CREATING A DIGITAL ID IN AN ADOBE PDF DOCUMENT

You can fill in the **Date** field if you like. Use the following format **mm/dd/yyyy** (i.e. 081622) for the date field. Just make sure it matches the date information that will be created inside your Digital ID in the next step. You can always edit the Date field after.

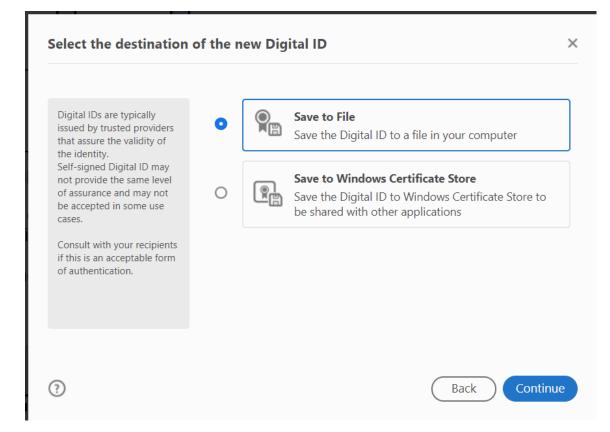
We will now create a Digital ID (signature) so you can sign this form electronically. Click on the *Applicant's Signature* field.

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Applicant's Signature	Date

Click on *Create* **a** new digital ID I and then click the **Continue** button.

Configure a Digital ID 1	for sign	ning	
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	t the typ	e of Digital ID:
	0		Use a Signature Creation Device Configure a smart card or token connected to your computer
	0		Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
	0		Create a new Digital ID Create your self-signed Digital ID
D			Cancel Continue

Select Save to File then click the Continue button.



Fill in the *Name and Email Address* fields with your personal information and then click the *Continue* button.

reate a self-signed Di	gital 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 Organizational Unit	Enter Name Enter Organizational Unit	
	Organization Name Email Address	Enter Organization Name	
	Country/Region	US - UNITED STATES	~
	Key Algorithm Use Digital ID for	2048-bit RSA Digital Signatures	~
0		Back	Continue

(Note the location your digital ID will be saved to in case you need it again some time.) Type in a password for your digital ID in the *Password* and *Confirm Password* fields and then click the *Save* button. Make a note of the password you choose; you'll need it later.

Save the self-signed D	igital 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	Your Digital ID will be saved at the following location : C:\Users\larsenault\AppData\Roaming\Adobe\Acrobat' Browse
Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up.	Apply a password to protect the Digital ID:
	Confirm the password:
3	Back Save

Select your signature file and the *Continue* button.

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	John Q. Public (Digital ID file) Issued by: John Q. Public, Expires: 2027.08.16	View Details
?	Configure New Digital ID	Cancel Continue

Enter the your password in the appropriate box and select the *Sign* button.

Sign as "John Q. Public"		×
Appearance Standard Text	~	Create
John Q. Public	Date: 20	signed Q. Public 22.08.16 1 -05'00'
Lock document after signing Review document content that may affect signing	gning	View Certificate Details
Enter the Digital ID PIN or Password		Back Sign

The *Save As* window automatically pops open. Save the document to your computer (again, note where you are saving the document and the name you give it so you can retrieve it later).

Your document is now digitally signed and you can submit the application to the ICCB by selecting the *Submit Application* button on the first page of the application.

Note: the next time you need to digitally sign a document, you can click on the signature field and your new Digital ID will automatically be added to the document after you type in your password.