

CREATE A DIGITAL ID SIGNATURE FOR ADOBE READER

Versions

[Adobe Reader 9](#)

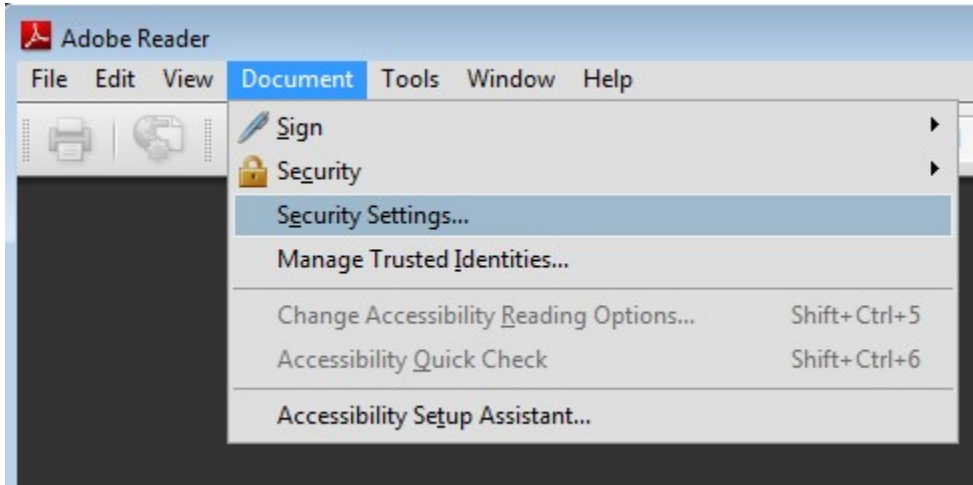
[Adobe Reader 10](#)

[Adobe Reader 11](#)

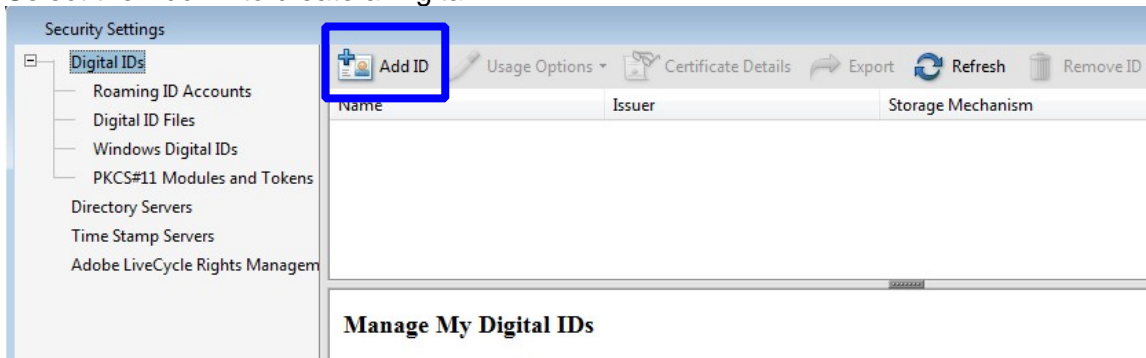
[Adobe Reader DC](#)

Creating A Digital ID Signature using 9

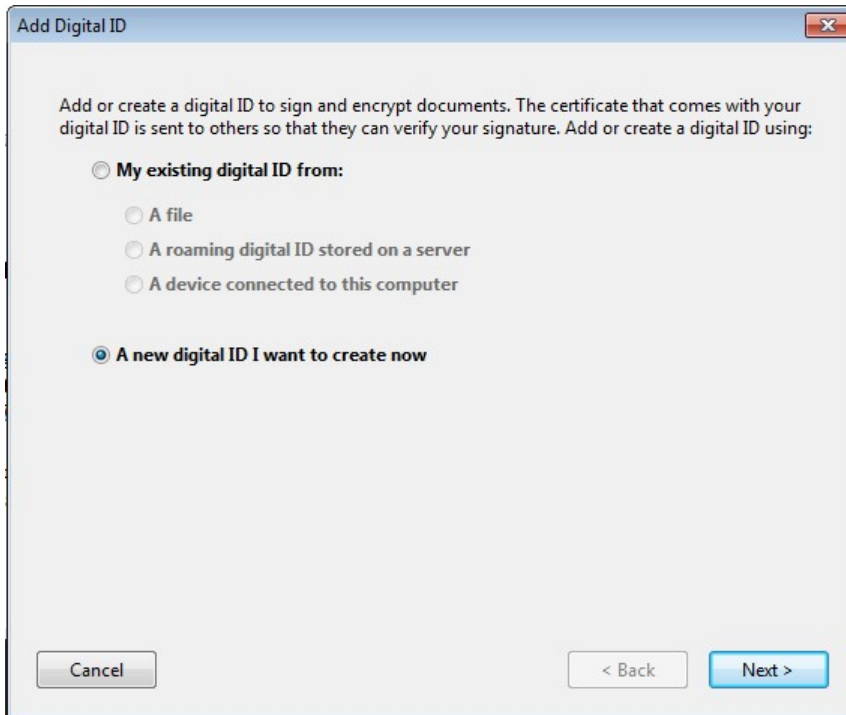
1. Open Adobe Reader
2. Open **Security Setting** within the Document pull down menu.



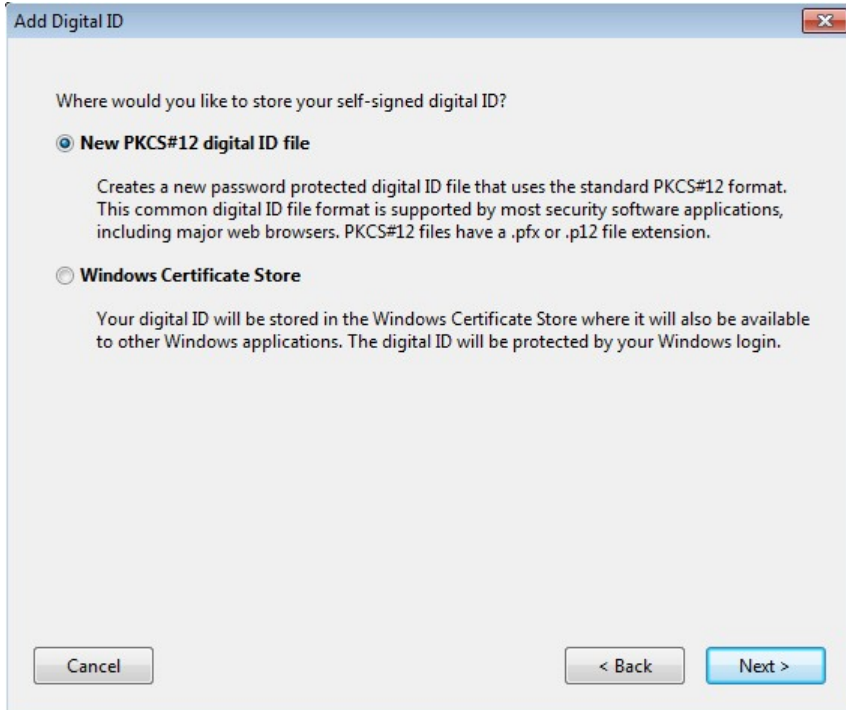
3. Select the Add ID to create a Digital ID.



4. Select the **A new digital ID I want to create now** and select the **Next** button.



5. Select the **New PKCS#12 digital ID file** and select the **Next** button



6. Fill out the dialog box with the appropriate information. The Organization Unit should be your District and Division. (i.e....CO – Design, CO – Bridge, D6 – Design).

Add Digital ID

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

Name (e.g. John Smith): Christian Schwandtner

Organizational Unit: CO - Design

Organization Name: MoDOT

Email Address: christian.schwandtner

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

7. Now you will have to save the Digital Id. Browse to your C: drive and go to the **Digital Id** folder that we created earlier. This will be the location for your Digital Id and Exported Certificate file. When saving the PFX file (Digital Id), make sure you use the following file naming convention. Date is necessary just in case another seal is created in the future and the Adobe version that was used to create it.

Userid_YYYYMMDD_v9.pfx [*schwac_20100331_v9.pfx*]

You will need to create a password that you will use every time you apply your Digital Id.

Don't forget your password or else you will need to create a new Digital Id. The password has to be a minimum of 6 characters and it is also case sensitive.

Add Digital ID

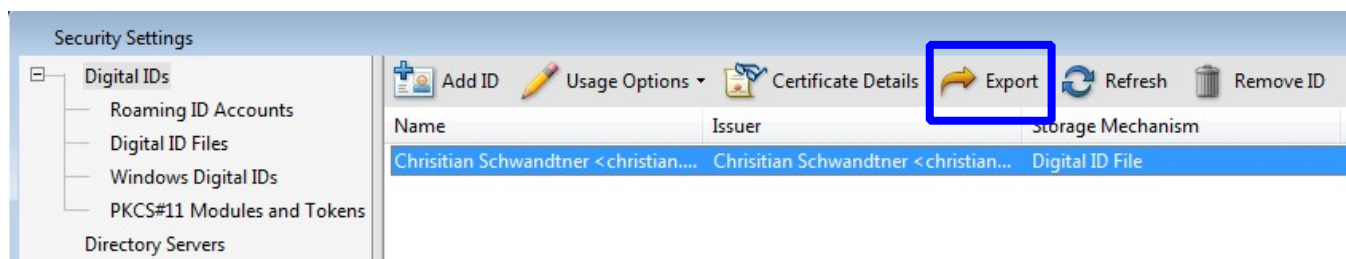
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using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

File Name:

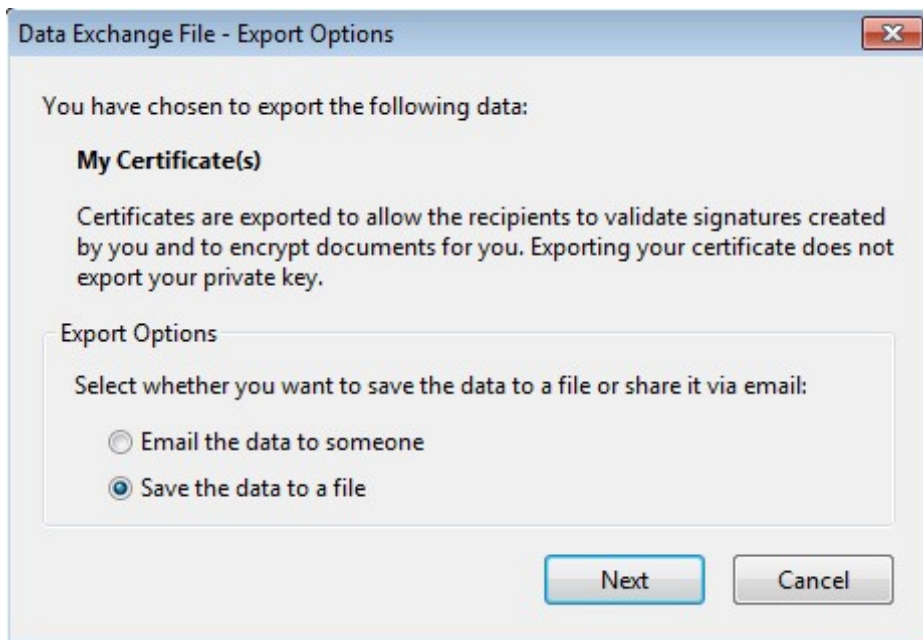
Password:

Confirm Password:

8. Now highlight your name and select the **Export** option. The file created in this step can be used to validity your Digital Id.

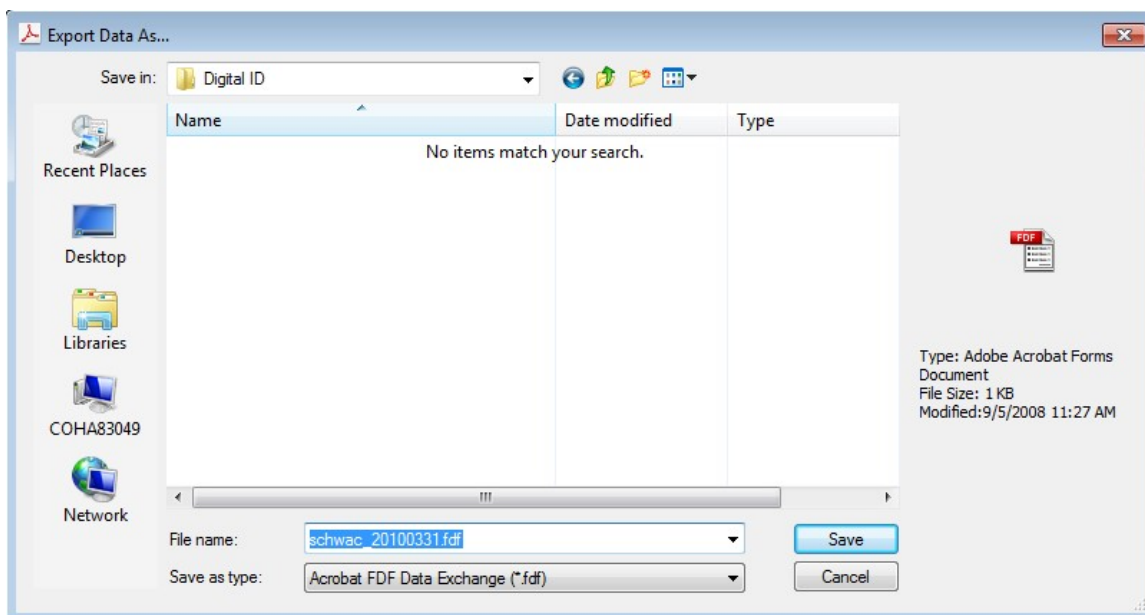


9. Select the **Save the data to a file** option and select **Next**.

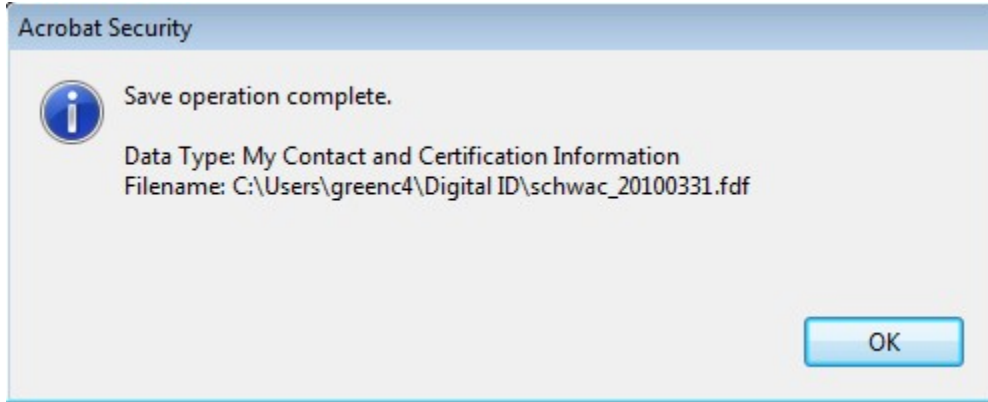


10. Make sure the path is to the same location as your Digital Id, C:\Users\userid\Digital ID. The Save as type should be set to **Acrobat FDF Data Exchange**. Be sure to use the same naming convention that was used for the Digital Id.

Userid_YYYYMMDD_v9.fdf [*schwac_20100331_v9.fdf*]

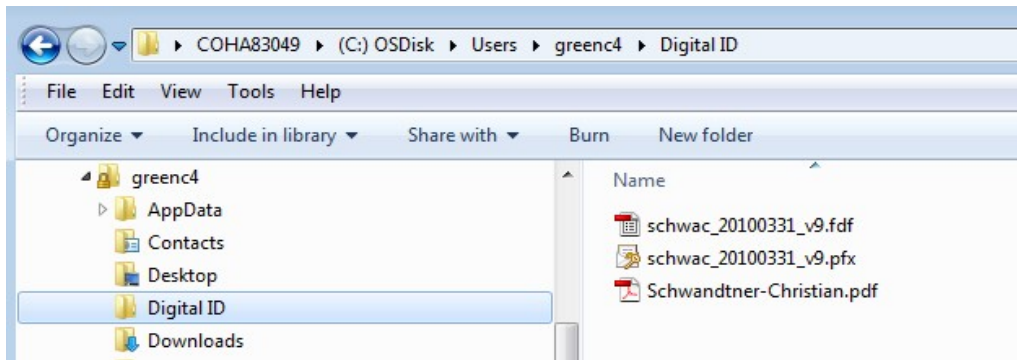


- Now you have created a certification file to validate your Digital Id you will need to email that FDF file to Christian Schwandtner (schwac). MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

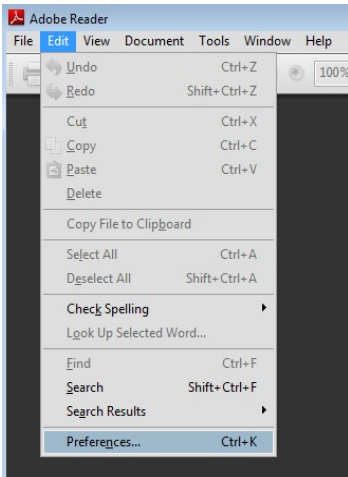


If a new Digital Id is created you will have to repeat the steps above and send me a new version of your Acrobat **FDF** Data Exchange file.

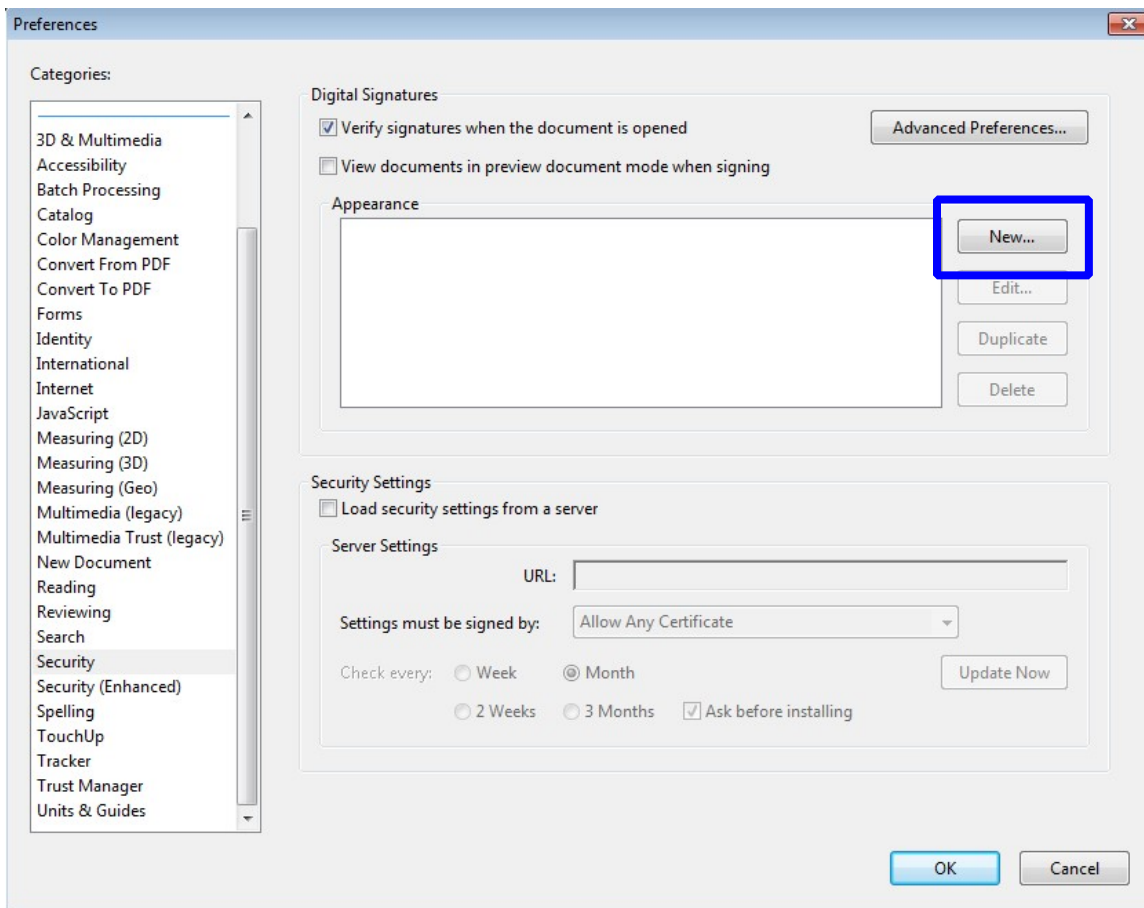
- You should have three files within the C:\Users\userid\Digital Id folder.
 - FDF** – certificate file to validate Digital Id
 - PFX** – Digital Id file
 - PDF** – Image of your Seal



13. Now within Acrobat Reader, we will need to combine your Seal and Digital Id so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



14. Select the Category of **Security**. Select the **New** option



15. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File** button.

Configure Signature Appearance

Title: Christian Schwandtner

Preview

Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2010.03.31 08:59:48 -05'00'

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from: File...

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Labels

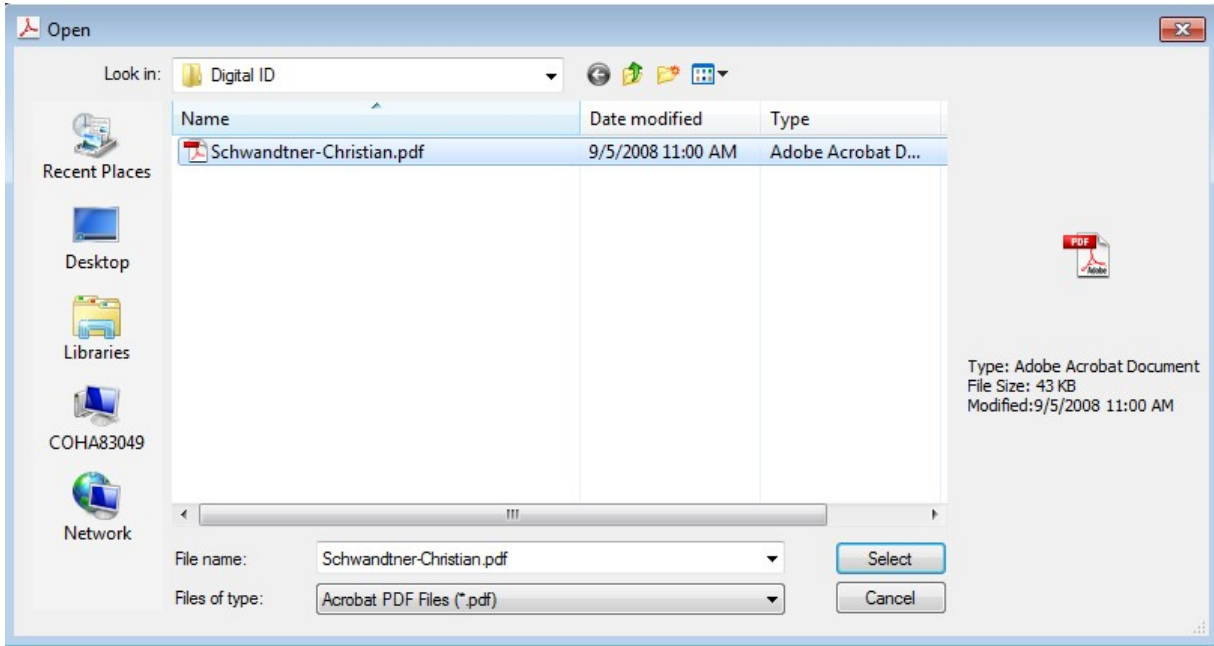
Text Properties

Text Direction: Auto Left to right Right to left

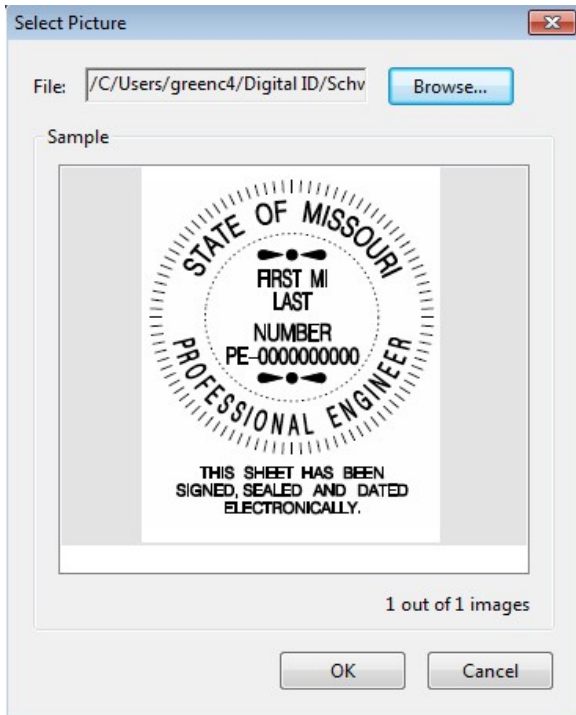
Digits: 0123456789

OK Cancel

16. Browse to the folder where you exported out the PDF file from ProjectWise (**C:\Users\userid\Digital Id**). Now select your PDF seal.



17. Now you will see your seal in the dialog below. If the seal values appear incorrect, make sure you exported your seal.




18. Now you will need to modify the Configure Text and make sure **all** options are turned **off**. Then click the **OK** button.

Configure Signature Appearance

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

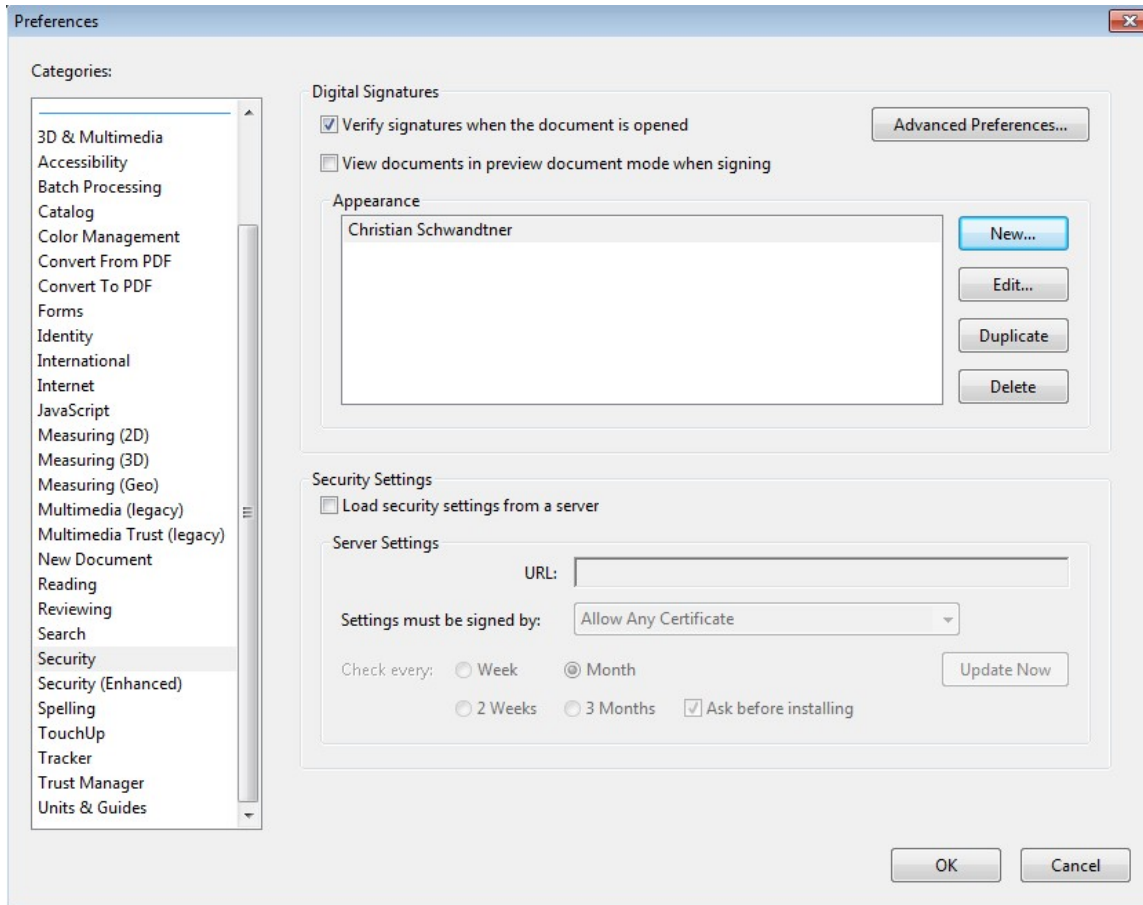
Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

19. Now you have created a signature block to be used with your Digital Id. Click the **OK** button and you finished creating your seal for signing and sealing documents.

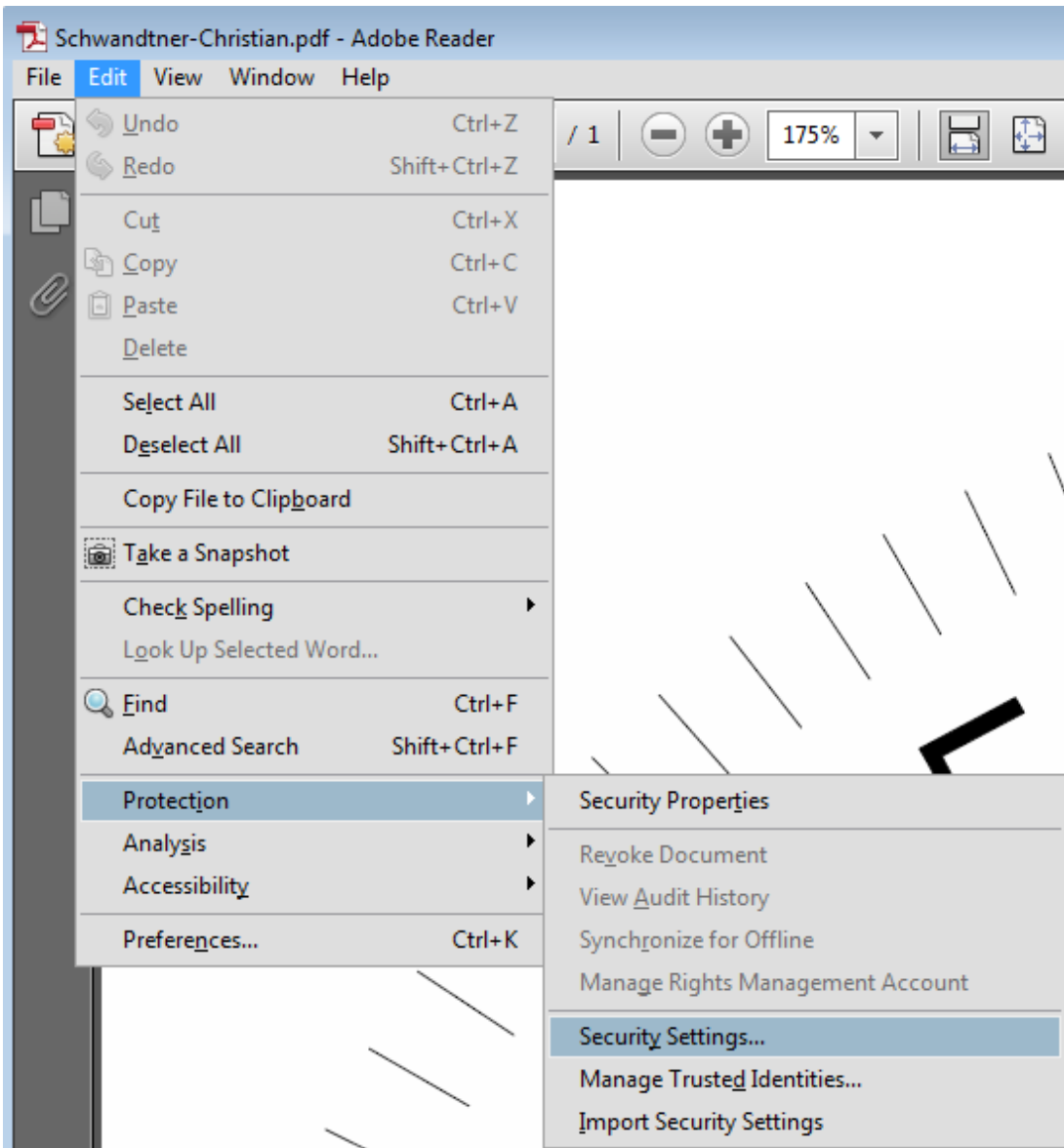


FYI

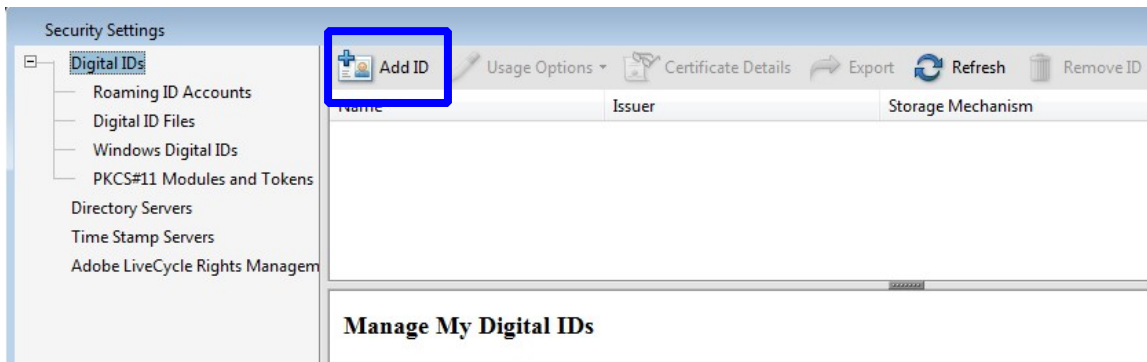
Send Christian Schwandtner a copy of the Acrobat FDF Data Exchange file (FDF) from the Digital ID folder. MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

Creating A Digital ID Signature using 10

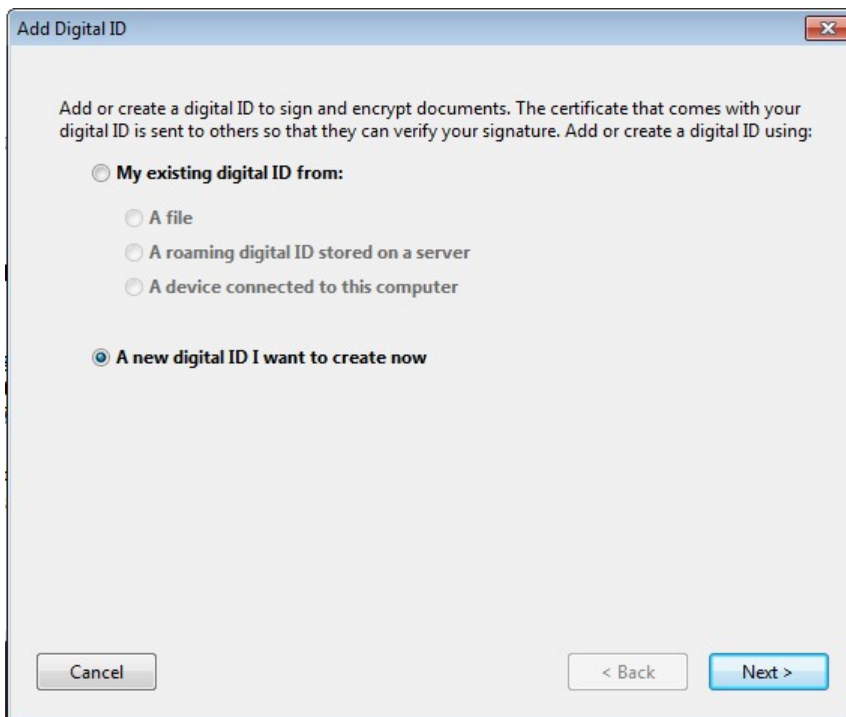
1. Open Adobe Reader
2. Open **Security Setting** under the **Edit – Protection** pull down menu.



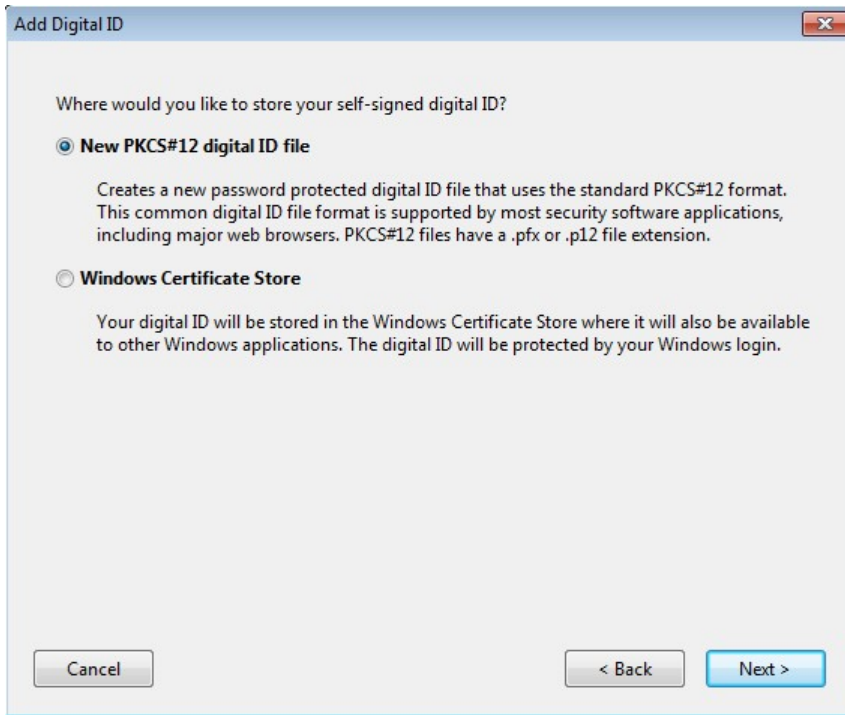
3. Select the Add ID to create a Digital ID.



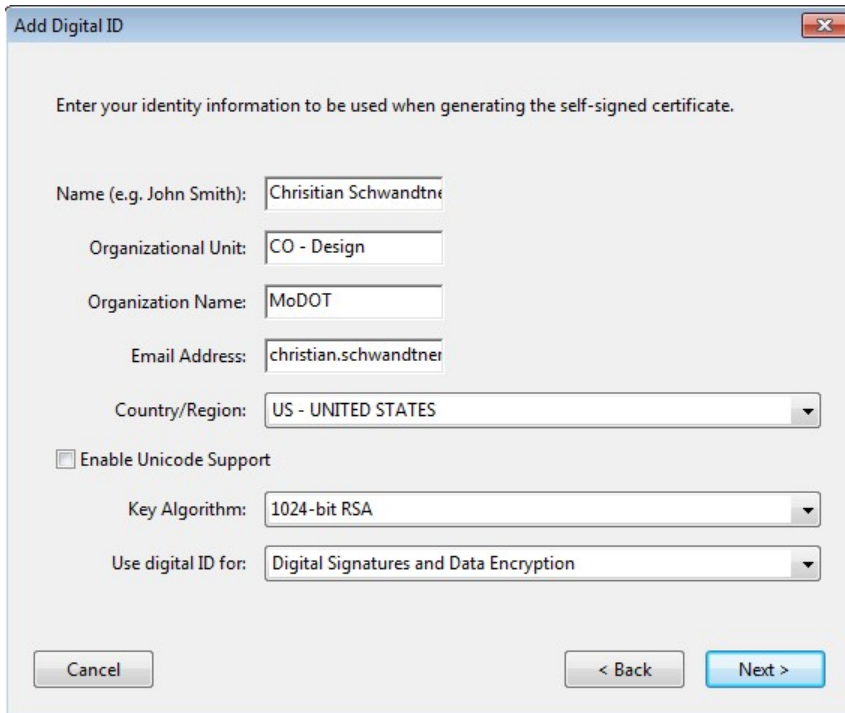
4. Select the **A new digital ID I want to create now** and select the **Next** button.



5. Select the **New PKCS#12 digital ID file** and select the **Next** button



6. Fill out the dialog box with the appropriate information. The Organization Unit should be your District and Division. (i.e....CO – Design, CO – Bridge, D6 – Design).

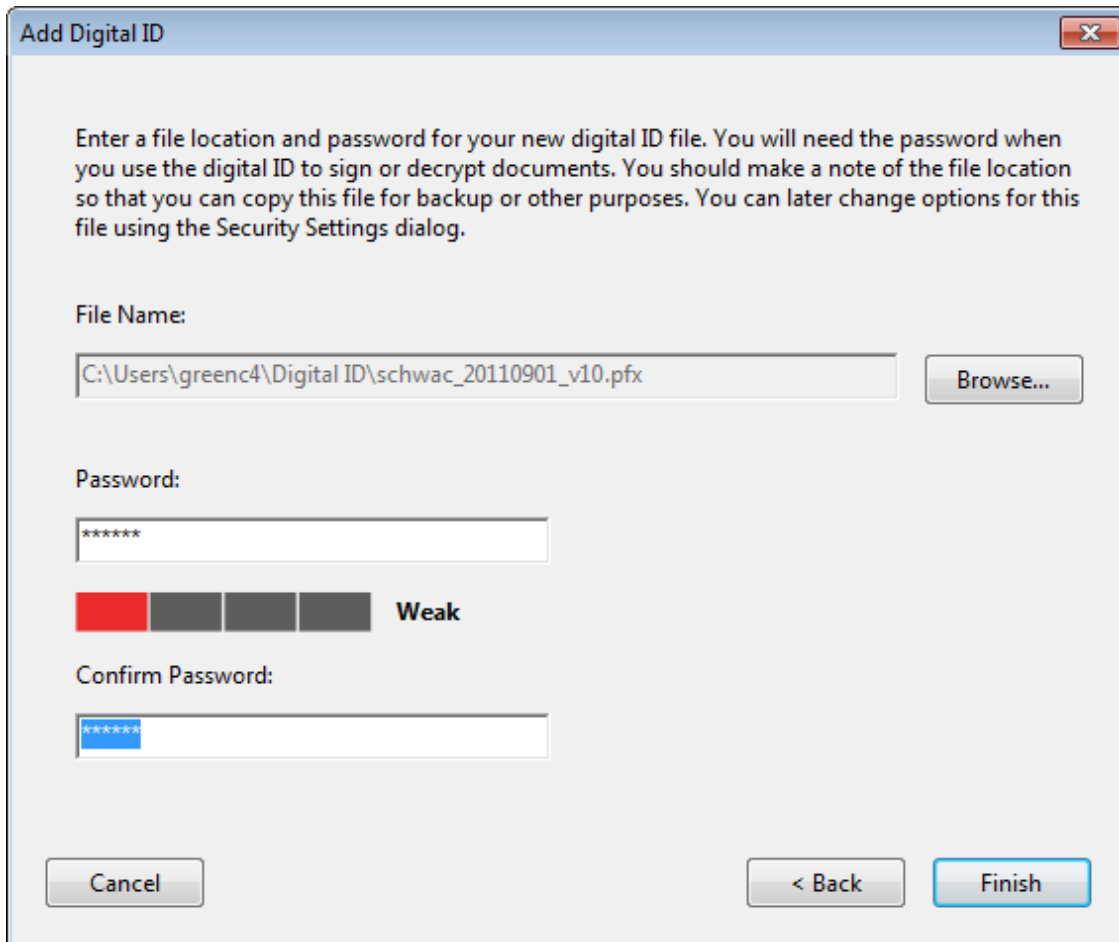


- Now you will have to save the Digital Id. Browse to your C: drive and go to the **Digital Id** folder that we created earlier. This will be the location for your Digital Id and Exported Certificate file. When saving the PFX file (Digital Id), make sure you use the following file naming convention. Date is necessary just in case another seal is created in the future and the Adobe version that was used to create it.

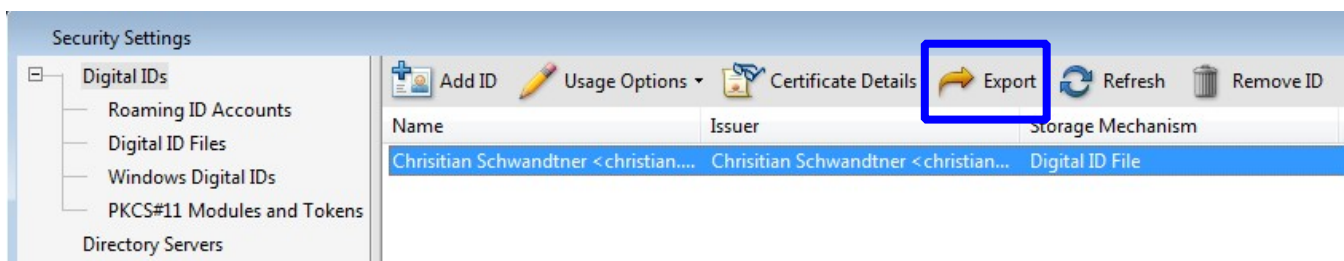
Userid_YYYYMMDD_v10.pfx [schwac_20100331_v10.pfx]

You will need to create a password that you will use every time you apply your Digital Id.

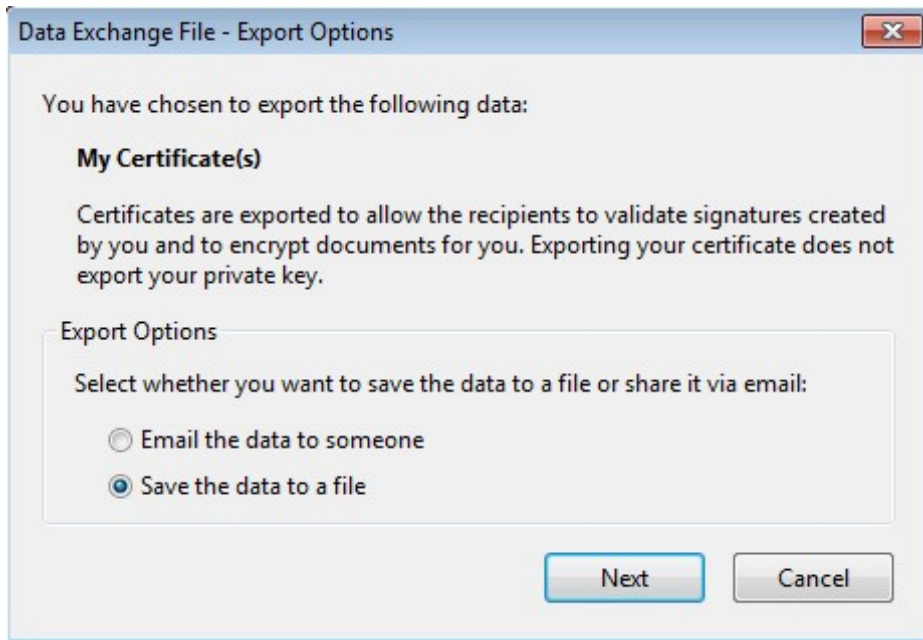
Don't forget your password or else you will need to create a new Digital Id. The password has to be a minimum of 6 characters and it is also case sensitive.



- Now highlight your name and select the **Export** option. The file created in this step can be used to validity your Digital Id.

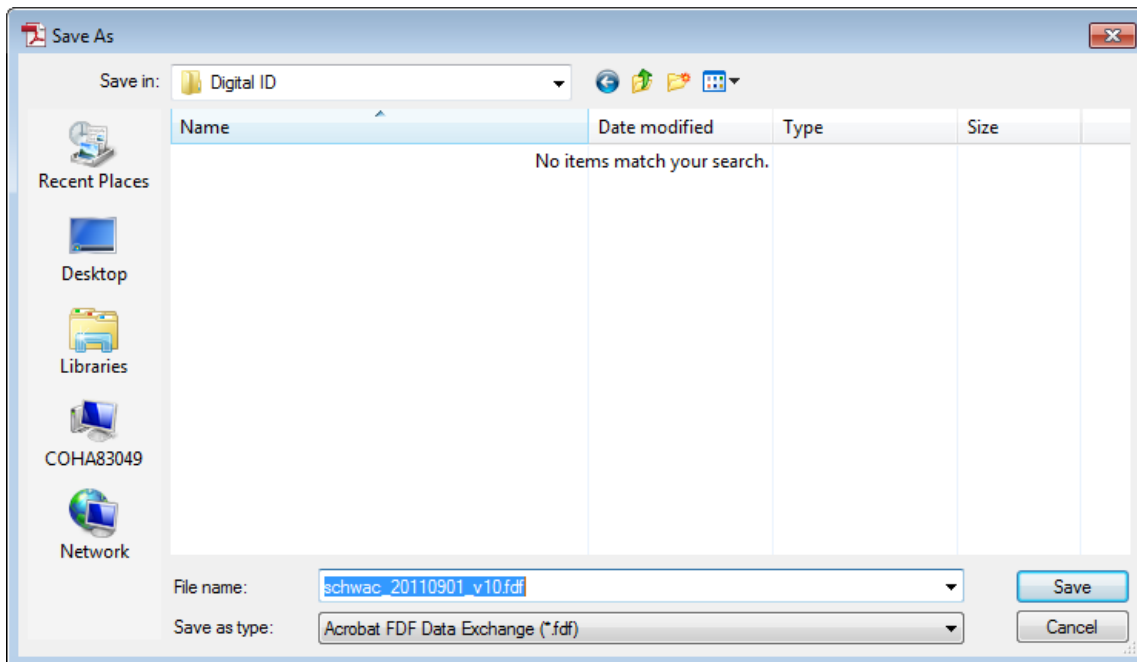


9. Select the **Save the data to a file** option and select **Next**.

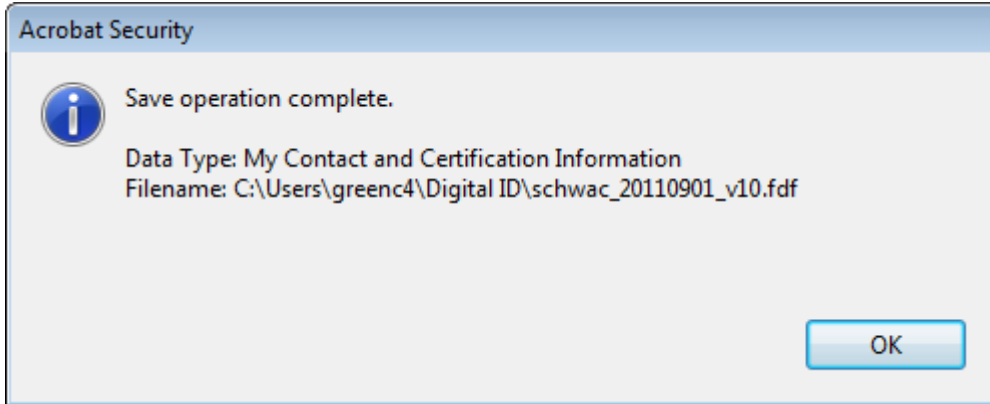


10. Make sure the path is to the same location as your Digital Id, C:\Users\userid\Digital ID. The Save as type should be set to **Acrobat FDF Data Exchange**. Be sure to use the same naming convention that was used for the Digital Id.

Userid_YYYYMMDD_10.fdf [*schwac_20100331_v10.fdf*]



- Now you have created a certification file to validate your Digital Id you will need to email that FDF file to Christian Schwandtner (schwac). MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

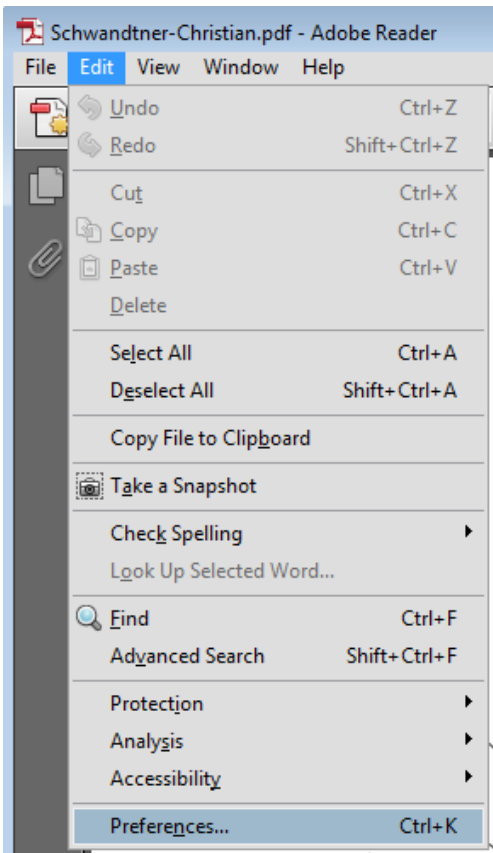


If a new Digital Id is created you will have to repeat the steps above and send me a new version of your Acrobat **FDX** Data Exchange file.

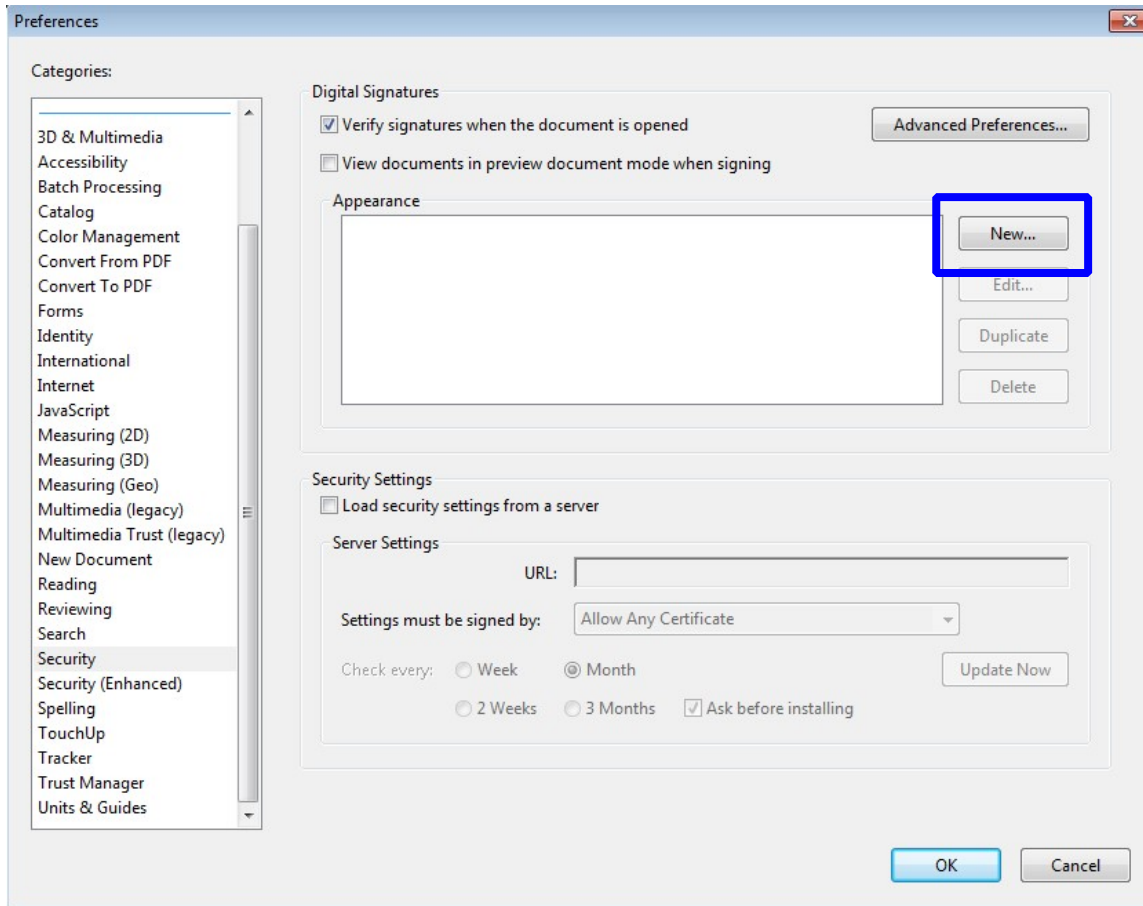
- You should have three files within the C:\Users\userid\Digital Id folder.
 - FDX** – certificate file to validate Digital Id
 - PFX** – Digital Id file
 - PDF** – Image of your Seal



13. Now within Acrobat Reader, we will need to combine your Seal and Digital Id so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



14. Select the Category of **Security**. Select the **New** option.



15. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File** button.

Configure Signature Appearance

Title: Christian Schwandtner

Preview

Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2010.03.31 08:59:48 -05'00'

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from: File...

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Labels

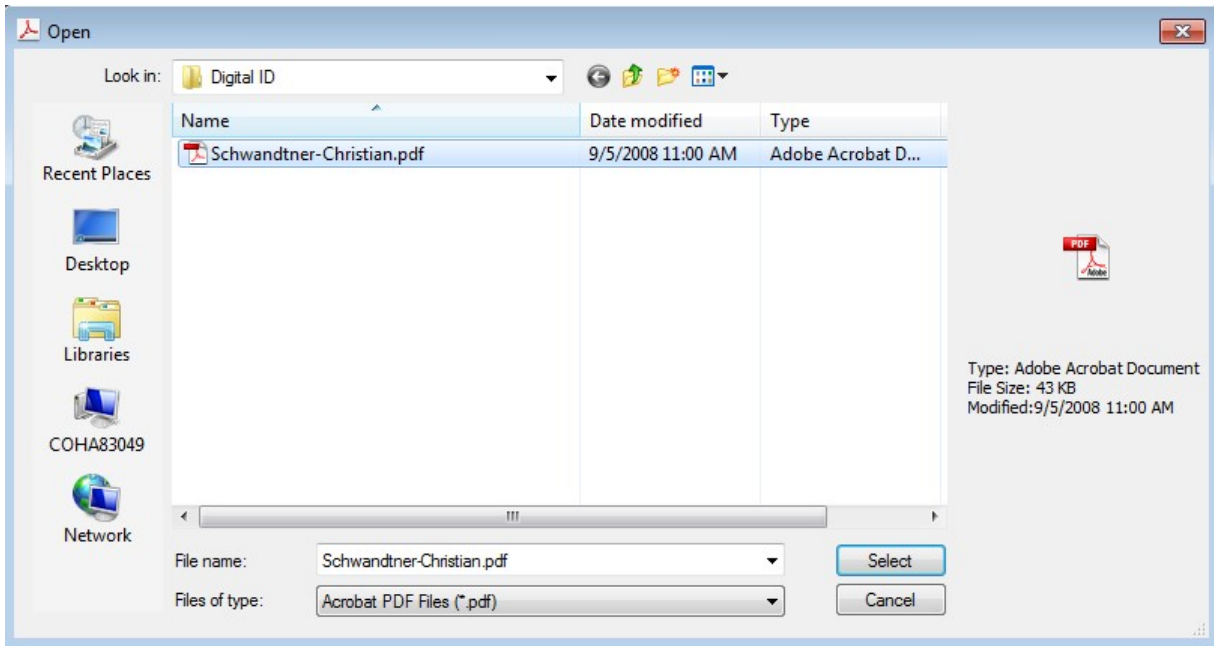
Text Properties

Text Direction: Auto Left to right Right to left

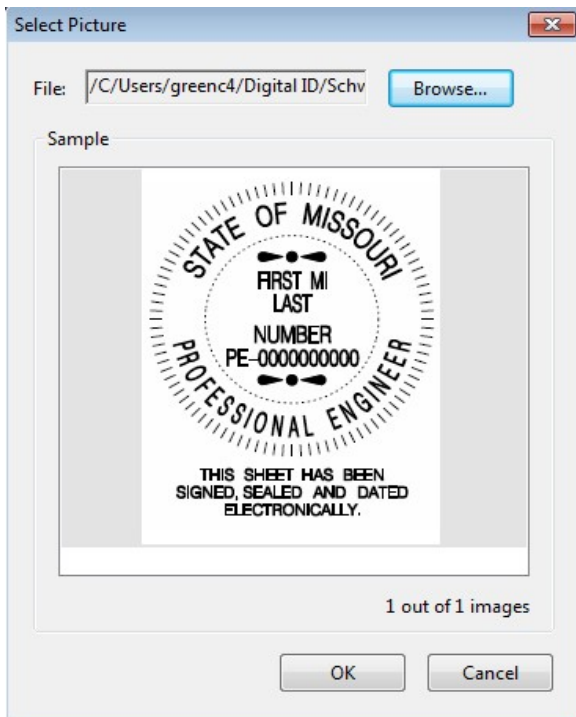
Digits: 0123456789

OK Cancel

16. Browse to the folder where you exported out the PDF file from ProjectWise (C:\Users\userid\Digital ID). Now select your PDF seal.



17. Now you will see your seal in the dialog below. If the seal values appear incorrect, make sure you exported your seal.




18. Now you will need to modify the Configure Text and make sure **all** options are turned **off**. Then click the **OK** button.

Configure Signature Appearance

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

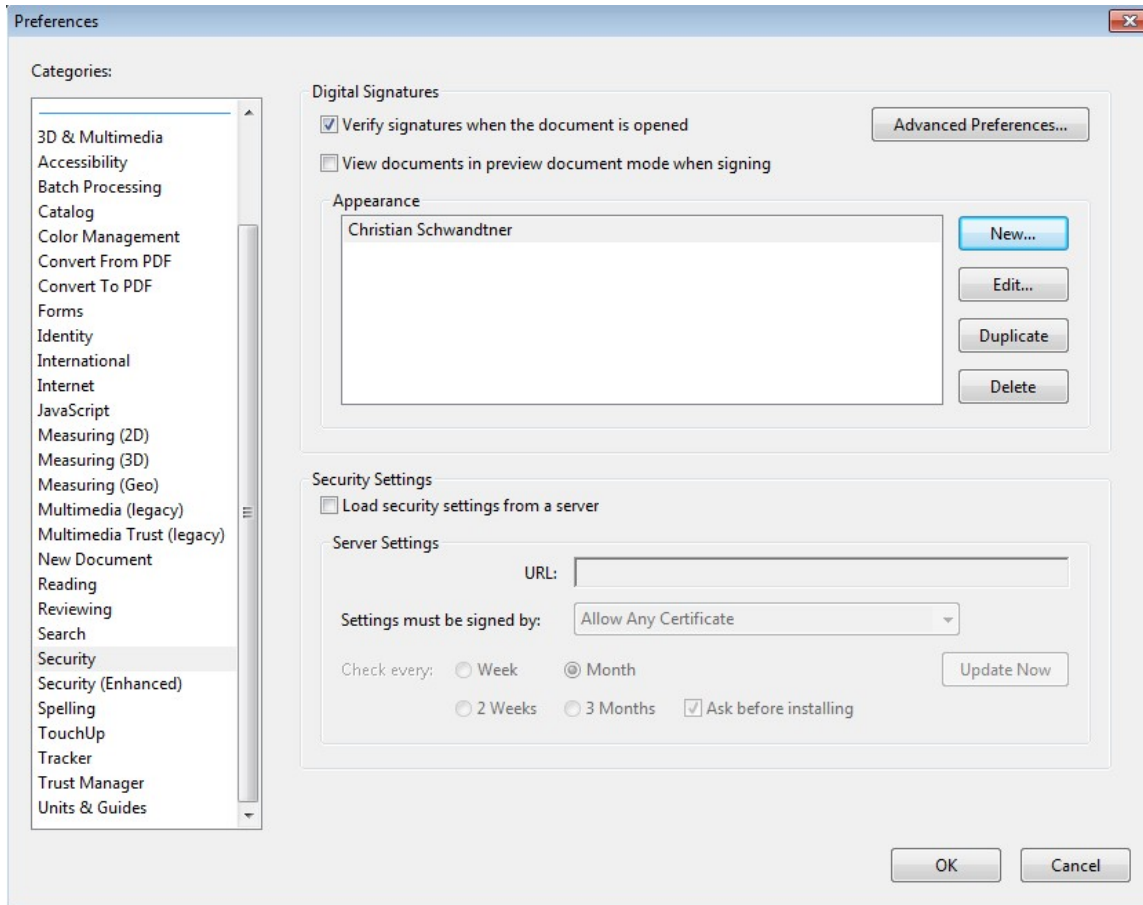
Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

19. Now you have created a signature block to be used with your Digital Id. Click the **OK** button and you finished creating your seal for signing and sealing documents.

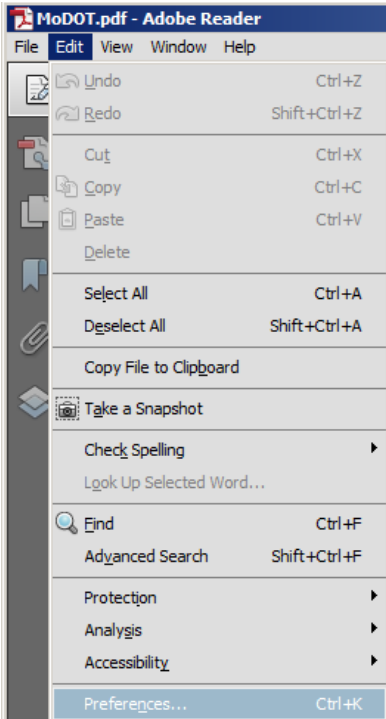


FYI

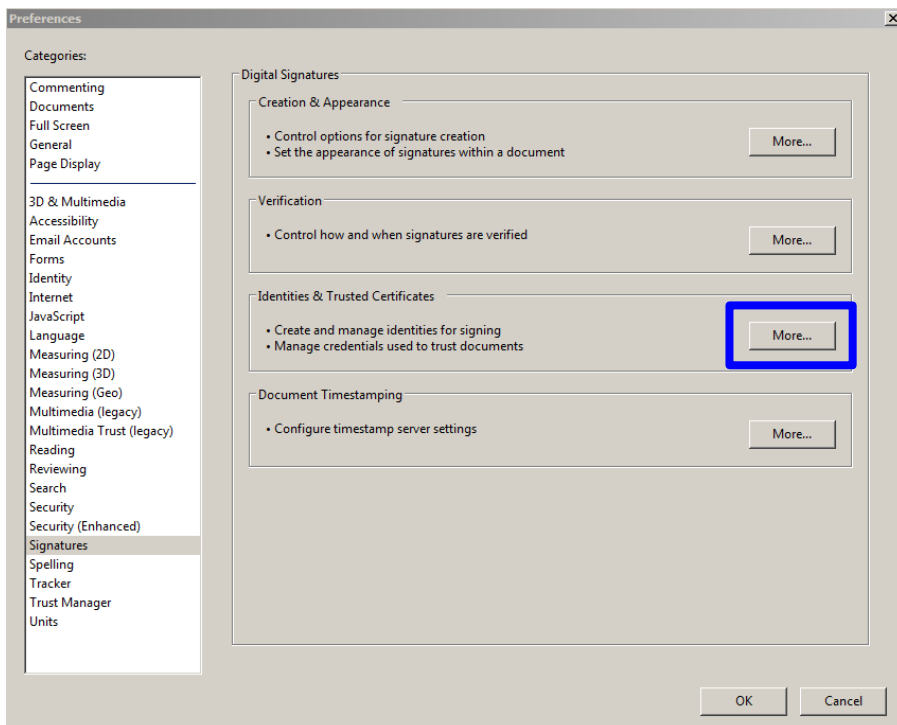
Send Christian Schwandtner a copy of the Acrobat FDF Data Exchange file (FDF) from the Digital ID folder. MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

Creating A Digital ID Signature using 11

1. Open Adobe Reader
2. Under the Edit pull down menu select Preferences



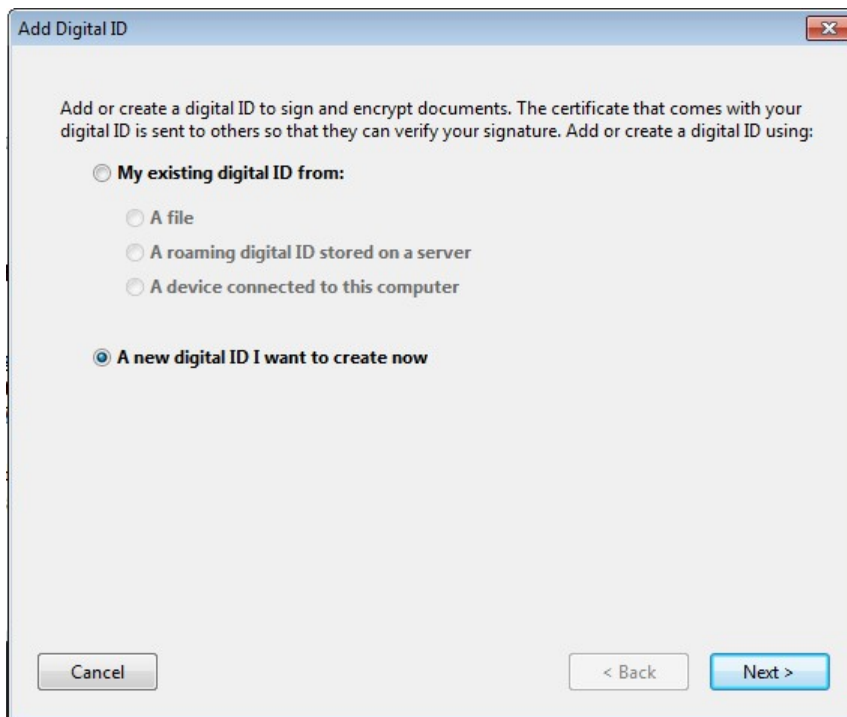
3. Select the **Signatures** category. Then select the **More...** option within the Identities & Trusted Certificates area of the dialog.



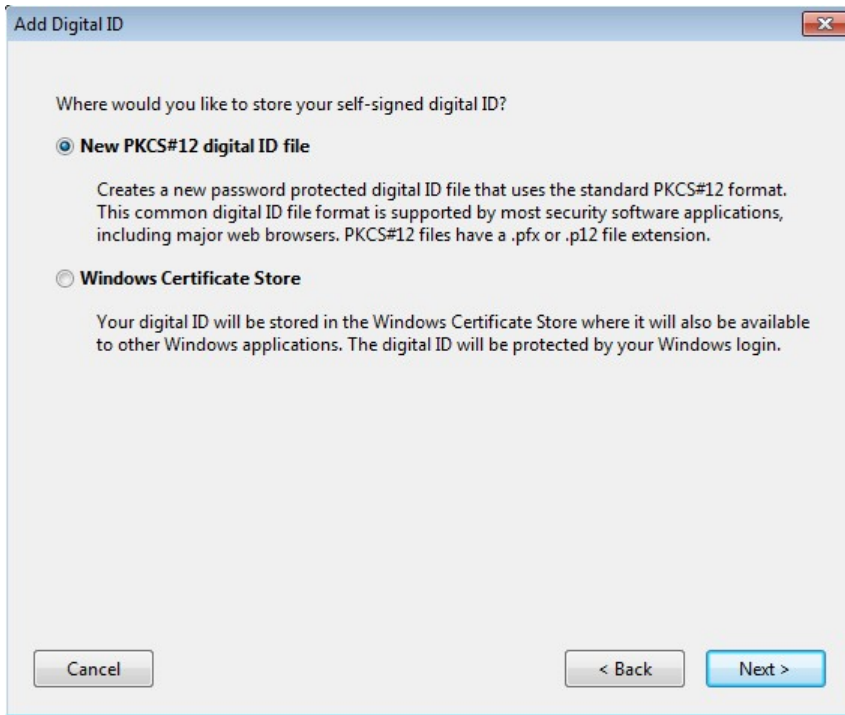
4. Select the Add ID to create a Digital ID.



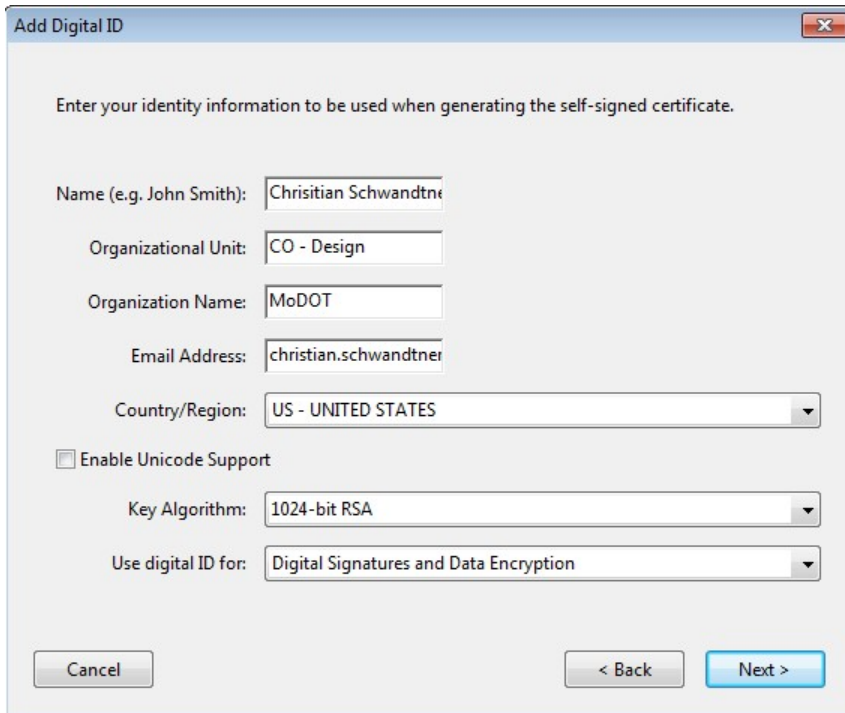
5. Select the **A new digital ID I want to create now** and select the **Next** button.



6. Select the **New PKCS#12 digital ID file** and select the **Next** button



7. Fill out the dialog box with the appropriate information. The Organization Unit should be your District and Division. (i.e....CO – Design, CO – Bridge, D6 – Design).



8. Now you will have to save the Digital Id. Browse to your C: drive and go to the **Digital Id** folder that we created earlier. This will be the location for your Digital Id and Exported Certificate file. When saving the PFX file (Digital Id), make sure you use the following file naming convention. Date is necessary just in case another seal is created in the future and the Adobe version that was used to create it.

Userid_YYYYMMDD_v11.pfx [*schwac_20100331_v11.pfx*]

You will need to create a password that you will use every time you apply your Digital Id.

Don't forget your password or else you will need to create a new Digital Id. The password has to be a minimum of 6 characters and it is also case sensitive.

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:

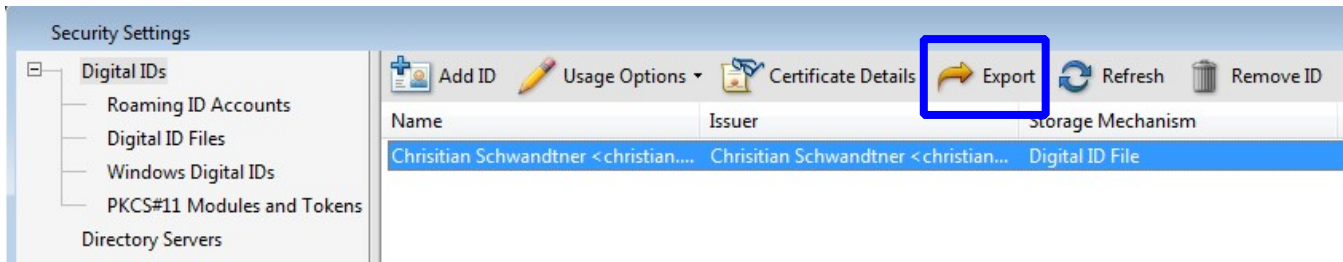
C:\Users\schwac\Digital Id\schwac_20131105_v11.pfx

Password:

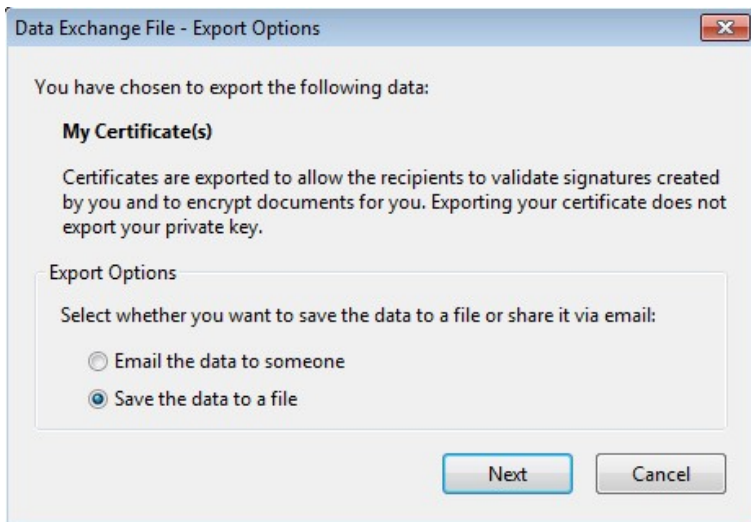
Best

Confirm Password:

- Now highlight your name and select the **Export** option. The file created in this step can be used to validity your Digital Id.

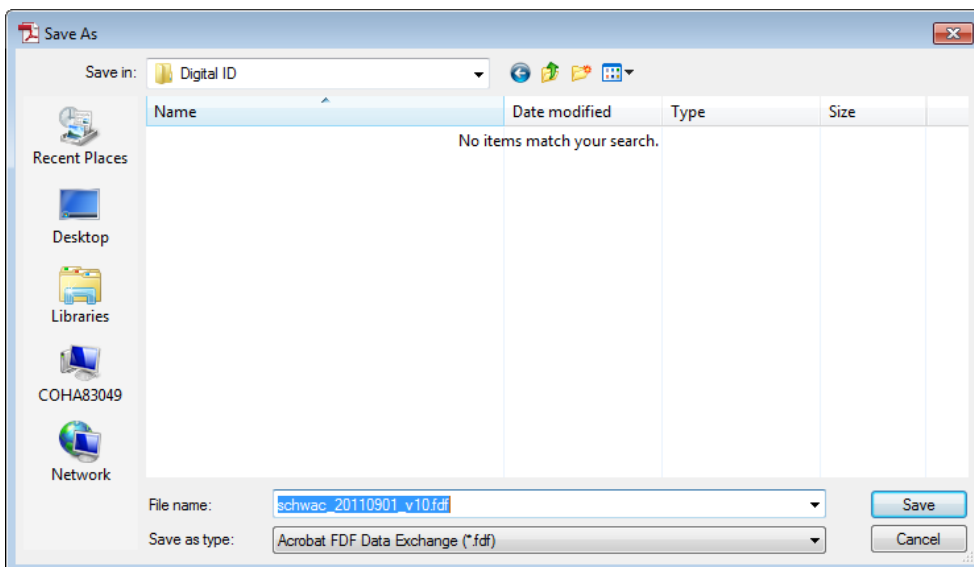


- Select the **Save the data to a file** option and select **Next**.

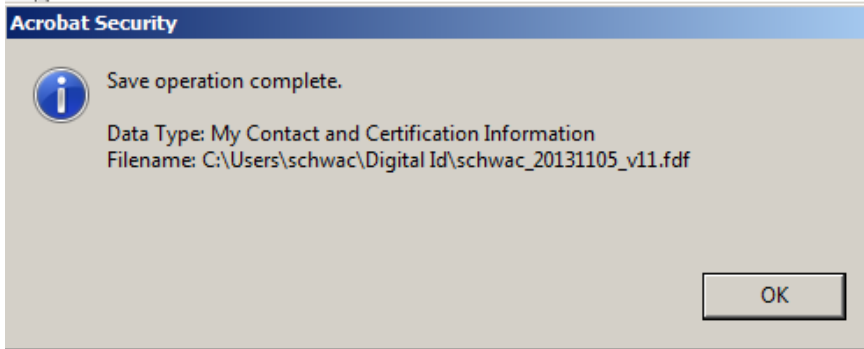


- Make sure the path is to the same location as your Digital Id, C:\Users\userid\Digital ID. The Save as type should be set to **Acrobat FDF Data Exchange**. Be sure to use the same naming convention that was used for the Digital Id.

Userid_YYYYMMDD_11.fdf [*schwac_20100331_v11.fdf*]

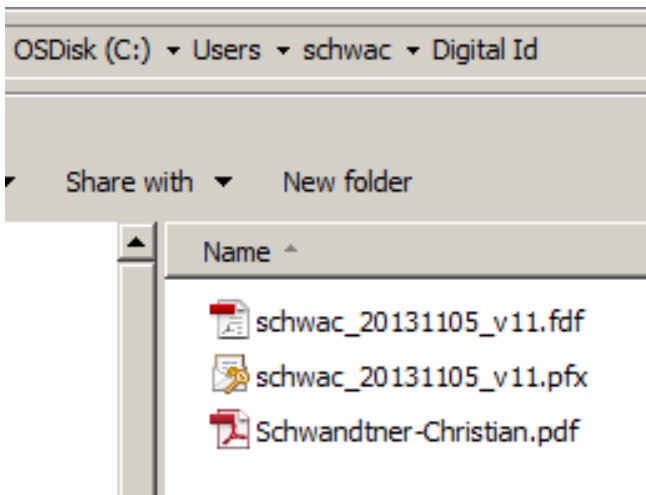


12. Now you have created a certification file to validate your Digital Id you will need to email that FDF file to Christian Schwandtner (schwac). MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

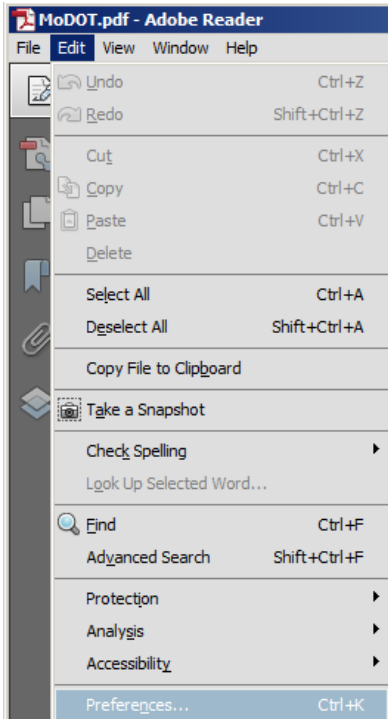


If a new Digital Id is created you will have to repeat the steps above and send me a new version of your Acrobat **FDF** Data Exchange file.

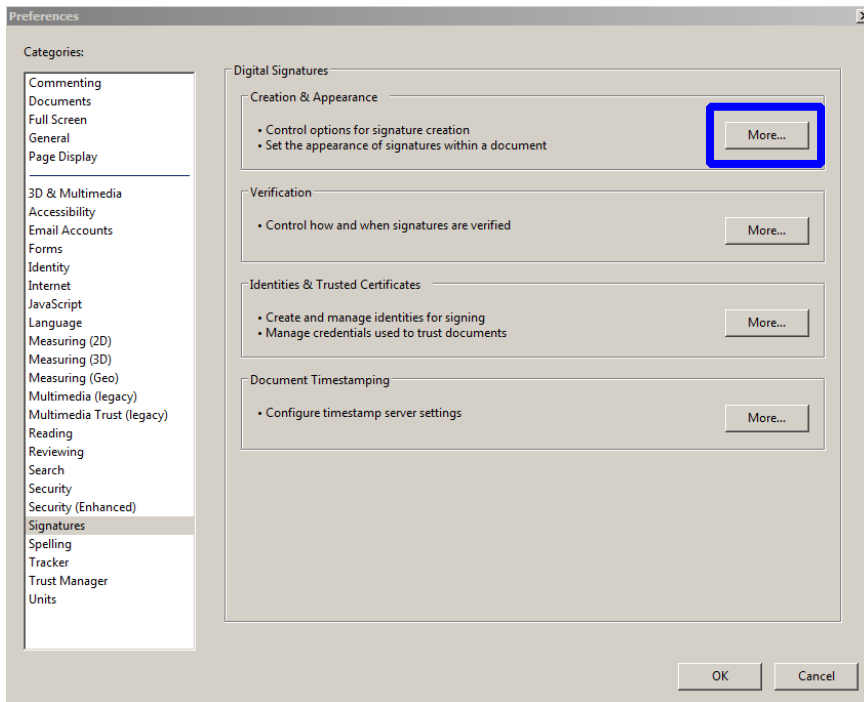
13. You should have three files within the C:\Users\userid\Digital Id folder.
- FDF** – certificate file to validate Digital Id
 - PFX** – Digital Id file
 - PDF** – Image of your Seal



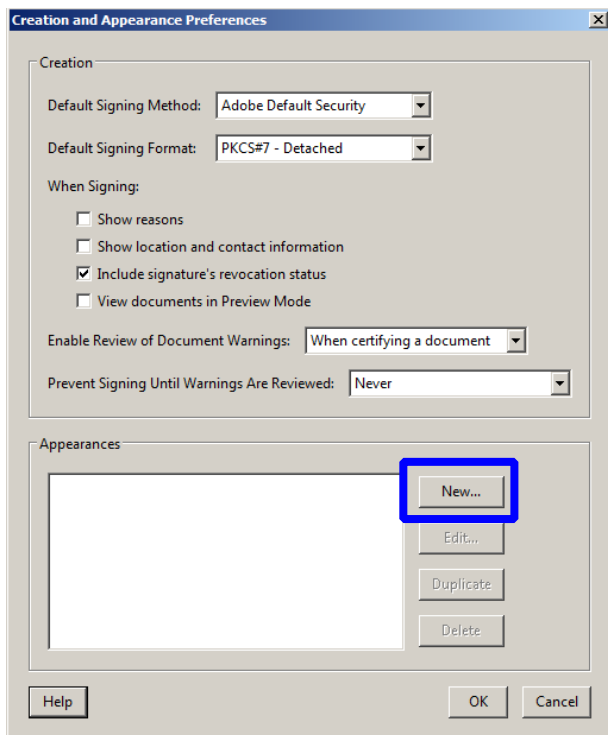
14. Now within Acrobat Reader, we will need to combine your Seal and Digital Id so it looks correct on the contract plans. Open the **Preferences** option under the **Edit** pull down menu.



15. Select the Category of **Signatures**. Select the **More** option within the Creation and Appearance area.



16. Select **New** in the Appearance area of the dialog.



17. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File** button.

Configure Signature Appearance

Title:

Preview

Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2013.11.05 14:59:46 -08'00'
Adobe Reader version: 11.0.0

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

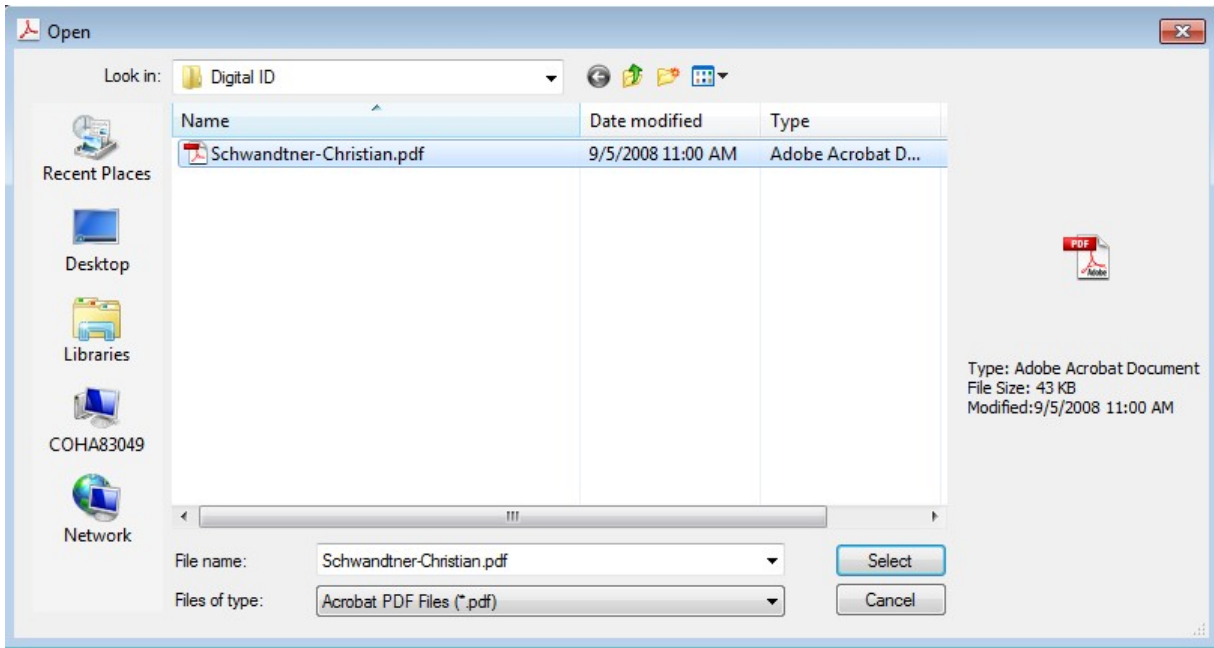
Show: Name Location Distinguished name Logo
 Date Reason Adobe Version Labels

Text Properties

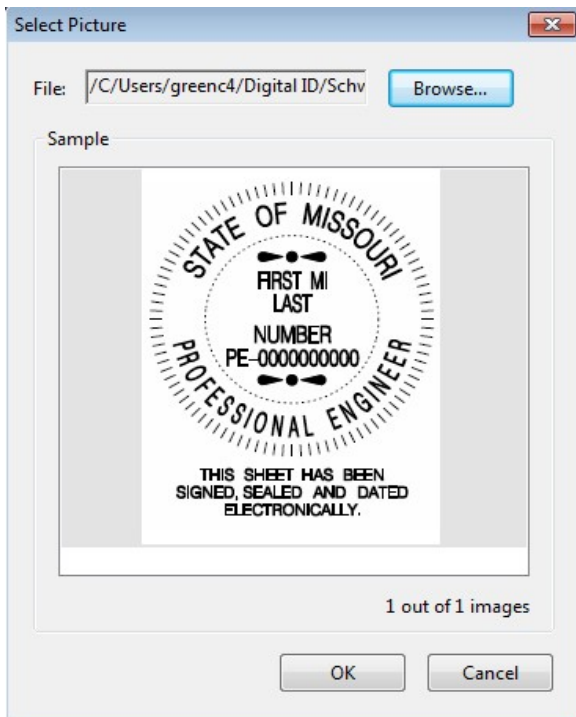
Text Direction: Auto Left to right Right to left

Digits:

18. Browse to the folder where you exported out the PDF file from ProjectWise (C:\Users\userid\Digital Id). Now select your PDF seal.



19. Now you will see your seal in the dialog below. If the seal values appear incorrect, make sure you exported your seal.




20. Now you will need to modify the Configure Text and make sure **all** options are turned **off**. Then click the **OK** button.

Configure Signature Appearance

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

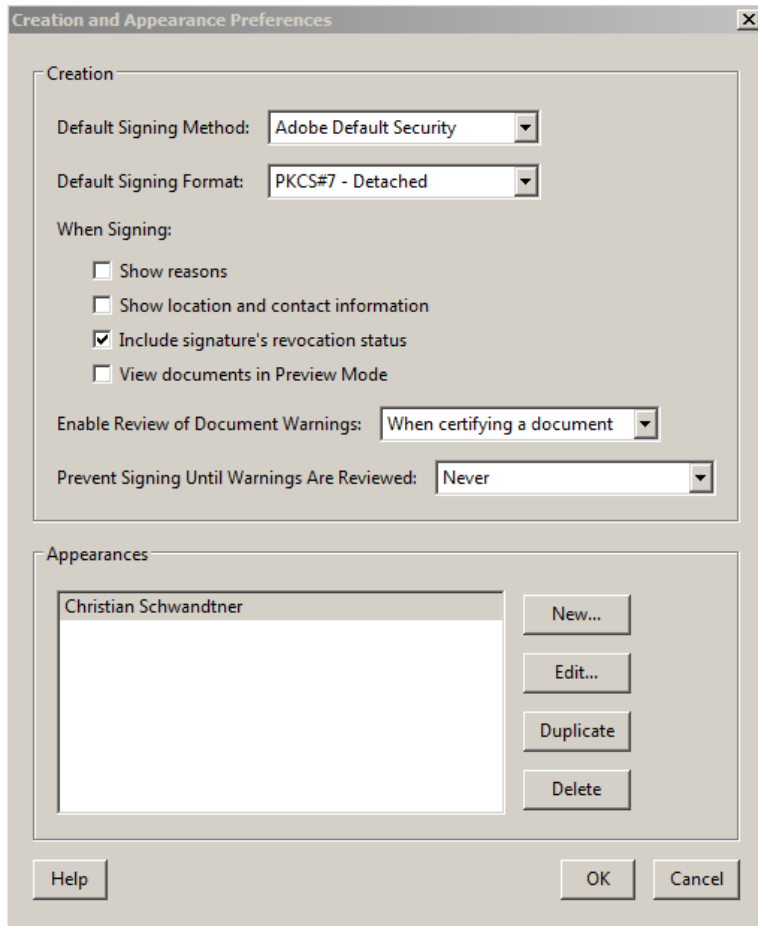
Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

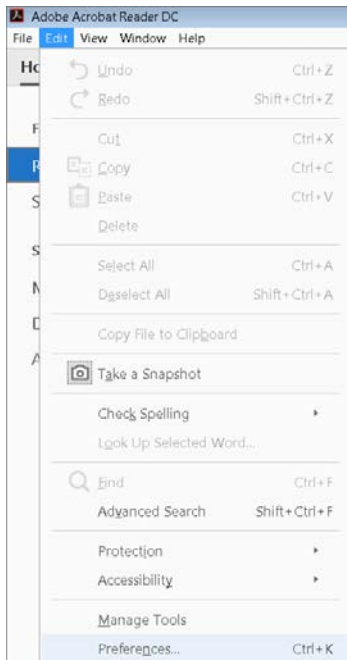
21. Now you have created a signature block to be used with your Digital Id. Click the **OK** button and you finished creating your seal for signing and sealing documents.



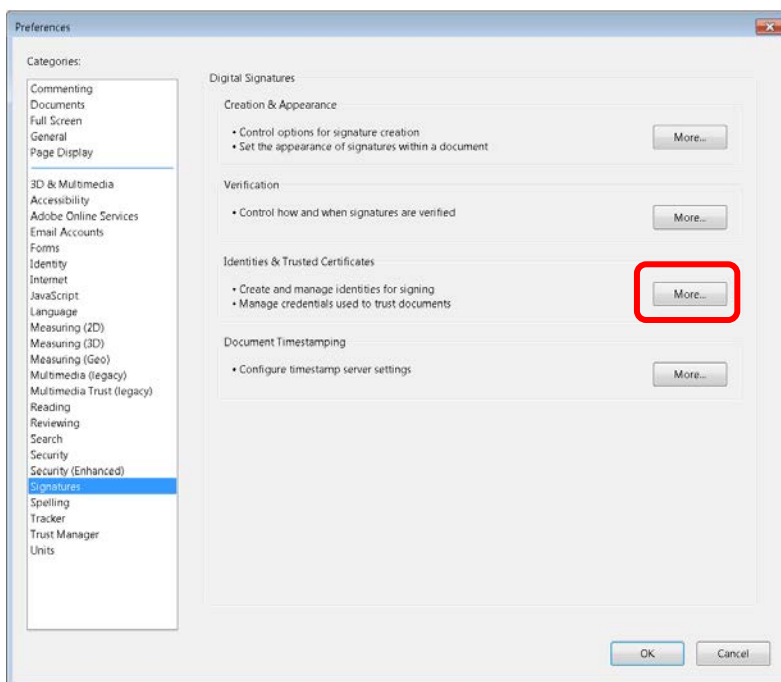
FYI
Send Christian Schwandtner a copy of the Acrobat FDF Data Exchange file (FDF) from the Digital ID folder. MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.

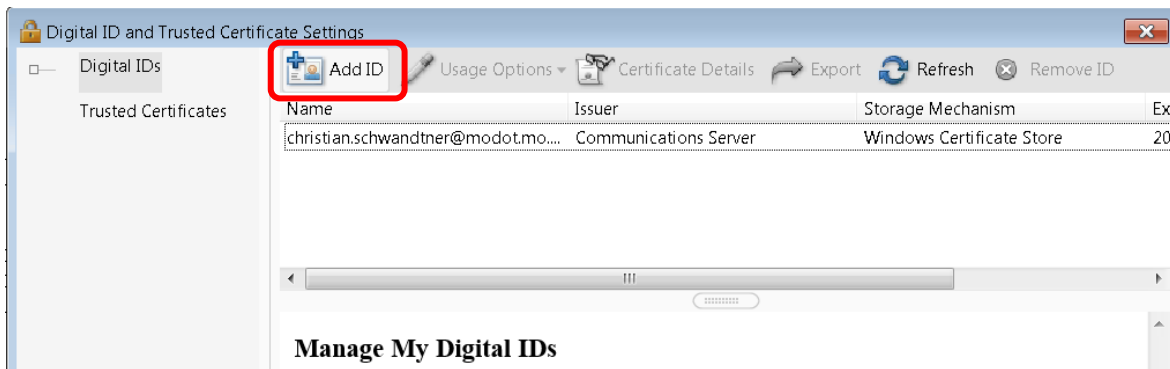
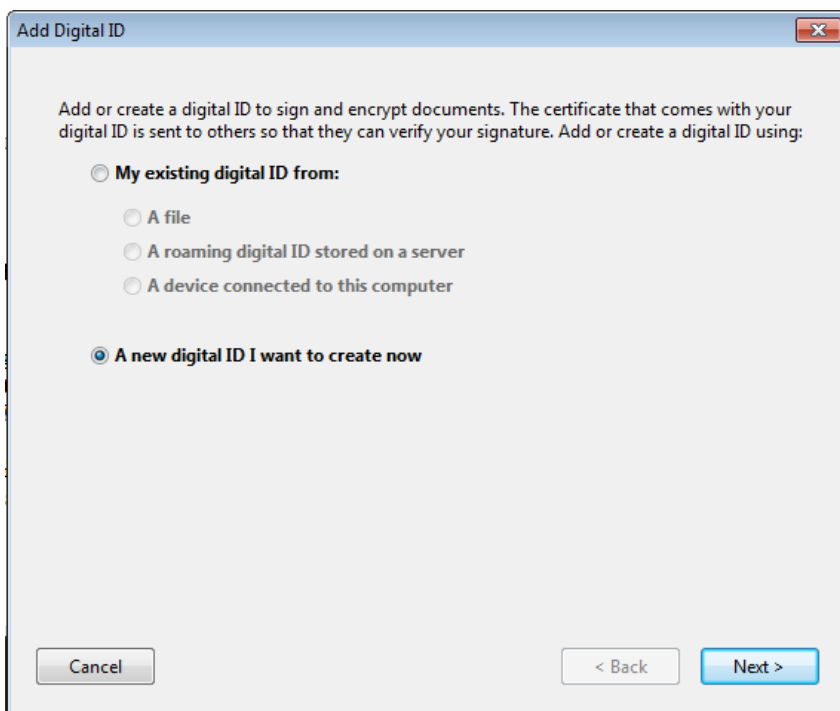
Creating A Digital ID Signature using DC

1. Open Adobe Reader DC
2. Under the **Edit** pull down menu select **Preferences**

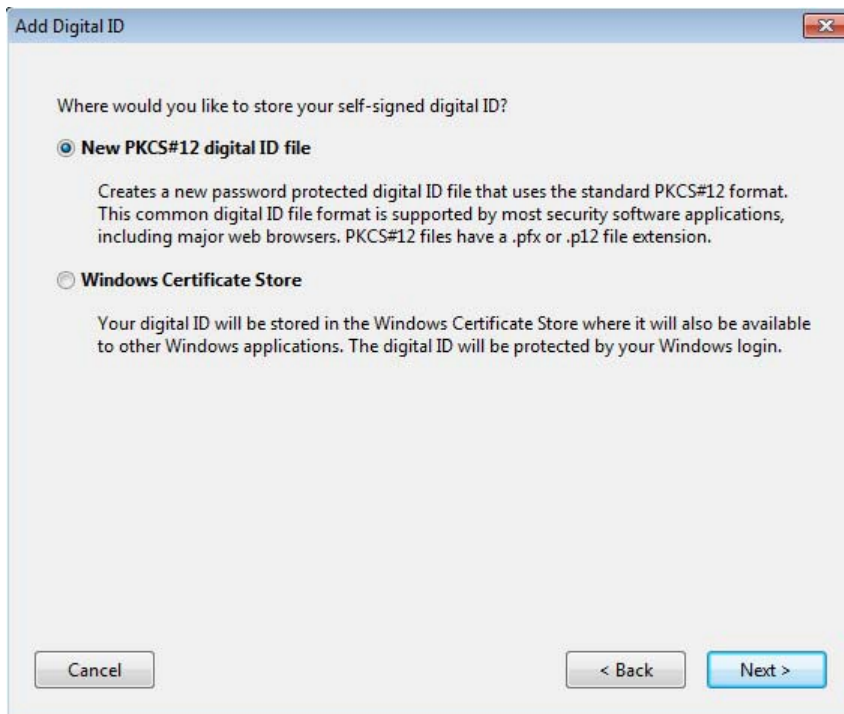


3. Select the **Signatures** category. Then select the **More...** option within the Identities & Trusted Certificates area of the dialog.



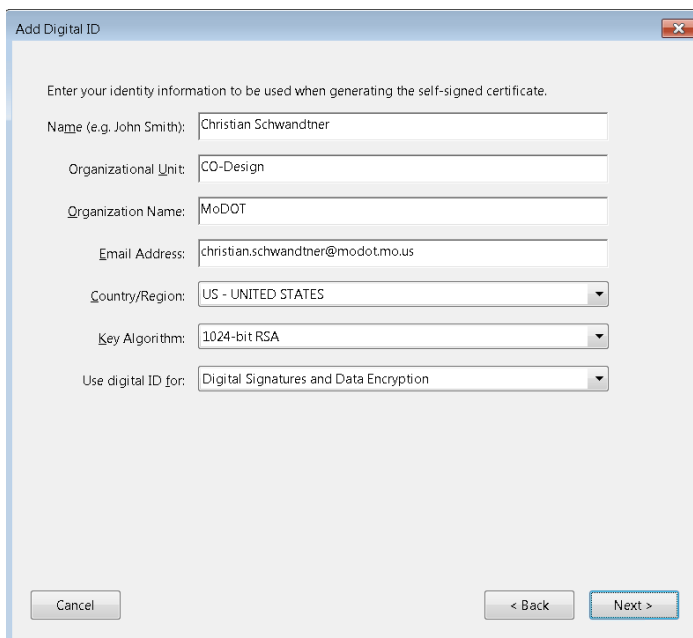
4. Select the **Add ID** to create a Digital ID.5. Select **A new digital ID I want to create now** and then select the Next button.

6. Select the **New PKCS#12 digital ID file** and then select the **Next** button



The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options: "New PKCS#12 digital ID file" (which is selected) and "Windows Certificate Store". Below the first option, it says: "Creates a new password protected digital ID file that uses the standard PKCS#12 format. This 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." Below the second option, it says: "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." At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

7. Fill out the dialog box with the appropriate information. The Organization Unit should be your District and Division. (i.e....CO – Design, CO – Bridge, D6 – Design). Then select the **Next** button.



The screenshot shows the same "Add Digital ID" dialog box, but now with identity information entered. The text at the top says, "Enter your identity information to be used when generating the self-signed certificate." The fields are: "Name (e.g. John Smith):" with the value "Christian Schwandtner"; "Organizational Unit:" with the value "CO-Design"; "Organization Name:" with the value "MoDOT"; "Email Address:" with the value "christian.schwandtner@modot.mo.us"; "Country/Region:" with a dropdown menu showing "US - UNITED STATES"; "Key Algorithm:" with a dropdown menu showing "1024-bit RSA"; and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

8. Now you will have to save the Digital Id. Browse to your C:\Users\UserID\ drive and go to the **Digital Id** folder that we created earlier. If you don't have that folder create it. This will be the location for your Digital Id and Exported Certificate file. When saving the PFX file (Digital Id), make sure you use the following file naming convention. Date is necessary just in case another seal is created in the future. Be sure to include the Adobe version that was used to create the digital id.

Userid_YYYYMMDD_vDC.pfx [schwac_20160901_vDC.pfx]

You will need to create a password that you will use every time you apply your Digital Id. Don't forget your password or else you will need to create a new Digital Id. The password has to be a minimum of 6 characters and it is also case sensitive.

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:

C:\Users\schwac\Digital ID\schwac_20160901_vDC.pfx

Browse...

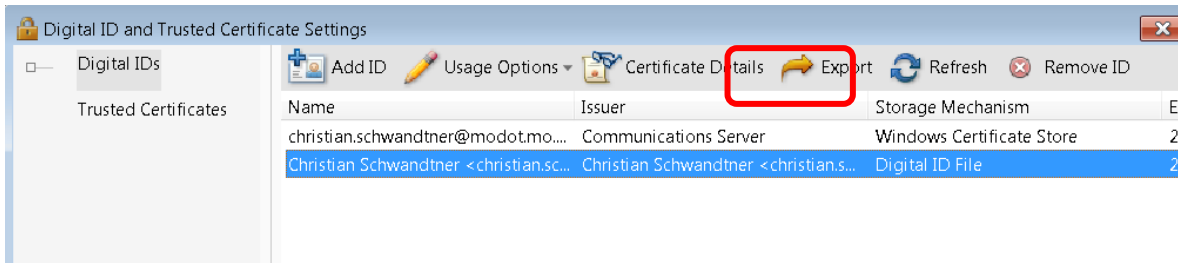
Password:

Best

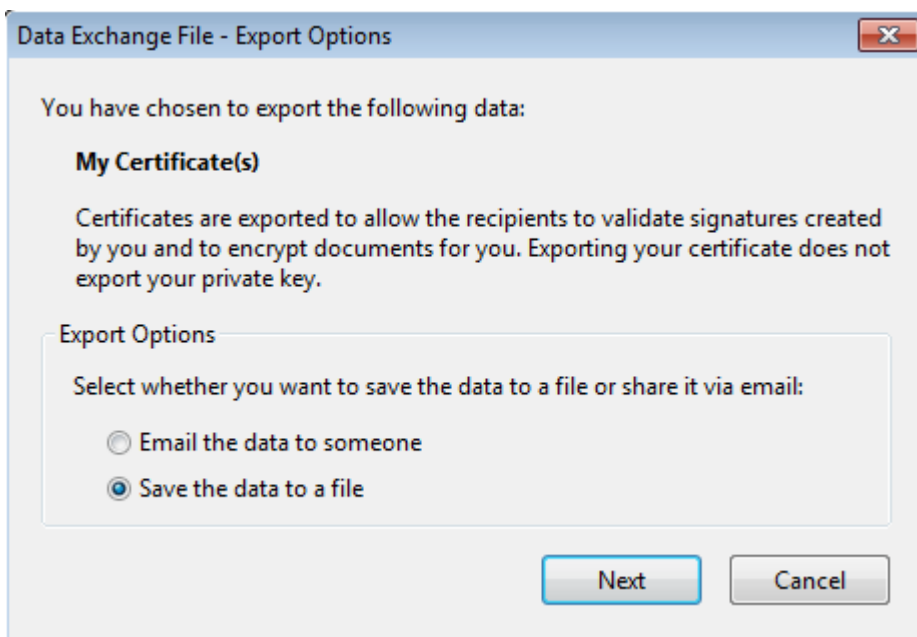
Confirm Password:

Cancel < Back Finish

9. Now highlight your name and select the Export option. The file created in this step can be used to validity your Digital Id.

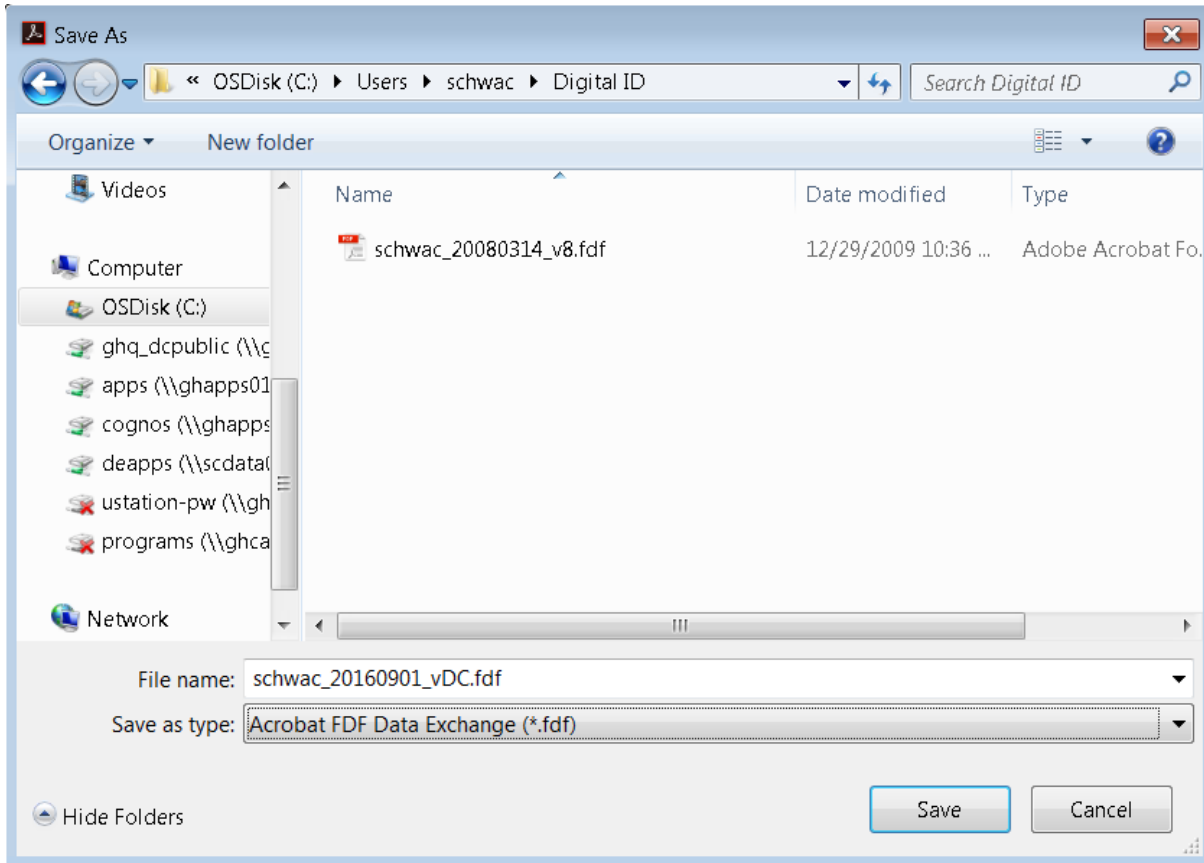


10. Select the **Save the data to a file** option and select **Next**.

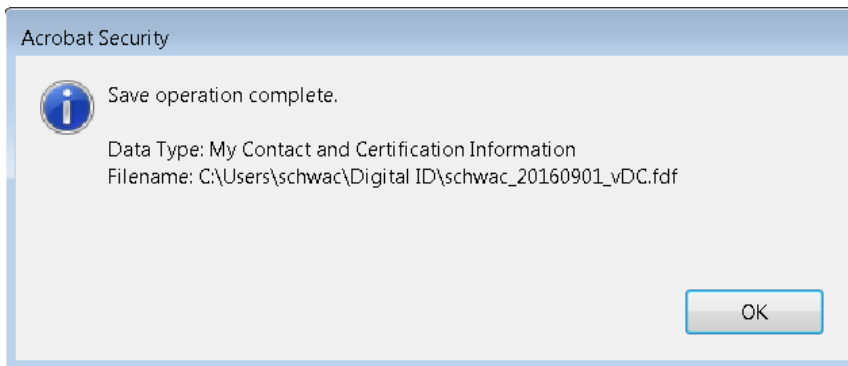


11. Make sure the path is to the same location as your Digital Id, C:\Users\userid\Digital ID. The Save as type should be set to **Acrobat FDF Data Exchange**. Be sure to use the same naming convention that was used for the Digital Id.

Userid_YYYYMMDD_vDC.fdf [*schwac_20160901_vDC.fdf*]



12. Now you have created a certification file to validate your Digital Id you will need to email that FDF file to Christian Schwandtner (schwac). MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.



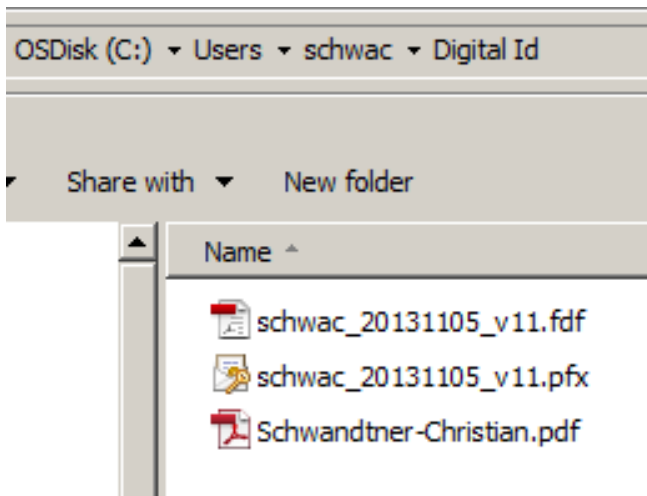
If a new Digital Id is created you will have to repeat the steps above and send me a new version of your Acrobat **PDF** Data Exchange file.

13. You should have three files within the **C:\Users\userid\Digital Id** folder.

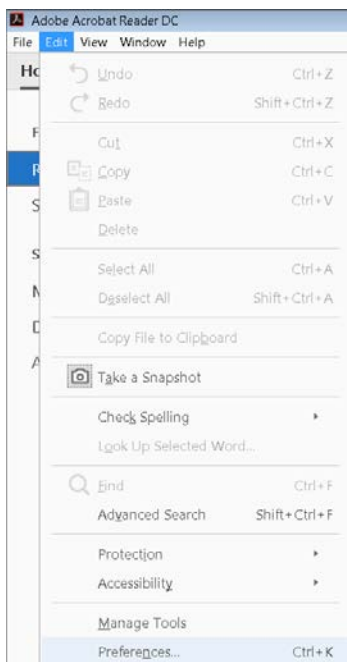
fdf – Certificate file to validate your Digital Id

PFX – Digital Id file

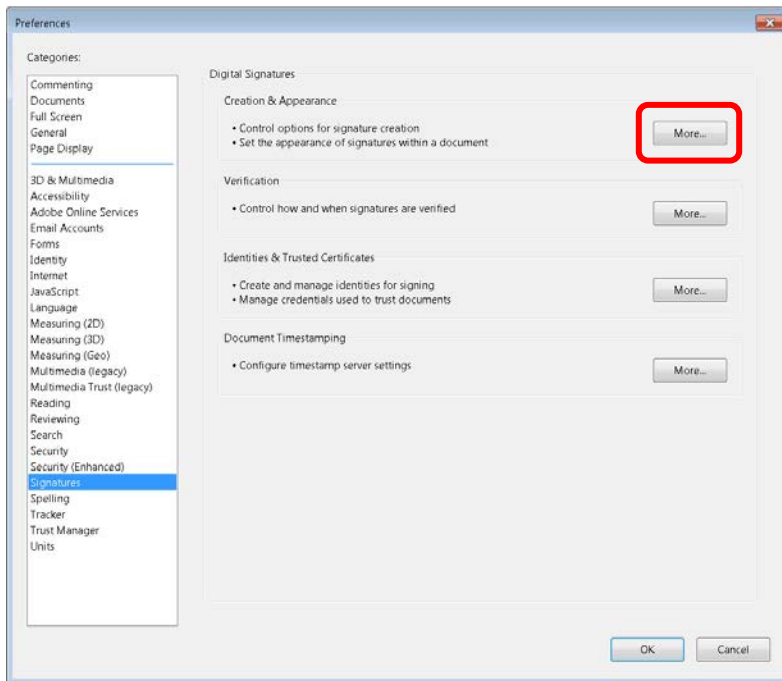
PDF – Image of your Seal



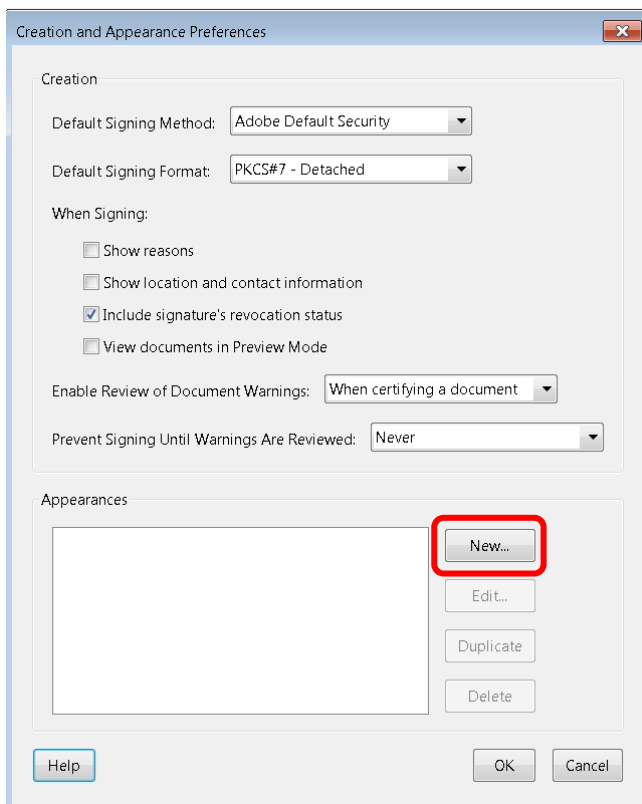
14. Now within Acrobat Reader DC, we will need to combine your Seal and Digital Id so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



15. Select the category of **Signatures**. Select the **More...** option within the Creation and Appearance area.



16. Select **New** in the Appearance area of the dialog.



17. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File button**.

Configure Signature Appearance

Title:

Preview

Digitally signed by your common name here
Date: 2016.09.07 10:53:48 -05'00'

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

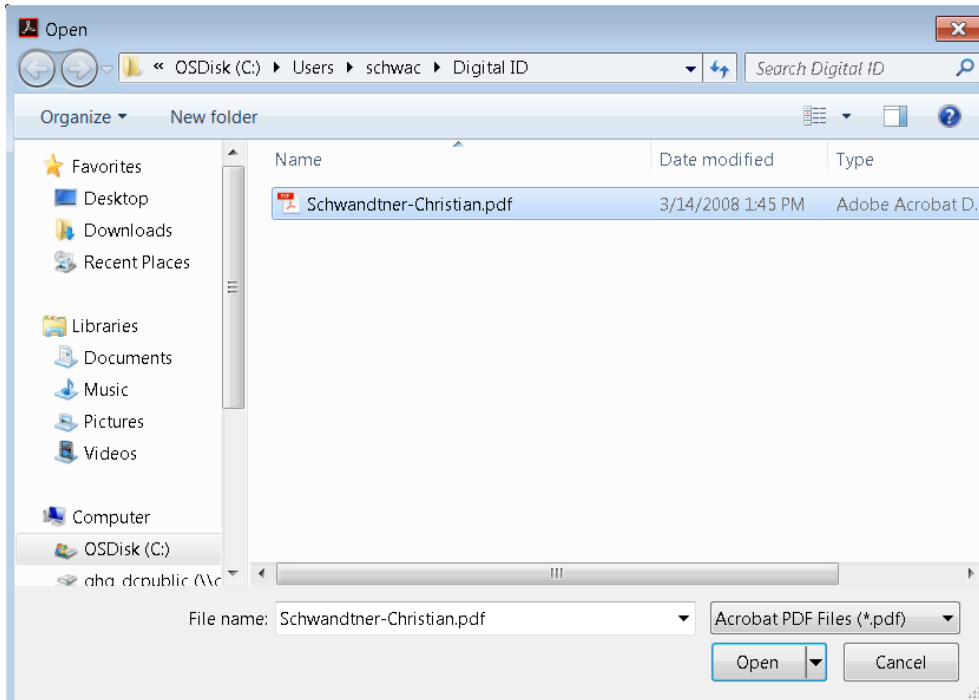
Show: Name Location Distinguished name Logo
 Date Reason Adobe Version Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

18. Browse to the folder where you exported out the PDF file from ProjectWise (C:\Users\userid\Digital Id). Now select your PDF seal.



19. Now you will see your seal in the dialog below.




20. Now you will need to modify the Configure Text area and make sure all options are turned off. Then click the **OK** button.

Configure Signature Appearance

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

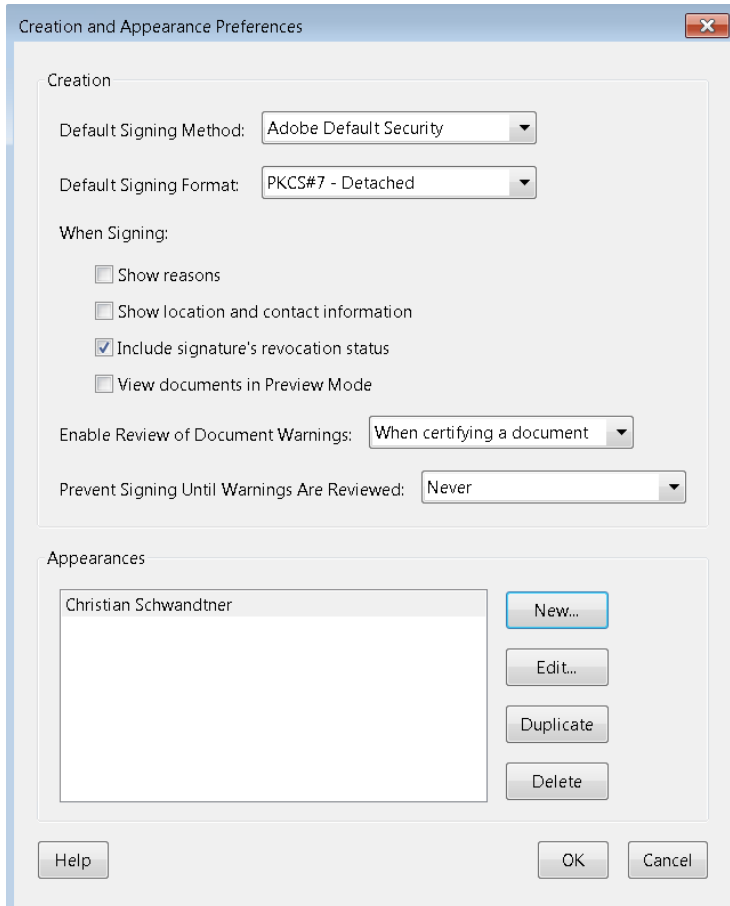
Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

21. Now you have created a signature block to be used with your Digital Id. Click the **OK** button and now you have just finished creating your seal for signing and sealing documents.



Remember to send Christian Schwandtner a copy of the Acrobat FDF Data Exchange file (FDF) from the Digital ID folder. MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.