


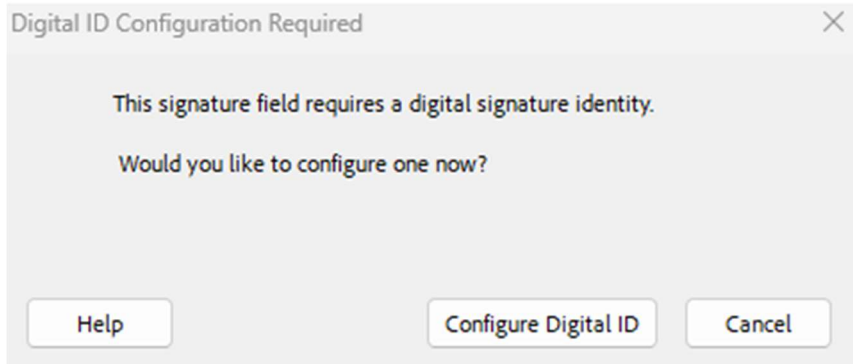


To set up a Digital Signature

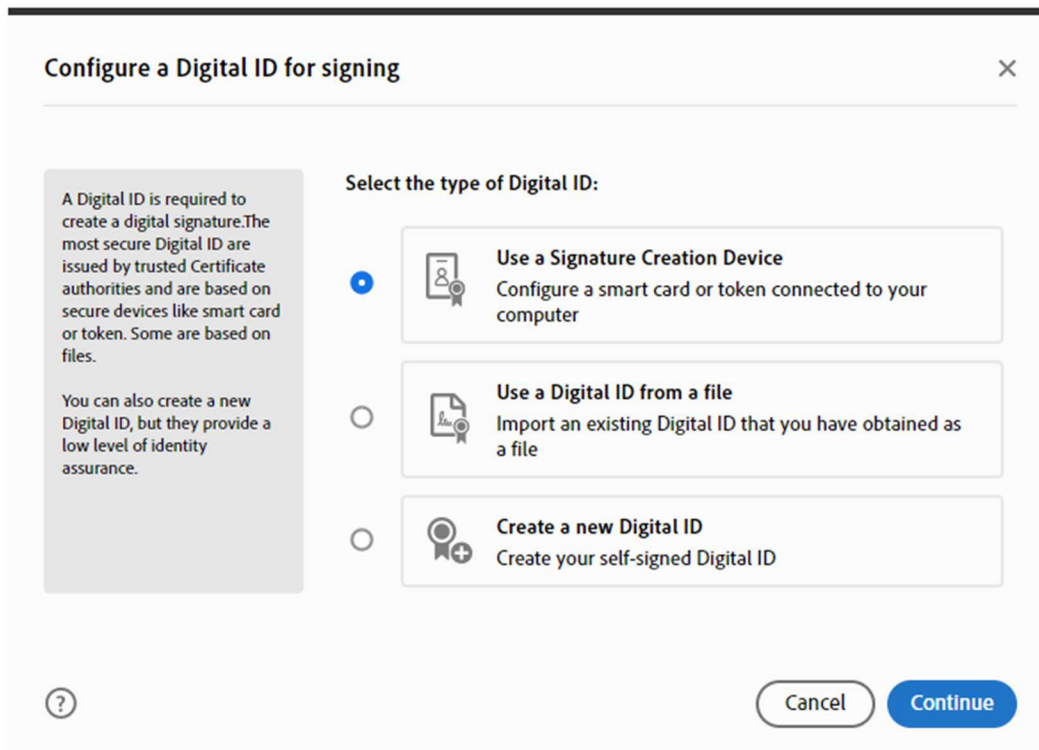
Prerequisite: Please have a secure location to store your signature. For example, you may create a Box file that only YOU have access to. See the Appendix at the end of this document for instructions on how to create a Box file for yourself.



1. Click in the signature box (the box with the red tab ) on the adobe form.
2. If you have not configured a digital signature then this popup box should appear:

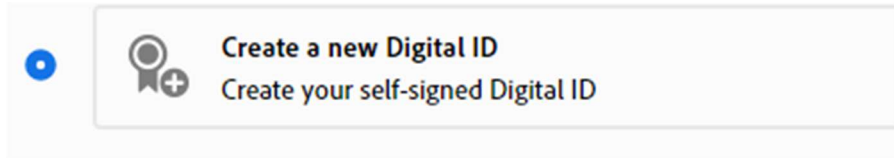


3. Select “**Configure Digital ID**” button
4. This popup box should appear:

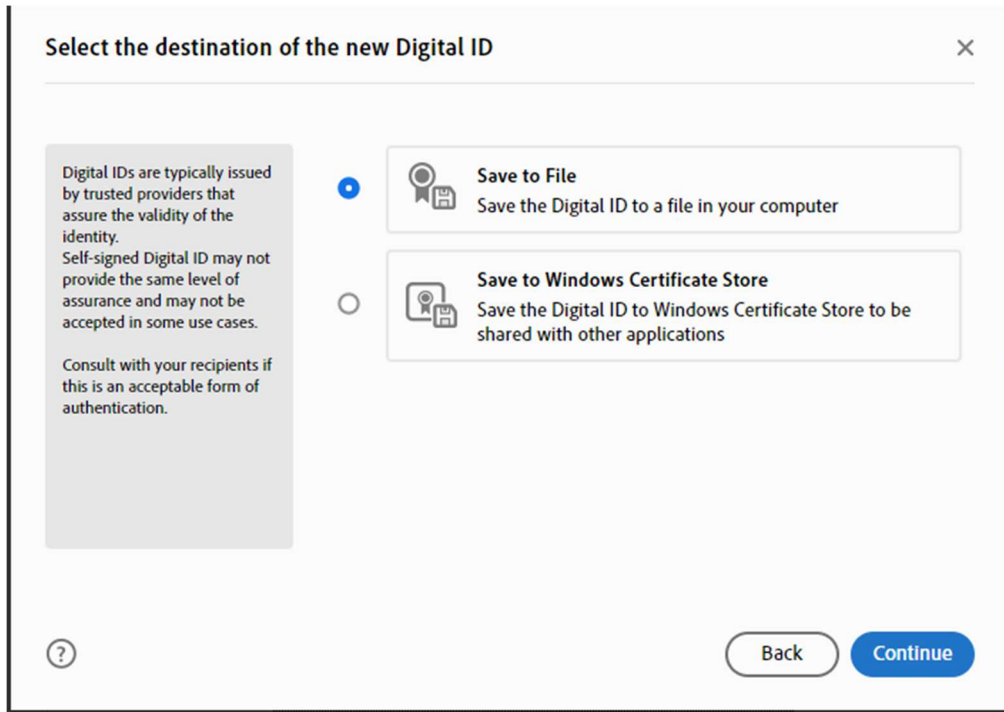




5. Choose the “**Create a new Digital ID**” and then the “**Continue**” button.



6. To bring up this popup box



7. Choose “**Save to File**” and then the “**Continue**” button

8. This data entry box will appear:

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	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

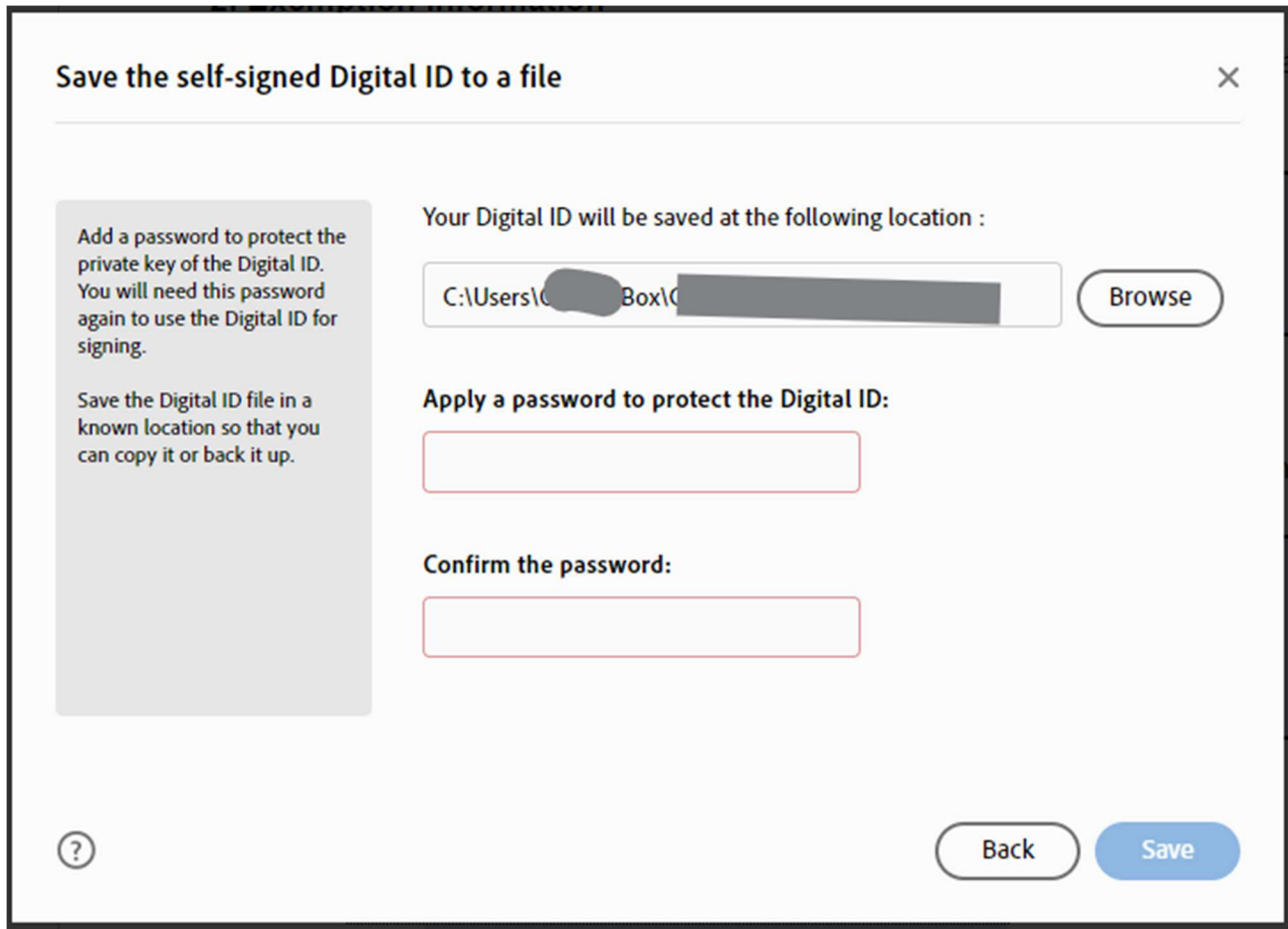
?

Back

Continue

9. At minimum complete the **Name** (that will be the signature) and the **Email Address** and then click the “**Continue**” button.

10. This popup box should appear



The screenshot shows a Windows dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, a grey informational box contains the 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." and "Save the Digital ID file in a known location so that you can copy it or back it up." Below this box is a question mark icon. To the right, the text "Your Digital ID will be saved at the following location :" is followed by a text field containing "C:\Users\...Box\..." and a "Browse" button. Below this, the text "Apply a password to protect the Digital ID:" is followed by an empty password field. Underneath that, the text "Confirm the password:" is followed by another empty password field. At the bottom right, there are "Back" and "Save" buttons. The "Save" button is highlighted in blue.

11. Select the “**Browse**” button to find your secured location to store your new digital signature. (Saving directly onto your device is not secure.) Enter in a **password** and confirm it to protect the Digital ID. Then click the “**Save**” button.

12. This popup box should now appear to allow you to enter your digital signature.

The screenshot shows a window titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title bar, it says "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the text, there is a list of digital IDs. The first one is selected with a blue circle and shows a document icon, a redacted name, "(Digital ID file)", "Issued by [redacted]", and "Expires: 2030.09.10". To the right of this list is a "View Details" link. At the bottom of the window, there are three buttons: "Configure New Digital ID" (disabled), "Cancel" (disabled), and "Continue" (active).

13. Select the signature and then click the “**Continue**” button

14. This popup box should appear:


The screenshot shows a window titled "Sign as [redacted]" with a close button (X) in the top right corner. Below the title bar, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. Below this, there is a preview of the signature. The preview shows a redacted name, a redacted email address, and a redacted phone number. To the right of the preview, it says "Digitally signed by [redacted]", "Date: 2025.09.10", and "09:41:28 -04'00'". Below the preview, there is a checkbox labeled "Lock document after signing" and a "View Certificate Details" link. Below the checkbox, there is a "Review document content that may affect signing" section with a "Review" button. At the bottom of the window, there is a text input field labeled "Enter the Digital ID PIN or Password..." and two buttons: "Back" (disabled) and "Sign" (active).


15. If you are ready to sign, enter your **password** and then click the “**Sign**” button. **Beware:** The Lock document checkbox (once checked) will also lock any buttons on the PDF form. *For example, a **Submit** button or **Clear Form** button on a pdf will not work if you lock document after signing.*

16. After signing, you will be asked to save the document. You may continue filling out the form unless you checked the “lock document . . .” in the prior step

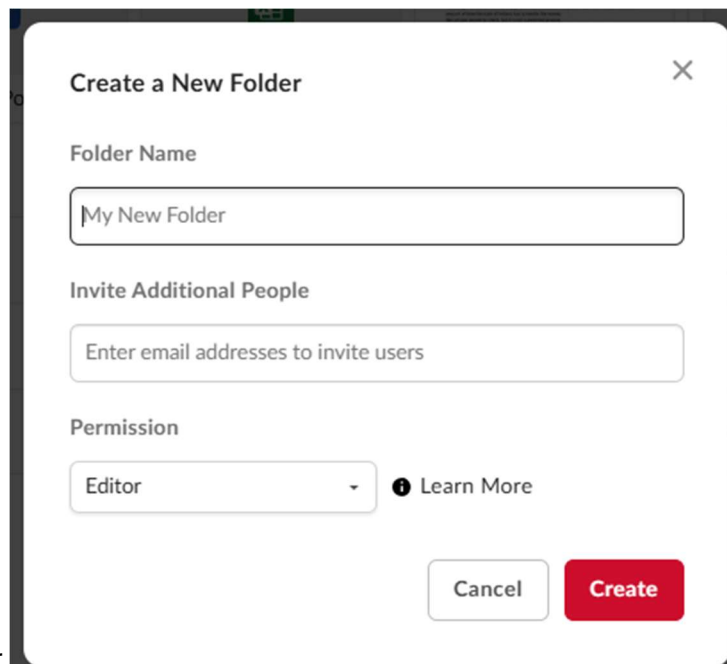
Appendix

Creating a new Box folder for your access only.

1. On a browser (e.g. Google Chrome ) , go to Wabash.edu/mybash
2. Select “**BOX**” from the menu on left-hand side of the screen and then select the “**Continue**” button.

3. Select the “**New+**”  button at the top right-hand corner of the screen.

4. Select “**Folder**”.  Folder



Create a New Folder

Folder Name

My New Folder

Invite Additional People

Enter email addresses to invite users

Permission

Editor

Learn More

Cancel Create

5. This popup box will appear
6. Enter the **name of your folder** and click the “**Create**” button.
7. You should receive a message that your new folder was created and you should be able to see it on your screen. If not, please email helpdesk@wabash.edu