

## HOW TO SET UP ADOBE DIGITAL SIGNATURES

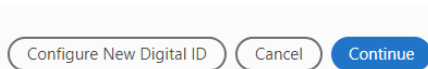
- Click on the Digital Signature

Signature: 

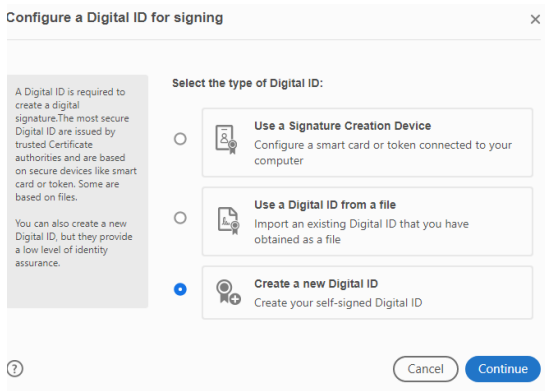
- Select an Existing Digital Signature **OR** Configure a New Digital ID
  - If possible, use an image of a **HANDWRITTEN SIGNATURE** **OR** **DRAW** the signature with your mouse. Review the following sections for how to do this.

### CONFIGURE NEW DIGITAL ID

- Click on **CONFIGURE NEW DIGITAL ID**

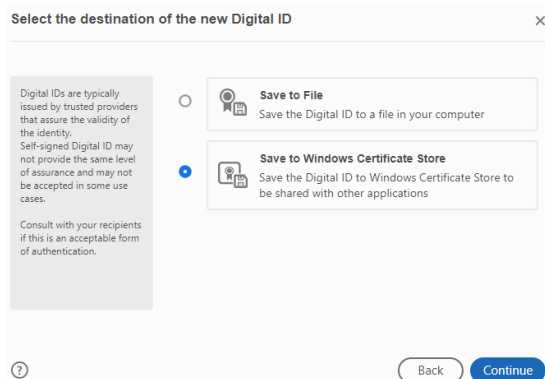


- Select **CREATE A NEW DIGITAL ID**



- Click **CONTINUE**

- Select **Save to Windows Certificate Store**



- Click **CONTINUE**

- Complete the information in the **Create a self-signed Digital ID**

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	Christie Omodeo
Organizational Unit	Administrative Services Unit
Organization Name	Department of Vermont Health Access
Email Address	Christie.Omodeo@Vermont.gov
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

- Click **SAVE**
- If you are setting up your first digital signature, you may be asked to set up a **PIN** that you will need to remember when digitally signing documents.

## ADD SIGNATURE IMAGE TO DIGITAL SIGNATURE ID

- Select your **DIGITAL ID** and click **CONTINUE**
- Next to Appearance, click **CREATE**


Sign as "Christie Omodeo"

Appearance: Standard Text Create

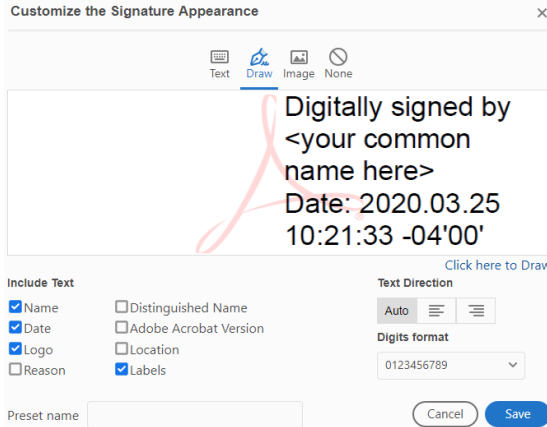
**Christie Omodeo** Digitally signed by Christie Omodeo  
Date: 2020.03.25 10:20:04 -04'00'

Sign with a Digital ID

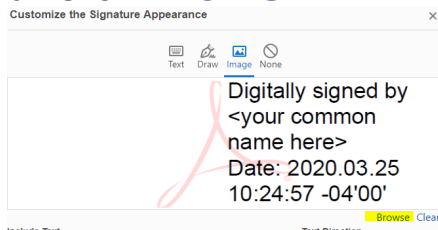
Choose the Digital ID that you want to use for signing: Refresh

-  **Christie Omodeo** (Digital ID file)  
Issued by: Christie Omodeo, Expires: 2024.02.04 View Details

- Click on **DRAW** to draw your signature with your mouse **OR**
- Click on **IMAGE** to upload a drawn image



○ Click **BROWSE**



- Choose your signature image
- Click **SAVE**

## SIGN

- Enter the **DIGITAL ID PIN OR PASSWORD** and click **SIGN** to Digitally sign the document.

