## **Electronic Approval Process**

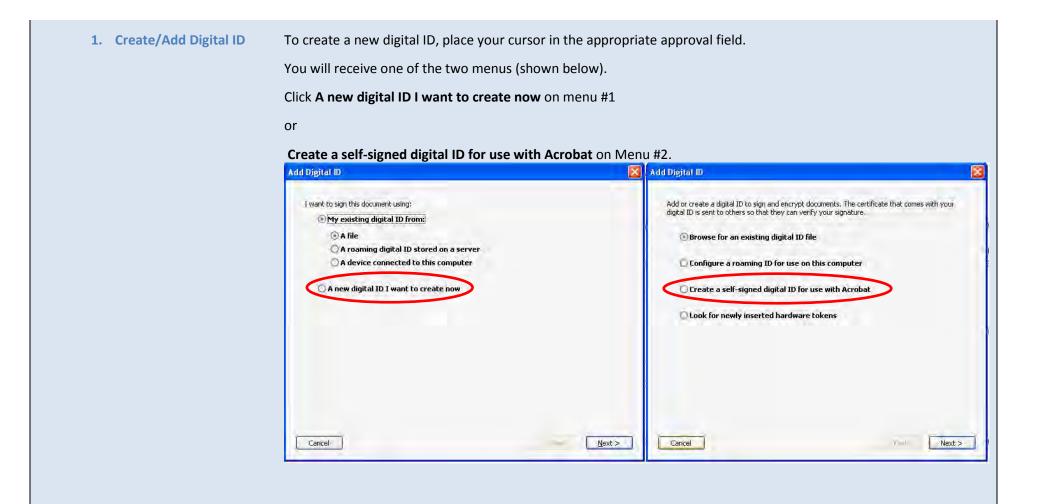
This guide will help you set up your digital-id for PDF forms that now include an electronic approval field.

This is not to be considered an electronic signature.

To set up your electronic approval, you will need to follow the steps outlined below. These steps will only need to be completed once.

You may be prompted to update your Acrobat Security Settings (as shown below), please select **Yes** to install the latest version and security setting.





## 2. Set the location of the digital ID (storage)

## On the Add Digital ID menu, click New PKCS#12 digital ID file.

Where would you like to store your self-sign	ned digital ID?
• New PKCS#12 digital ID file	
Creates a new password protected dig common digital ID file format is support web browsers. PKCS#12 files have a ,	jital ID file that uses the standard PKCS#12 format. This ed by most security software applications, including ma pfx or .p12 file extension.
O Windows Certificate Store	
Your digital ID will be stored in the Win Windows applications. The digital ID wi	dows Certificate Store Where it will also be available to II be protected by your Windows login.

3. Enter your identity information

Enter your information as requested on the screen. For **Organizational Unit** enter your college name and for **Organization Name** enter your department.

Please fill in all other information as shown below. Do not mark the check box "Enable Unicode Support".

Enter your identity inform	ation to be used when generating the self-signed certificate.	
Na <u>m</u> é (e.g. John Smith):		
Organizational Unit:	1	
Organization Name:		
<u>E</u> mail Address:		
<u>Country/Region:</u>	US - UNITED STATES	7
Enable Unicode Suppor	t	
Key Algorithm;	1024-bit RSA	4
Use digital ID for:	Digital Signatures and Data Encryption	1

 4. Save the digital ID file and create password
 The default file location for your digital id will be your C:\ (This is recommended location). If you wish to change the location select the **Browse** button.

Once the file location is established, select a password that you will remember. NOTE: You will have the only record of your password, so choose carefully.

Eile Name:         C:\Documents and Settings\pumpkin\Application Data\Adobe\Acrobat\9,0\Security\Sav;         Browse         Password:         *******
Password:
******
Confirm Password:

## 5. Password Confirmation

Once you have created your password and save the document your **Approved Document** will show your name and email addressed.

Click in the **Password** field, enter your password and then select **Sign**.

Congratulations! You have officially approved your document.

The next time that you need to electronically approve any PDF document, your digital id will already be set up and you will not need to go through these steps again. You will just be asked to enter your password in the box shown below.

assword:	-		
ertificate Issuer: Savannah Da	wis	Info.	
	Appearance:	Standard Text	*
Savanna	Digitally signed by Savannah Davis DN: cn=Savannah Davis, o=Budget Office, ou=Office of Business and Financial Services, email=pumpkin@uic.edu, c=US Date: 2010.01.25 10:42:23 -06'00'		
h Davis			