

Creating a new digital ID:

Depending on your version of Adobe Acrobat or Adobe Reader, the first step in creating a digital ID will be different. Find your version of Acrobat/Reader below and begin with step 1 for that version. All subsequent steps (2-7) are the same.

For Adobe Reader 9.x:

Step 1: From the toolbar, choose **Document>Security Settings**

For Adobe Acrobat 9.x:

Step 1: From the toolbar, choose **Advanced>Security Settings**

For Adobe Reader X:

Step 1: From the toolbar, choose **Edit>Protection>Security Settings**

For Adobe Acrobat X:

Step 1: From the toolbar, choose the icon for **More sign and security options>Security Settings**

For Adobe Reader XI:

Step 1: From the toolbar, choose **Edit>Preferences>Signatures**

For Adobe Acrobat XI:

Step 1: From the toolbar, choose **Edit>Preferences>Signatures**, then click the **More...** button under **Identities & Trusted Certificates**

Additional Steps (same for all versions of Acrobat/Reader 9.x and later):

Step 2: In the **Security Settings window (Digital ID and Trusted Certificate Settings for Adobe Acrobat XI)**, select **Digital IDs** on the left, and then click the **Add ID** button

Step 3: In the **Add Digital ID window**, select **A New Digital ID I Want to Create Now**, and click **Next**

Step 4: Select **New PKCS#12 digital ID file**, and click **Next**

Step 5: Enter your identity info. For **Key Algorithm** and **Use digital ID for**, use the default values, and click **Next**

Step 6: Enter a **Password**, and **Confirm your Password** (Do not change File Name)

Step 7: Click **Finish**

The next time you sign a document, your new ID will appear.

