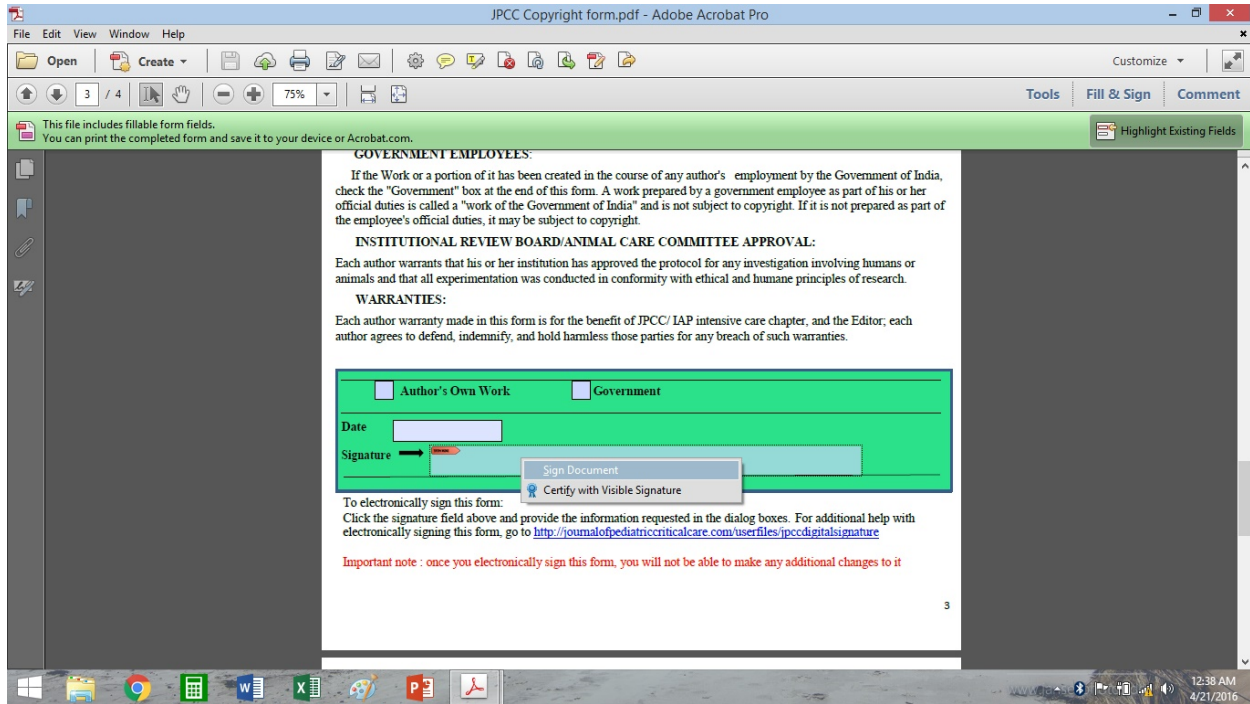




To sign a form for the first time, you should have Adobe Reader X or greater installed on your computer  
To download the latest version of Adobe Reader, go to <http://get.adobe.com/reader/>.

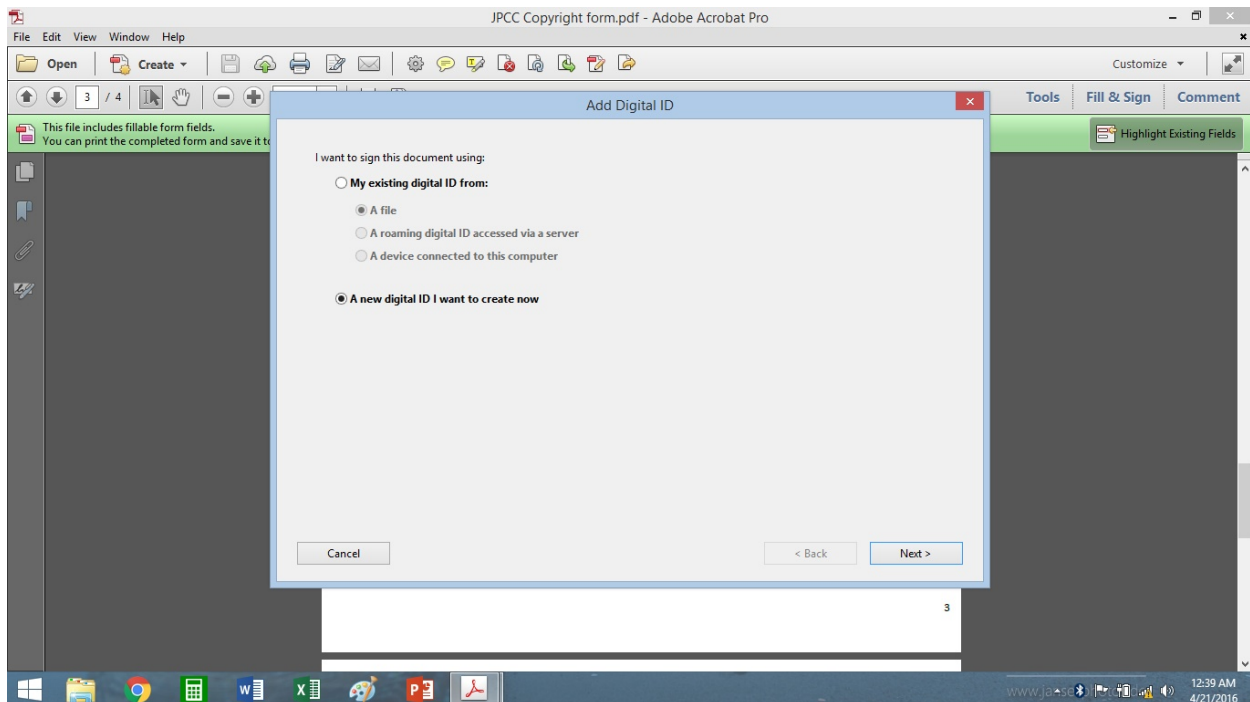
## How to create a Digital ID

Step 1. Right Click anywhere in the Signature field.

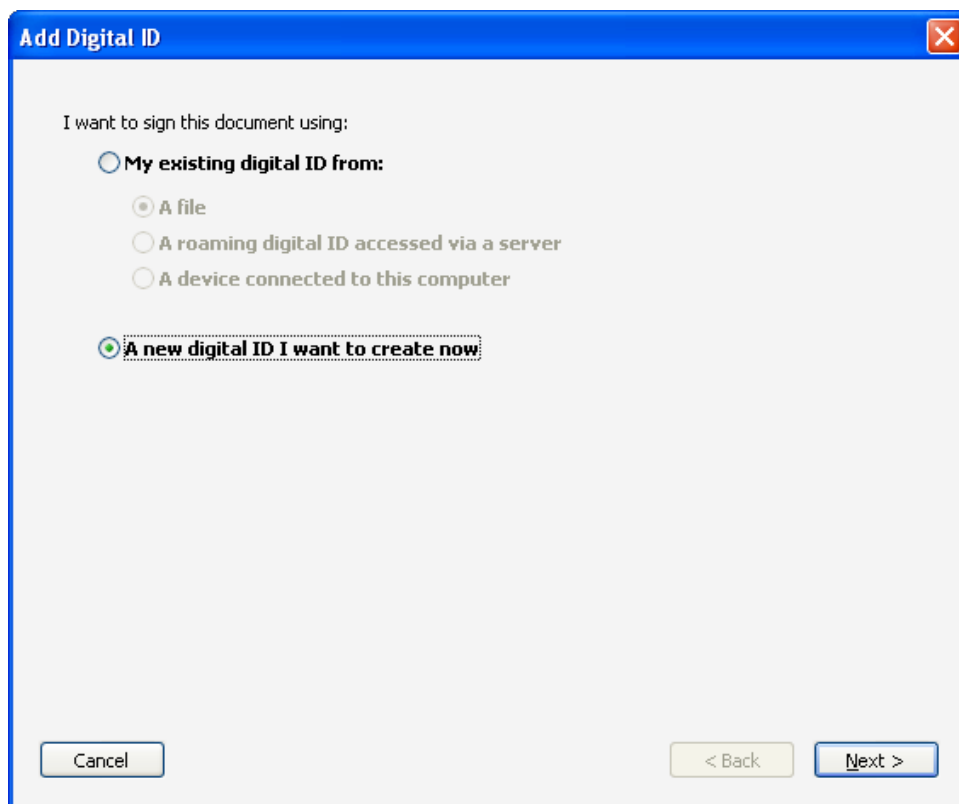


The 'Sign Document' box will then appear.

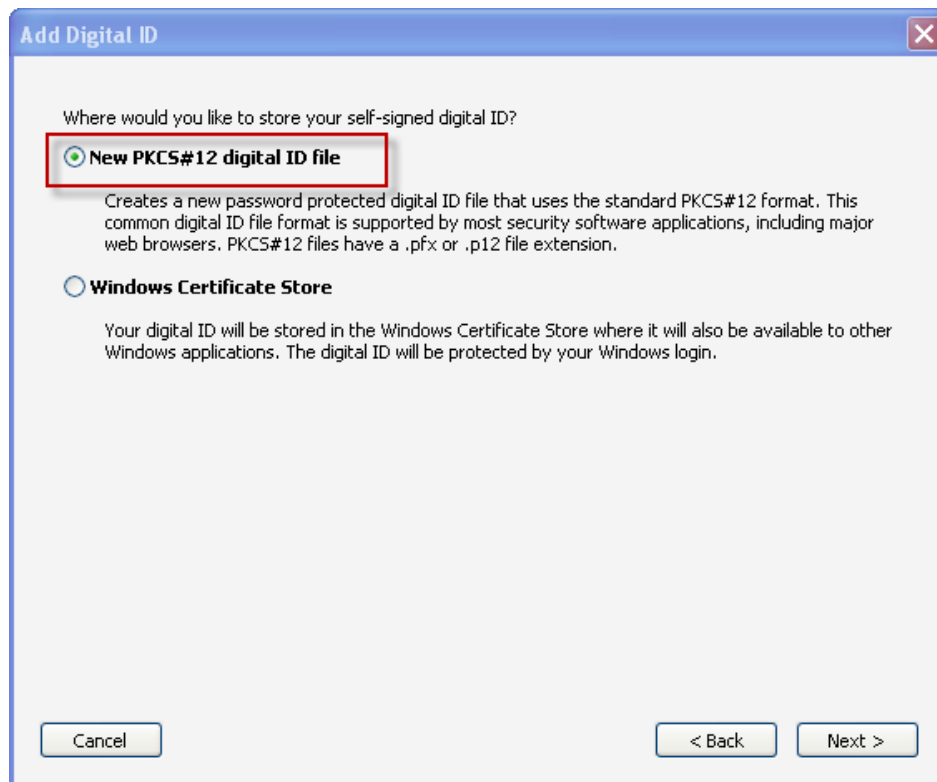
Step 2. Click on 'New ID...' to begin creating your digital ID.



Step 3. Select 'A new digital ID I want to create now', then click Next.



Step 4. Select 'New PKCS#12 digital ID file', then click Next.



Step 5. Provide the requested information, then click Next.

The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus:

- Name (e.g. John Smith): John Smith
- Organizational Unit: abc
- Organization Name: xyz
- Email Address: abc@xyz
- Country/Region: US - UNITED STATES (dropdown)
- Key Algorithm: 1024-bit RSA (dropdown)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown)

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Step 6. Enter and confirm a password, then click Finish.

- The file location indicated is where your digital ID file will be saved on your computer.
- You should select a password that meets the security requirements but will be easy for you to remember. *This password cannot be recovered; if you forget it, you will need to create a new digital ID.*

The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for a file location and password. The main text reads: "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."

The fields are:

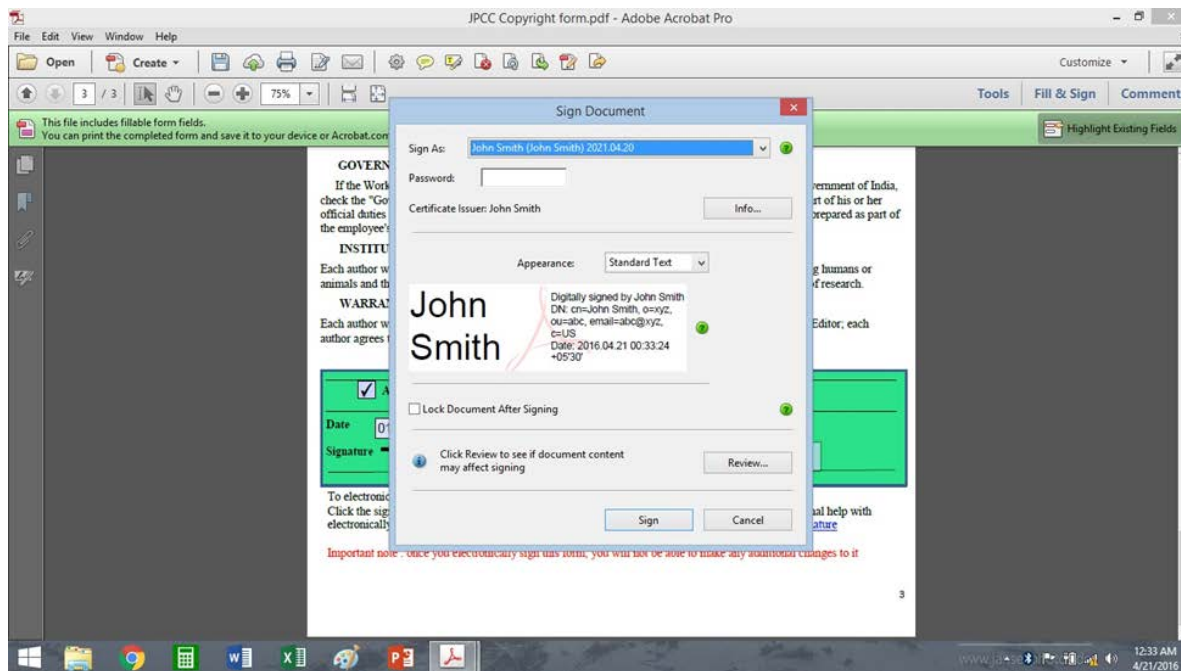
- File Name: C:\Users\Desktop\JohnSmith.pfx (with a "Browse..." button to the right)
- Password: [masked with asterisks]
- Strength indicator: A progress bar with a red segment on the left, followed by three grey segments, and the word "Weak" to the right.
- Confirm Password: [masked with asterisks]

At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

You will then be returned to the Sign Document window. Complete the steps below to sign and save the document

## Signing a Document

Select your digital ID from the 'Sign As' drop-down menu. Type your password, then click 'Sign'. Adobe will then prompt you to save the PDF document; your digital signature will appear on the document after it has been saved.



**NOTE:** You only need to create a digital ID the **first time** you sign a PDF document on a particular computer. Once you have created your digital ID, you will be able to select it from the list of available IDs in the Sign Document window.

Once the form has been saved, the signature field will be populated. You will also see a confirmation notice at the top of the window, as shown below.

