





# Creating an Adobe Acrobat eSignature

The EPSDT fillable PDF now allow you to add your digital signature to the document. Follow the steps below to create your digital signature.

Steps	Screenshots
<p><b>1. After completing the fillable PDF</b></p> <p>Once you have completed your fillable PDF and are ready to digitally sign, you will need to click on the Digital Signature box. Located at the bottom of the form.</p>	<p><b>* Signature</b></p> 
<p><b>2. Sign with a Digital ID</b></p> <p>You will need to create a digital signature by clicking on <b>CONFIGURE NEW DIGITAL ID</b>.</p>	

## Steps

### 3. Configure a Digital ID for signing.

You will see three (3) options. Select the radio button next to **Create a new Digital ID**, then hit **Continue**.

## Screenshots

**Configure a Digital ID for signing** [X]

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

[?] [Cancel] [Continue]

### 4. Select the destination of the new digital ID

You will select **Save to File** and then click **Continue**.

**Select the destination of the new Digital ID** [X]

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Select the destination of the new Digital ID:**

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?] [Back] [Continue]

### 5. Complete your information

Enter in your Name and Email address. You can also add in your Provider name.

***For the last three options you will leave it as you see on the screen.***

**Create a self-signed Digital ID** [X]

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:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

[?] [Back] [Continue]

## Steps

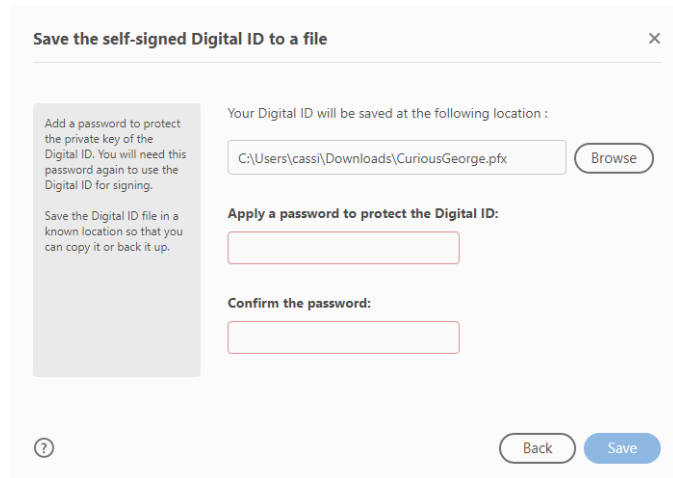
### 6. Save your Digital ID

Click on Browse and save this Digital ID. You can use this on other devices as well.

### 7. Password

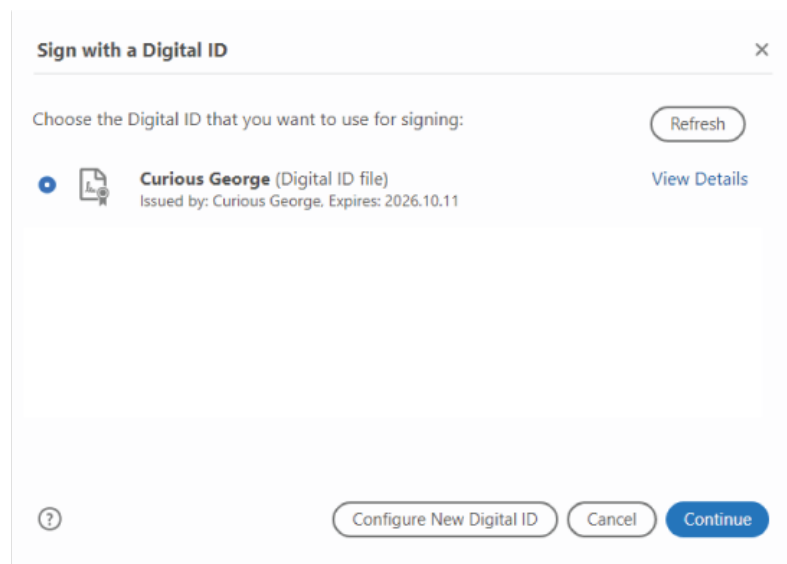
Make sure to remember your password you created. This will be **required** each time you digitally sign.

## Screenshots



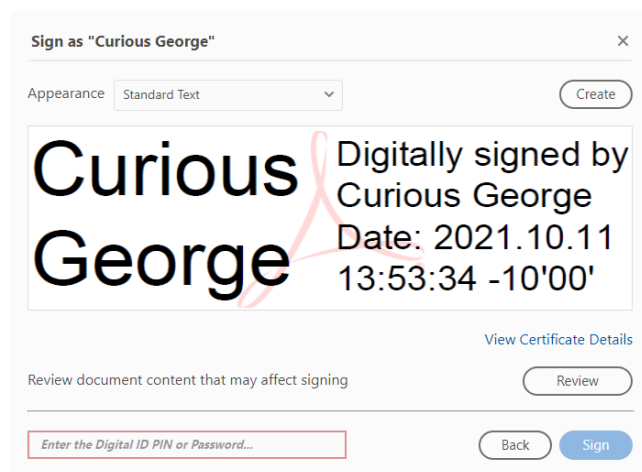
### 8. Once you hit save, you will see your digital signature listed.

Select your digital signature by clicking on the radio button and click **Continue**.



### 9. Sign as "...."

You will need to enter your **password** for your digital signature and then click **Sign**.



## Steps

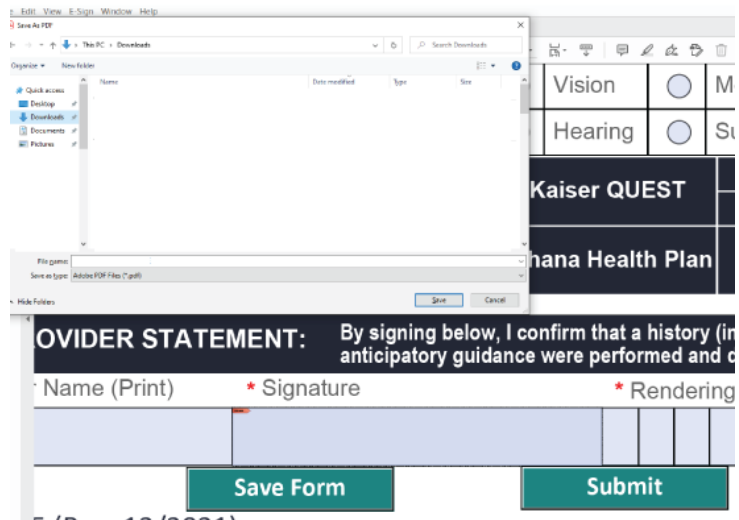
### 10. You will need to save your file

Before you can continue, you will need to save your file.

**NOTE: We recommend you create a folder to save all your digitally signed fillable PDF forms.**

Also, naming conventions is key. So naming the file with the patients name and date of appointment is recommended (i.e. Big\_Bird\_10112021)

## Screenshots



### 11. Digital signature has been completed.

You will now see your digital signature on the form.

