To sign Adobe documents; without locking documents

Click on the fillable signature box:

Signature

Adobe will prompt you to 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: | | |
|---|--------------------------------|---|---|
| | 0 | ā | 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 |

Click create a new Digital ID; Save to Windows Certificate Store.

This will save to your signature to the Adobe storage



Fill in information to create digital ID

| Create a self-signed D | igital ID | | > |
|---|---------------------|---------------------------|------|
| | | | |
| Enter the identity information to be used for creating the self-signed Digital ID. | Name | Enter Name | |
| | Organizational Unit | Enter Organizational Unit | |
| 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. | Organization Name | Enter Organization Name | |
| | Email Address | Enter Email | |
| | Country/Region | US - UNITED STATES | ~ |
| | Key Algorithm | 2048-bit RSA | ~ |
| | Use Digital ID for | Digital Signatures | ~ |
| | | | |
| | | | |
| 9 | | Back | Save |

Your digital signature is created.

- Select Windows Digital ID and Click continue

| Sign with | a Digital ID | × |
|------------|---|-----------------|
| Choose the | Digital ID that you want to use for signing: | Refresh |
| • ? | Human Resources Employment (Windows Digital ID) Issued by: Human Resources Employment, Expires: 2026.05.13 | View Details |
| | | |
| | | |
| | | |
| | | |
| ? | Configure New Digital ID | Cancel Continue |

Your Windows Digital ID will appear.

- Click Sign; In order to sign your document.
- The document will <u>require</u> you to **save as** a new document.
 - And save as (Employees Info): (LastName, FirstName- ID#- Intent- TCL/FWS/STU)

*If employee ID is not available leave blank



After saved; signature will be in the signature field

Digitally signed by Human Resources Human Resources Employment Date: 2021.05.13 15:53:14 -07'00' Employment Signature