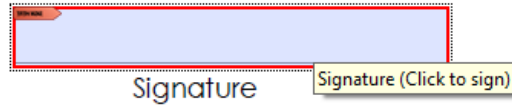



Instructions for e-signing

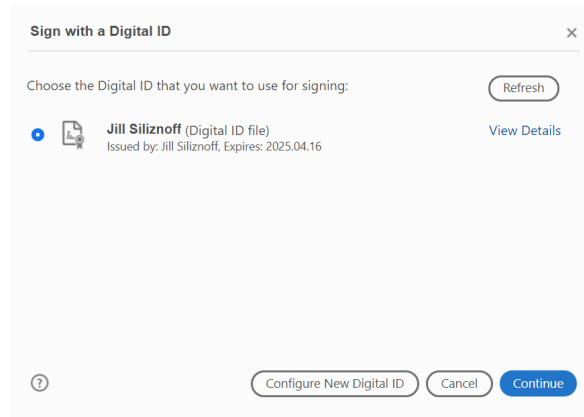
PDF forms need to be downloaded, filled out and digitally signed in Adobe Acrobat. If you do not have Adobe Acrobat on your home computer, you can download the free version of [Adobe Acrobat Reader](#).

1. Click on Signature field to create a digital signature.

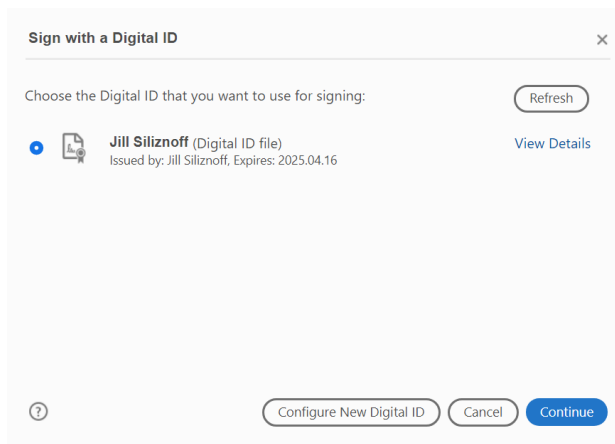


2. If you already have a digital signature on your computer, this window will appear.

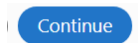
Click  to proceed with your existing digital signature and password.

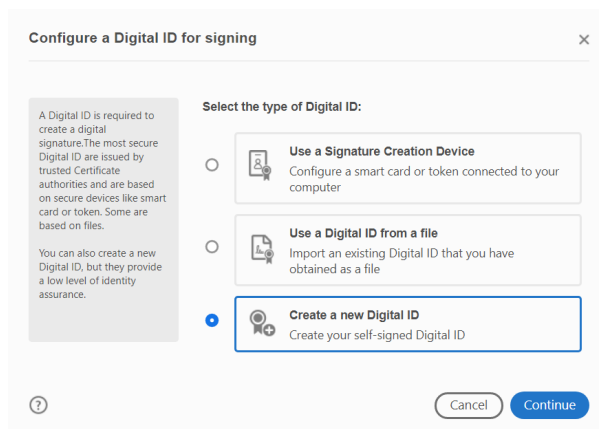


3. If you need to create a new digital signature (or if you can't remember your password for your existing signature), click "Configure New Digital ID."



3. You should then select "Create a new Digital ID"





4. Choose "Save to File" to store your digital signature on your computer.

[Continue](#)

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this box is a question mark icon. On the right, there are two radio button options. The first option, "Save to File", is selected and highlighted with a blue border; it includes a sub-label "Save the Digital ID to a file in your computer". The second option is "Save to Windows Certificate Store", with a sub-label "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons.

5. Input your name and email address, as well as other optional organization/company information.

[Continue](#)

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this box is a question mark icon. On the right, there are several input fields: "Name" (text box with placeholder "Enter Name..."), "Organizational Unit" (text box with placeholder "Enter Organizational Unit..."), "Organization Name" (text box with placeholder "Enter Organization Name..."), "Email Address" (text box with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom right, there are "Back" and "Continue" buttons.

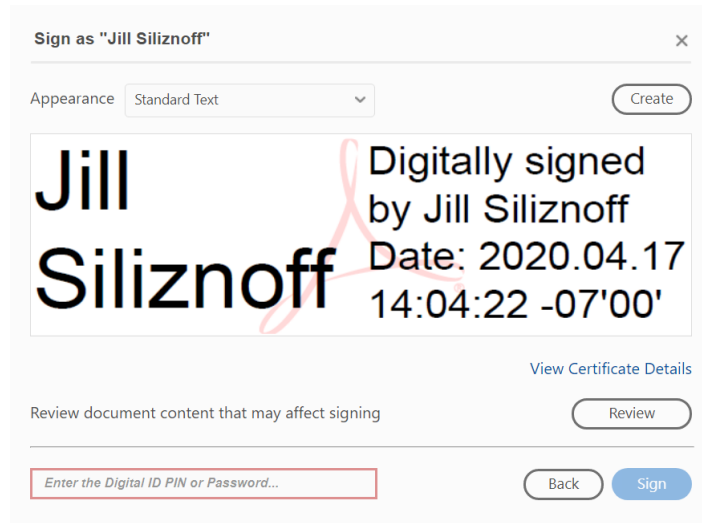
5. You will need to create a password to go along with your digital signature.

Confirm the password again and Save.

The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this box is a question mark icon. On the right, there is a text box for the file path: "Your Digital ID will be saved at the following location : C:\Users\Jill Siliznoff\AppData\Roaming\Adobe\Acroba" followed by a "Browse" button. Below this are two text boxes for password entry: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom right, there are "Back" and "Save" buttons.

7. Select your newly created digital signature and this box will appear.

Enter your password in the bottom box and Sign.



8. You will then be directed to save your newly signed copy of the form.

This is where you can rename your document and choose to save it in a location on your computer where you can access it to attach to your email.

