



Creating Digital Signatures In Adobe Acrobat

Cerritos College offers many forms online. In order to complete some of them, you may need to create a digital signature.

Digital signatures are a way of making it easier to sign forms. This allows the user to sign the form without using a pen and can be easily sent by e-mail. This “digital signature” is a way of uniquely identifying the signer when authorizing a document.

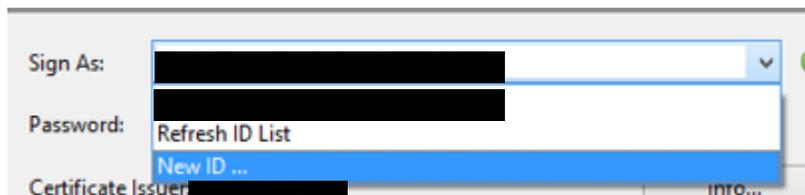
The following directions will help you to create a digital signature.

To begin, locate the signature field on the form that you wish to sign. Click on the signature field to begin creating your digital signature. An example is given below:



If you cannot see or cannot click on the signature field, please click [here](#).

A pop up window will appear with a list of existing digital signatures on the local account. To create a new digital signature, click on the “Sign As:” dropdown, and select “New ID ...”



If you have an existing digital signature, you may select that file, otherwise, select “a new digital ID I want to create now” and hit “next”

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

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Select either “New PKCS#12 digital ID file” or “Windows Certificate Store & Click Next

- New PKCS#12 digital ID file is stored locally on the hard drive
- Windows Certificate Store is stored on the Windows server and is accessed by your Windows login.

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

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If you choose “New PKCS#12 digital ID file” Enter the information that is requested (Name, Email, etc...) & click “Next”

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

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If you choose “New PKCS#12 digital ID file” enter the location that you want to save the password file in, and select a password. After confirming your password, click on “Finish”

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:

Password:

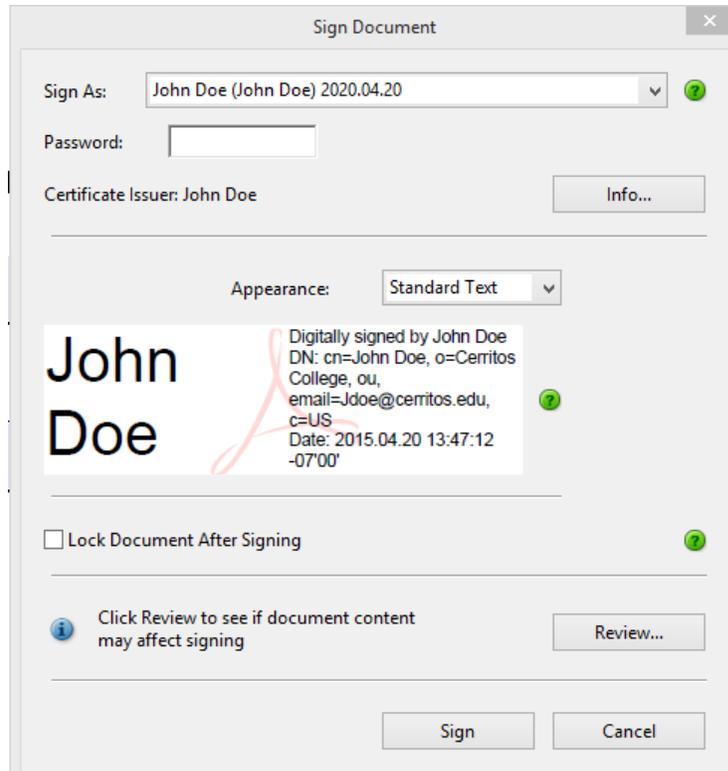
 **Best**

Confirm Password:

The Windows option will store the information in the Windows Certificate Store, which will be accessed only when logged in with your username and password when logging into your machine. If this option was chosen, click Finish after entering your information

Using Signatures In Adobe Acrobat

Select the digital Signature you want to use from the “Sign As” dropdown menu, enter your password, and click “Sign”



Congratulations! You have now signed a document using a digital signature!

John Doe
Digitally signed by John Doe
DN: cn=John Doe, o=Cerritos College, ou, email=jdoe@cerritos.edu, c=US, Date: 2015.04.20 13:54:29 -07'00'

Common errors using digital signatures

Some internet browsers do not allow forms to be filled out or submitted online. If you are using one of these browsers you will need to take additional steps to submit the form online.

Chrome Browser:

Move your mouse to the bottom right of the document that you are using until a toolbar pops up.



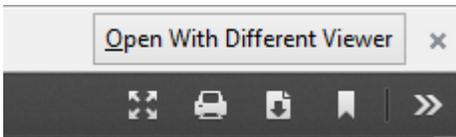
Click on the save icon and download the document to your computer or device.



Open the document to submit.

Mozilla Firefox:

At the top right of the window, click on the “Open With Different Viewer” Icon



On the dialog box that pops up, select the “open with Adobe Acrobat” option

