

## How to sign with digital signature on PDF file by Adobe Reader

First, make sure to download and save the PDF file that you need to electronically sign.

Open the saved PDF file by Adobe Acrobat Reader.

(Right-click on the file -> Select "Open with" then choose Adobe Acrobat Reader.

If you do not have Adobe Acrobat Reader installed on your computer, you can download it [from here](#) for free)

*Note: If you click on the file without downloading it, it may automatically open in your internet browser or Mac's "Preview" depending on your PC settings. In this case, you will not be able to electronically sign the file by the steps below. **Be sure to download the file first and open it with Adobe Acrobat Reader.***

**It is recommended that you do the digital signature after you input all required information.**

Click the signature field (shown with the red arrow like below):



The dialogue "Digital ID Configuration Required" will pop up, then click "Configure Digital ID":



Select "Create a new Digital ID", then click "Continue":

### Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue

Select "Save to File" then click "Continue":

### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

Enter your name and Email address, then click "Continue":

### Create a self-signed Digital ID

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.

Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	JP - JAPAN
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

[?](#) [Back](#) [Continue](#)

Create your password for digital signature use, and enter that password on the box "Apply a password to protect the Digital ID" and the next box "Confirm the password", then click "Save":

### Save the self-signed Digital ID to a file

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 it or back it up.

Your Digital ID will be saved at the following location :

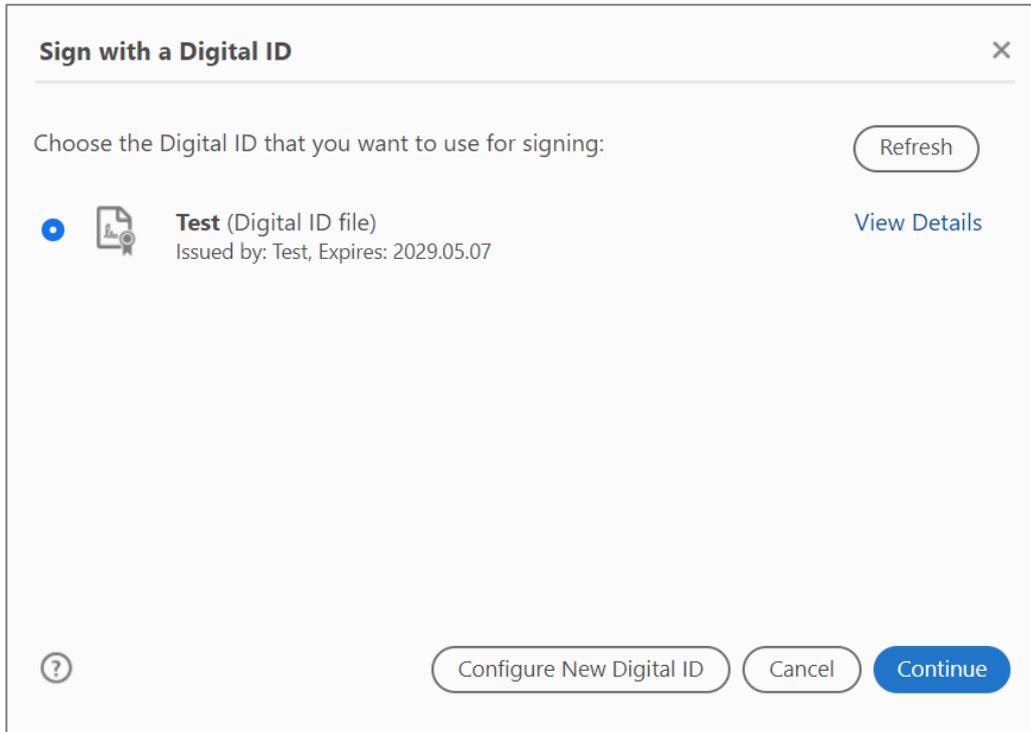
[Browse](#)

**Apply a password to protect the Digital ID:**

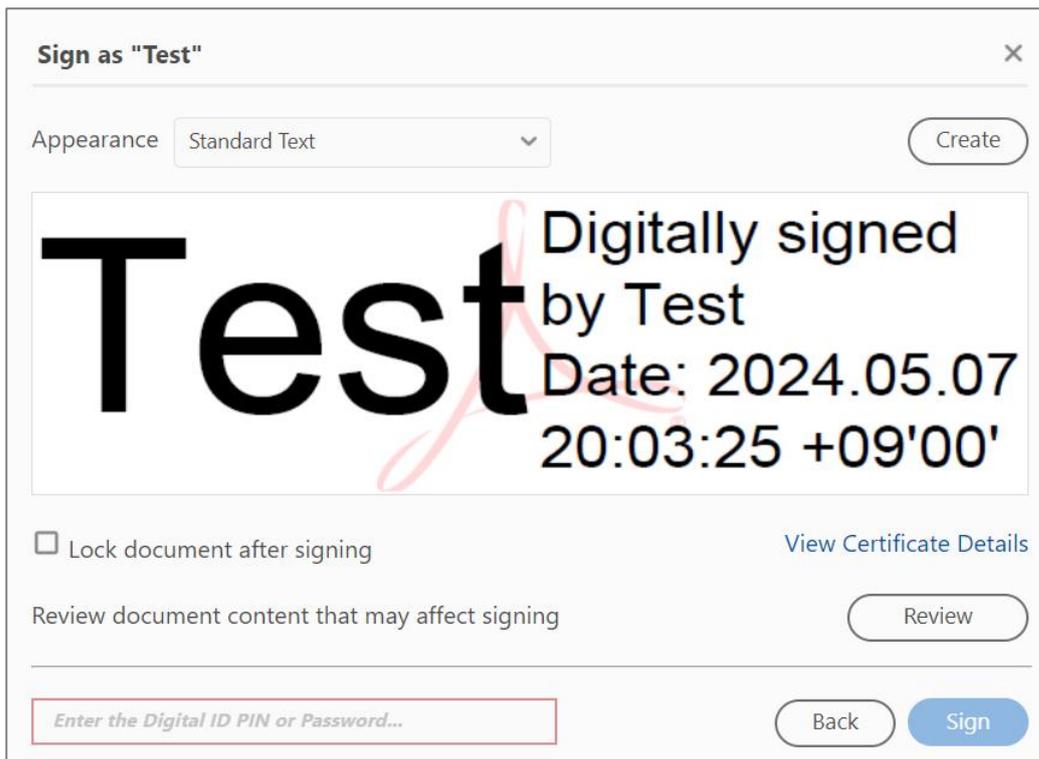
**Confirm the password:**

[?](#) [Back](#) [Save](#)

Check your digital signature has been set up correctly, then click "Continue":



Enter the password you created on the box "Enter the Digital ID PIN or Password..." then click "Sign":



Please save the signed PDF file as you will be instructed to do so.

When the file is saved, you will see your signature appear on the PDF like below. (the appearance may vary depending on the size of the signature field)



If your signature appears successfully, the digital signature is completed.