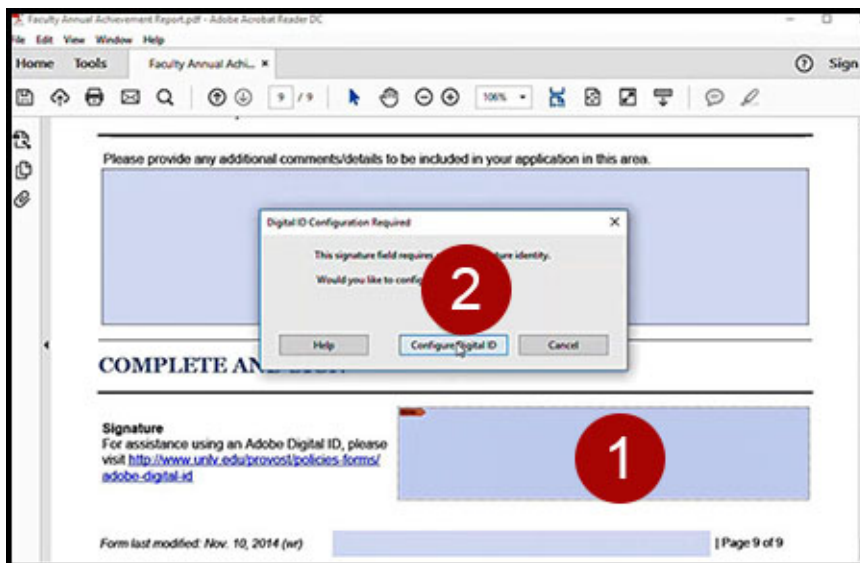


UNLV | Creating a Digital ID Directly in PDF Document

Many PDF forms at UNLV require electronic signature using Adobe Digital ID. The use of electronic signatures reduces the need to print, sign, and route forms manually, thus improving workflow and procedural efficiency.

This document illustrates the steps to create a self-signed digital ID directly in a PDF form using Adobe Acrobat Reader DC (the most current version), which can be downloaded for free from get.adobe.com/reader.

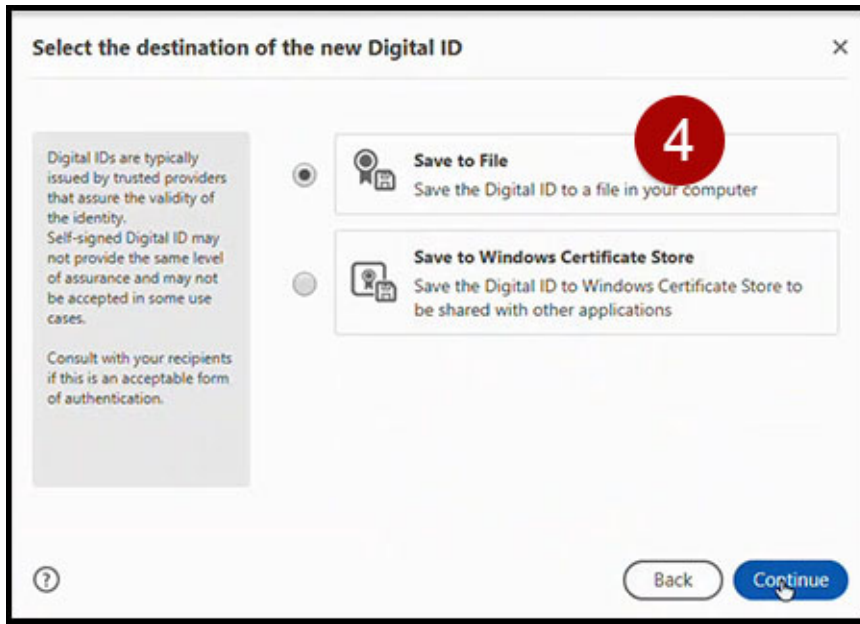
1. When you are finished filling out the document and are confident that no further edits need to be made, navigate to the **Signature** field, which is indicated by a small red flag. Click in that field.
2. In the pop-up window, click **Configure Digital ID**.



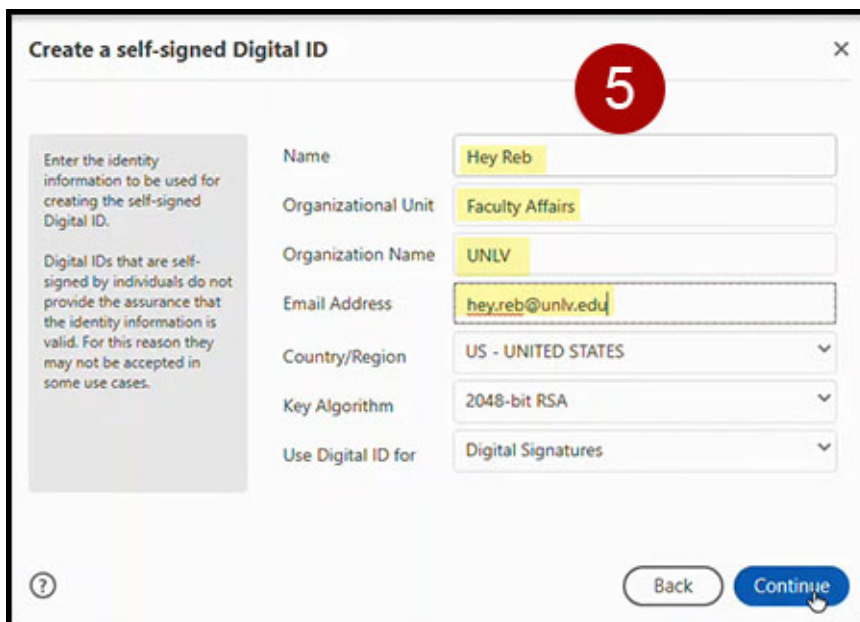
3. Choose **Create a new Digital ID**, and then click **Continue**.



4. Choose **Save to File**, then click **Continue**.



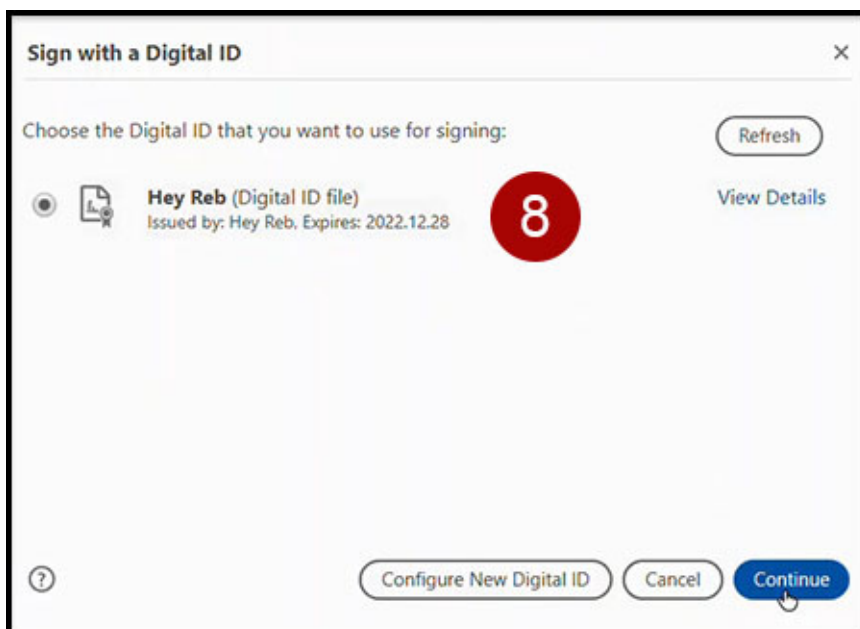
5. Fill in your UNLV information: **Name, Department or Academic Unit, UNLV as Organization Name, your UNLV email address.** Leave the bottom three fields as they appear, and then **Continue**.



6. **Browse to the location where you want to store your digital ID.** You can leave the default location if you plan to use this computer for filling out your PDF forms. If you plan to use other computers, you may want to store your ID on a flash drive to take with you. Wherever you decide to store your ID, make a note of that location.
7. **Create a password** that you will remember. You will need it every time you use your digital ID. Click **Save**.



8. Make sure **your new Digital ID** is chosen, click **Continue**.



9. Enter the password you used to create your digital ID, click **Sign**.



Save the file to your computer.