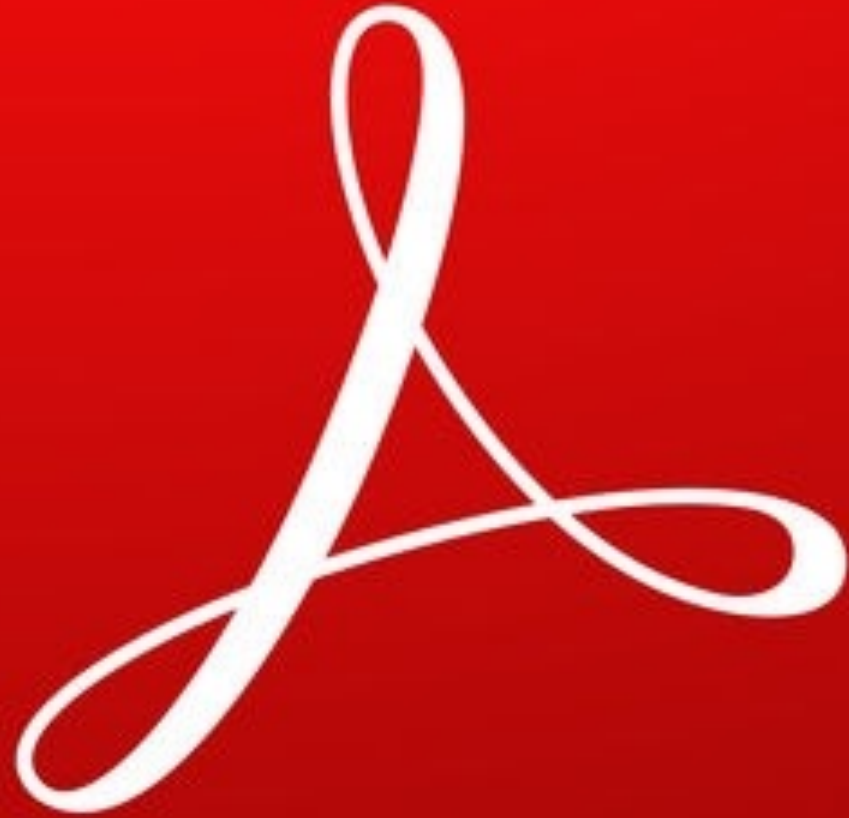


# Steps to Creating a Self-Signed Digital ID





# Step 1: Open Adobe

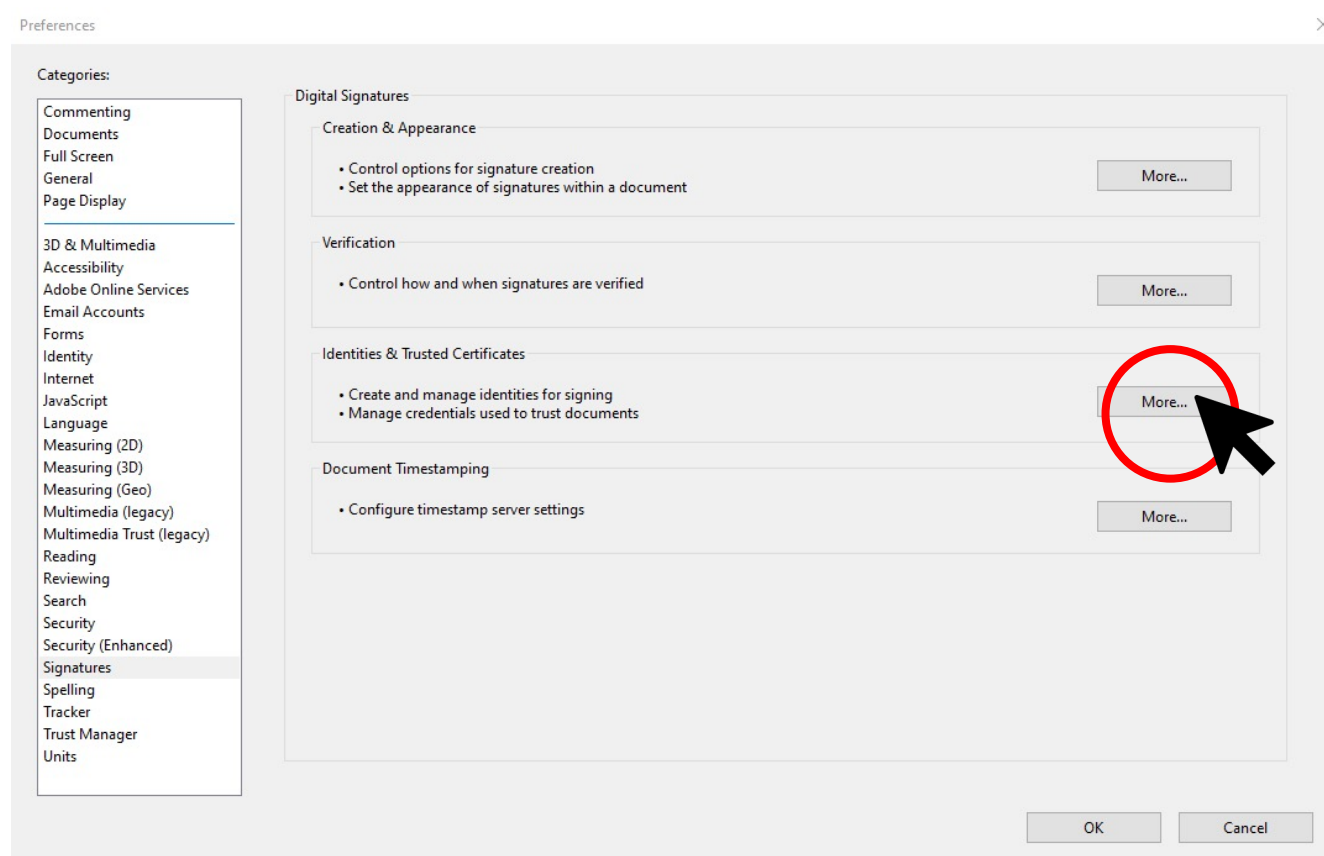
---

Free version may be downloaded at <https://get.adobe.com/reader/>

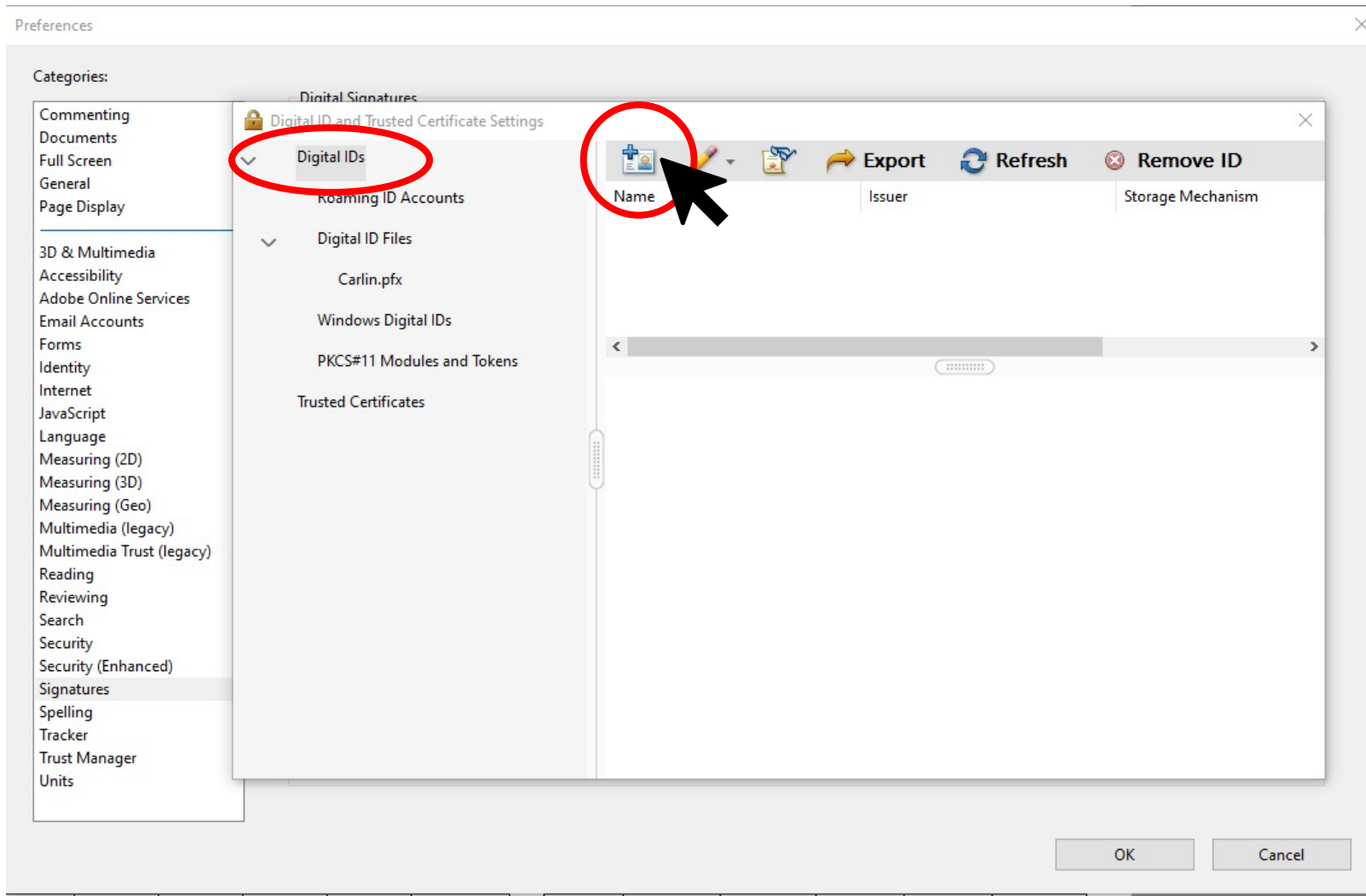
## Step 2: Hit **Ctrl + K** to open up Signature Preferences

(You may also access this by selecting **Edit>Preferences>Signatures**)

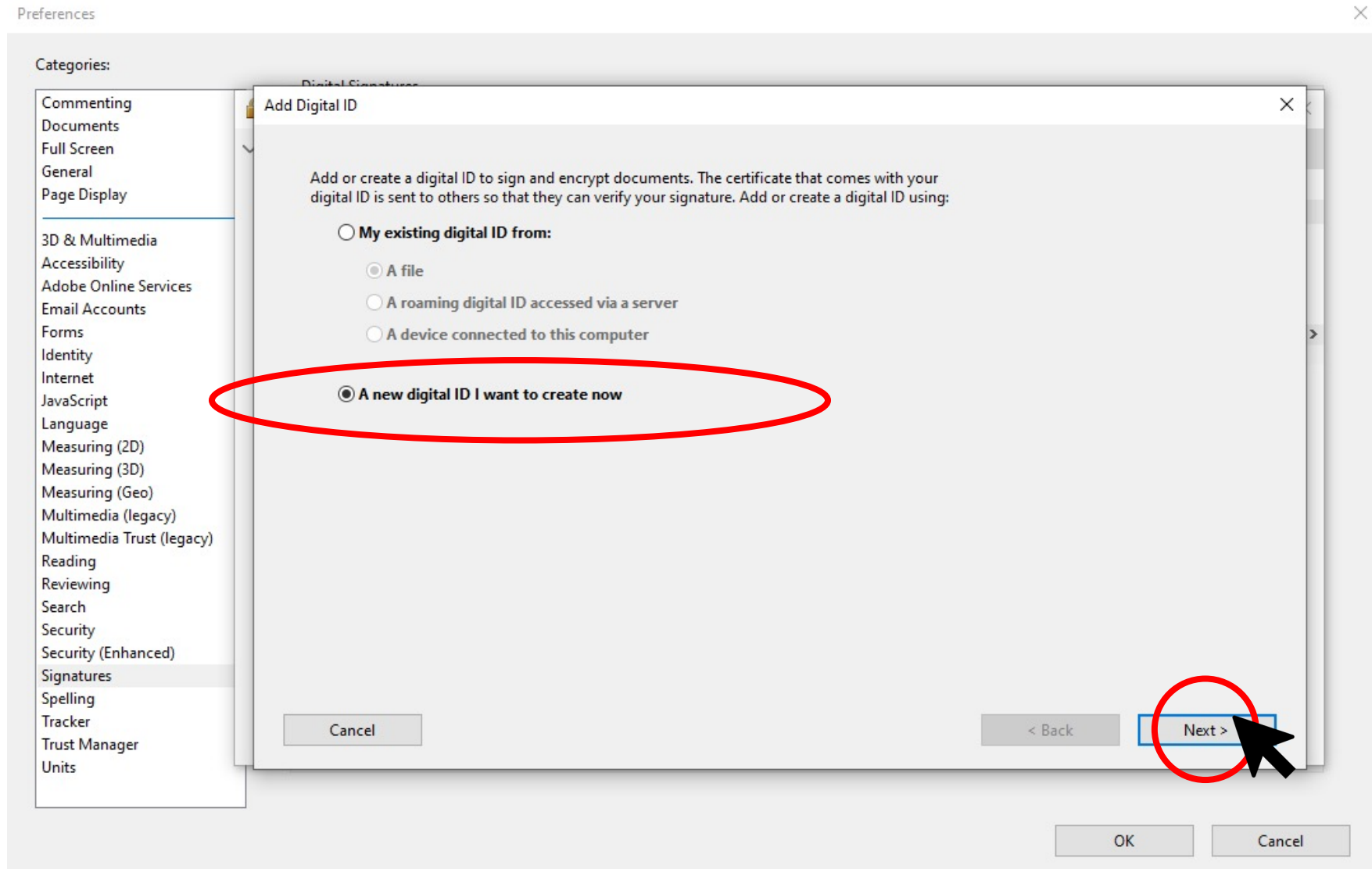
- Click the **More...** button under **Identities & Trusted Certificates**



Step 3: Ensure that **Digital IDs** is Selected (on the left), then click the **Add ID** button

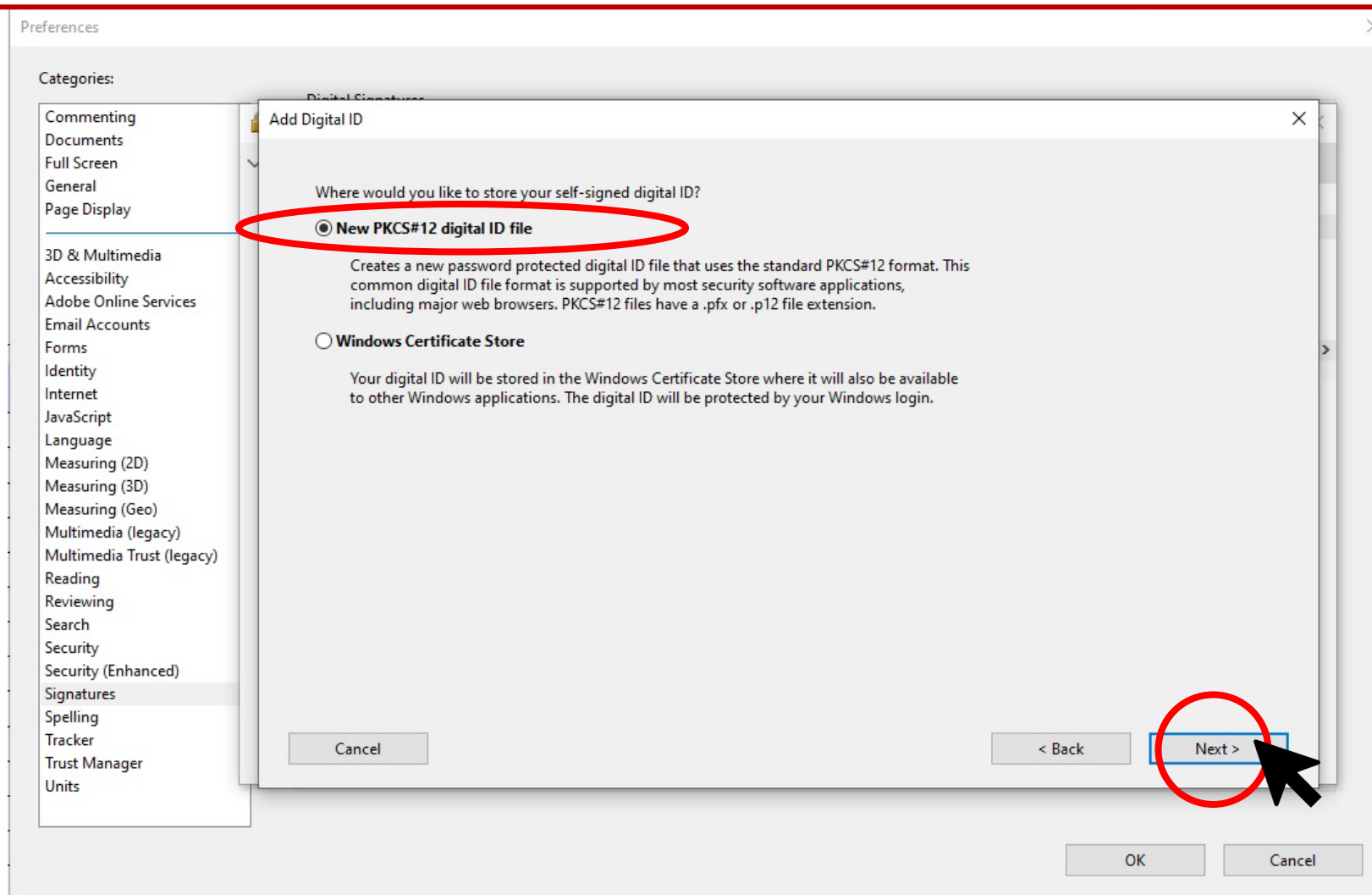


## Step 4: Select A new digital ID I want to create now, and click Next



## Step 5: Specify where to store the digital ID, and click **Next**

(Recommend using PKCS#12 file, especially for non-Windows users.)



## Step 6: Fill out your information, Choose a Key Algorithm, and Select use for your ID

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- Your name, email address, and other personal information included here will appear in the Signature panel/Signature field when you certify or sign a document.
- For **Key Algorithm** you may select either 2048-bit RSA or 1024-bit RSA. The 2048-bit RSA option offers more security, and the 1024-bit RSA is more universally compatible. Recommend use of 2048-bit RSA.
- For **Use digital ID for** menu, choose whether you want to use your digital ID for signatures, data encryption, or both.
- Hit **Next** once you are done.

Categories: Digital Signatures

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jane Doe

Organizational Unit: Financial Aid

Organization Name: Claremont Graduate University

Email Address: finaid@cgu.edu

Country/Region: US - UNITED STATES

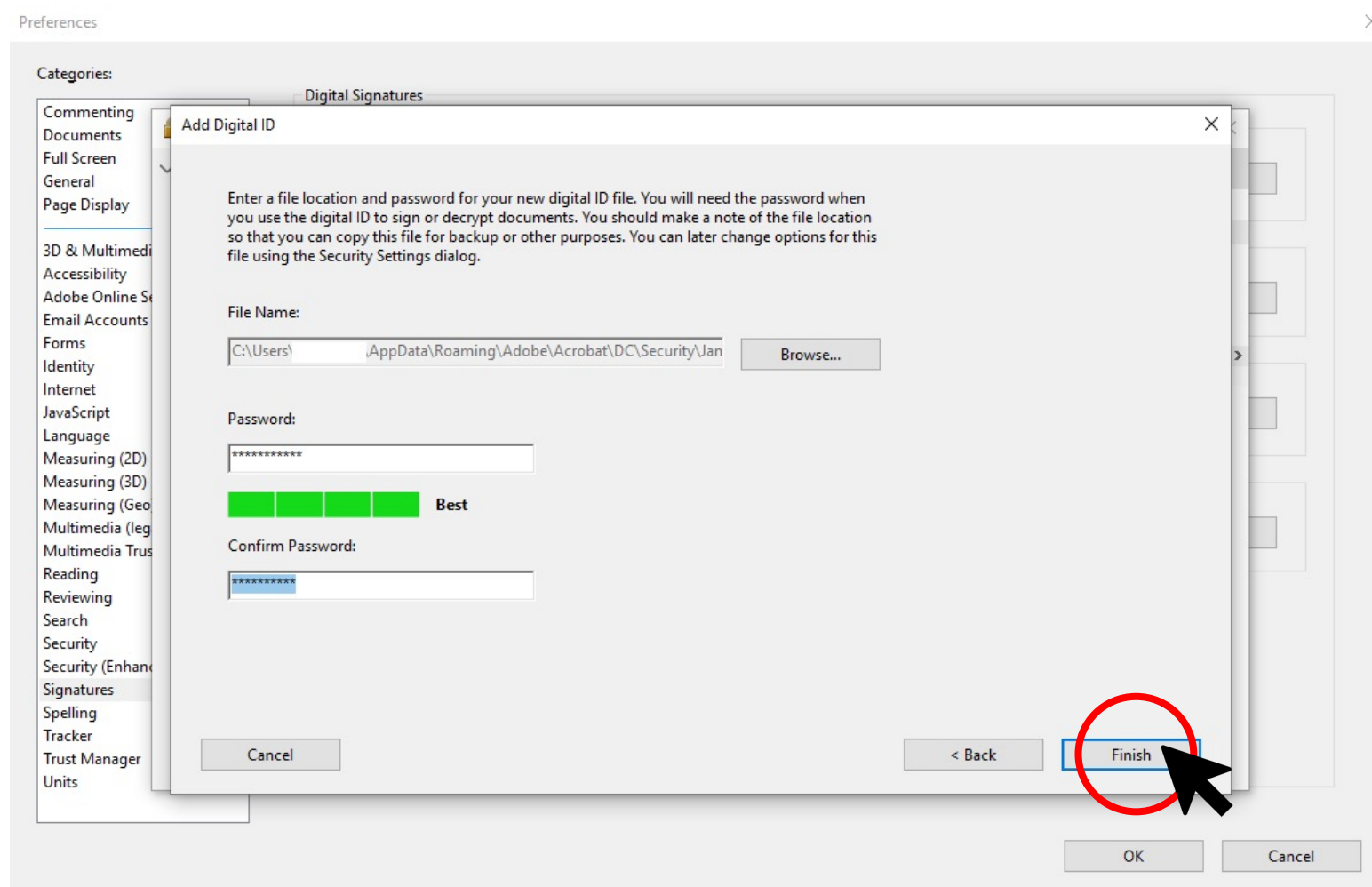
Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next > OK Cancel



## Step 7: Create a Password for your digital ID and hit Finish





# **Steps to filling and signing a PDF**





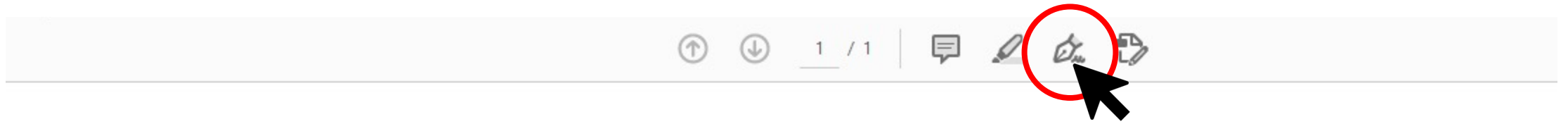
# Step 1: Open Adobe

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- Click on your fillable PDF and open it with Adobe.

Step 2: Click the Sign icon in the top-right

(alternatively, you may click **Tools> Fill & Sign** in the top-left)



## Federal Work-Study Time Sheet


Office Use Only	
Employee ID	Date
Acct #	
Hours: Regular	Rate
Authorized by	



## Step 3: Click the Fill and Sign Button on the left

---


Who needs to fill and sign?



**You**

Fill form fields, add text and draw or type your signature.

**Fill and sign**



**Others**

Add signers, mark where to fill and sign, send it out and track progress.

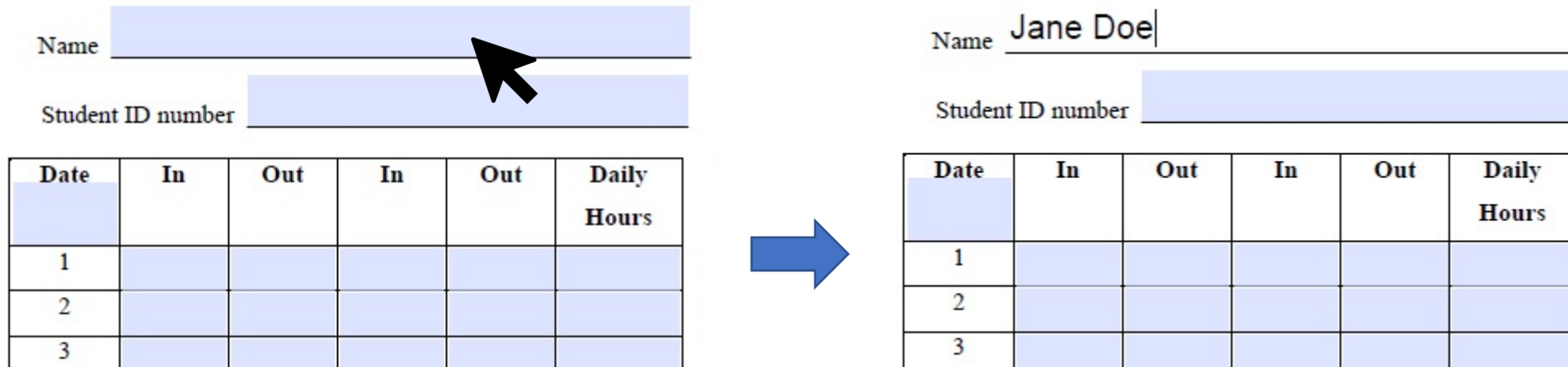
**Request signatures**



## Step 4: Go to the blue form fields and insert text

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- The blue form fields are detected automatically.
- Hover your mouse over the field and click to place your cursor.
- Type your text to fill the field.



Left state (before typing):

Name

Student ID number

Date	In	Out	In	Out	Daily Hours
1					
2					
3					

Right state (after typing):

Name

Student ID number

Date	In	Out	In	Out	Daily Hours
1					
2					
3					



## Step 5: Once you have completed filling out your document, sign with your Digital ID

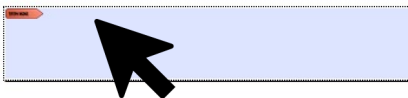
1

Fields requiring signatures will have a red marker on them. Click on the appropriate field.

***Student employee:** by signing this timesheet, requirements, including at least half-time en*

***Supervisor:** by signing this timesheet, you c  
above and has earned the amount being paid*

Student's Signature

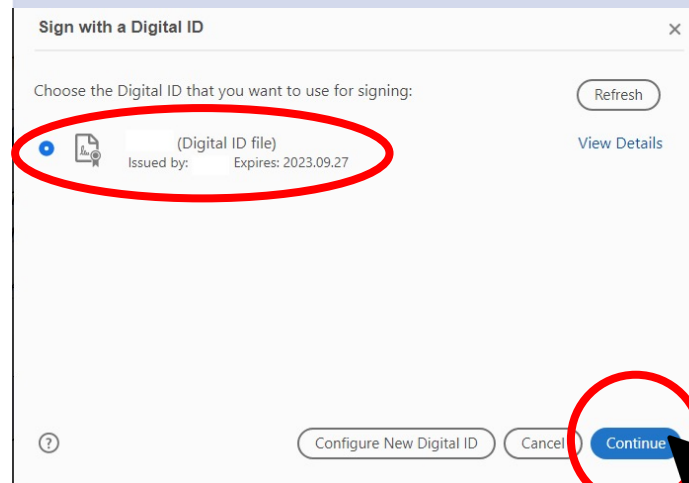


Supervisor's Signature



2

Another window will pop up asking you to sign with your Digital ID, select your ID, and hit Continue.



3

Enter your Digital ID password/PIN and hit Sign.

