Instructions for Creating a Digital Signature

1. Click in the signature field that you wish to sign. The following screen should appear:

![Add Digital ID dialog box](image)

2. Select the ‘Create a self-signed digital ID for use with Acrobat’ option unless you already have created a digital signature from some other application. In that case select the Browse option and follow the prompt. The next screen should appear if you select the create option:
3. Select the New PKCS option.
4. 1 more screen should appear asking for personal information. Fill this out and then click finish.
5. Your digital signature ID is now stored under your windows login name. *Please note that if you change computers, you will have to repeat these steps, as this ID is stored locally.*

If you have any problems creating your digital signature please call Access Management Provisioning Systems at 303.492.9457 option 1.