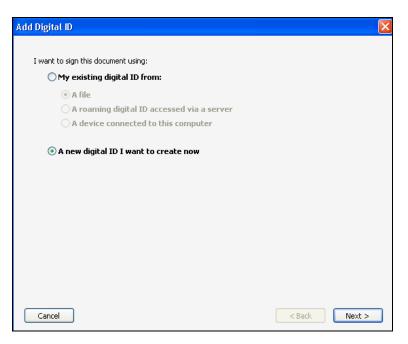
How To Create a Digital ID and Use it to Sign a PDF Form in Acrobat Reader

You only need to do this one time, and you will be able to use it for any PDF form that has digital signature fields enabled.

- Open the form in Acrobat Reader.
- Complete the form in its entirety <u>before</u> clicking in the Signature field.
- <u>After the form is completed</u>, click in the Signature field. An "Add Digital ID" window will open.



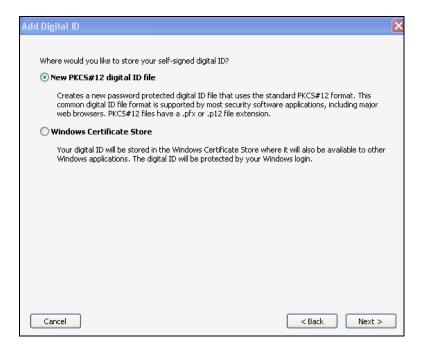
- Click "A new digital ID I want to create now"
- Click "Next"

For the next question "Where would you like to store your self-signed digital?"

- Go to Step A on the next page if you want to put a password on your digital ID so nobody else can use it if you share a computer.
- Go to <u>Step B</u> if you don't want to add a password to your digital ID.

Step A - Password Protect your Digital ID

• Make sure the radio button for "New PKCS#12 digital ID file" is selected.



• In the next window, complete the form by filling in your Name, Organizational Unit, Organization Name and Email Address. Leave the rest of the options the way you found them.

A	dd Digital ID		×	
Enter your identity information to be used when generating the self-signed certificate.				
	Name (e.g. John Smith):	Ima Persun		
	Organizational Unit:	TI		
	Organization Name:	GHP		
	Email Address:	IPersun@geisinger.edu		
	Country/Region:	US - UNITED STATES	*	
	Enable Unicode Support			
	Key Algorithm:	1024-bit RSA	*	
	Use digital ID for: Digital Signatures and Data Encryption		*	
	Cancel	< Back Ne	xt >	

• On the next window, create a password for your digital ID.

add Digital ID	X			
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:				
C:\Documents and Settings\lsbeth\Application Data\Adobe\Acrobat\10.0\Security\ImaP]			
Password:				

Stediugn				
Confirm Password:				

Cancel Sack Finish				

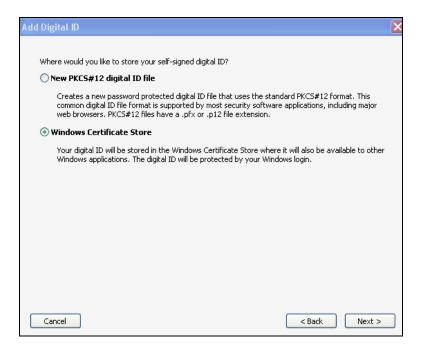
• Enter your password for your digital ID that you just made and click "Sign"

Sign Document				
Sign As: Password:				8
) Issuer: Ima Persun		Info	
		Appearance:	Standard Text	*
lma Persun/		DN: cn=Ima ou=IT, email=IPersu , c=US	ed by Ima Persun Persun, o=GHP, un@geisinger.edu 07.13 15:49:09	8
Lock Do	ocument After Signing	9		?
		Sig	gn Cance	

• In the "Save As" dialog box, give the form a name and location to save it in and click "Save"

Step B - Digital ID Not Password Protected

• Click "Windows Certificate Store"



• In the next window, complete the form by filling in your Name, Organizational Unit, Organization Name and Email Address. Leave the rest of the options the way you found them.

A	ld Digital ID		×
	Enter your identity inform	nation to be used when generating the self-signed certificate.	
	Name (e.g. John Smith):	Ima Persun	
	Organizational Unit:	т	
	Organization Name:	GHP	
	Email Address:	IPersun@geisinger.edu	
	Country/Region:	US - UNITED STATES	*
	Enable Unicode Support		
	Key Algorithm:	1024-bit RSA	*
	Use digital ID for: Digital Signatures and Data Encryption		*
	Cancel	< Back Nex	t >

• In the next window, click "Sign"

Sign Document 🛛 🗙					
Sign As:	Ima Persun		~	7	
Certificate	Certificate Issuer: Ima Persun		Info		
line	_		Standard Text	*	
lma Persun		DN: cn=Ima Persun, o=GHP, ou=IT, email=IPersun@geisinger.edu , c=US Date: 2011.07.14 11:42:49 -04'00'			
Lock Do	ocument After Signing]		7	
		Sig	gn Cance	el	

• In the "Save As" dialog box, give the form a name and location to save it in, and click "Save"

For questions concerning this form, please contact us at <u>webdatacoordinator@thehealthplan.com</u>.