

## Electronic Filing System Setting Up Your Adobe Acrobat® Digital ID

April 2016

To apply your digital signature to electronic forms, you must first set up a Digital ID in Adobe Acrobat using the digital certificate you received from Juricert. This document describes the steps required.

Your digital certificate file is password protected and secure from unauthorized access. Your digital certificate file is called "your name + serial# .pfx".

The main steps to set up your Acrobat Digital ID are:

1. Store your Digital Certificate File in a Secure Location.
2. Set Up Your Digital ID in Adobe Acrobat.
3. Set Up Your Digital Signature.

### **1. STORE YOUR DIGITAL CERTIFICATE FILE IN A SECURE LOCATION**

For secure storage of your digital certificate file, follow these steps:

1. Store your digital certificate file in a secure location on your system. It is best to create a separate directory to store it such as C:\MyCertificate.
2. Make a backup copy of your digital certificate file. You can create this backup on a co-worker's computer or shared office file server. For added security, you may wish to store your digital certificate file on a removable device such as a USB flash memory drive or a compact disk so that it is not physically stored on your computer. If you choose this storage option, please remember to store the backup copy in a secure physical location.

### **2. SET UP YOUR DIGITAL ID IN ADOBE ACROBAT**

There are four steps to set up your Digital ID in Adobe Acrobat:

1. Remove older Acrobat Digital ID digital certificate files.
2. Install your Acrobat Digital ID.
3. Change your Digital ID password.

4. Apply your digital signature.

#### A: Remove Older Acrobat Digital ID Digital Certificate Files

If you are installing a new digital certificate file received from Juricert, you should remove older versions of .pfx digital certificate files which are no longer required. To remove older versions:

1. Select **Edit** and **Preferences** and **Signatures** and then **Identities and Trusted Certificates**.
2. In the Identities and Trusted Certificates dialog box, click + **Digital ID Files** and click the **filename** to highlight and identify the file to be removed, and then click the **Remove ID icon**.

**IMPORTANT:** You will receive a warning that this action will permanently remove the certificate from your folder. It is recommended that you save a copy of the certificate file in another place before taking this action unless you are certain you will never need it again.

In some instances, e.g., when dealing with older digital certificate files, you may receive an error message indicating the file cannot be detached. In these cases you will have to physically delete the .pfx file from the directory in which it was stored, e.g., C:\MyCertificate, using a program such as Windows Explorer.

#### B: Install Your Acrobat Digital ID

Opening Adobe Acrobat using this document will help you set up and test your digital signature. See section 3 below called "Set Your Digital Signature Appearance" for further details.

**NOTE:** The new default security (enhanced) method is pre-set to "Protected View" off and "Enhanced Security" is left unchecked. "Automatically trust sites from my Win OS Security zones" is left checked by default. These settings are compatible with EFS so there is no need to alter these preference settings.

1. Select **Edit**, then **Signature** and **Identities**, then **Trusted Certificates** and then **More**.
2. In the Digital ID and Trusted Certificate Settings dialog box, click + **Digital IDs** and then click the **Add ID icon**.
3. In the Add Digital ID dialog box, select **My existing digital ID from...A file** and click **Next**.
4. In the Browse for a Digital ID file dialog box, click **browse** and navigate to the folder where you stored the file received from Juricert, e.g.,

C:\MyCertificate\mynameSerial#.pfx

5. Double click the **filename** which will now appear in the dialog box. Enter *your Juricert Digital Certificate password* which you provided when you requested the certificate and click **Next**.
6. Acrobat will display your new Digital ID in the Add Digital IDs box, click **Finish**. This will return you to the Digital ID and Trusted Certificate Settings dialog box which now includes your new Digital ID.
7. Click once on your **Digital ID** to highlight it, then click on the **Usage Options icon** and select the option **Use For Signing** to establish this as the default Digital ID you will use to digitally sign forms.
8. Click **OK** in the Digital Signatures screen.

#### C: Change your Digital ID Password

1. Select **Edit, then Signature, then Identities and Trusted Certificates, then More**
2. In the dialog box displayed, select and highlight with a single click the **filename** for which you want to change the password. In most cases, there will only be a single filename with your name displayed with a .pfx extension.
3. After the file is selected and highlighted, you can click **Change Password** which will display the Change Digital ID File Password dialog box and/or click **Password Timeout** to select the password entry option, i.e., always / never / once- per-session / timeout-after-specified-interval.

#### D: Apply Your Digital Signature

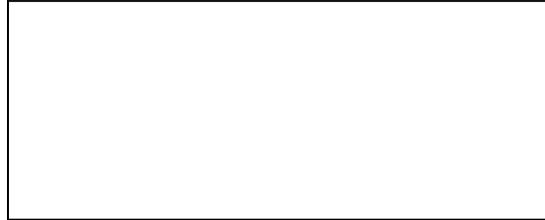
1. Click the **empty digital signature box** at the top/bottom of the form to be signed.
2. In the Sign Document dialog box, enter *your Digital Certificate password*, and if not already selected, select the appropriate Appearance profile, e.g., "Sign EFS Documents") from the pull-down selection list (see the Setting your Digital Signature Appearance section for further details).
3. Click **Sign**.
4. In the Save As dialog box you can optionally select a different destination folder and specify a new filename for the signed form file (a good convention is to just add the suffix "signed" to the file name). Click **Save** to sign and save the form file. Your digital signature is applied to the file and a notation inserted into the digital signature box.

### 3. SET YOUR DIGITAL SIGNATURE APPEARANCE

You are required to set the appearance of your electronic signature in Adobe Acrobat to meet the guidelines established in the EFS User's Guide. This ensures digital signature information is displayed and printed legibly on electronic forms.

Once you have set your appearance options, you can test your digital signature below. For instructions on how to obtain and set up your digital signature consult the [EFS User's Guide](#).

1. Click one of these digital signature boxes to test the appearance of your signature:



2. If you have Adobe Acrobat **DC**, Select **Edit, Preferences, Signature, Digital Signatures** and then **More**

If you have Adobe Acrobat **11**, Select **Edit, Preferences, Signature, Identities & Trusted Certificates** and then **More**

3. In the Appearance dialog box, click **New**.
4. In the Configure Signature Appearance dialog box, enter *a suitable Title*, e.g., "Sign EFS Documents".
5. Set Configure Graphic = Name and all other options "Off".
6. Set Configure Text = Distinguished Name and all other options "Off".
7. Click **OK** and then click **OK** in the Preferences dialog box to complete.