Requesting a State of Illinois Entrust Digital ID

Immediately below is a brief tutorial that will demonstrate how to get a State of Illinois Entrust Digital ID.

To begin the tutorial, click anywhere on the tutorial and then double-click the Start button. After viewing the tutorial, you will find a printable version at the end of this document.

Note: Using the Adobe Scroll Bars while the tutorial is playing may end the tutorial.
Requesting a State of Illinois Entrust Digital ID

**Note:** To request a Digital ID from the State of Illinois, you must have a valid Illinois Drivers License. The information you enter on the registration form to request the ID will be verified against the information on your Illinois Drivers License before the Digital ID is issued.

**IMPORTANT:** You MUST use Internet Explorer as your browser when requesting the ID.

- To request a digital certificate from the State of Illinois CMS web-site, use the following URL:
  - [http://www.illinois.gov/pki](http://www.illinois.gov/pki)

- Or, use the link provided on the e-forms web-site.

- The **State of Illinois Digital Signature Project** page will open.

- Click on the **Get a Digital ID** link, as shown on the right.
  - **Note:** As this web-site is updated, the placement of this link may not remain in the same location as shown here.

**Subscriber Agreement**

- The **State of Illinois Digital Identification** page re-appears, with the Subscriber Agreement tab open.

- Before you can proceed, you MUST accept the terms of the **SUBSCRIBER AGREEMENT**.
• Read the agreement and then scroll to the bottom of the page.
• Notice the text in red. Your browser must have a Java Virtual Machine associated with it.
  – If you don’t have one, you can download a free copy by clicking on the link: www.java.com
• If you wish to review the Privacy Policy, click the corresponding button.
• When finished reading the terms of the Subscriber Agreement, click on the Illinois Accept button.

NOTE: Non-Illinois Residents, please review the instructions at the end of this document.

Registration
• The State of Illinois Digital Identity Registration form will display.
• Enter the required information for each field, exactly as it appears on your valid Illinois Drivers License.

• Scroll to the bottom half of the form and enter:
  – Email Address
  – Secret Question and Secret Answer.
• Then, enter a User Name.
  – Make it something memorable because you will use this User Name to access your Digital ID.
  – You’ll create your Password on the next page.
• In the Privacy Verification section, click the checkbox if you do NOT want your name and address shared among state agencies.
• Click Submit to complete the process.
• A window will appear briefly asking you to wait for a response.
Creating Roaming Profile

- The next step is creating a "roaming profile."
  - Don't let that confuse you; it's just a matter of creating a Password to go with your new User Name.
- The Roaming User ID is the User Name you just created.
- To create your Password, make sure you follow the Password Rules and then enter your Password in the Password and Password confirmation fields.
  - Green checks will appear in front of the Password Rules, if the Password is created correctly.

Exit the Site

- An intermediate window will appear briefly and then a screen congratulating you on the creation of your Digital ID will appear, as shown on the right.

Note: A Digital ID will be created and stored on a remote server. You will not receive a copy of your Digital ID.
- Click Close this Window to exit the site.

- Once you have completed the above steps to obtain your Entrust Digital ID, you are then ready to install your EESP software.

Non-Illinois Residents

- If you are a University employee, but do not reside in Illinois, you can also request a State of Illinois Digital ID.
- The process for non-residents is much the same; however, it does involve a manual process which may take 7-14 days to complete.
- If you are a Non-Illinois Resident, follow the above instructions and then click the Non-Illinois Resident Accept button from the Subscriber Agreement page.
- Then, select “Application and Instructions” on the out-of-state resident application page.
- Read and follow the instructions to complete the application for a Digital ID.

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