**Setting up Digital Signature – “Click to Sign”**

# These instructions are for setting up a digital signature in Windows 10 / Adobe Acrobat DC. This type of signature is for internal forms signed by a worker. After the form is signed the signature will look similar to this:



1. **Open a form that has eSignature enabled.**
2. **Click on the Red Tab by the signature line:**



1. **You will get a pop-up message that “Digital ID Configuration Required.”
Select “Configure Digital ID.”**

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1. **Select “Create a new Digital ID,” then click “Continue.”** t th t

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 **Select “Save to File,” then “Continue.”**

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1. **Enter your name, unit, organization (i.e., Hennepin County) and Hennepin County email and click “Continue.”

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1. **Enter a password and confirm the password. Click “Save.”
Important Note: You must remember this password for future use, or you will need to re-do the process.

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2. **You have now created a Digital ID. Click “Continue” to use it to sign your document.

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1. **Enter your password and click “Sign.” The document will then be signed.

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1. **Going forward, when you sign a form, you will just enter your password and click sign.**
2. **If you get this dialog box when you click in the signature area to sign, select “Adobe Default Security.”
“Topaz.GemSignPlus” is used with signature pads, especially when clients need to sign.

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