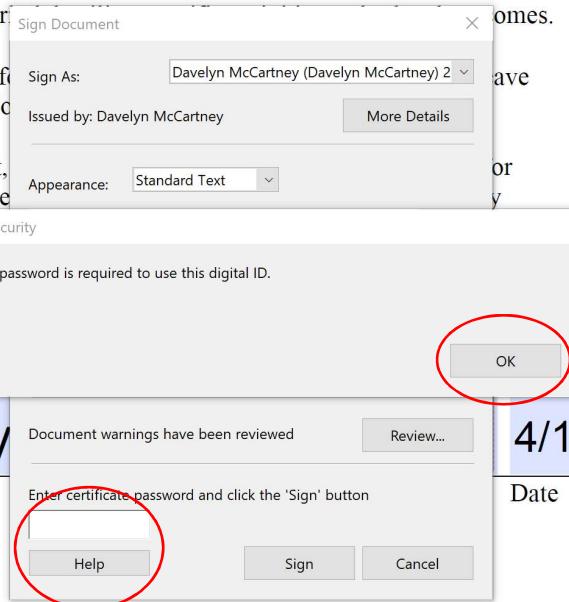
Please indicate your agreement with the Leave Policy and Guidelines.

davelyn mccartney

Printed Name

4/1/20

Date



Digital IDs FAQ

- ▶ What is a digital ID?
- ▶ Why do I need one?
- ▶ What are self-signed digital IDs?
- ▶ What are IDs from certificate authorities?
- ▼ How do I recover or reset my digital ID's password?

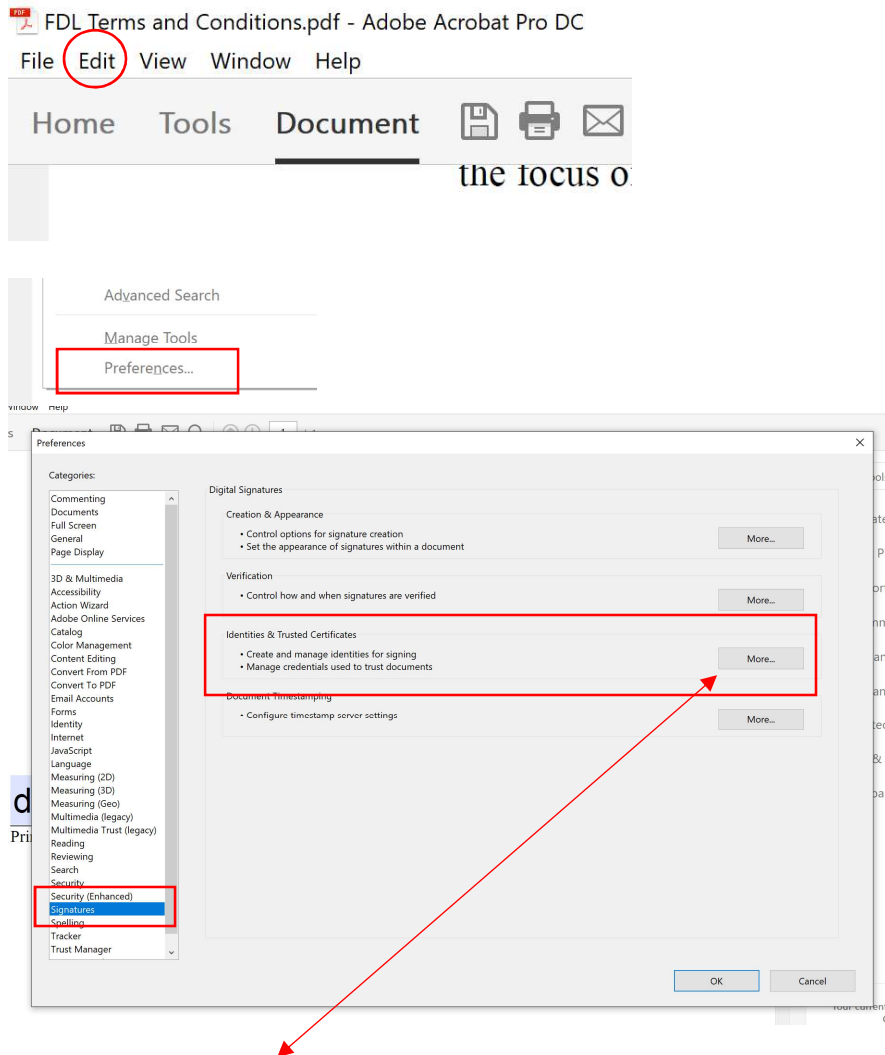
Unfortunately, you cannot recover or reset the password if you've forgotten it. If you created the ID yourself, you can create a new one with the same information that you used for the ID. If you got the ID from a certificate authority, contact the authority for help.


HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

Create a self-signed digital ID

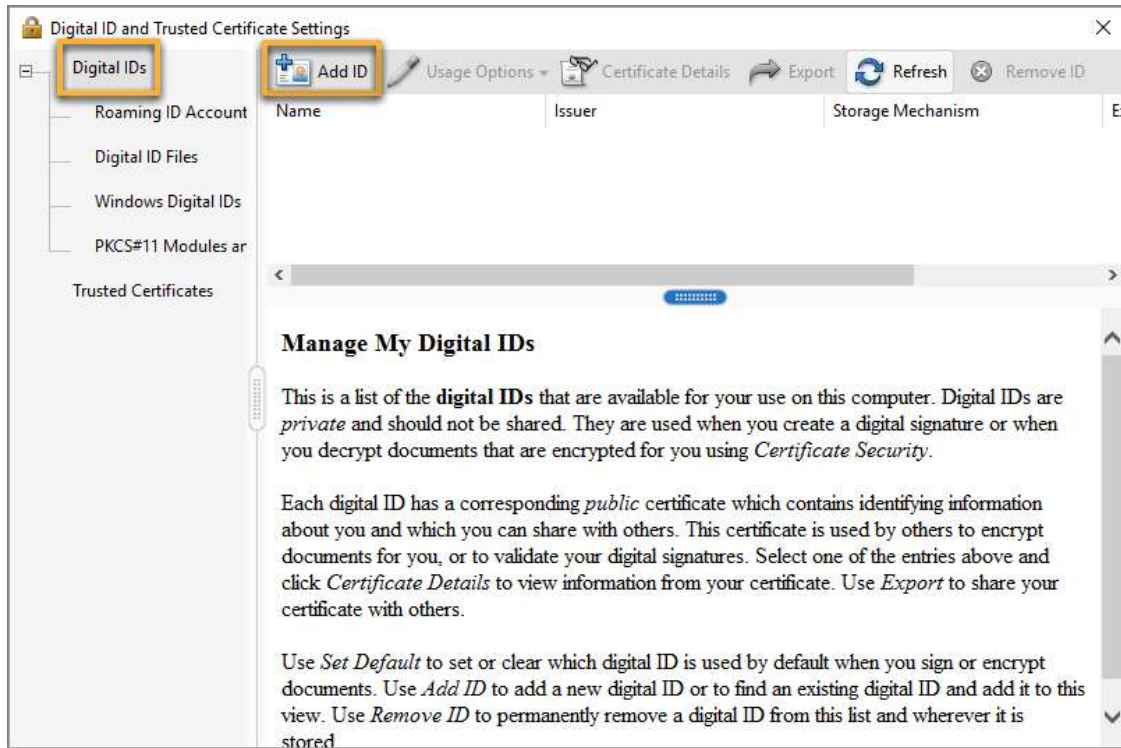
Sensitive transactions between businesses generally require an ID from a certificate authority rather than a self-signed one.

1. In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**.

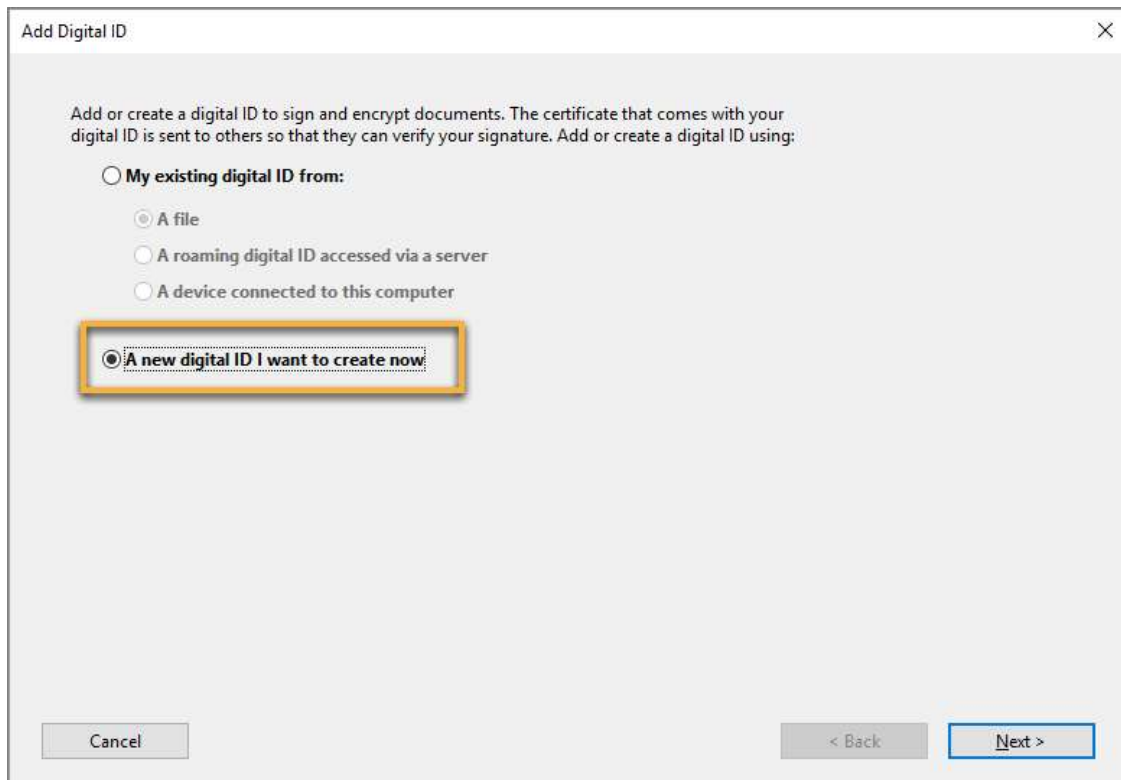


2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button .

HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE



4. Select the option **A new digital ID I want to create now**, and click **Next**.



HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

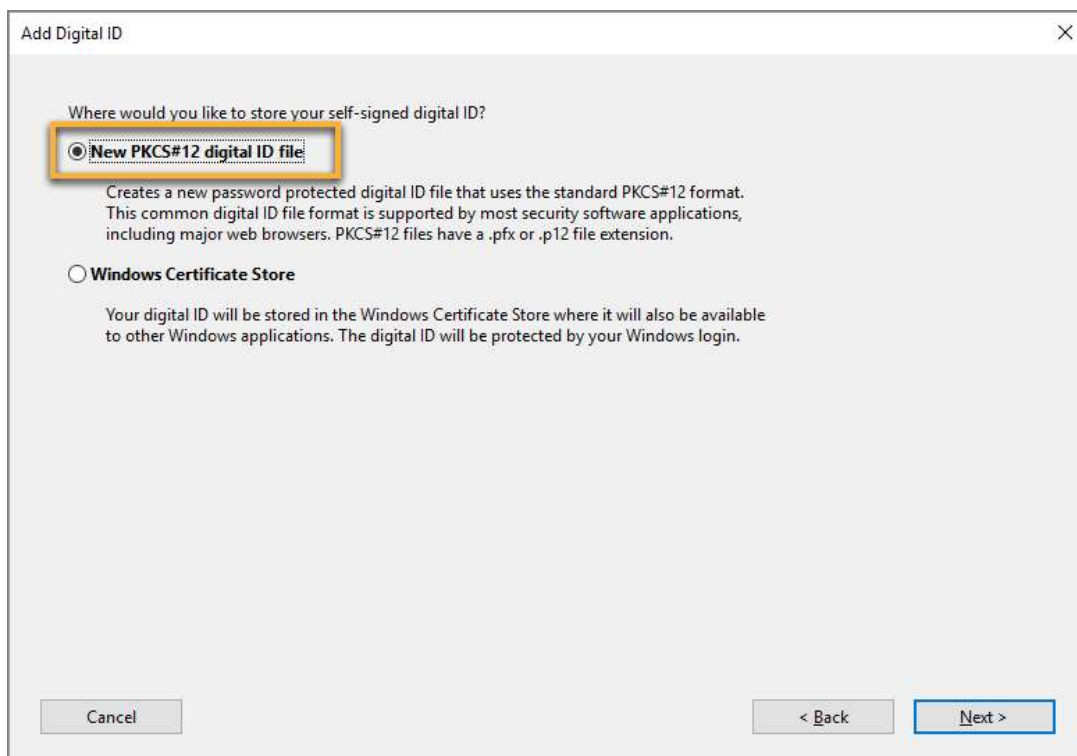
5. Specify where to store the digital ID, and click **Next**.

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.



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**.

HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. Below the title is the instruction: "Enter your identity information to be used when generating the self-signed certificate." The form contains the following fields:

- Name (e.g. John Smith): John Doe
- Organizational Unit: Sales
- Organization Name: Sales and Marketing Inc.
- Email Address: doe@salesandmarketinginc.com
- Country/Region: US - UNITED STATES (dropdown menu)
- Key Algorithm: 2048-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >". The "Next >" button is highlighted with a blue border.

7. Do the following:
 1. 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**.

HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

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:
ers\...AppData\Roaming\Adobe\Acrobat\DC\Security\JohnDoe.pfx

Password:

■■■■■ Strong

Confirm Password:

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.

Digital Signatures

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:
AppData\Roaming\Adobe\Acrobat\2015\Security\DavelynMcCartney.pfx

Password:

■■■■■

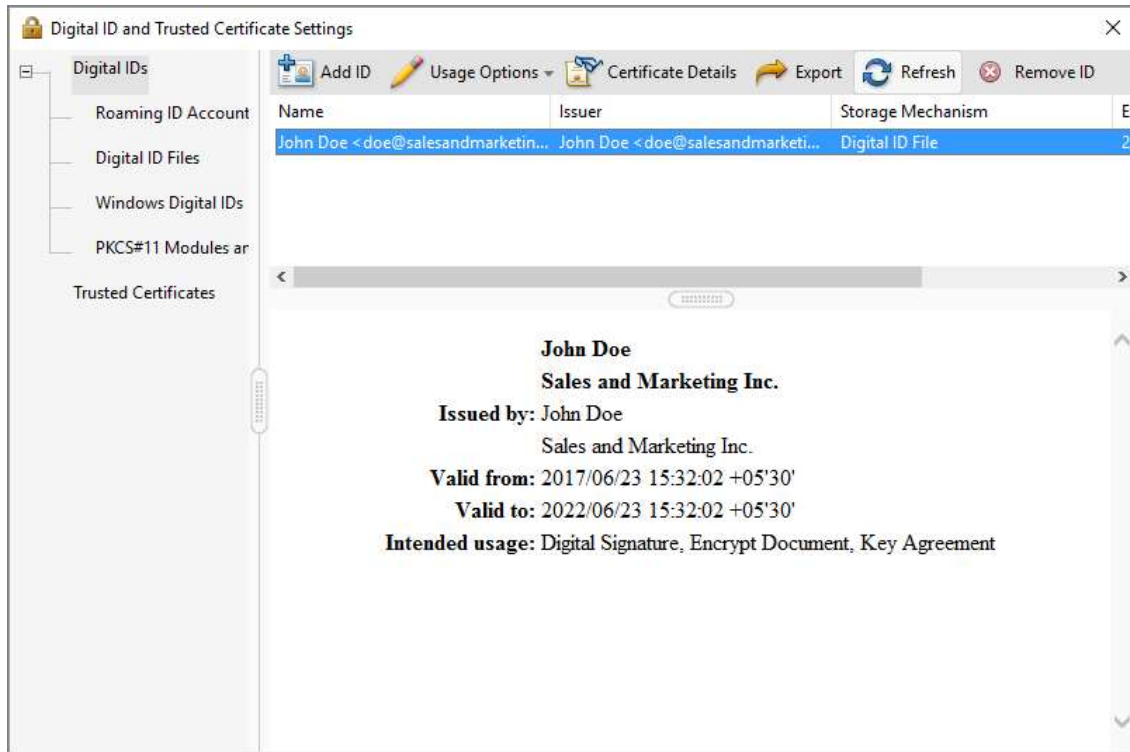
Confirm Password:

Acrobat Security

? A digital ID File with this name already exists. Would you like to replace the existing file?

HOW TO CREATE A NEW DIGI-SIGNATURE IN ADOBE

- 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.