

# UNLV | Using Your Digital ID to Sign a PDF Form

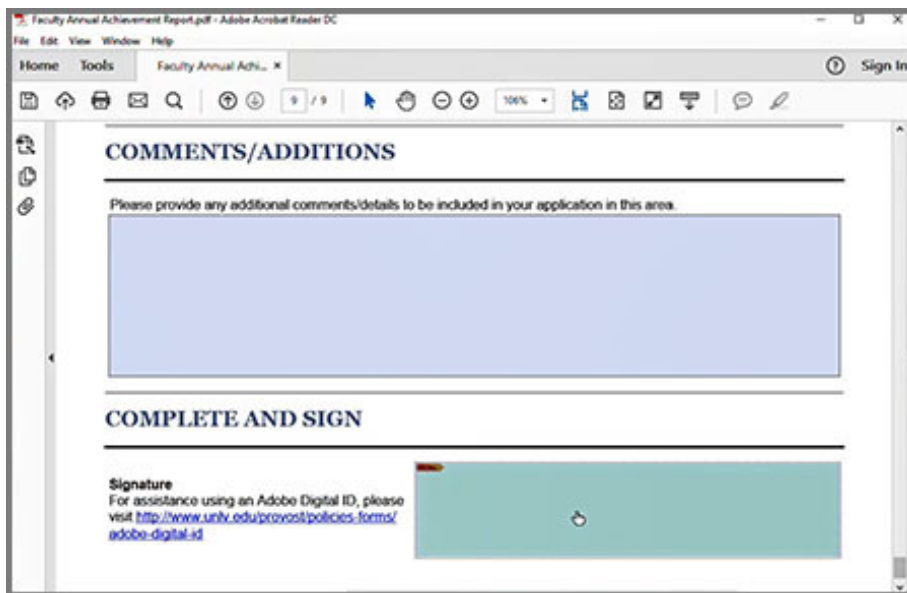
This document illustrates the steps to use an Adobe digital ID that you have already created to sign a PDF form. The illustrations here have been made using Adobe Acrobat Reader DC (the most current version), which can be downloaded for free from [get.adobe.com/reader](http://get.adobe.com/reader).

If you need help creating a digital ID, please visit the web page [Completing and Signing PDF Forms](#).

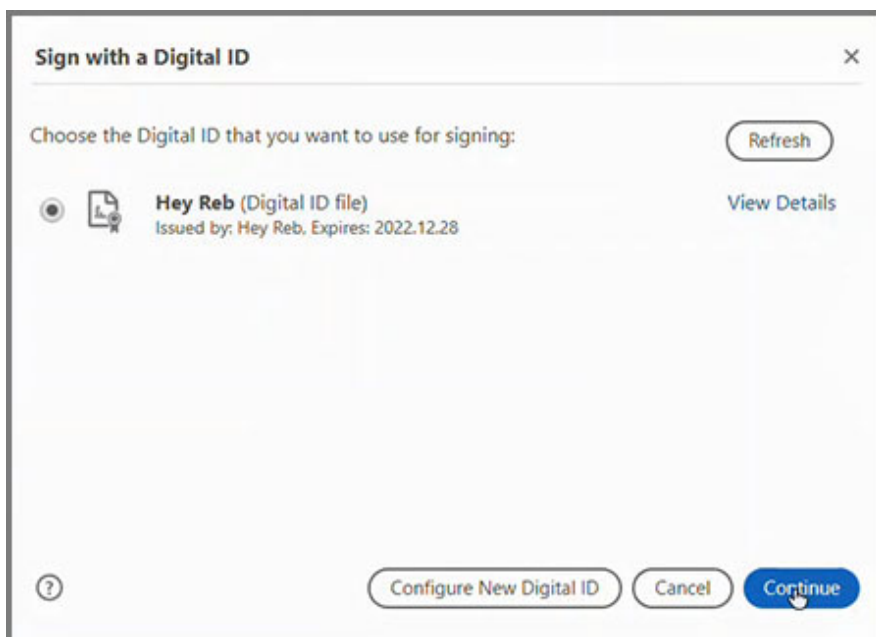
Once you are confident that you have completed filling out the form and no further edits on your part are needed, you are ready to sign the form.

## For Digital IDs that you have stored on your computer:

1. Navigate to the **Signature** field (usually indicated by a small red flag). Click in that field.



2. A window will pop up with a list of IDs on your computer; **choose the ID** you want to use. Click **Continue**.



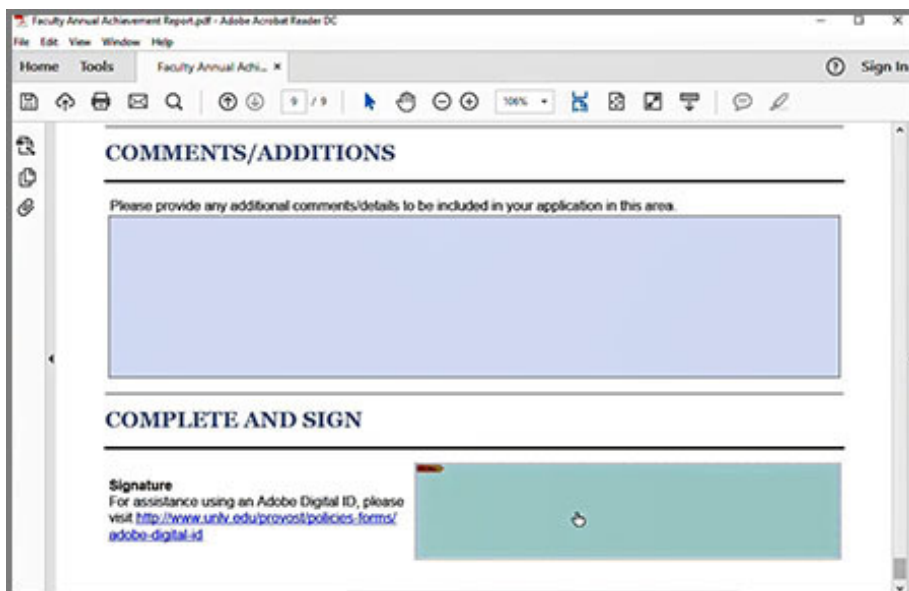
3. On the signature page, enter the **password** you used when you created that ID. Click **Sign**.



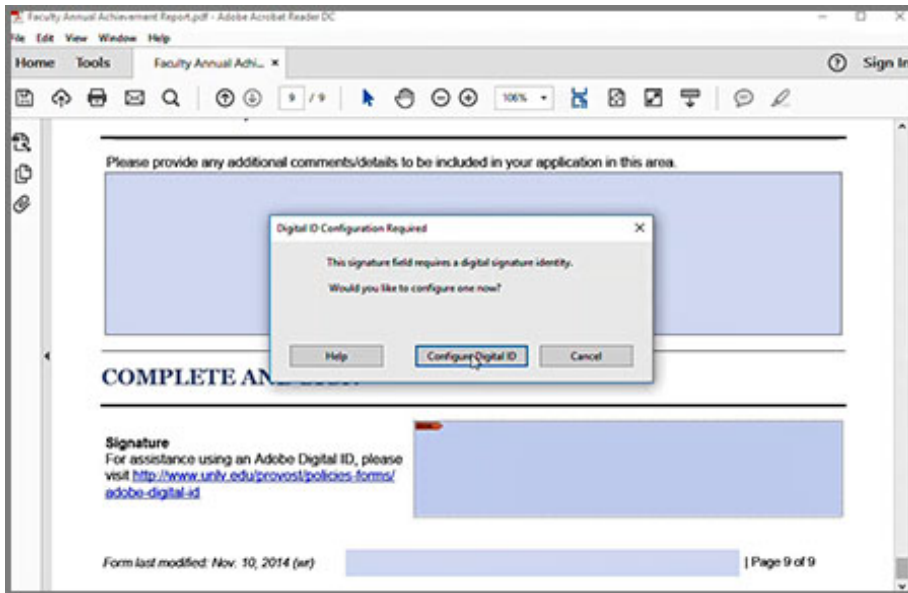
4. Save the file to your computer.

### For Digital IDs that you have stored externally:

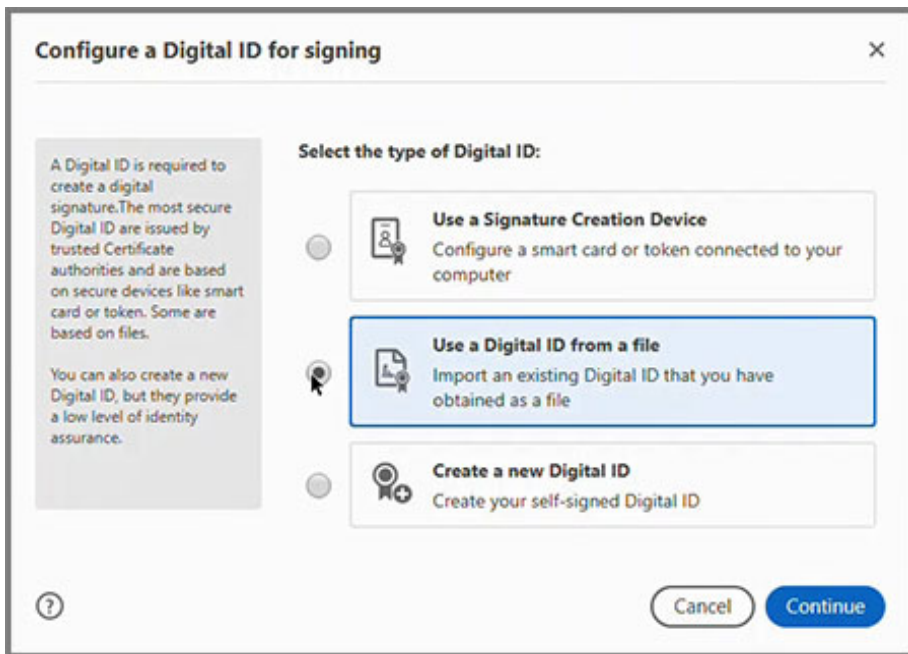
1. Navigate to the **Signature** field (usually indicated by a small red flag). Click in that field.



2. A window will pop up; Choose **Configure Digital ID**.



3. Choose **Use a Digital ID from a file**. Click **Continue**.



- Navigate to the location where your digital ID is stored by clicking **Browse**. In this example, the ID is stored on a flash drive.  
After you have chosen the file (it will have a .pfx file extension), enter the **password** you used when you created that ID. Click **Continue**.

**Find a Digital ID file** [X]

Digital ID files generally have a PFX or P12 extension and contain the public key file (Certificate) and the associated private key file.

To sign with a digital ID available as a file, follow the prompts to browse and select the file and type the password protecting the private key.

Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password.

D:\HeyReb.pfx [Browse]

**Enter the Digital ID password**

.....

[?] [Create New Digital ID] [Back] [Continue]

- Your ID will now be added to the list of IDs you can use for digitally signing. Click **Continue**.

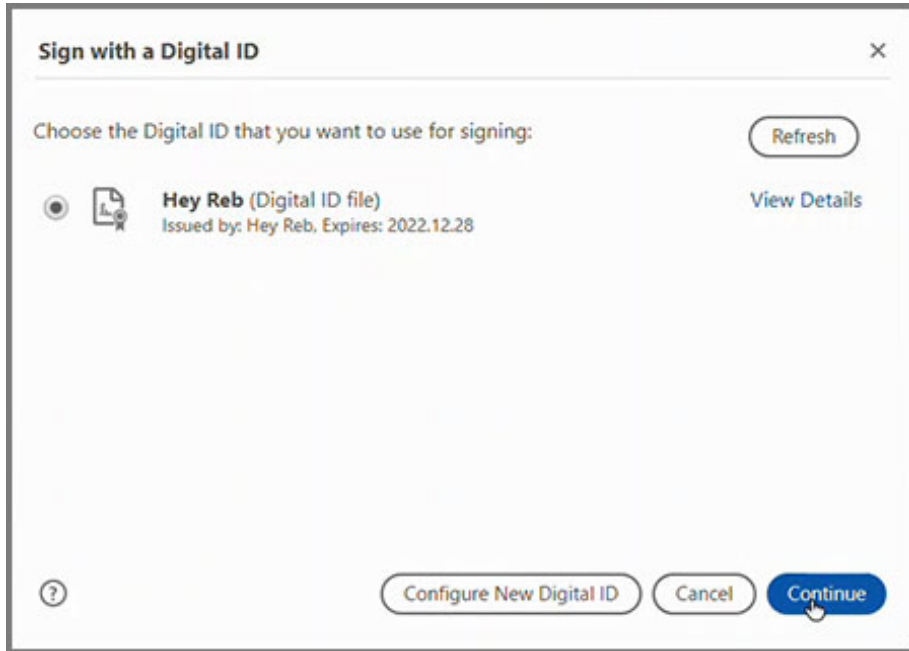
**Add Digital IDs from a file** [X]

The following Digital ID will be added to your list of Digital ID that you can use for digitally signing:

 **Hey Reb** [View Details](#)  
Issued by: Hey Reb. Expires: 2022.12.28 23:10:30 Z

[?] [Back] [Continue]

6. Make sure the **radio button next to the ID is chosen**. Click **Continue**.



7. On the signature page, you are asked once again to enter the **password** you used when you created that ID. Click **Sign**.



8. **Save the file to your computer.**