

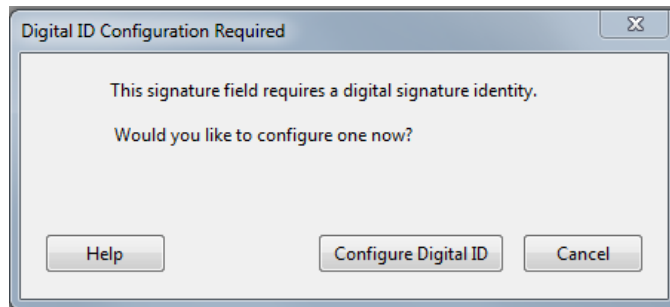
Instructions on Signing Electronically with Adobe Acrobat Reader

If you do not have Adobe Acrobat Reader, you may download it from this website:

<https://get.adobe.com/reader>

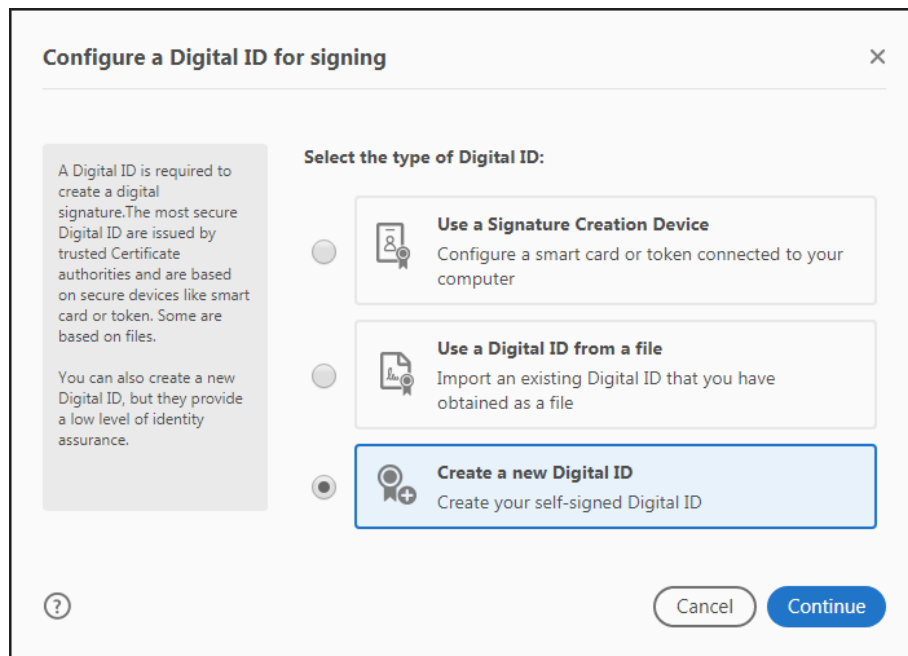
Below are instructions to create a signing electronically using a digital ID in Adobe Acrobat Reader:

If you do not have a digit ID setup in Adobe Acrobat Reader, and you click on the signature field, the following box will appear:



Click **Configure Digital ID** on the screen above.

Select the option for **Create a New Digital ID**:



Click "Continue"

Next, select the option to **Save to File**:

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, each with a file icon: "Save to File" (selected) with the subtext "Save the Digital ID to a file in your computer", and "Save to Windows Certificate Store" with the subtext "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons.

Click "Continue"

Then type your **Name** and **Email Address** in the appropriate fields:

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 input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input 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.

Click "Continue"

Type in new password and re-enter to confirm the password. Remember password - it will be required whenever signing with this digital signature.

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 box with instructions: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." Below this is a question mark icon. On the right, the text says "Your Digital ID will be saved at the following location :". Below this is a text input field containing "C:\Users\teri.king\AppData\Roaming\Adobe\Acrobat\..." and a "Browse" button. Further down, there are two sections: "Apply a password to protect the Digital ID:" with an empty text input field, and "Confirm the password:" with another empty text input field. At the bottom right, there are "Back" and "Save" buttons. A question mark icon is also present at the bottom left.

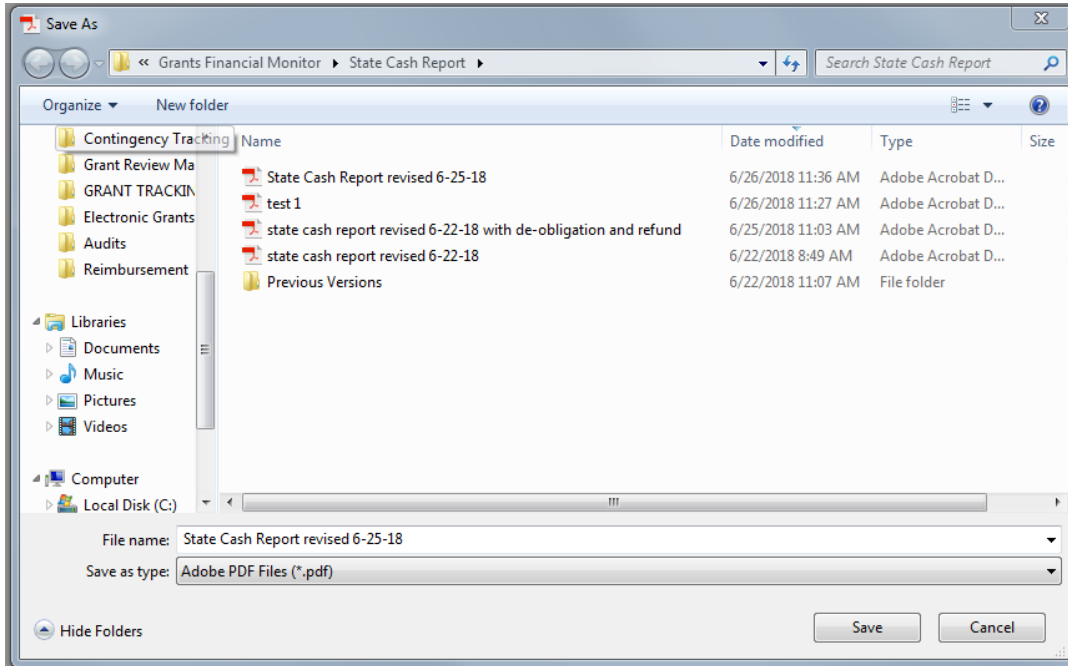
Click "Save"

Your Digital ID is now setup.

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. The main text says "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below the text, there is a radio button selected next to a document icon with a signature. The text next to the icon reads "Teri King (Digital ID file)" and "Issued by: Teri King, Expires: 2023.06.26". To the right of this text is a "View Details" link. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue". A question mark icon is located at the bottom left.

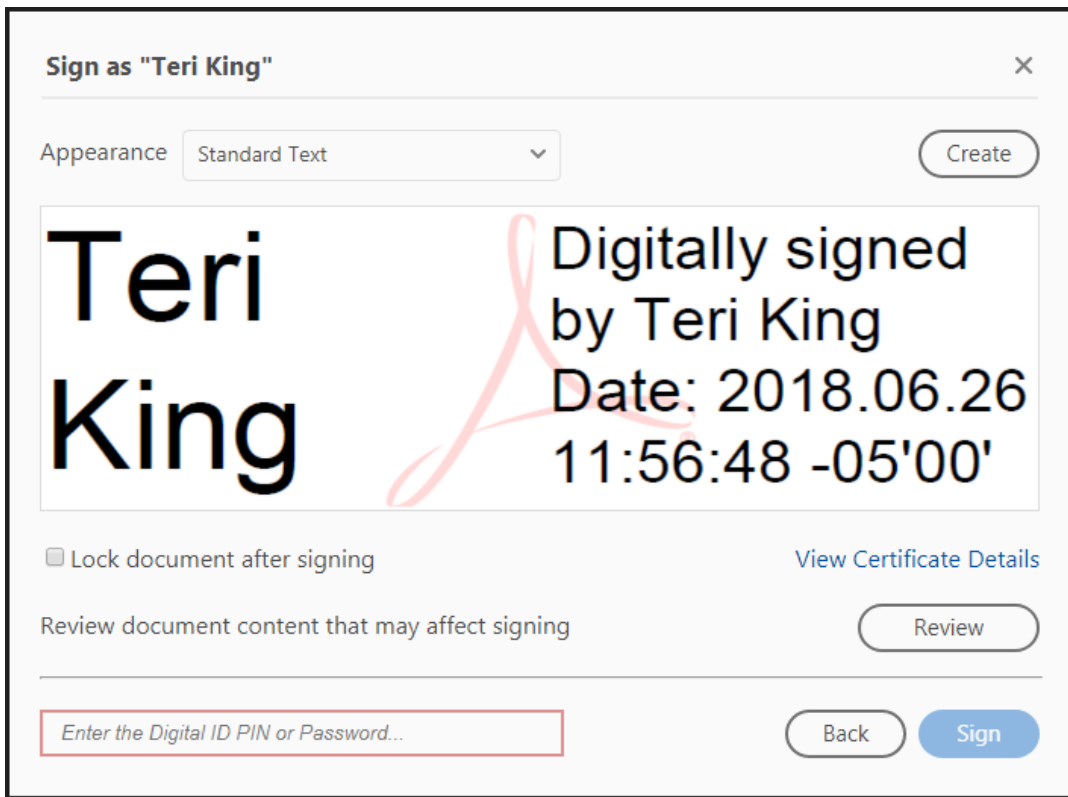
Click "Continue"

Then save the pdf you are electronically signing (choose location and file name)



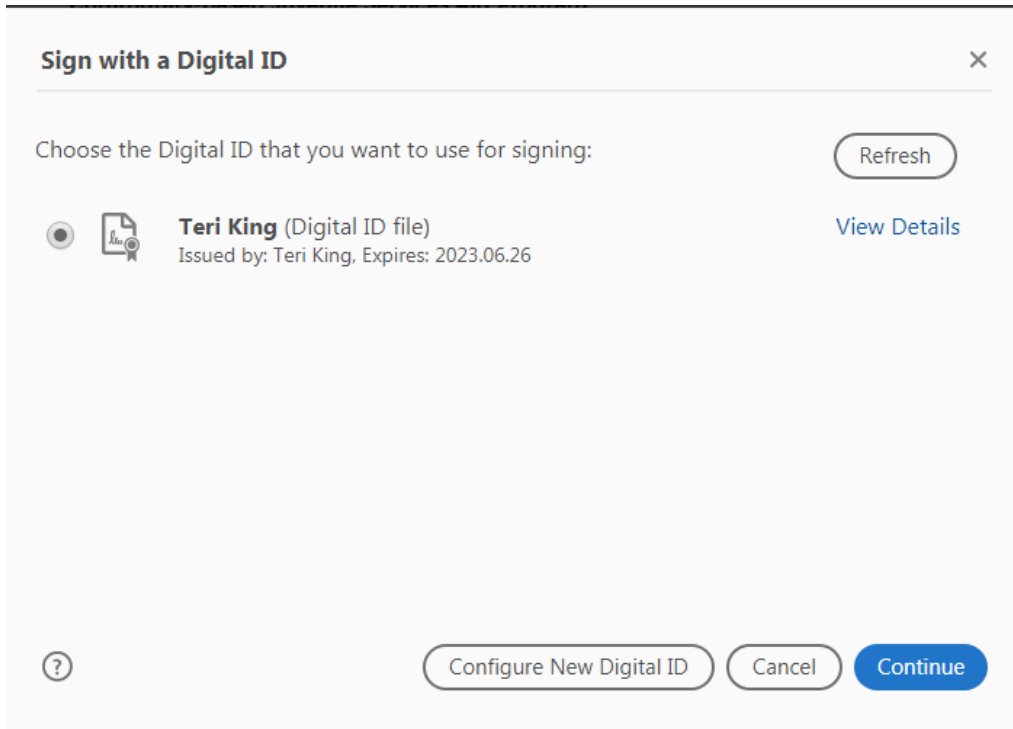
Click "Save"

Enter password in lower left field



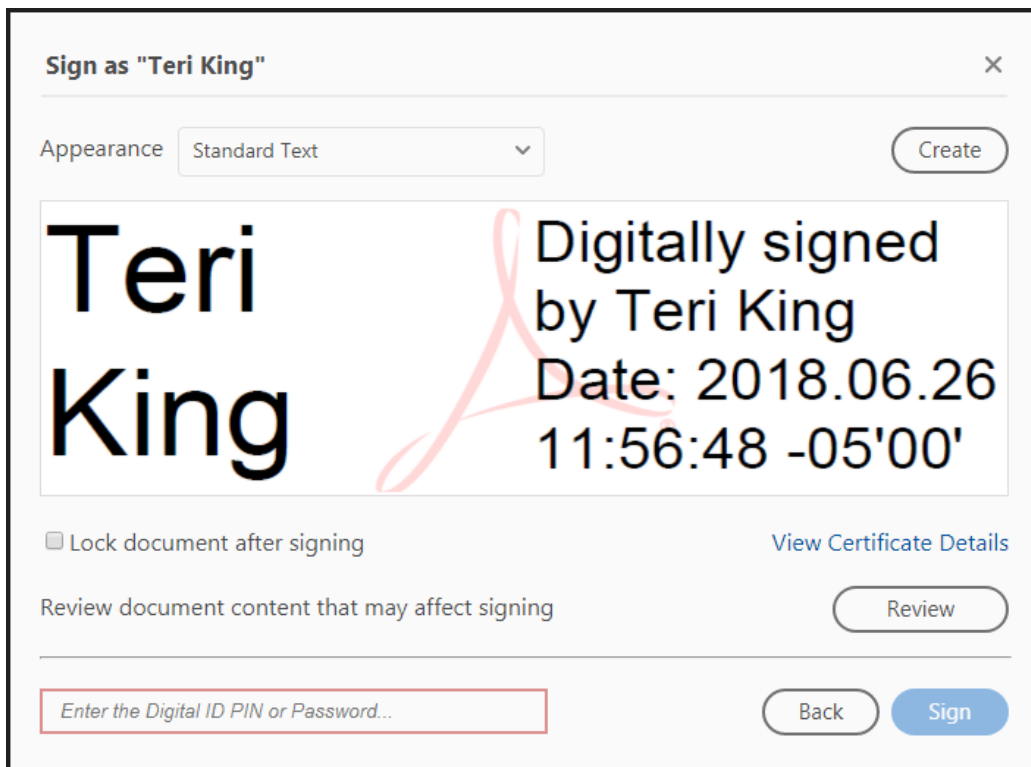
Click "Sign"

When "Signature" field is selected after there is a saved Digital ID on your computer, the following screen will appear. Choose the Digital ID that you want to use for signing.



Click "Continue"

Enter password in lower left field



Click "Sign"