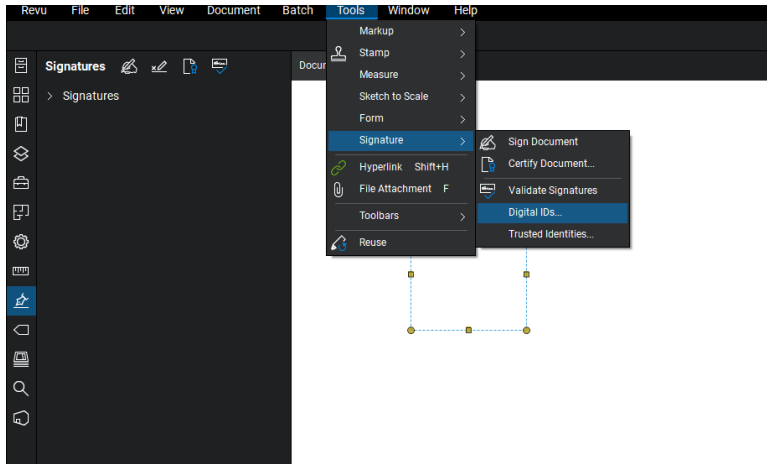


In BlueBeam, go to **Tools > Signatures > Trusted Identities > Digital IDs..**



A dialog box will appear – Here you will see your current IDs or create a new one click on the **Green +**

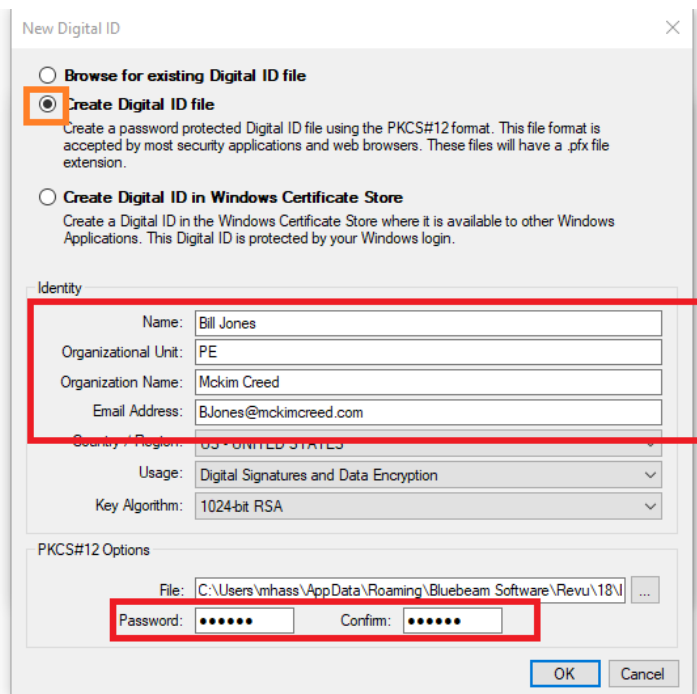
A new digital ID dialog box will appear

Check Create Digital ID using PKCS#12 Format

Enter the information *Name, OU, Organization & Email Address*

**File:** is the location where it will store your digital ID \*The default location is good\*

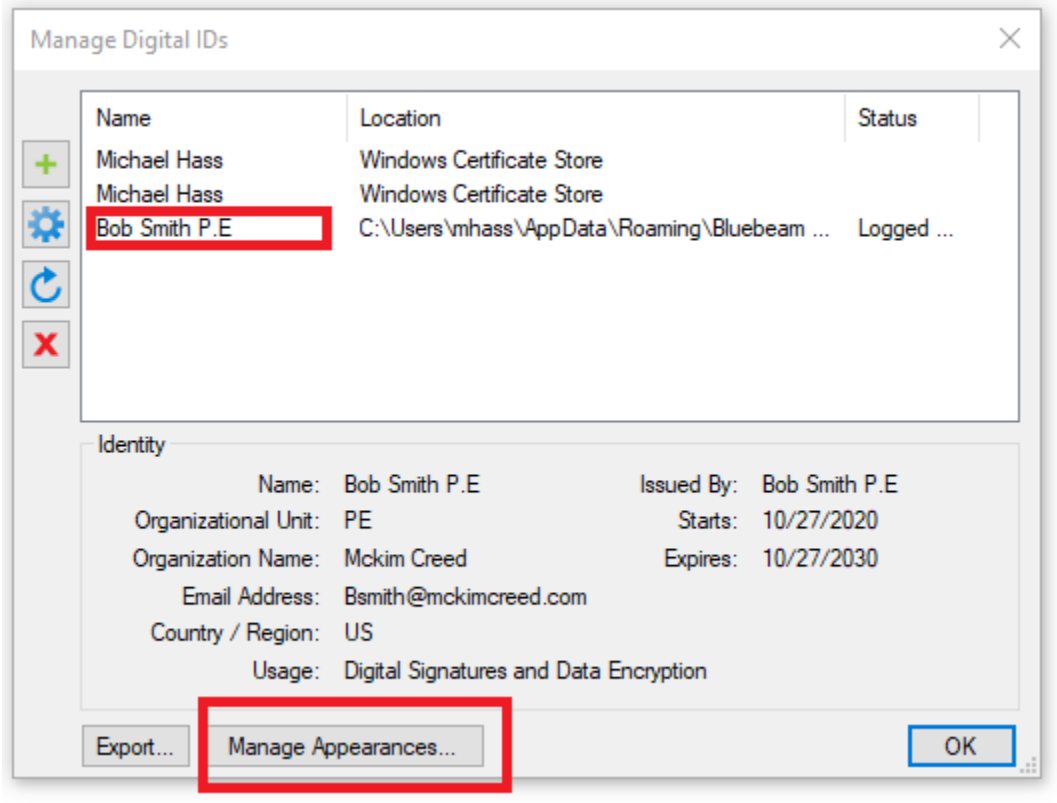
Choose a secure password \*one you will not forget



Click ok

You will now see your new digital ID listed

Click on your ID and click **Manage Appearances...**

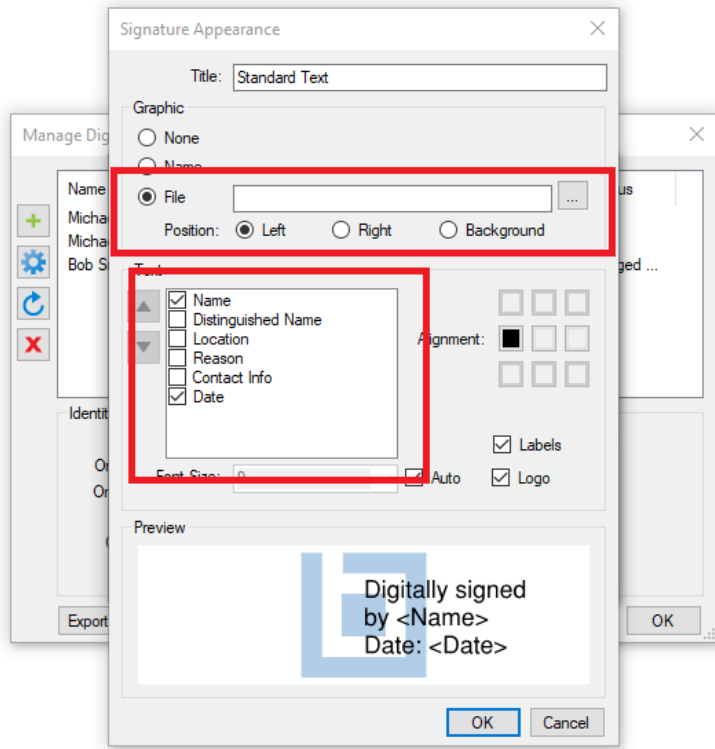


Click the **Green +** to add new appearance

Select the File with the seal or graphic for your signature

Select name and date

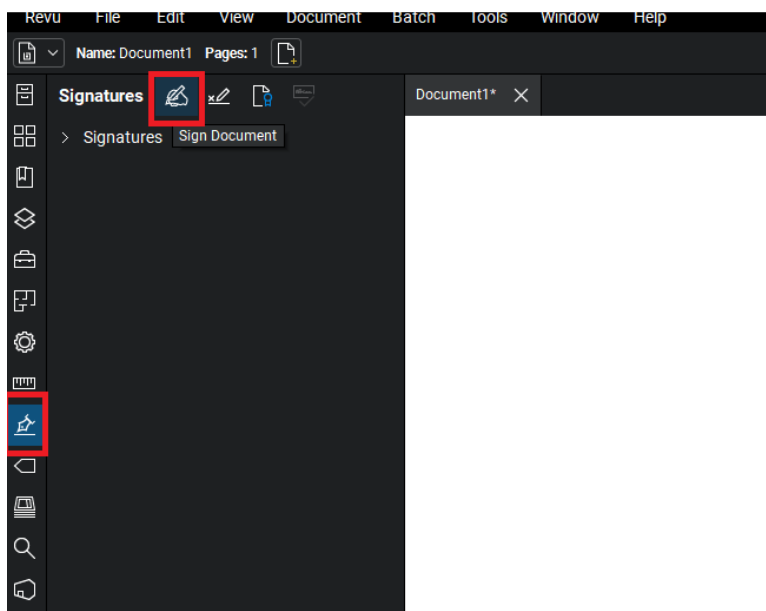
When your signature is correct and to your liking hit OK



You're now ready to apply your signature to a document

Open a document

Select Signature Icon on the left and then Sign Document Icon on the top

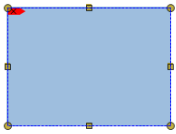


Click and Drag location to apply signature

A Sign Dialog box appears

Enter a Password \*Required

Hit Ok and Save the signed file



Sign

Digital ID:  
Bob Smith P.E. View... New...

Password: [ ] Log in

Digital Signature  
 Document Certification

Permitted changes after certifying:  
Fill in forms and digital signatures

Options  
Reason: [ ]  
Location: [ ]  
Contact Info: [ ]

Appearance  
Standard Text Edit... New...

[ ] OK Cancel