Digital Signature Guide Windows OS

1. **Enter full name below**

Student hereby holds the space, its officers, owners, agents, and employees harmless from all claims which may be brought against them by student or on student's behalf for any such injuries or claims.

Printed Name of Student/Guardian: **Display Doc Example**

Signature:

Date:

2. **DO NOT click Signature next**, select '**Date**' next by clicking on the **downward arrow**
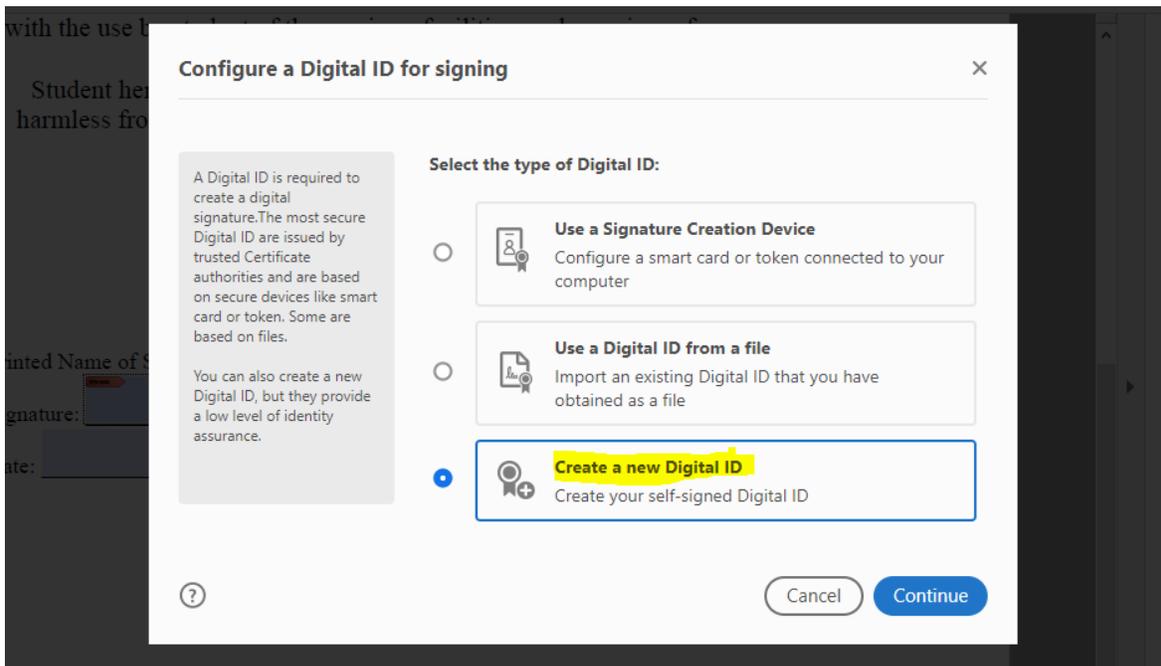
Printed Name of Student/Guardian: Display Doc Example

Signature: Digital Doc
Digitally signed by Digital Doc
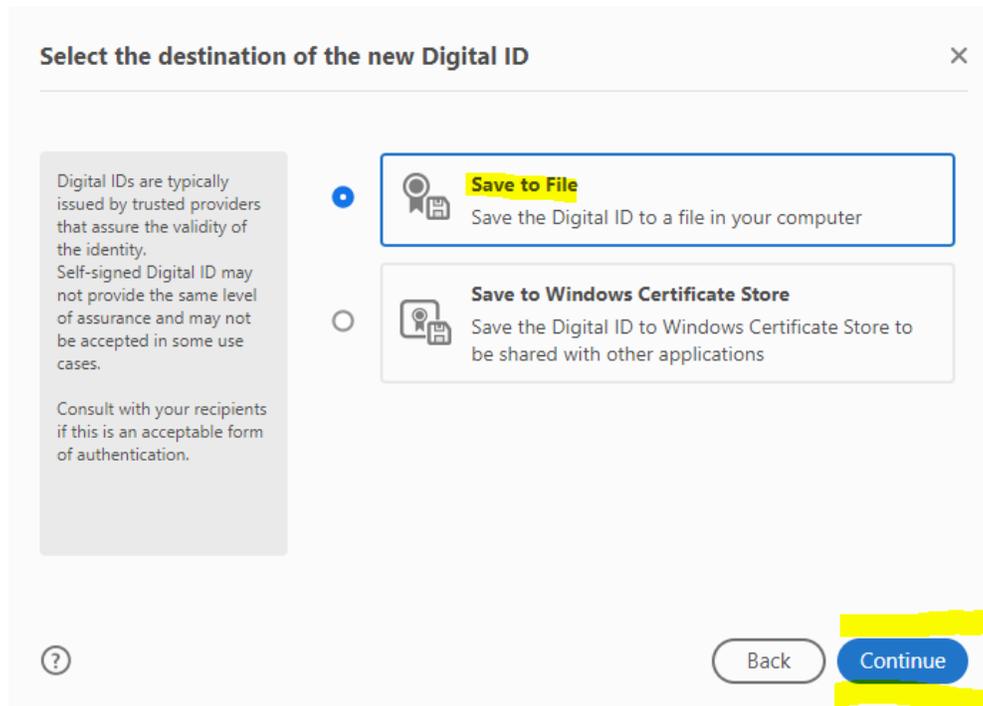Date: 2022.12.05 05:14:06
-06'00'

Date:

Dec 2022

Su Mo Tu We Th Fr Sa
27 28 29 30 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7

3. Click the *'Signature'* field to 'Create a new Digital ID', select Continue

4. Select *'Save to File'*, then click Continue

5. **Fill out the 'Name & Email' fields, then click 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	Digital Doc
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	displaydoc2022@gmail.com
Country/Region	US - UNITED STATES ⌄
Key Algorithm	2048-bit RSA ⌄
Use Digital ID for	Digital Signatures ⌄

ⓘ   Back   Continue

6. **Create a password, then click Save**

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 it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\HawkComedy\AppData\Roaming\Adobe\Acrc   Browse

Apply a password to protect the Digital ID:

••••••••

Confirm the password:

••••••••

ⓘ   Back   Save

7. **Click '*Continue*' to 'Sign with a Digital ID'**

Sign with a Digital ID   ✕

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

⦿ 📄 **Digital Doc** (Digital ID file)   View Details
         Issued by: Digital Doc, Expires: 2027.12.05

⦶   (Configure New Digital ID)   (Cancel)   (Continue)

8. **Enter the *password* created in step 5, then click '*Sign*'**

Sign as "Digital Doc"   ✕

Appearance   [Standard Text   ⌄]   (Create)

Digital Doc   Digitally signed by Digital Doc Date: 2022.12.05 05:05:21 -06'00'

                                              View Certificate Details

Review document content that may affect signing   (Review)

[••••••••]   (Back)   (Sign)

9. **Click** '**Save**'
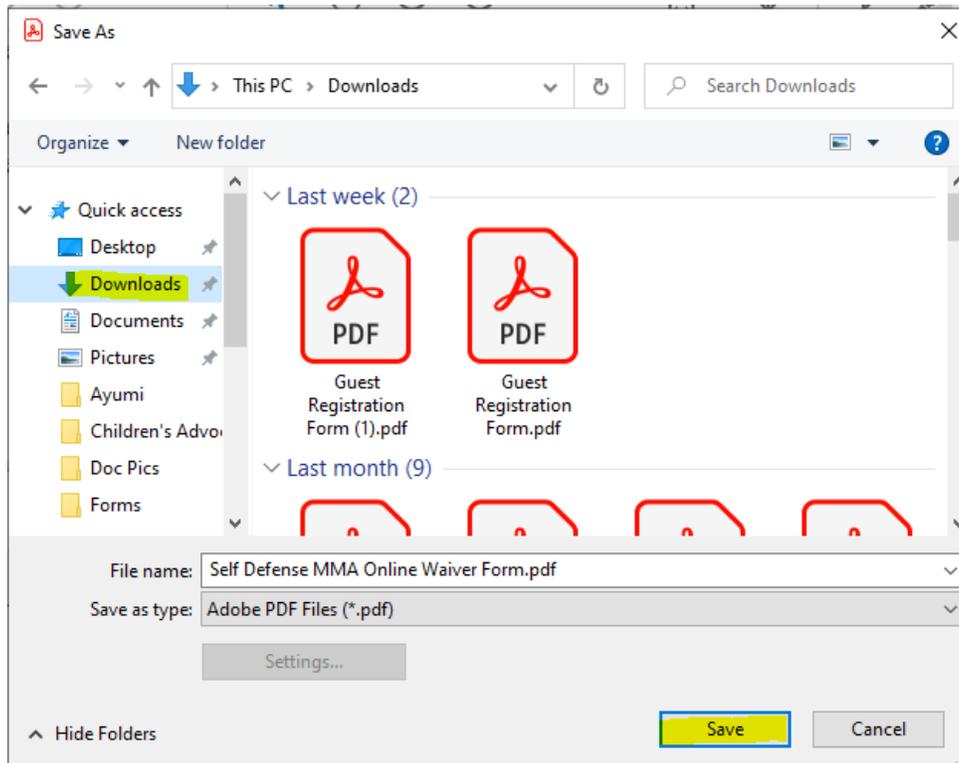
10. Click, '**Yes**' **to save the changes to the form.**
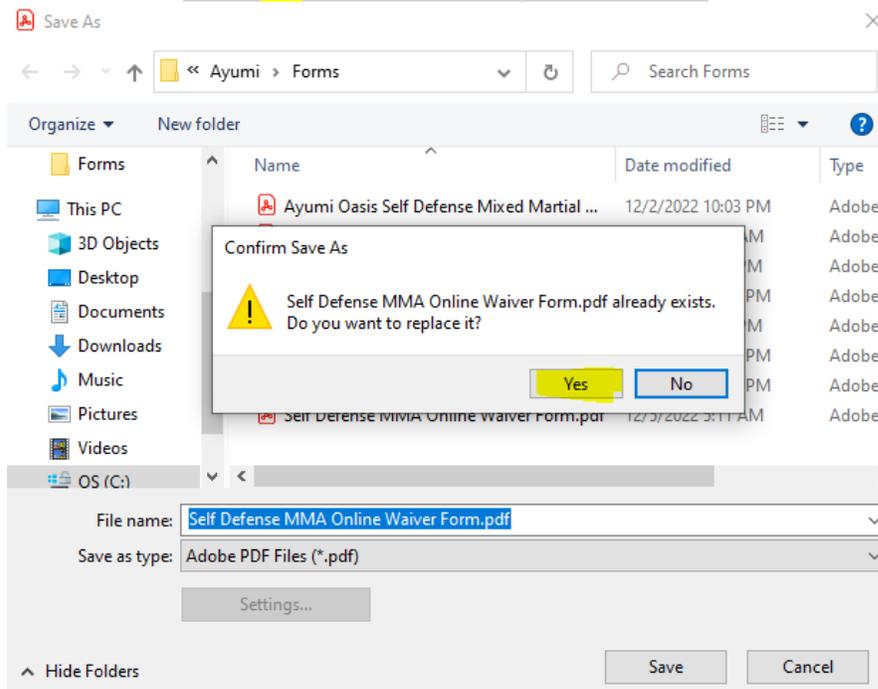
Attach the signed document to an email and send it to Ayumi@Healingtiptoes.com