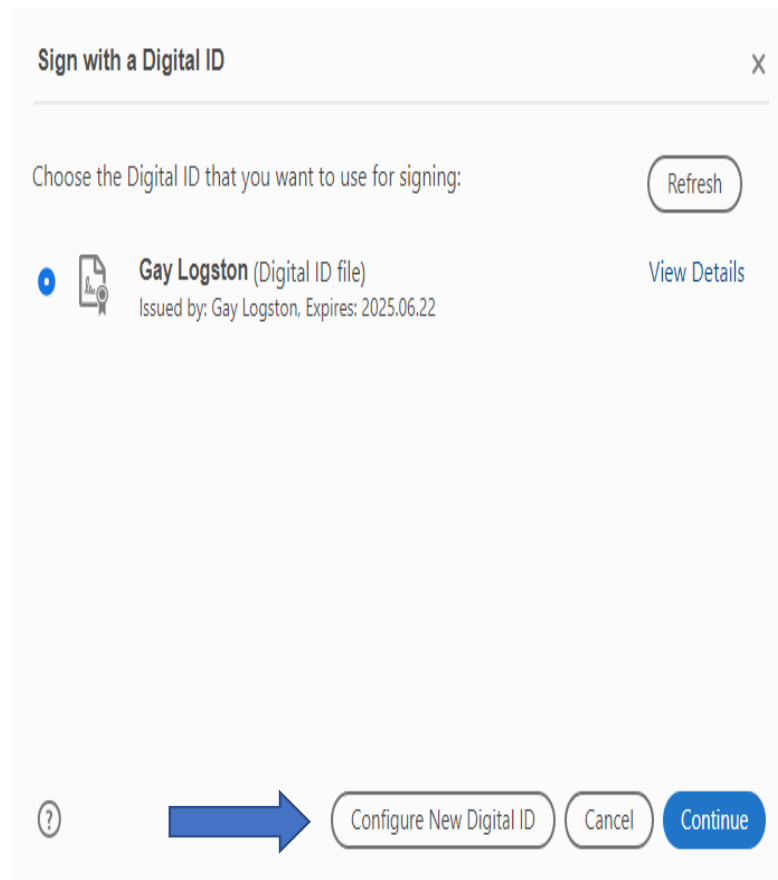


Instructions to create a Digital ID in Adobe

Click on the signature line of the form you wish to electronically sign.

A box opens and asks you to “Sign with a Digital ID:



Since I have already created one, my Digital ID file is an available option to select and use it. However, if you have not already created yours, click on “Configure New Digital ID.” (see above)

The following box appears:

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

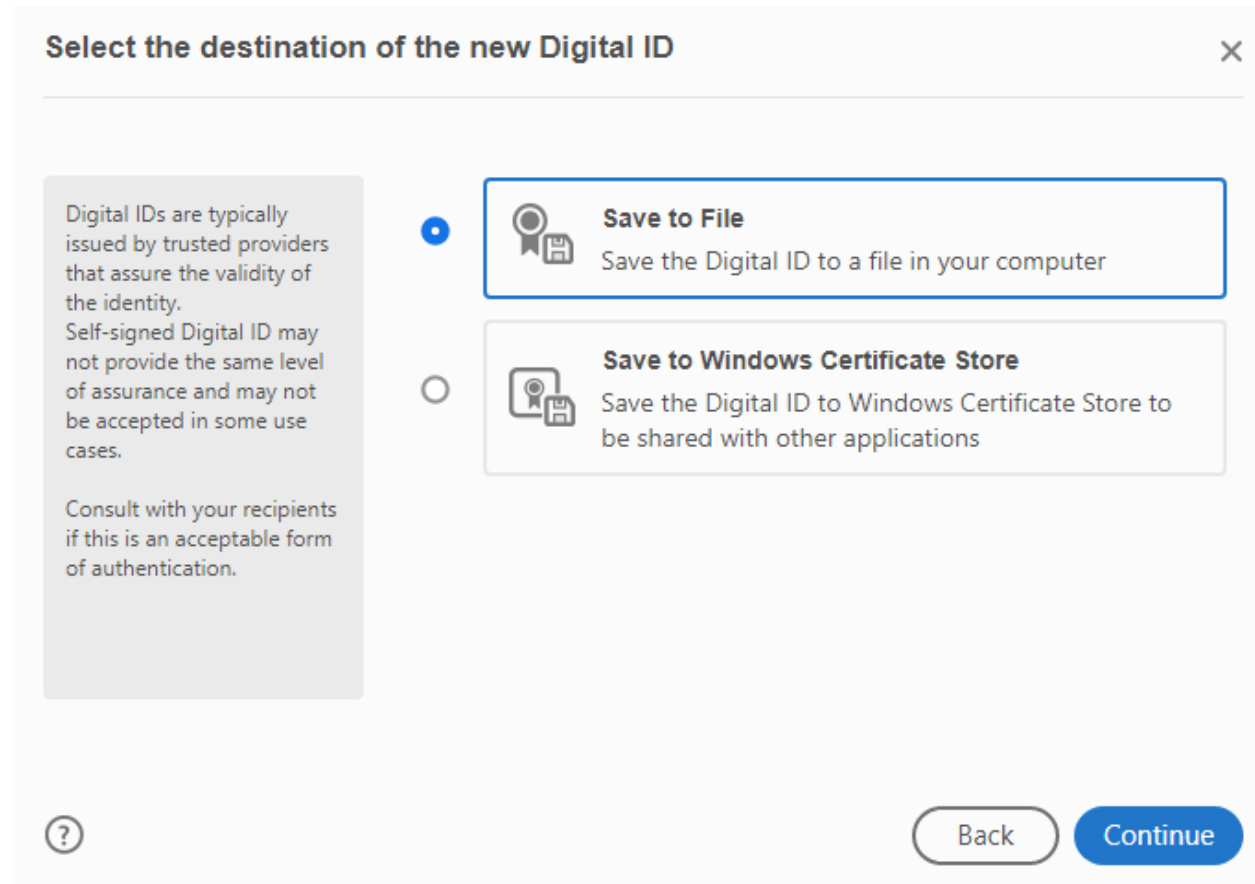
Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

? Cancel Continue

Click “Create a new Digital ID” and click “Continue”

The following box appears:



Click “Save to File” – *Before you click Continue it is recommended that you create a folder to store your new Digital ID where you can easily find it in the future. You can create this folder in your “Documents” area or on your “Desktop”, whichever you prefer, and name it whatever will make it easily recognizable, such as, “Digital ID Signature”.* Then click Continue.

The following box opens:

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

Enter the requested information. See the following directions.

Name: **Enter your First and Last name**

Organizational Unit: **Joint Comm on Gov & Finance**

Organization Name: **Enter the Division you are in, example: Administration**

Email Address: **Enter your email address**

Country/Region: **Leave as is**

Key Algorithm: **Leave as is**

Use Digital ID for: **Choose “Digital Signatures” if it’s not already selected**

Click Continue

The following box opens:

Save the self-signed Digital ID to a file X

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\gay.logston\Desktop\Digital ID File used to sign **Browse**

Apply a password to protect the Digital ID:

Confirm the password:

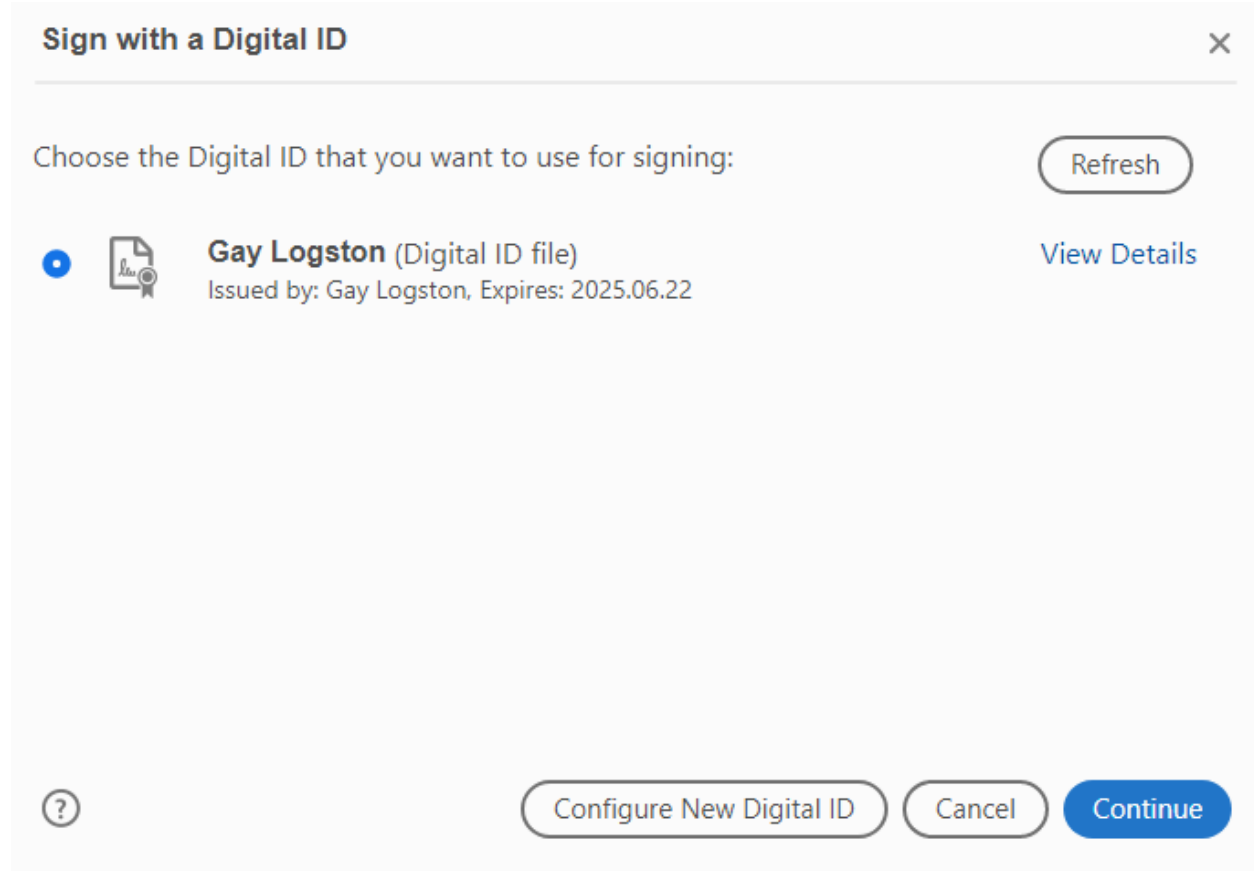
? Back Save

Choose a password that you can remember for your Digital ID. This password will need to be entered each time you use your Digital ID to sign documents electronically, now and in the future.

Enter the password then confirm it. When you use it now and in the future the password will need to be entered exactly as you enter it here, which will include any capitalized letters. *(See thin arrows above).*

Click the Browse button (see above) and choose the location you created in the previous step to select the folder you created to store you Digital ID in, choose your folder then click Save. *(See thick arrow above).*

The following box opens:



Above you will now see that you have created your Digital ID. Choose it by clicking on it once, then click “Continue” to add it to the form you are signing.

A box will open that asks you to enter your password to sign this document and any other documents in the future, as mentioned earlier. Enter your password and click continue.

The next box will open allowing you to name your document and save it to the proper location. Once the document is completed it will be emailed to the next person, if any, that needs to sign it. When the document has been returned with all necessary digital id signature to the final person (the tracker for that division), the tracker will complete the wvOasis Inventory process as

usual, and file these documents in the proper folders in the Asset Management Forms directory, with the same naming convention we currently use.

This process will be the same when signing additional documents in the future. Just select the Digital ID you have stored to add them to other documents, as needed.

(Note: When using this Digital ID to sign future documents, you will only need to choose it, you will not have to Configure a new Digital ID again. I suggest you save your Digital ID to your PC's hard drive, not the Network Servers for added security. However, unless you copy this file onto a backup drive or add it to your One Drive location in order to have a backup of it, if your computers hard drive fails, you will then need to create a new Digital ID on your next computer.)