

How to create a digital signature:

1. Configure a Digital ID for signing. Select "Create a new Digital ID."

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

2. Select the destination:

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

3. Enter your name and email address and press Continue:

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

4. Create a password:

Save the self-signed Digital ID to a file ✕

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 :

Browse

Apply a password to protect the Digital ID:


Confirm the password:

? Back Save

5. Sign the document with your new digital ID by clicking Continue:

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

 **Teresa Mahle** (Digital ID file)
Issued by: Teresa Mahle, Expires: 2022.03.15 View Details

? Configure New Digital ID Cancel Continue

6. Enter your signature created in Step 4 above and click Sign:

Sign as "Teresa Mahle" ×

Appearance Created 2017.03.14 22:12:15 -0... Create Edit

Teresa Mahle Digitally signed by Teresa Mahle
Date: 2017.03.14 22:33:49 -05'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign