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

These instructions are for setting up a digital signature in Windows 7 / Adobe Acrobat XI Pro.
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 to Add Digital ID.
Select “A new digital ID I want to create now”**



1. **You will get a message asking where to store your digital ID.
Select “New PJCS#12 digital ID file” and click Next.**



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



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



1. **You can now 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.**