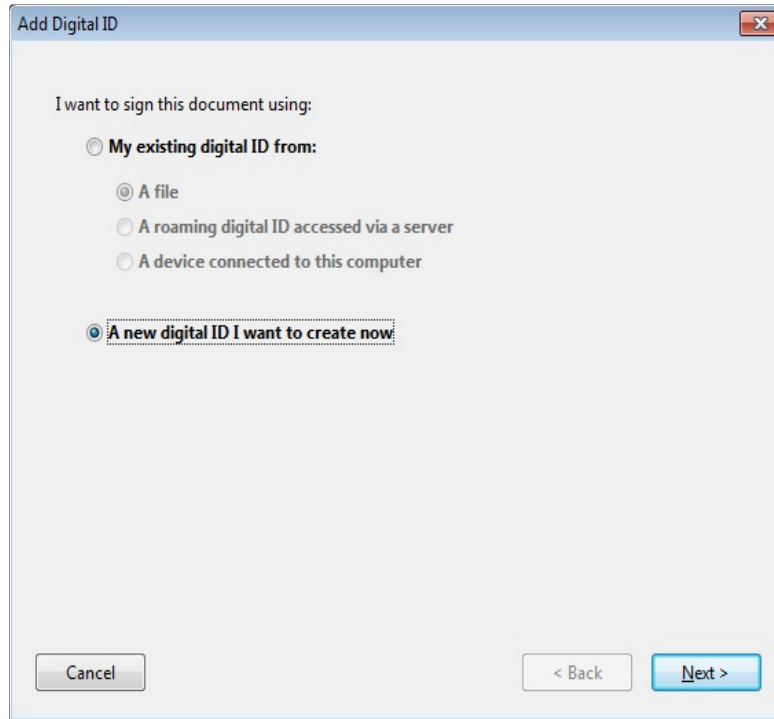
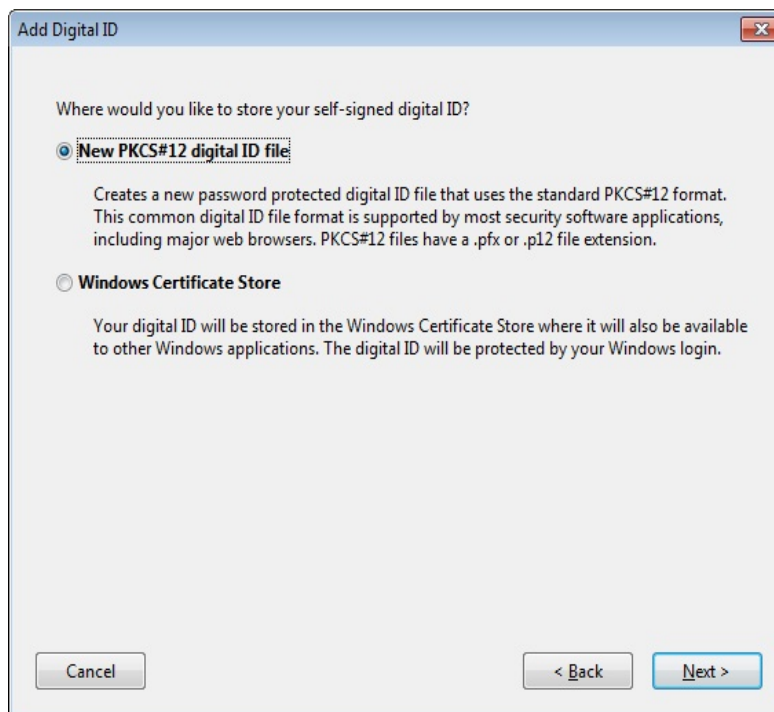


Instructions to create a new digital signature

1. Click on the Signature field. This will open a window prompting you add a digital ID. Click on “A new digital ID I want to create now” and then click Next.



2. The next screen will ask, “Where would you like to store your self-signed digital ID?” Choose “New PKCS#12 digital ID file” and then click Next.



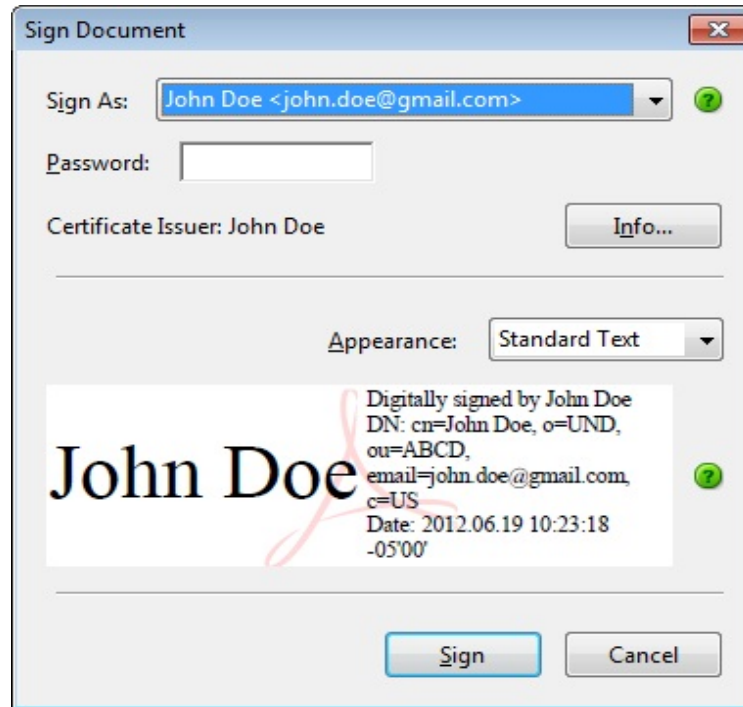
3. In the next screen you will be required to input your Name, Organizational Unit, Organization Name and Email address. After filling this information click Next.

The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main instruction reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields: "Name (e.g. John Smith):" with the value "John Doe"; "Organizational Unit:" with the value "ABCD"; "Organization Name:" with the value "UND"; "Email Address:" with the value "john.doe@gmail.com"; and "Country/Region:" with a dropdown menu showing "US - UNITED STATES". There is an unchecked checkbox for "Enable Unicode Support". Below that, "Key Algorithm:" is set to "1024-bit RSA" and "Use digital ID for:" is set to "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

4. Now you will need to create a password of your own choice for your new digital ID file. You will be prompted to input this password when you will be signing the form. After creating a password click on Finish.

The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for a file location and password. The instruction 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 "File Name:" field contains the path "C:\Users\und.oseh\AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnDoe" and has a "Browse..." button to its right. Below this is the "Password:" field, which is currently empty and masked with asterisks. A strength indicator below the password field shows four bars: three green and one grey, with the word "Strong" to the right. Below the password field is the "Confirm Password:" field, also masked with asterisks. At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

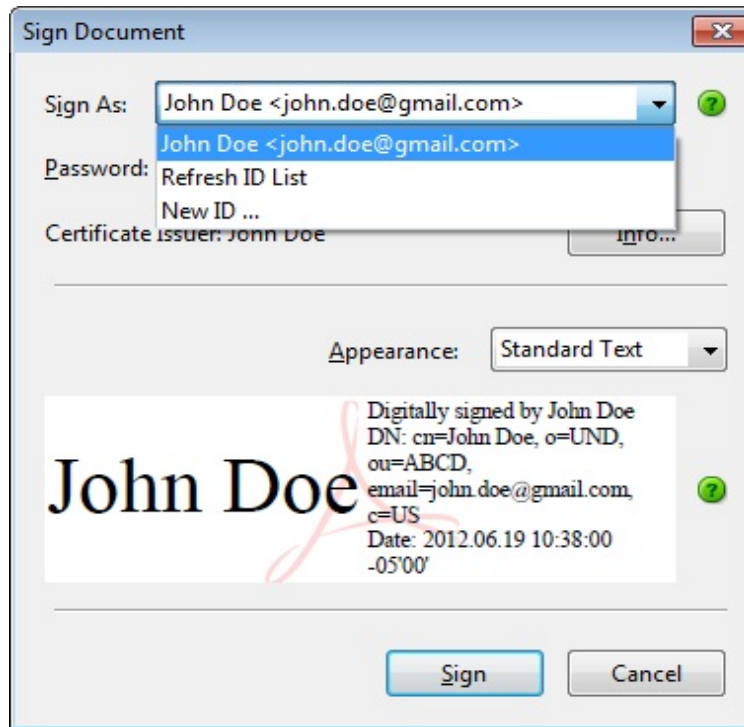
5. The screen with Sign Document window will open. You will need to input the password that you created.



6. If you do not input the password you will get an error message. Click on sign and your digital signature will appear in the Signature row.



7. The same form can be signed by different users on the same computer or on different computers.



Note:

1. Always use the most recent version of [Adobe Reader](#). It is free to download from the Adobe website.
2. Always click on “Save As” and save the form on your computer before entering any information and signing it.
3. If the ‘Submit by Email’ button does not work, save the form on your computer and then attach the form to the email.
4. Mac users can download the free version of [Adobe Reader](#) from the Adobe website. iPad/iPhone users can download the ‘Adobe Reader’ app from the ‘App Store’ for free.