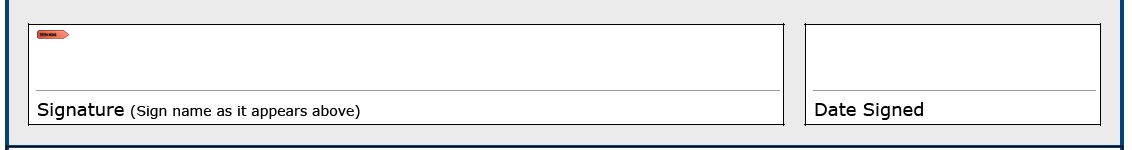
**Setting up Digital Signature – “Click to Sign”**

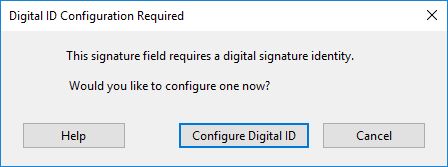
# These instructions are for setting up a digital signature in Windows 10 / Adobe Acrobat DC. This type of signature is for internal forms signed by a worker. After the form is signed the signature will look similar to this:



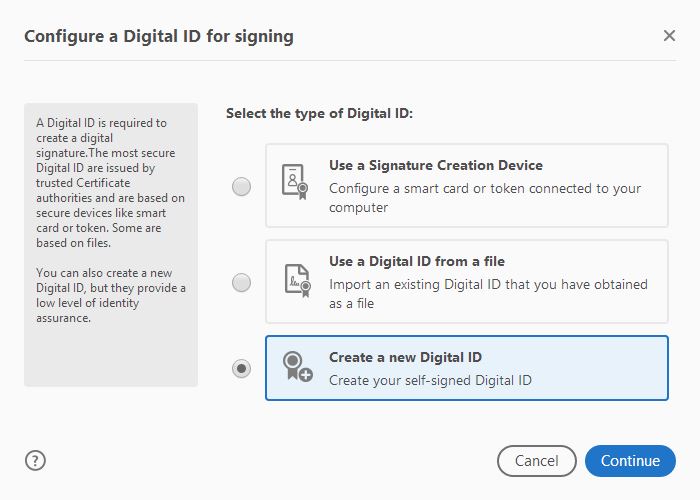
1. **Open a form that has eSignature enabled.**
2. **Click on the Red Tab by the signature line:**



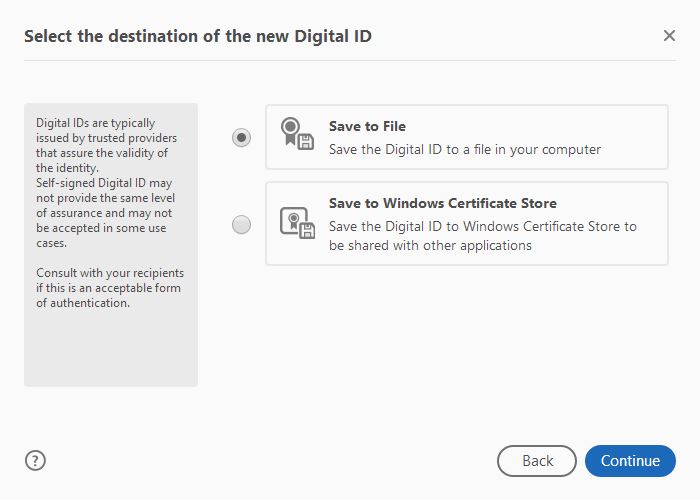
1. **You will get a pop-up message that “Digital ID Configuration Required.”   
   Select “Configure Digital ID.”**

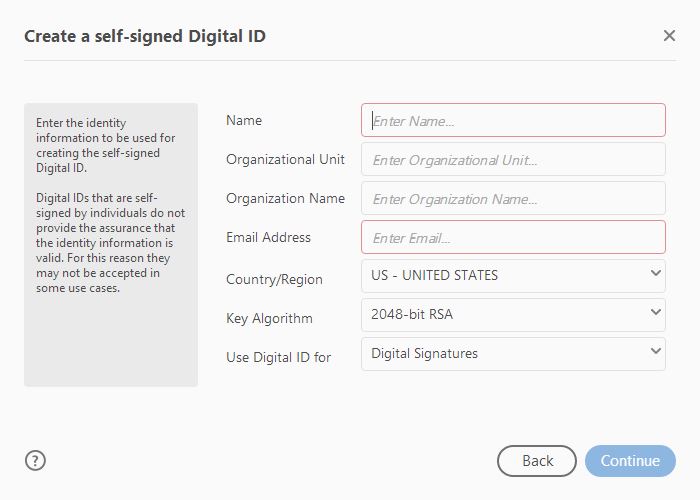
****

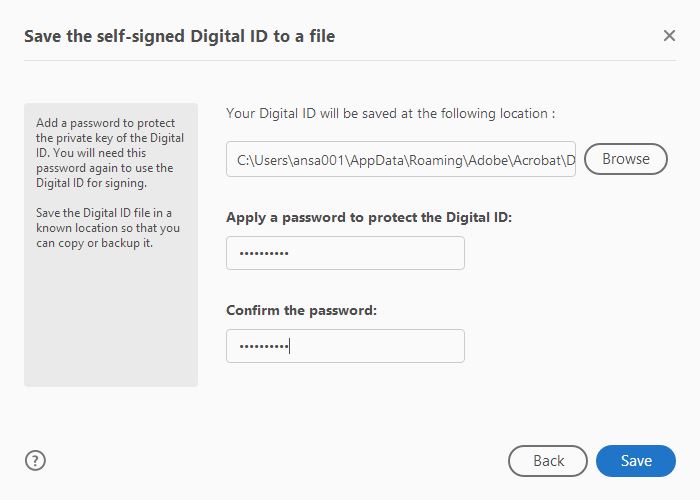
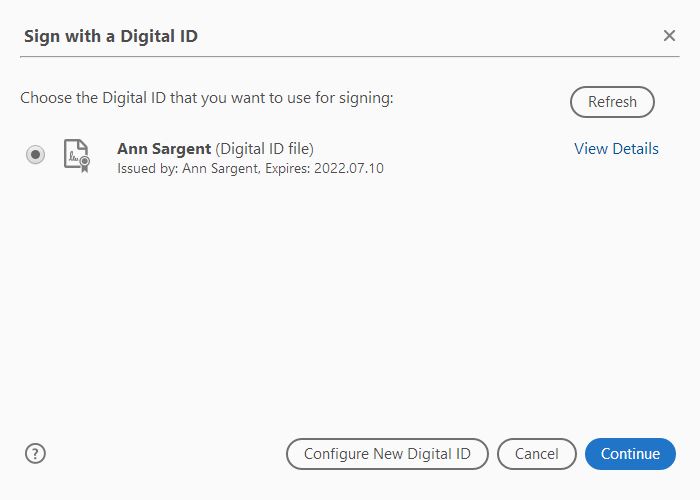
1. **Select “Create a new Digital ID,” then click “Continue.”** t th t

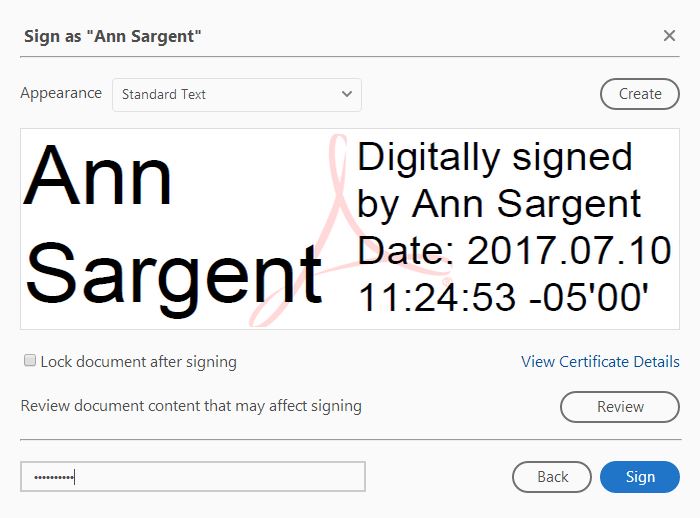
****

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

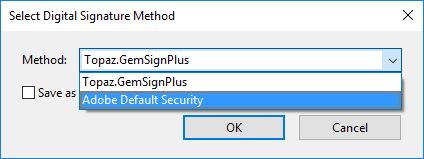
****

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

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

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



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.  
     
   **