

Creating Digital Signatures Quick Guide

The eSubmitter software is capable of digitally signing submissions. To allow eSubmitter to sign submissions, you must create a digital signature to identify yourself. This guide will demonstrate the steps necessary to create a digital signature in Adobe Reader and Adobe Acrobat Professional. Finally, this guide will detail how to import your new digital signature into eSubmitter.

Create a Digital ID

Inside this guide:

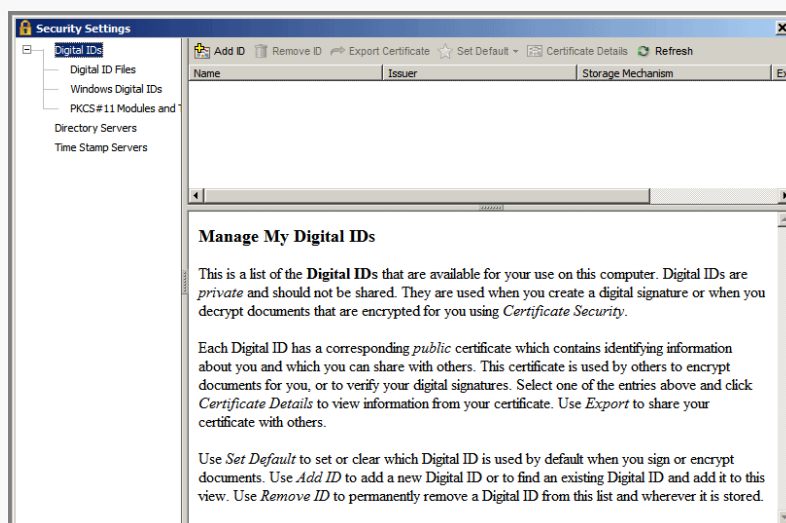
Creating a Digital ID 1

 = Helpful Tip

 = Important Info

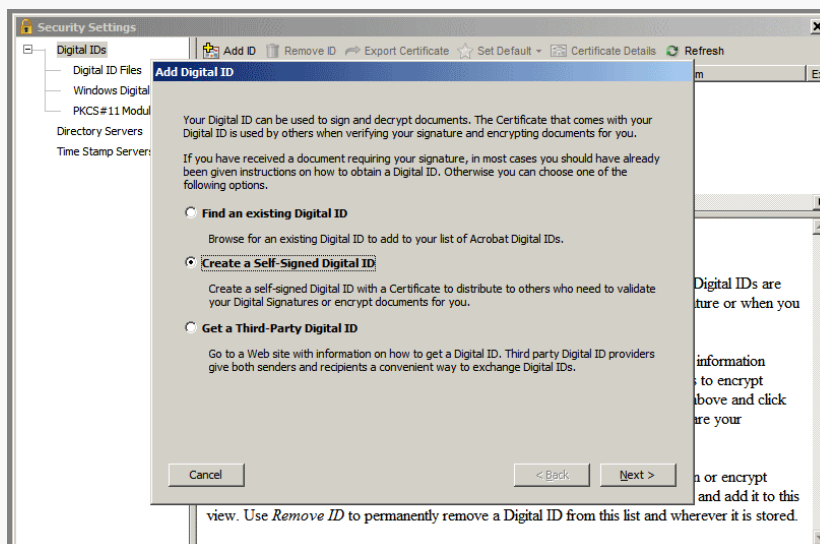
1. Access the **Security Settings** dialog.
 - a. **Adobe Reader** - On the menu click **Document > Security Settings**.
 - b. **Adobe Pro** - On the menu click **Advanced > Security Settings**.

After accessing the menu items above, the **Security Settings** dialog (shown below) should be displayed.



2. Click on the  **Add ID** button to display the **Add Digital Id** dialog.

3. Select the **Create a Self-Signed Digital ID** radio button and click **Next >**



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Creating a Digital ID (cont)

- Read the message that is displayed and click **Next >**.
- In the following dialog you are prompted to select the storage location of your digital id. Select the **New PKCS#12 Digital ID file** radio button and click **Next >**.

- Add your information in the text fields provided and click **Next >**.

You will need to supply information for the first five fields only. Be sure to accept the default values for the remaining two fields and checkbox.



The values you enter for your *email address* and *organization name* will be used to validate your signature against FDA records.

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Creating a Digital ID (cont)

- Enter the location where you would like your digital id saved, and a password. Confirm the password and click **Finish**.

Add Digital ID

Enter a file location and password for your new Digital ID file. You will need the password when you use the Digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file by going to the menu Advanced > Security Settings.

File Name:

Password:

Confirm Password:

- In the **Security Settings** dialog, click on the newly created digital id in the upper right-hand pane to view the summary of the id. The summary is shown in the lower right-hand pane.

Security Settings

Digital IDs

| Name | Issuer | Storage Mechanism | Exp |
|------------------------------|------------------------------|-------------------|-------|
| John Smith <example@fda.gov> | John Smith <example@fda.gov> | Digital ID File | 20... |

John Smith
FDA
Issued by: John Smith
FDA
Valid from: 2008/06/26 16:38:27 -04'00'
Valid to: 2013/06/26 16:38:27 -04'00'
Intended usage: Sign transaction, Encrypt document