## How to digitally sign a PDF

**<u>Step 1:</u>** When you click the digital signature box, the sign document window (pictured below) will appear. If you already have a digital ID created, select it, and click sign.

If you do not yet have a digital ID, select "New ID..." from the drop down list.

Sign As: Ben2 New ID Certificate Issuer: Ben2	Info
Benz	Appearance: Standard Text  Digitally signed by Ben2 DN: cn=Ben2, o=Ben2, ou=Ben2, email=Ben2@com.com, c=US Date: 2014.06.26 09:34:53 -04'00'
	Sign Cancel

<u>Step 3:</u> You will then be asked where you would like to store your self-signed digital ID. Select "Windows Certificate Store", then click Next.



<u>Step 2</u>: A new window will appear. Select "A new digital ID I want to create now", then click Next.

I want to sign this do	cument using:	
My existing of	ligital ID from:	
④ A file		
🔿 A roamin	g digital ID accessed via a server	
A device	connected to this computer	
A new digital	ID I want to create now	
A new digital	ID I want to create now	
A new digital	ID 1 want to create now	

**Step 4:** Enter your information into the first 4 boxes. You can leave the rest of the information the way it is, and then click finish. Your digital ID has now been created. You'll be taken back to the screen that appears in step 1, and your new ID will already be selected. When you click Sign, you'll be prompted to save your document. It is recommended that you save it with your name and the current date. Also make sure to remember where you saved it, so you can easily locate your document when you go to send it out.

Name (e.g. John Smith):	Ben Davis	
Organizational Unit:	Claims Dept.	
Organization Name:		
Email Address:	Bdavis@div125.com	
Country/Region:	US - UNITED STATES	
Enable Unicode Suppo	rt	
Key Algorithm:	1024-bit RSA	
Use digital ID for:	Digital Signatures and Data Encryption	