Creating an Adobe Digital Signature Quick Guide

The CVM eSubmitter software is capable of digitally signing submissions. To allow CVM eSubmitter to sign your submissions, you must create an Adobe self-sign digital ID to identify yourself. This guide will demonstrate the steps necessary to create a digital ID in Adobe Reader and Adobe Acrobat. These instructions are based on Adobe version XI.

Creating a Self-Sign Digital ID

In Adobe, click the Edit menu and choose Preferences to open the Preferences dialog. From the Preferences dialog, select **Signatures** from the **Categories** list. On the right of the Preferences dialog, click More for Identities & Trusted Certificates to display the Digital ID and Trusted Certificate Settings dialog.

More	
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From the Digital ID and Trusted Certificate Settings dialog, select Digital IDs on the left, and then click the Add ID button to display the Add Digital ID dialog.

Digitai	iD ana Trusi	tea Certificate	Settings Dialog	
Digital ID and Trusted	Certificate Settings		-	x
Digital IDs	Add ID 🖉 Usage (Options 👻 🌁 Certificate Details	🚧 Export 🔁 Refresh 💿 Removel	ID
Trusted Certificates	Name	Issuer	Storage Mechanism	^
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		111		•
	Manage My D	igital IDs		
		grun 1255		
		digital IDs that are availa		
			d not be shared. They are used you decrypt documents that are	=
		using Certificate Security		
		a corresponding public of		
			you can share with others. This ments for you, or to validate	
			ries above and click Certificate	
	Details to view inf	formation from your certifi	cate. Use Export to share your	
	certificate with oth	ers		T

From the Add Digital ID dialog, select the option **A new digital ID I want to create now** and click the **Next** button to identify where to store the digital ID.

Digital ID	-
	l encrypt documents. The certificate that comes with your ry can verify your signature. Add or create a digital ID using:
My existing digital ID from:	1
(i) A file	
A roaming digital ID acc	cessed via a server
A device connected to	this computer
A new digital ID I want to c	reate now
A new digital ID I want to c	reate now
A new digital ID I want to c	reate now

The next screen displays the options on where to store the digital ID. The options are PKCS#12 digital file (with a .pfx extension) or the Windows Certificate Store. You will want to select **New PKCS#12 Digital ID** file for use within CVM eSubmitter and click the **Next** button to enter your identity information.

Digital ID	Latings .		-
Where would you like t	o store your self-signed digital	ID?	
New PKCS#12 digit	ital ID file		
This common dig		that uses the standard PKCS#12 format by most security software applications, ve a .pfx or .p12 file extension.	
Windows Certificat	te Store		
		tificate Store where it will also be avail I be protected by your Windows login.	

The next screen displays fields for collecting the identify information. Please enter your:

- Name
- Organizational Name
- Email Address
- Country/Region

The **Key Algorithm** and **Use digital ID for** can remain at their default settings (1024-bit RSA, Digital Signatures and Data Encryption). The **Email Address** is critical to the validation process within the CVM Electronic Submission System (ESS), so make sure this field matches what is provided when registering with the ESS. Click the **Next** button to enter a file location and password for your new digital ID file.

CVM eSubmitter Electronic Submission Software		FDA U.S. FOOD & DRUG ADMINISTRATION
	Add Digital ID Company Granizational Lini: Granizational Lini: Granization Name: ABC Company Email Address: jirmith@abc.com Gountry/Ragion: US-UNITED STATES Key Algorithm: 1024-bit RSA Use digital ID for: frigital Signatures and Data Encryption	

The next screen displays fields for collecting the digital ID **File Name** and **Password**. It is recommended to save the digital ID file in a location easily accessible from the CVM eSubmitter application since you will need to select the digital file the first time you package a submission within the application. In addition, you will need to enter the password each time you package a submission within CVM eSubmitter. After entering a file name and location, enter and confirm the password, then click the **Finish** button.

Enter a file location and password for your new digital ID fil you use the digital ID to sign or decrypt documents. You sh	
so that you can copy this file for backup or other purposes. file using the Security Settings dialog.	
File Name:	
C:\CVM_eApps\CVM_eSubmitter\JohnSmith.pfx	Browse
Bassword:	
Best	
Confirm Password:	

After clicking Finish, you will be returned to the Digital ID and Trusted Certificate Settings dialog where you can view a summary of your new digital ID information.

You have now completed the process of creating an Adobe self-sign digital ID for use when packaging an electronic submission within CVM eSubmitter.

Note: Make a backup copy of your digital ID file. If the digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add signatures.





Digital ID and Trusted Certificate Settings Dialog

