





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.



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

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- 3. In the <u>Preferences</u> box that opens, select
 Signatures on the side menu.
- 4. Next to <u>Identities &</u> <u>Trusted Certificates</u>, click More.

Preferences		>
Categories:		
	Digital Signatures	
Commenting ^		
Documents	Creation & Appearance	
Full Screen	Control ontions for signature creation	
General	Set the appearance of signatures within a document	More
Page Display		
3D & Multimedia	Verification	
Accessibility		
Action Wizard	 Control how and when signatures are verified 	More
Adobe Online Services		
Catalog		
Color Management	Identities & Trusted Certificates	
Content Editing	Country and success identifies for similar	
Convert From PDF	Create and manage identities for signing Manage credentials used to truct documents	More
Convert To PDF	Manage credentials used to trust documents	
Email Accounts		רגיא
Forms	Document Timestamping	4
Identity		
Internet	Configure timestamp server settings	More
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 In the <u>Digital ID and</u> <u>Trusted Certificate</u> <u>Settings</u> box, select the new ID icon to create a new Digital ID.





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

Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using: • My existing digital ID from: A file A roaming digital ID accessed via a server A device connected to this computer A new digital ID I want to create now Next > Cancel < Back



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

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Freates a new password protected digital ID file that uses the standard PKCS#12 format. his common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

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Cancel

Next >

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

dd Digital ID	X					
Enter your identity inform	nation to be used when generating the self-signed certificate.					
Na <u>m</u> e (e.g. John Smith):						
Organizational <u>U</u> nit:						
Organization Name:						
<u>E</u> mail Address:	J					
Country/Region:	US - UNITED STATES					
<u>K</u> ey Algorithm:	2048-bit RSA					
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption					
* Entering your Organizational info is optional						
Cancel	< Back Next >					



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

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:

Password:

Confirm Password:

Cancel

9a

thylewandowski\AppData\Roaming\Adobe\Acrobat\DC\Security\CL.pfx

Not Rated

Browse...

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!

< Back

Finish



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.





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

You have chosen to export the following data:

My Certificate(s)

Certificates are exported to allow the recipients to validate signatures created by you and to encrypt documents for you. Exporting your certificate does not export your private key.

Export Options

Select whether you want to save the data to a file or share it via email:

Email the data to someone
 Save the data to a file
 Next
 Cancel



×

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**.





14.In a browser window, navigate to the sign-up page for the **S**<u>Virtual</u> <u>Tank School training</u>.

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 7th and 8th 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





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.





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.

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Fields marked with an * are required Name *	J
Cathy Lewandowski	() Y
Email *)> 19a
cathylewandowski@matrixpdm.com	
Upload Adobe Digital ID Document * Select Files	ý
CathyLewandowski.fdf <u>Delete</u> 19b	
Submit	



Thank you for submitting your Adobe Digital ID!

Please contact us with any questions or issues regarding this process

marketing@matrixpdm.com614-764-2445

