



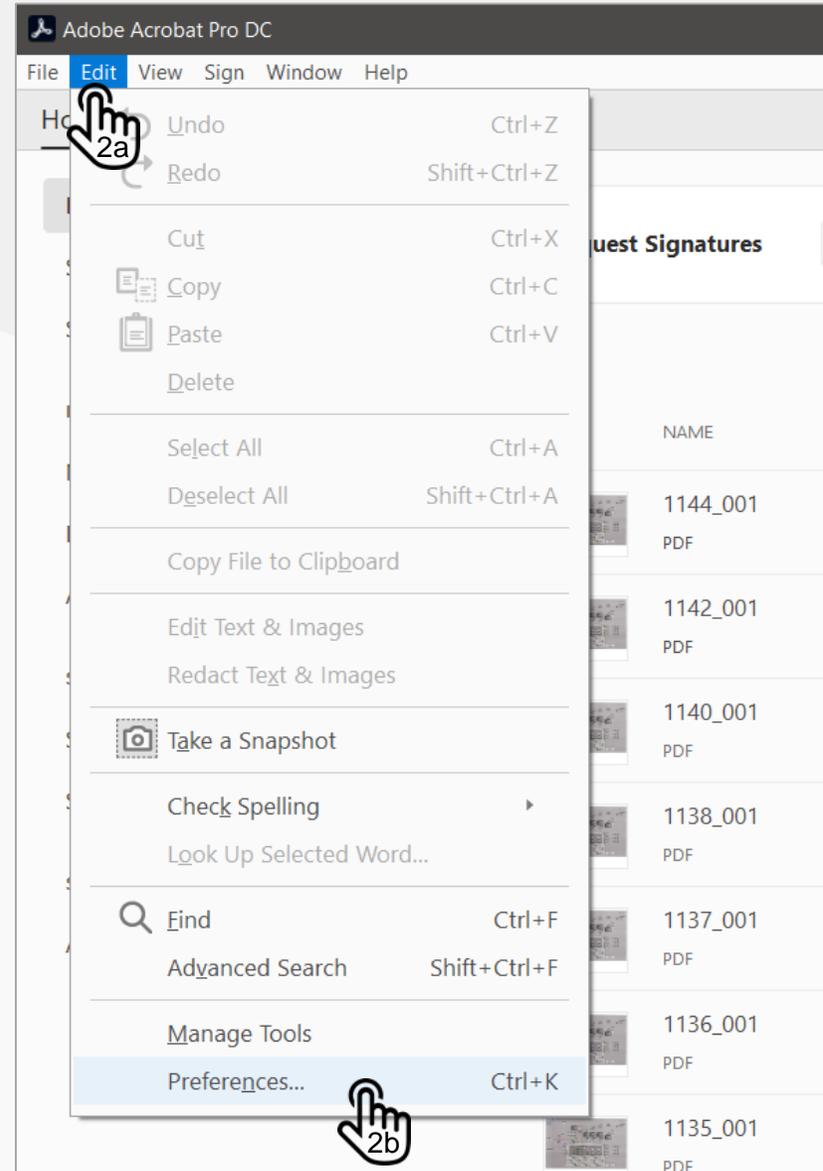
# Creating and Sharing an Adobe Digital ID

# What is a digital ID and why do I need one?

- A Digital ID is like an electronic driver's license or passport that proves your identity.
- A Digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date.
- Digital IDs are used for certificate security and digital signatures.
- You will need a Digital ID to access the encrypted PDF containing the training materials for this course.

# How to Create an Adobe Digital ID

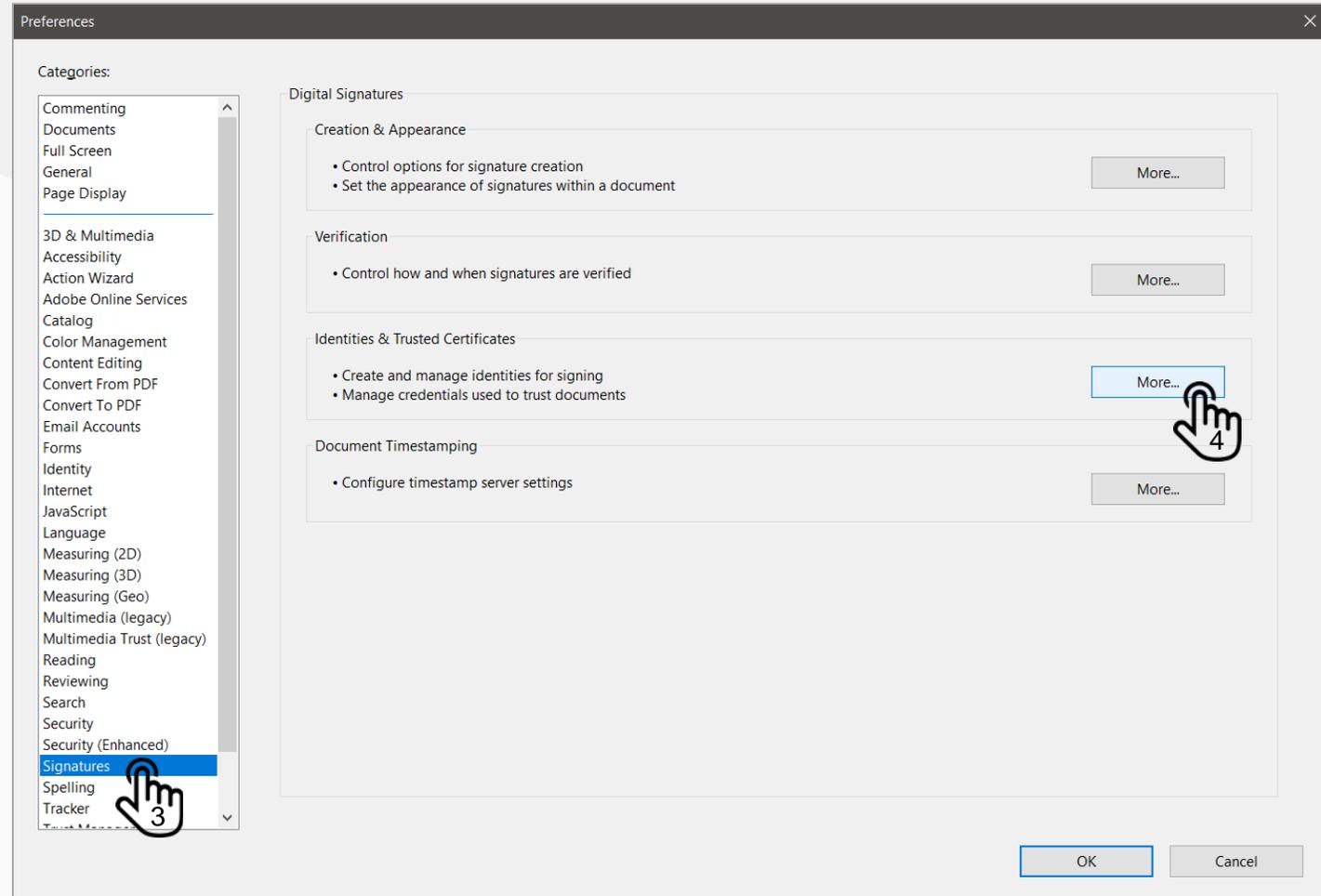
1. Open **Adobe Acrobat**.
2. At the top of the window, click the **Edit** menu, and then select **Preferences** from the dropdown.



# How to Create an Adobe Digital ID

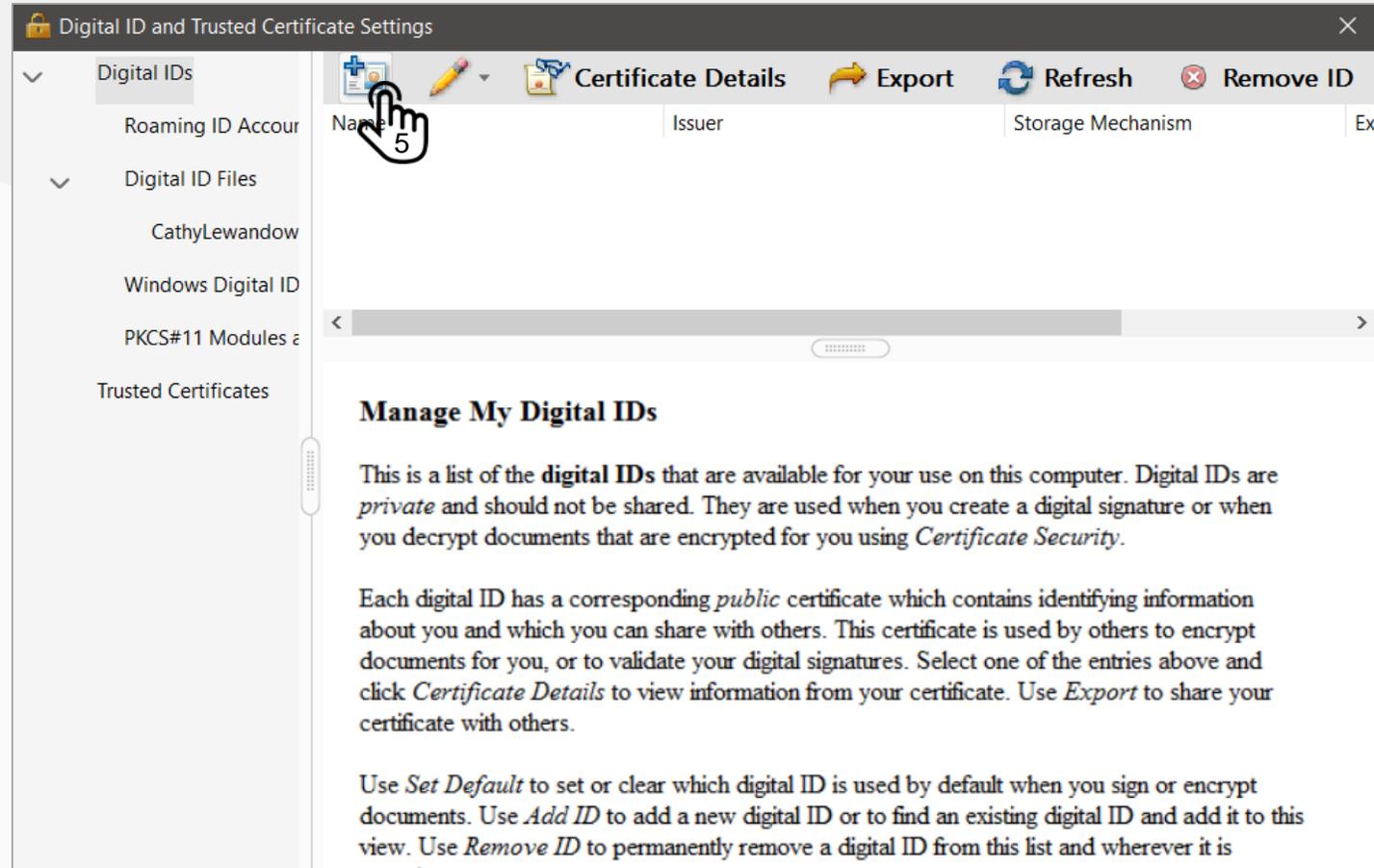
3. In the Preferences box that opens, select **Signatures** on the side menu.

4. Next to Identities & Trusted Certificates, click **More**.



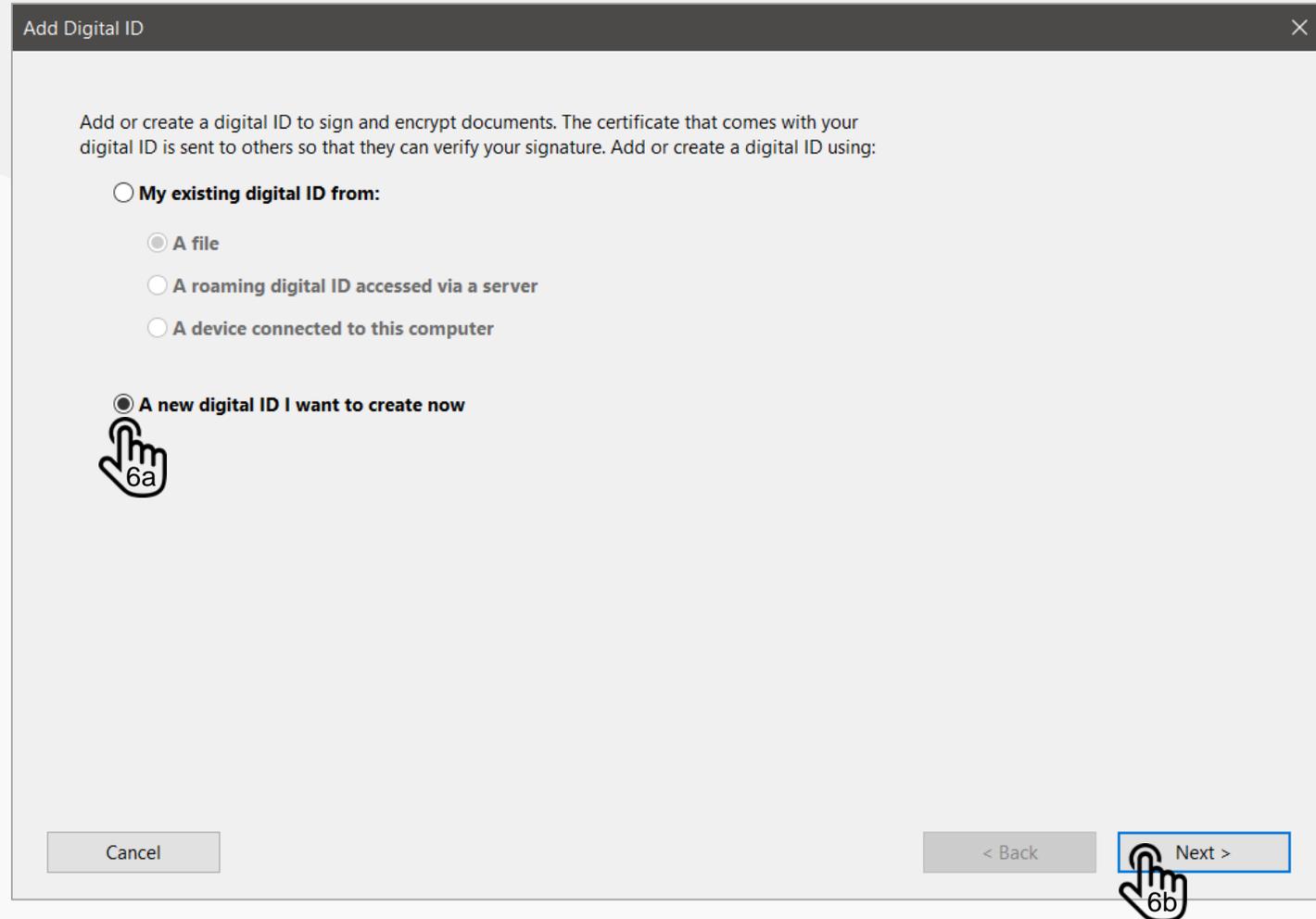
# How to Create an Adobe Digital ID

5. In the Digital ID and Trusted Certificate Settings box, select the **new ID icon** to create a new Digital ID.



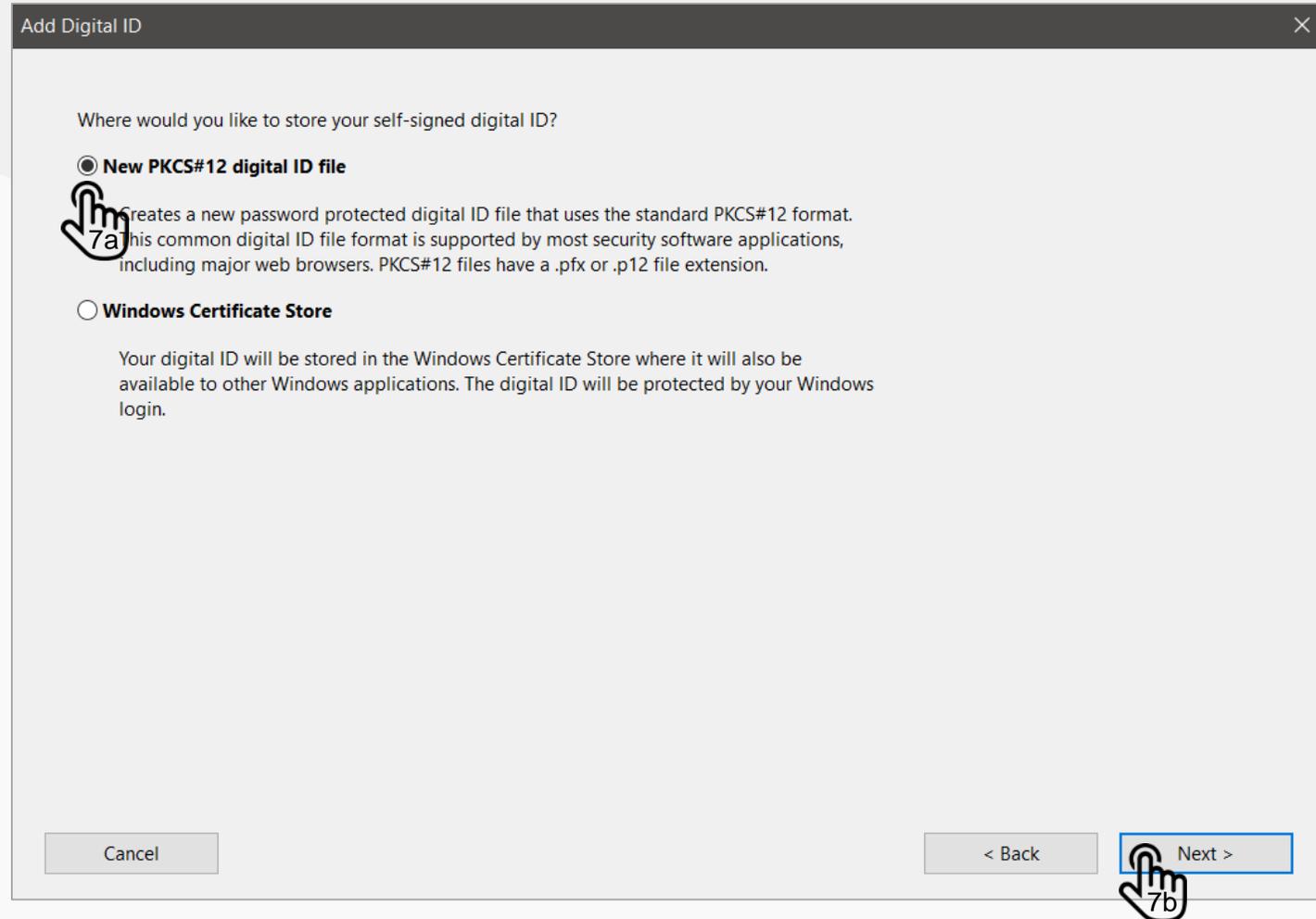
# How to Create an Adobe Digital ID

6. In the Add Digital ID box, select the option **A new digital ID I want to create now**, and then click **Next**.



# How to Create an Adobe Digital ID

7. Select the option **New PKCS#12 digital ID file**, and then click **Next**.



# How to Create an Adobe Digital ID

8. Enter in your **Name** and **Email Address**, and then click **Next**.

Add Digital ID

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

Name (e.g. John Smith):

Organizational Unit:  \*

Organization Name:  \*

Email Address:

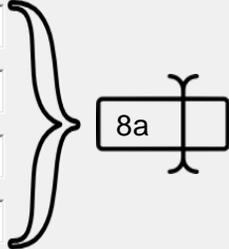
Country/Region:

Key Algorithm:

Use digital ID for:

\* Entering your Organizational info is optional

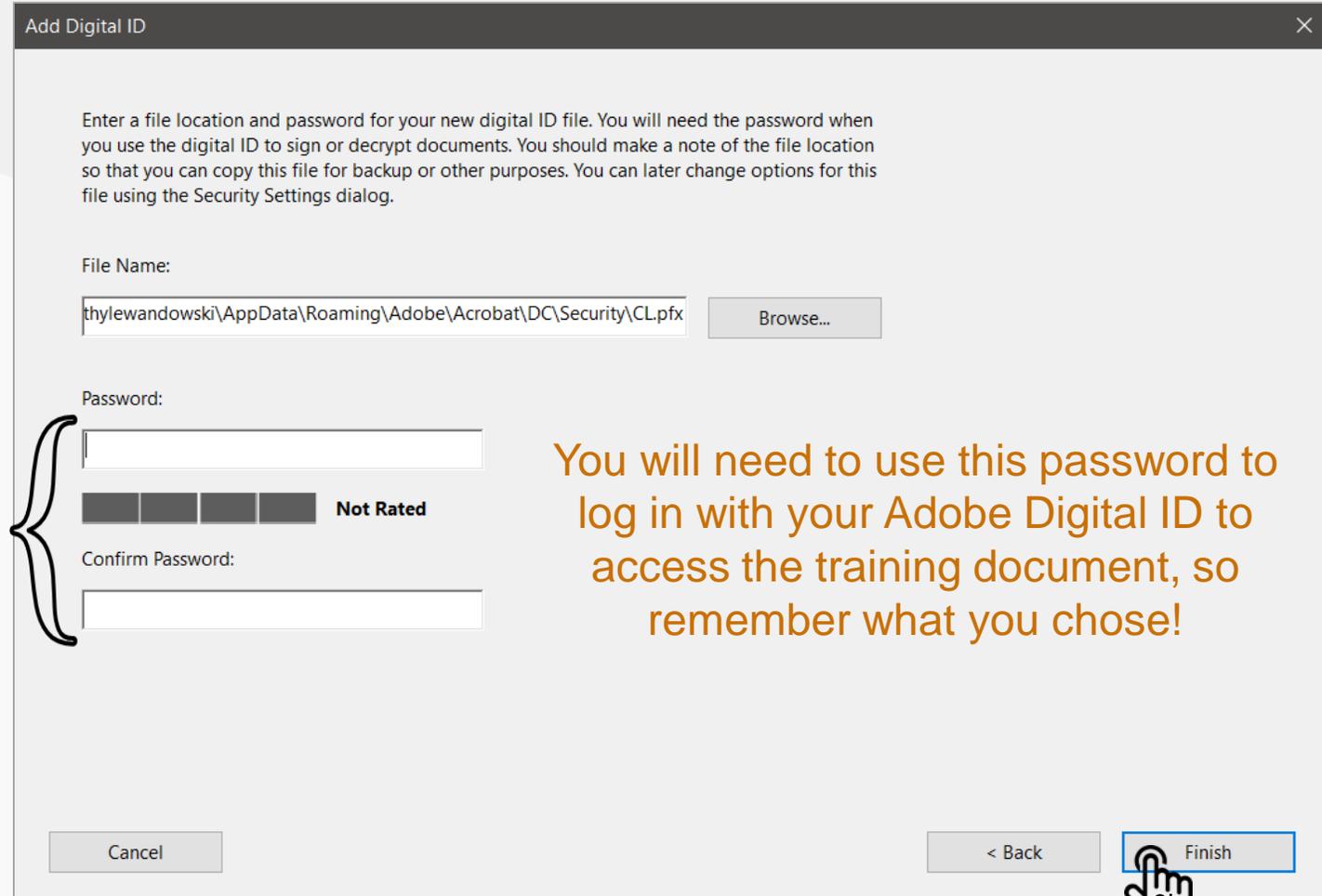
Cancel



# How to Create an Adobe Digital ID

9. Create a **secure password** for your Digital ID, and then click **Finish**.

9a



Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:  
thylewandowski\AppData\Roaming\Adobe\Acrobat\DC\Security\CL.pfx

Password:  
  
■■■■ Not Rated

Confirm Password:

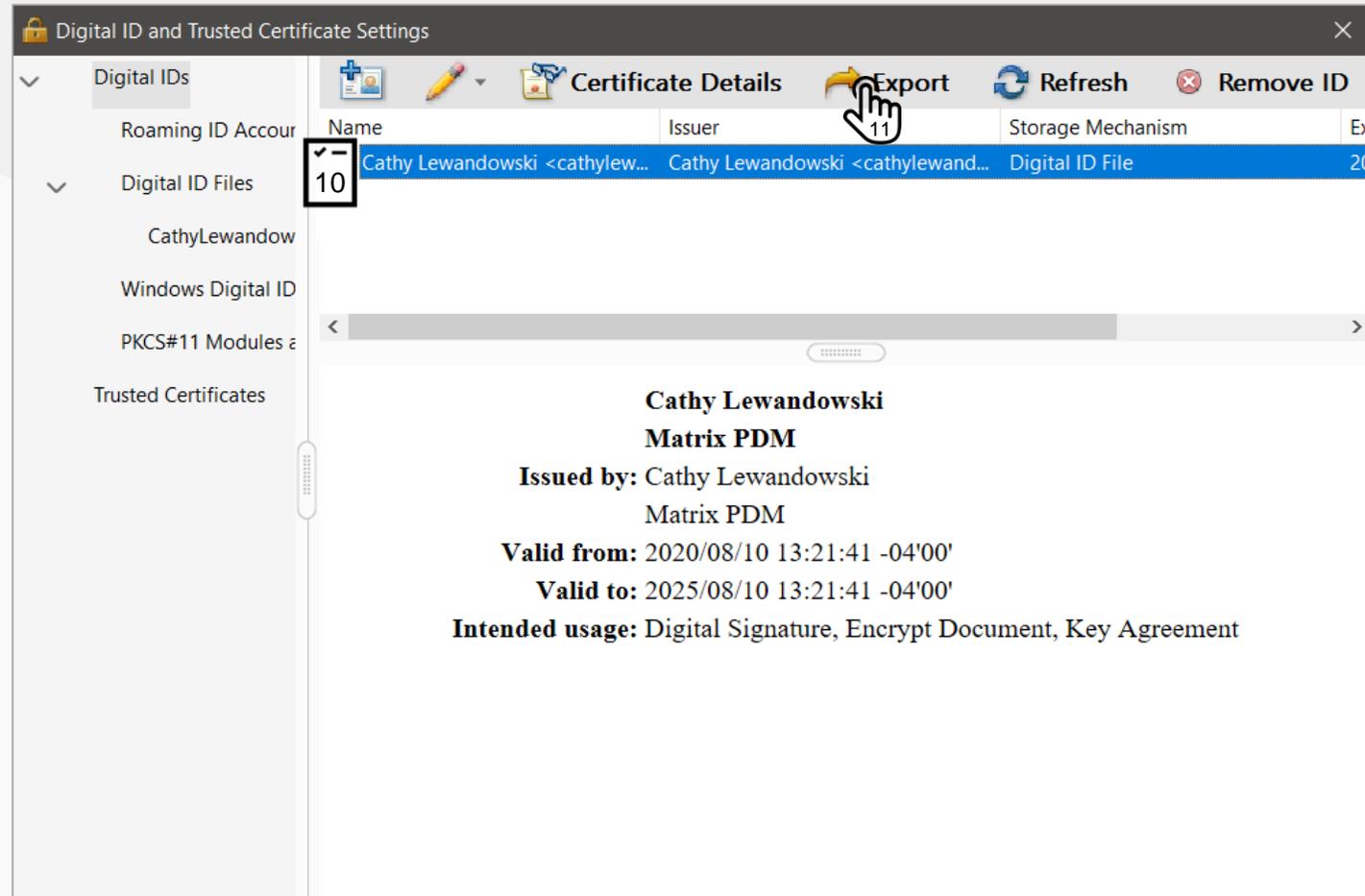
You will need to use this password to log in with your Adobe Digital ID to access the training document, so remember what you chose!

9b

# How to Create an Adobe Digital ID

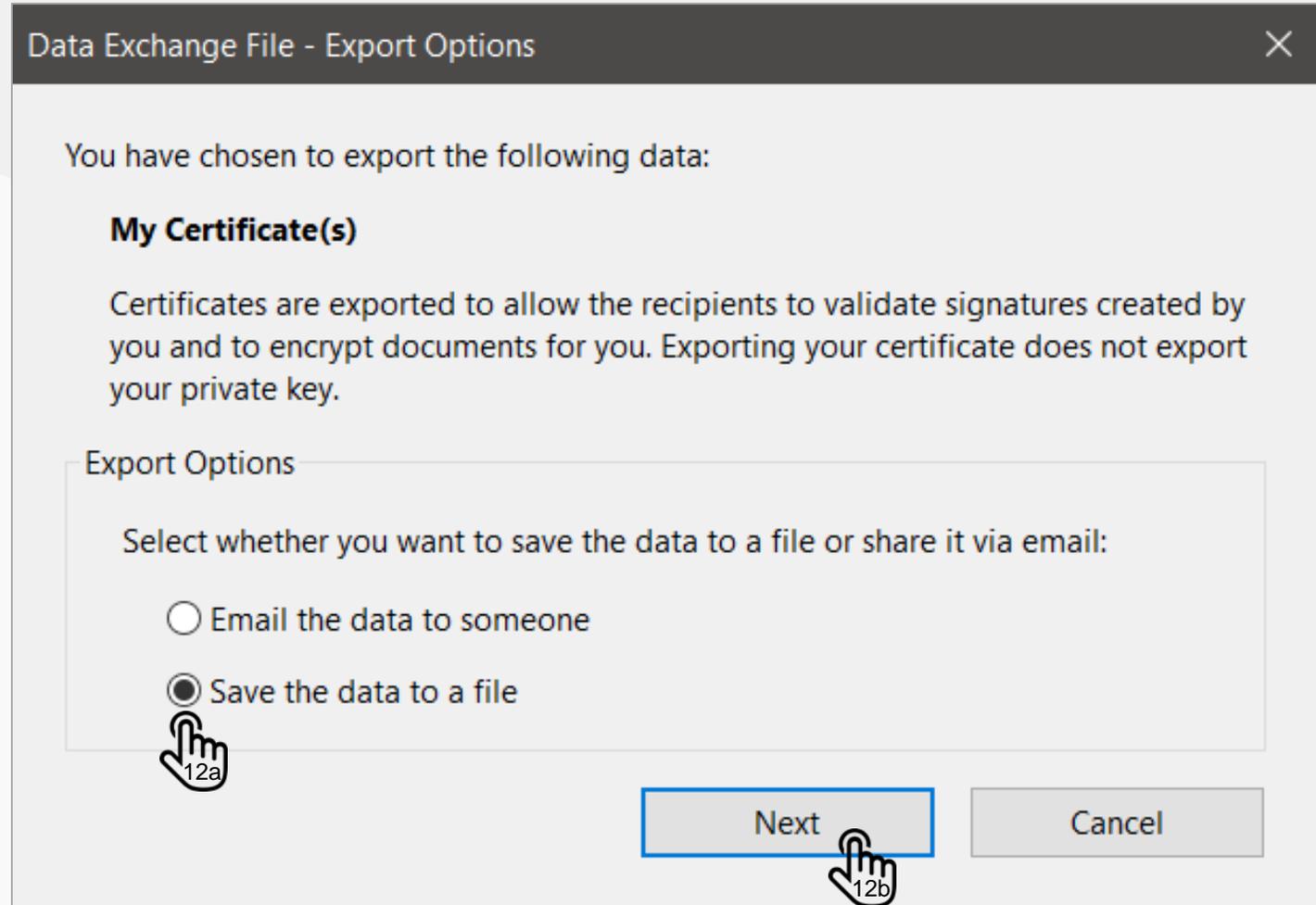
10. Check to ensure that **your new Digital ID appears** in the main Digital ID and Trusted Certificate Settings menu.

11. Click the **Export** button at the top of the menu to save your Digital ID as a file for submittal.



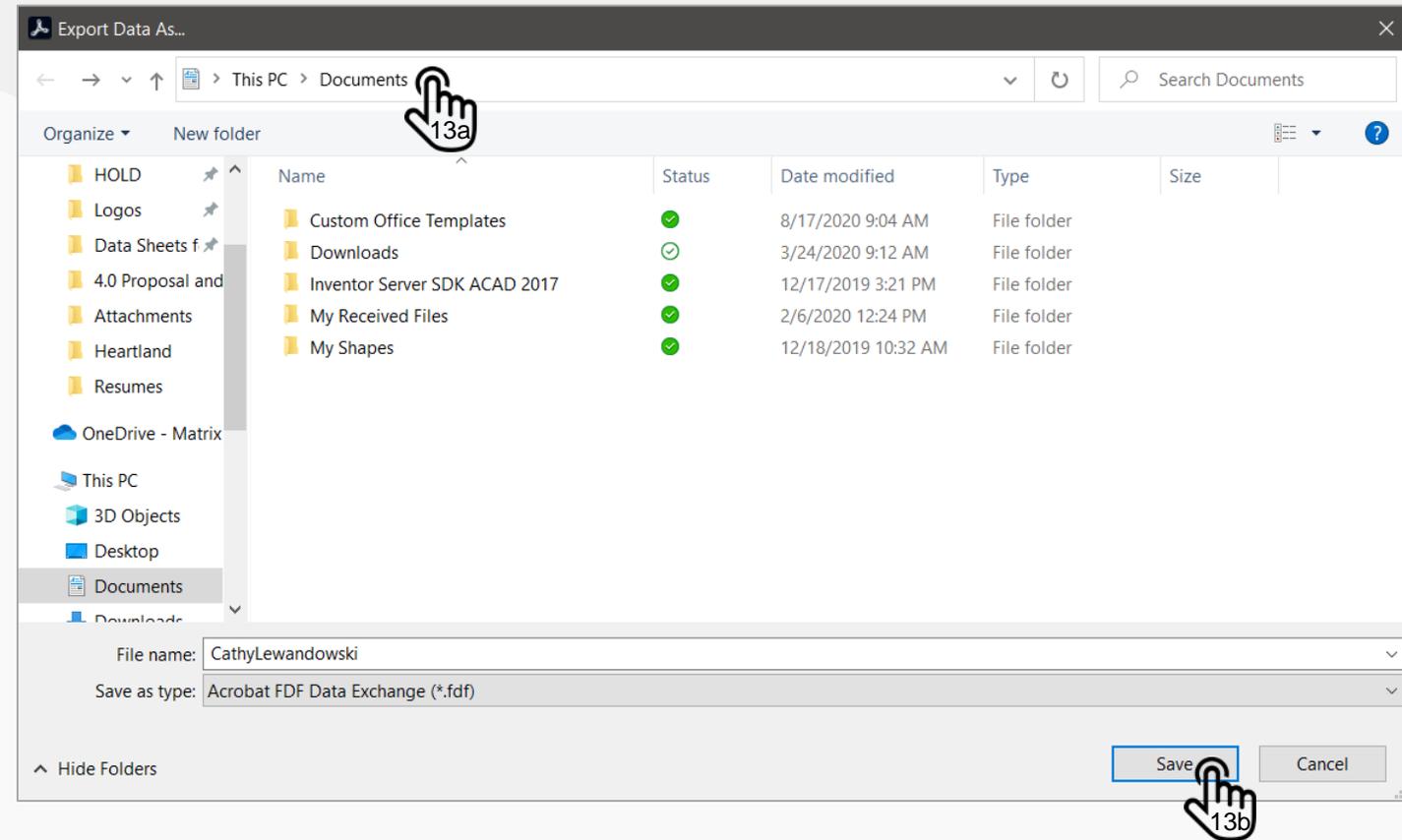
# How to Create an Adobe Digital ID

12. In the Export Options box that pops up, select the option **Save the Data to a file**, and then click **Next**.



# How to Create an Adobe Digital ID

13. Select a **location** on your computer or drive where you will be able to easily access your Digital ID file, and then click **Save**.



# How to Create an Adobe Digital ID

14. In a browser window, navigate to the sign-up page for the [Virtual Tank School training](#).

15. Enter in your **Name** and **Email**.

16. Click the **Select Files** button.

## MATRIX PDM ENGINEERING VIRTUAL TANK SCHOOL

**Where:** Virtual Microsoft Teams Meeting

**When:** October 7<sup>th</sup> and 8<sup>th</sup> from 8:30 am to 5:00 pm

Welcome to our 2-day virtual Tank School training, we are excited to connect with you!

To ensure you have access to the secure tank training documents please follow the below instructions, and submit your Adobe ID.

Fields marked with an \* are required

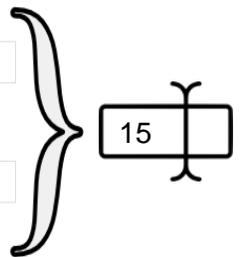
**Name \***

**Email \***

**Upload Adobe Digital ID Document \***

Select Files

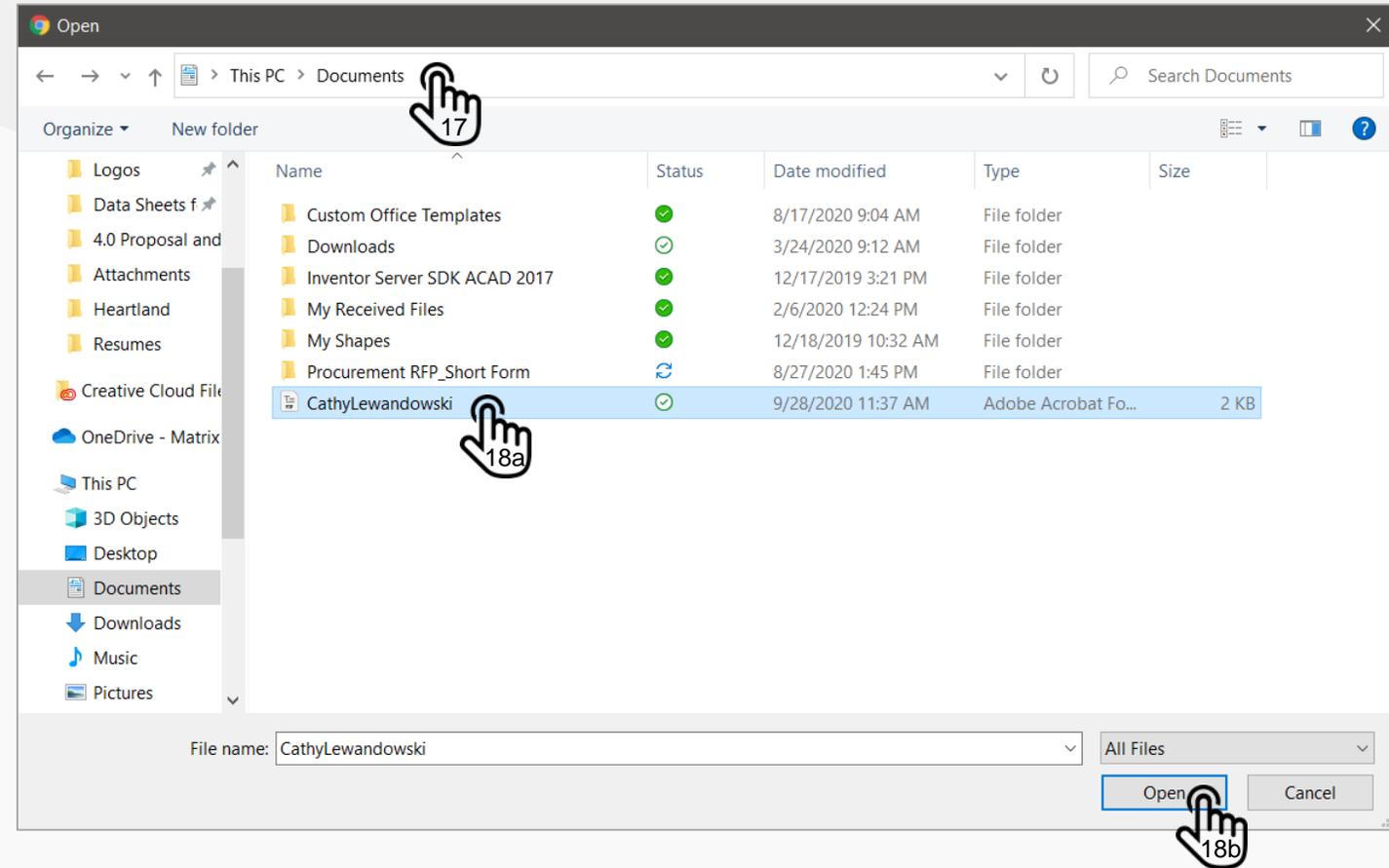
Submit



# How to Create an Adobe Digital ID

17. In the file window that pops up, navigate to the **location** on your computer or drive where you saved the Digital ID file in Step 13.

18. Select the **Digital ID file**, and then click **Open**.



# How to Create an Adobe Digital ID

19. Check to ensure **your information** has been entered correctly and that the **Digital ID file** has uploaded.

20. Click **Submit** to complete this process.

**MATRIX PDM ENGINEERING VIRTUAL TANK SCHOOL**

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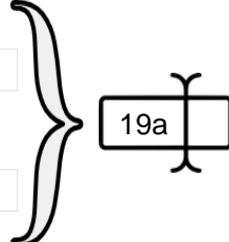
**Name \***

**Email \***

**Upload Adobe Digital ID Document \***

Select Files

CathyLewandowski.fdf [Delete](#) 



# Thank you for submitting your Adobe Digital ID!

Please contact us with any questions or issues regarding this process

✉ [marketing@matrixpdm.com](mailto:marketing@matrixpdm.com)

☎ 614-764-2445