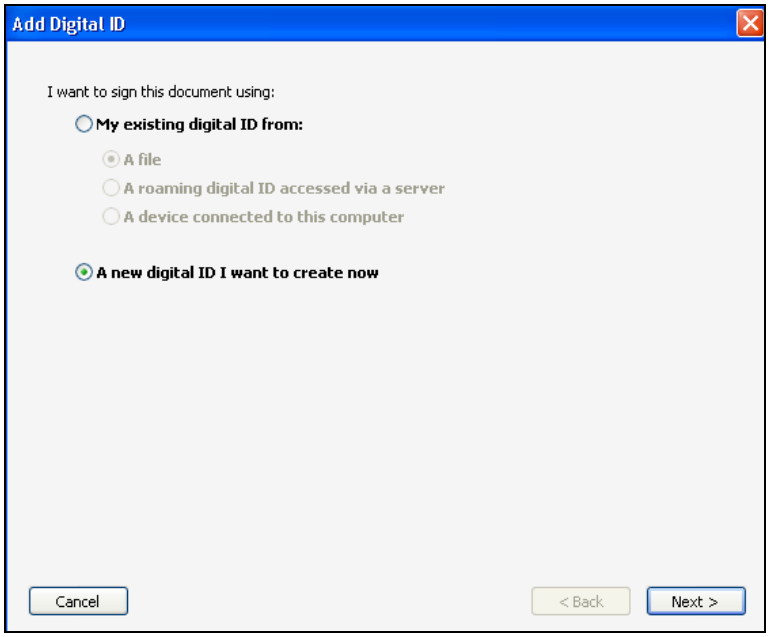
How To Create a Digital ID and Use it to Sign a PDF Form in Acrobat Reader

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 before clicking in the Signature field.
- After the form is completed, click in the Signature field. An "Add Digital ID" window will open.



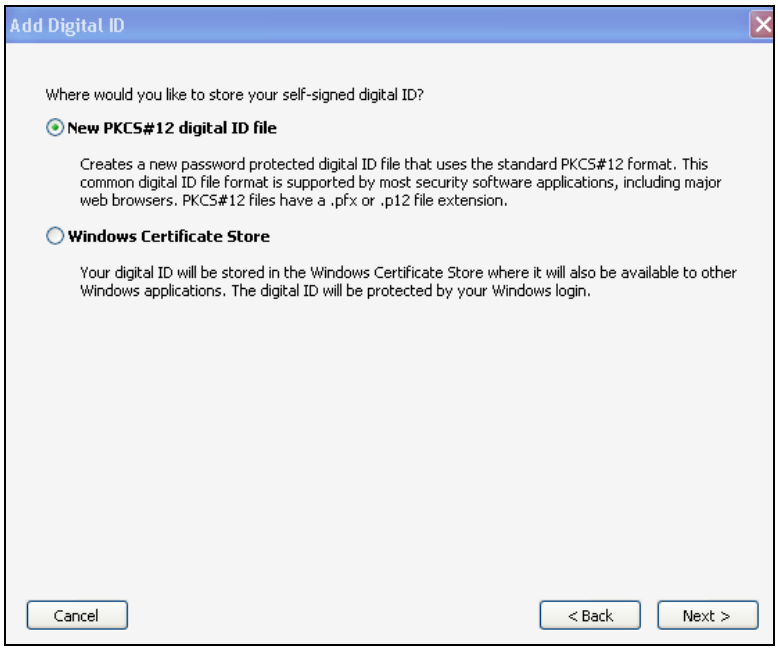
- Click "A new digital ID I want to create now"
- Click "Next"

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

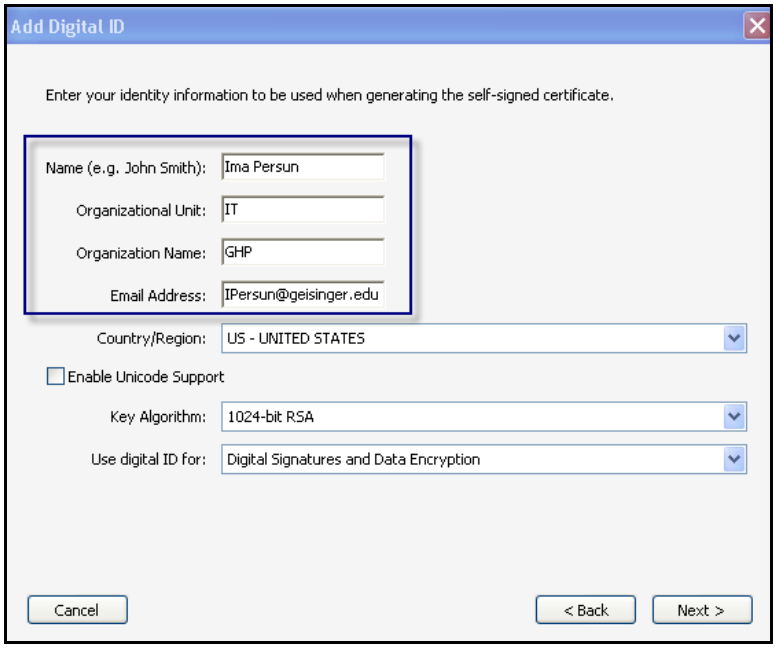
  - Go to Step A on the next page if you want to put a password on your digital ID so nobody else can use it if you share a computer.
  - Go to Step B if you don't want to add a password to your digital ID.

Step A - Password Protect your Digital ID

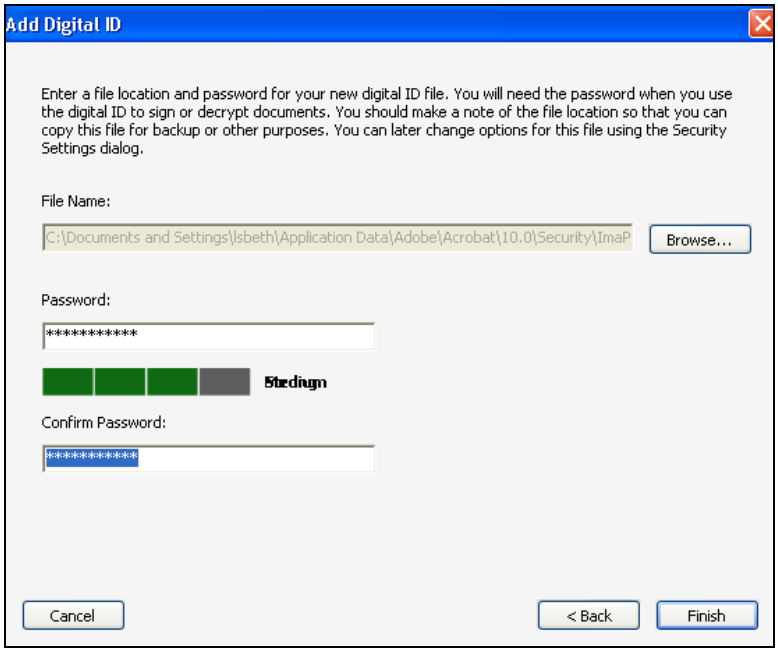
- Make sure the radio button for “New PKCS#12 digital ID file” is selected.



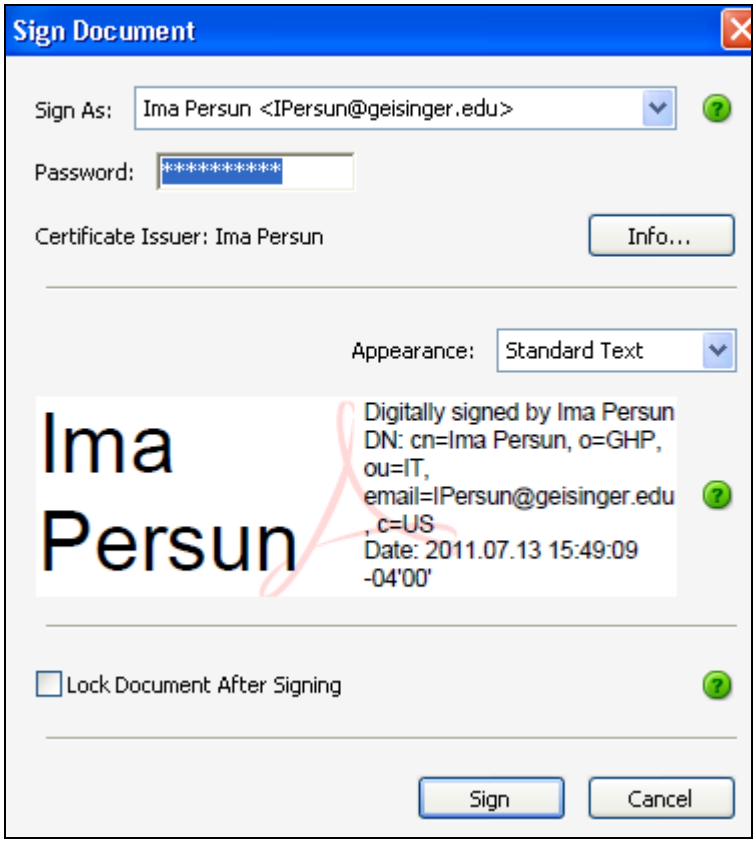
- In the next window, complete the form by filling in your Name, Organizational Unit, Organization Name and Email Address. Leave the rest of the options the way you found them.



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



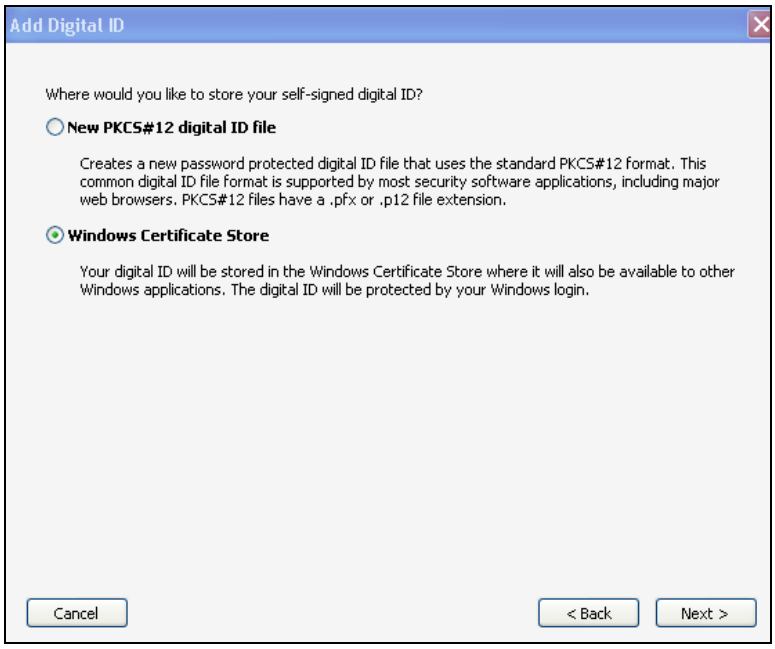
- Enter your password for your digital ID that you just made and click “Sign”



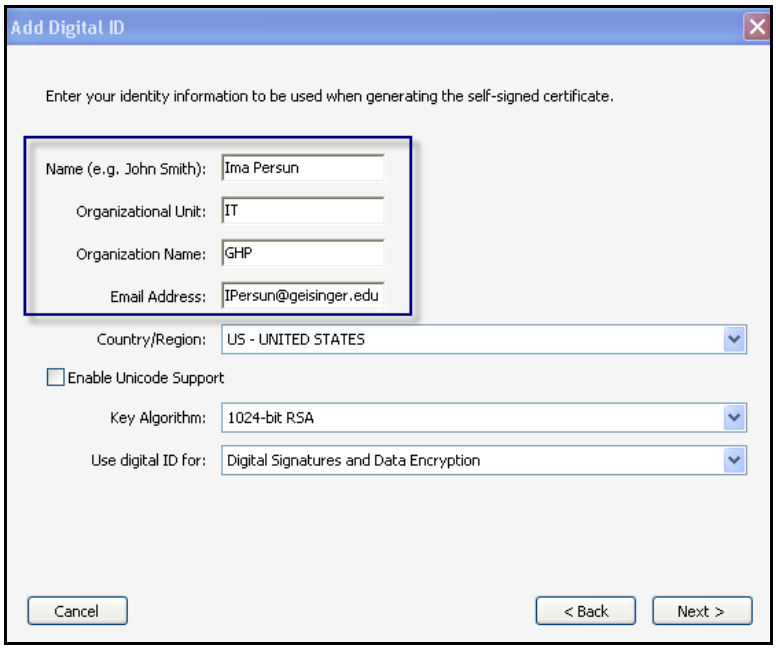
- In the “Save As” dialog box, give the form a name and location to save it in and click “Save”

Step B - Digital ID Not Password Protected

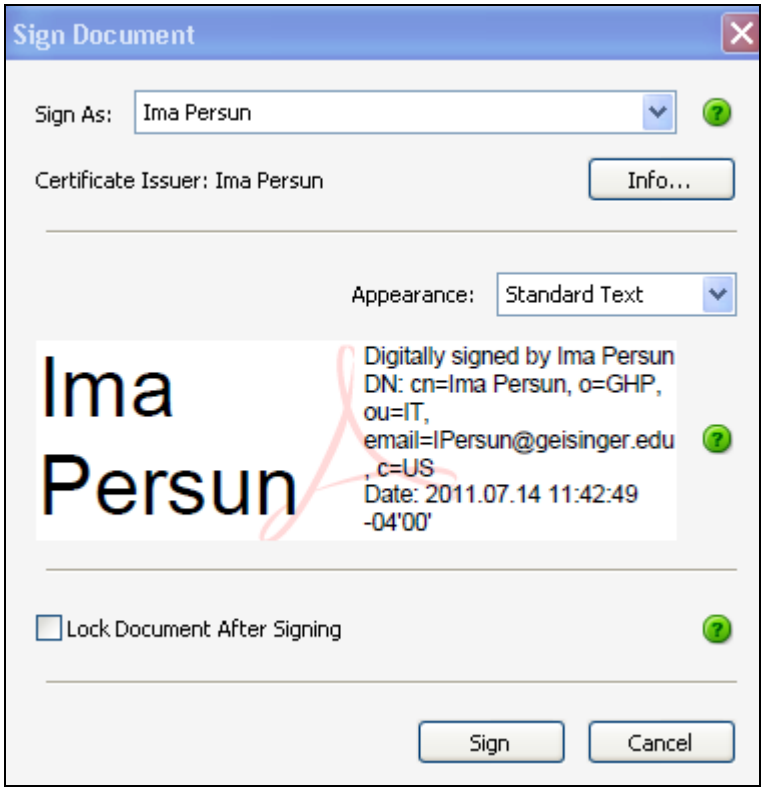
- Click “Windows Certificate Store”



- 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.



- In the next window, click “Sign”



- 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 webdatacoordinator@thehealthplan.com.