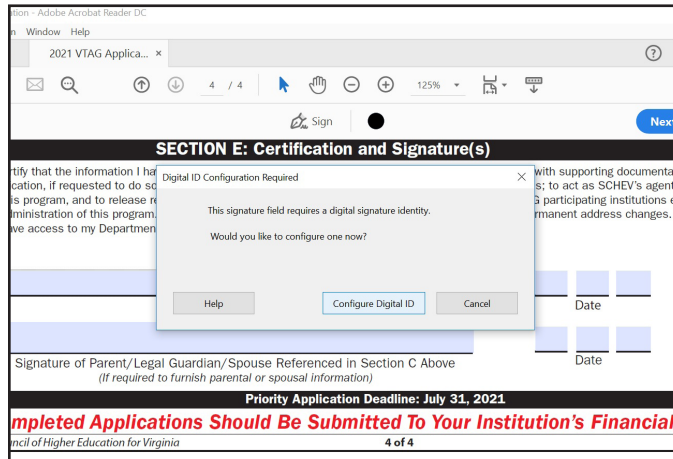
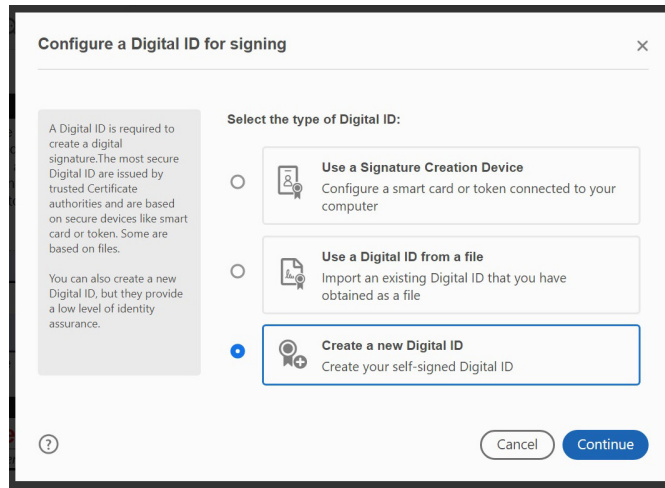


# How to create and sign your VTAG pdf application with a digital signature

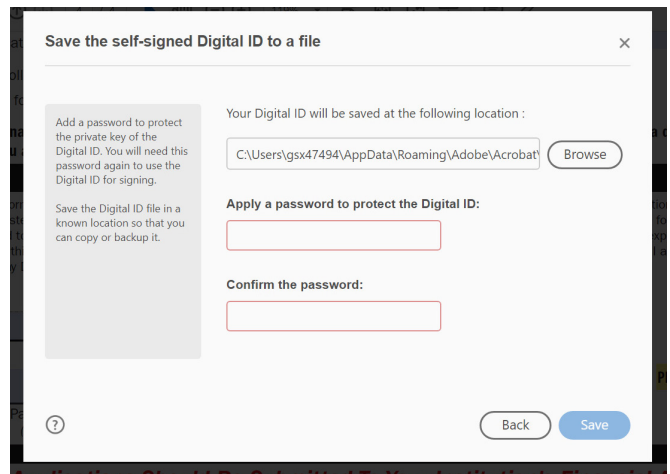
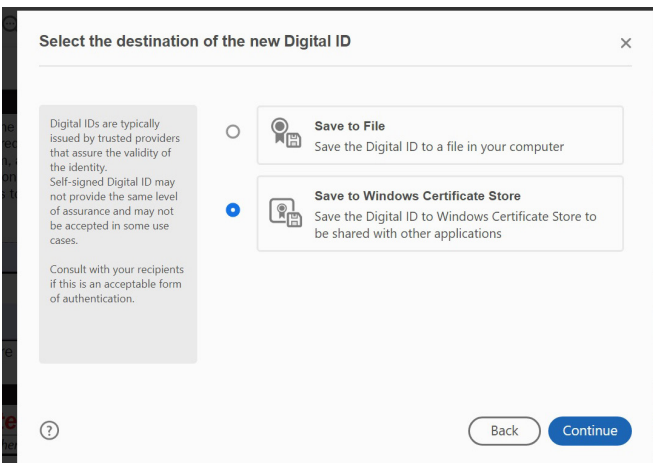
**1** After you have completed the application, click on the signature box. Click on the Configure Digital ID in the pop up box.



**2** Select the Create a new Digital ID option if you do not have a digital signature on your computer. Click continue.



**3** You can save the signature on your computer or in the Windows store so that you can use it with other applications. If you save to your computer, it will automatically save in the correct folder on your machine for you. Click continue or save.



**4** Enter your information that will be used on the digital signature certificate and then click save.

The screenshot shows a dialog box titled "Create a self-signed Digital ID". On the left, there is a grey box with text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." The main area contains several input fields: "Name" (with placeholder "Enter Name..."), "Organizational Unit" (with placeholder "Enter Organizational Unit..."), "Organization Name" (with placeholder "Enter Organization Name..."), "Email Address" (with placeholder "Enter Email..."), "Country/Region" (a dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (a dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (a dropdown menu showing "Digital Signatures"). Below the "Email Address" field, there is a red error message: "Email address is not valid". At the bottom right, there are "Back" and "Save" buttons. A help icon (?) is at the bottom left.

**5** Create a password to protect your signature.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." The main area contains a "Browse" button next to the text "Your Digital ID will be saved at the following location :". Below this, there are two input fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom right, there are "Back" and "Save" buttons. A help icon (?) is at the bottom left.

Once you've clicked save, you will see a list of signatures you have created. Select the signature you want to use and click continue to apply it to the application.

For additional information and guidelines, please visit the acrobat website help pages at [https://helpx.adobe.com/reader/using/fill-and-sign.html#sign\\_and\\_initial\\_form](https://helpx.adobe.com/reader/using/fill-and-sign.html#sign_and_initial_form)