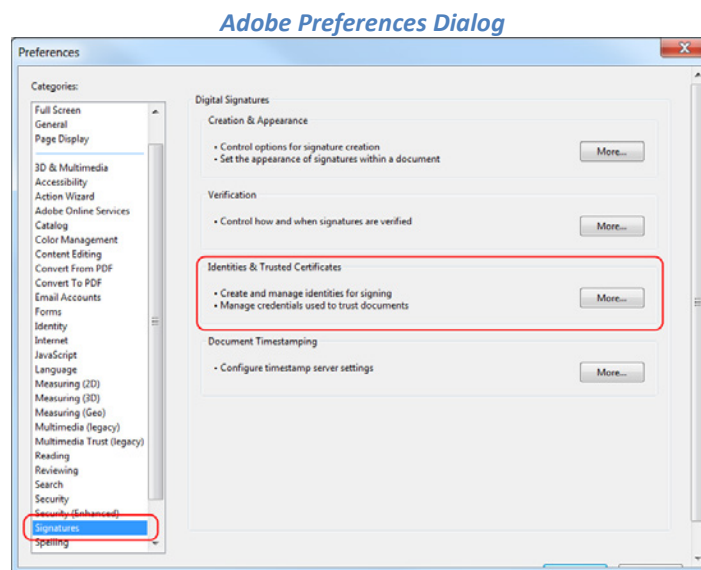


## Creating an Adobe Digital Signature Quick Guide

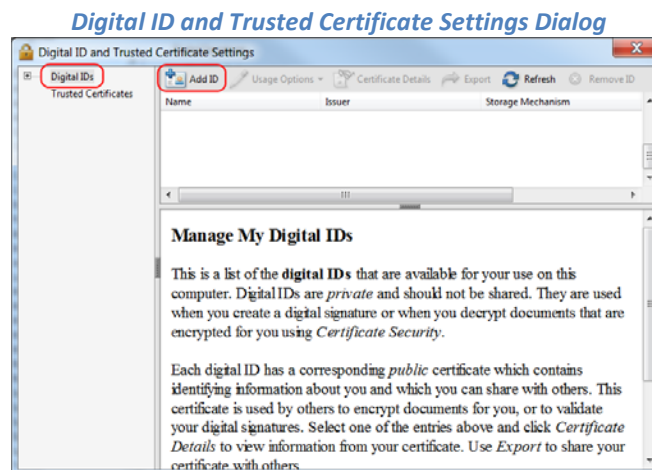
The CVM eSubmitter software is capable of digitally signing submissions. To allow CVM eSubmitter to sign your submissions, you must create an Adobe self-sign digital ID to identify yourself. This guide will demonstrate the steps necessary to create a digital ID in Adobe Reader and Adobe Acrobat. These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

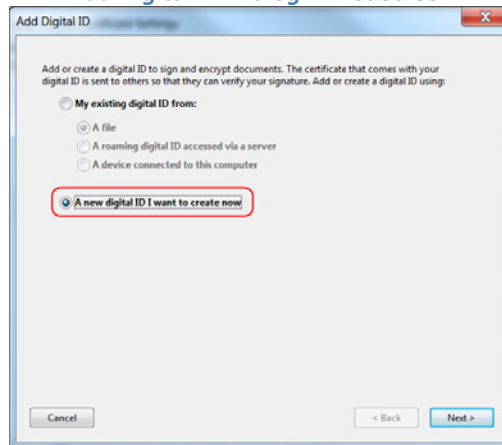


From the Digital ID and Trusted Certificate Settings dialog, select **Digital IDs** on the left, and then click the **Add ID** button to display the Add Digital ID dialog.



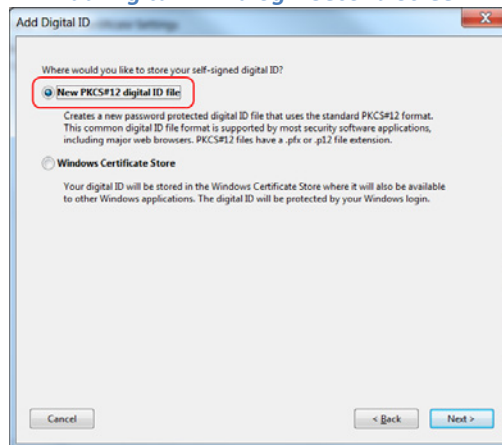
From the Add Digital ID dialog, select the option **A new digital ID I want to create now** and click the **Next** button to identify where to store the digital ID.

#### Add Digital ID Dialog – First Screen



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.

#### Add Digital ID Dialog – Second Screen



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.



### Add Digital ID Dialog – Third Screen

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit:

Organization Name: ABC Company

Email Address: jsmith@abc.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Buttons: Cancel, < Back, Next >

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.

### Add Digital ID Dialog – Fourth Screen

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 using the Security Settings dialog.

File Name: C:\CVM\_eApps\CVM\_eSubmitter\JohnSmith.pfx

Password: Best

Confirm Password:

Buttons: Cancel, < Back, Finish

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

