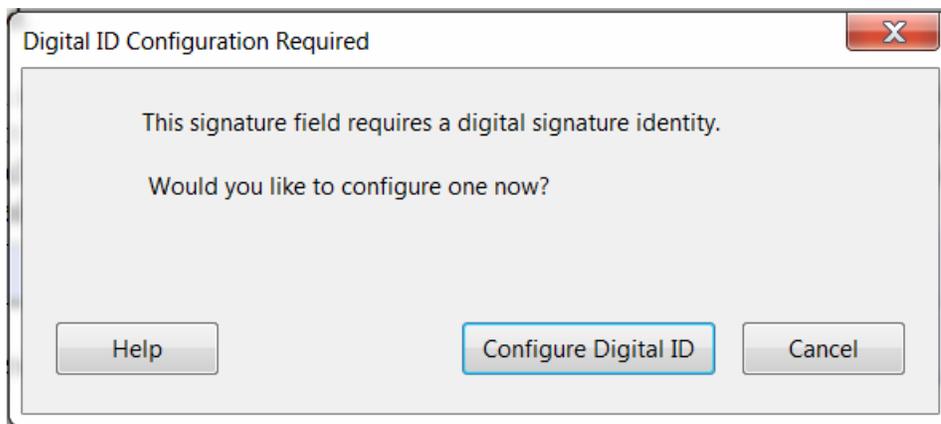


Creating an Electronic Signature

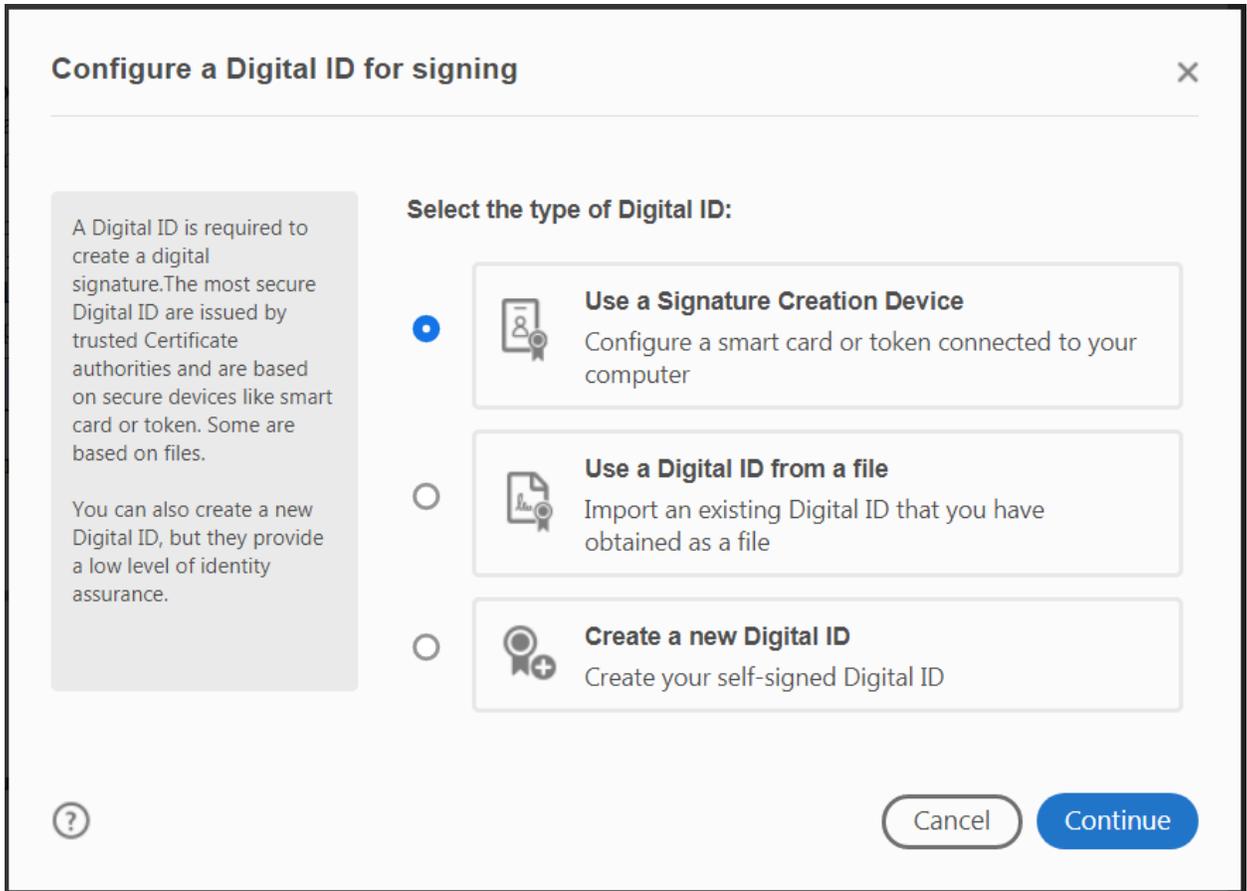
1. Open the fillable PDF form with Adobe Acrobat. You can download Adobe Acrobat for free on their website at <https://get.adobe.com/reader/>.
2. Click on a signature field. The Digital ID Configuration Required window appears.



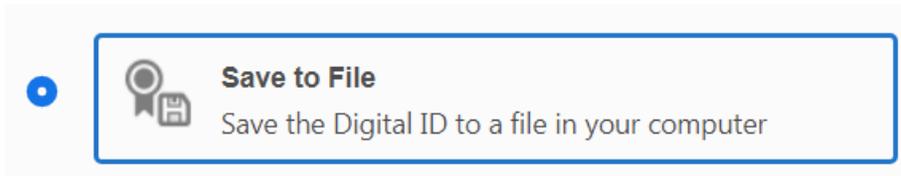
3. Click "Configure Digital ID". The Configure a Digital ID for signing window appears.



4. Select "Create a new Digital ID".
5. Click the "Continue" button.



6. Select "Save to File".



7. Click the "Continue" button.
8. Complete the personal information fields.
9. Click the "Continue" button.

Create a self-signed Digital ID ✕

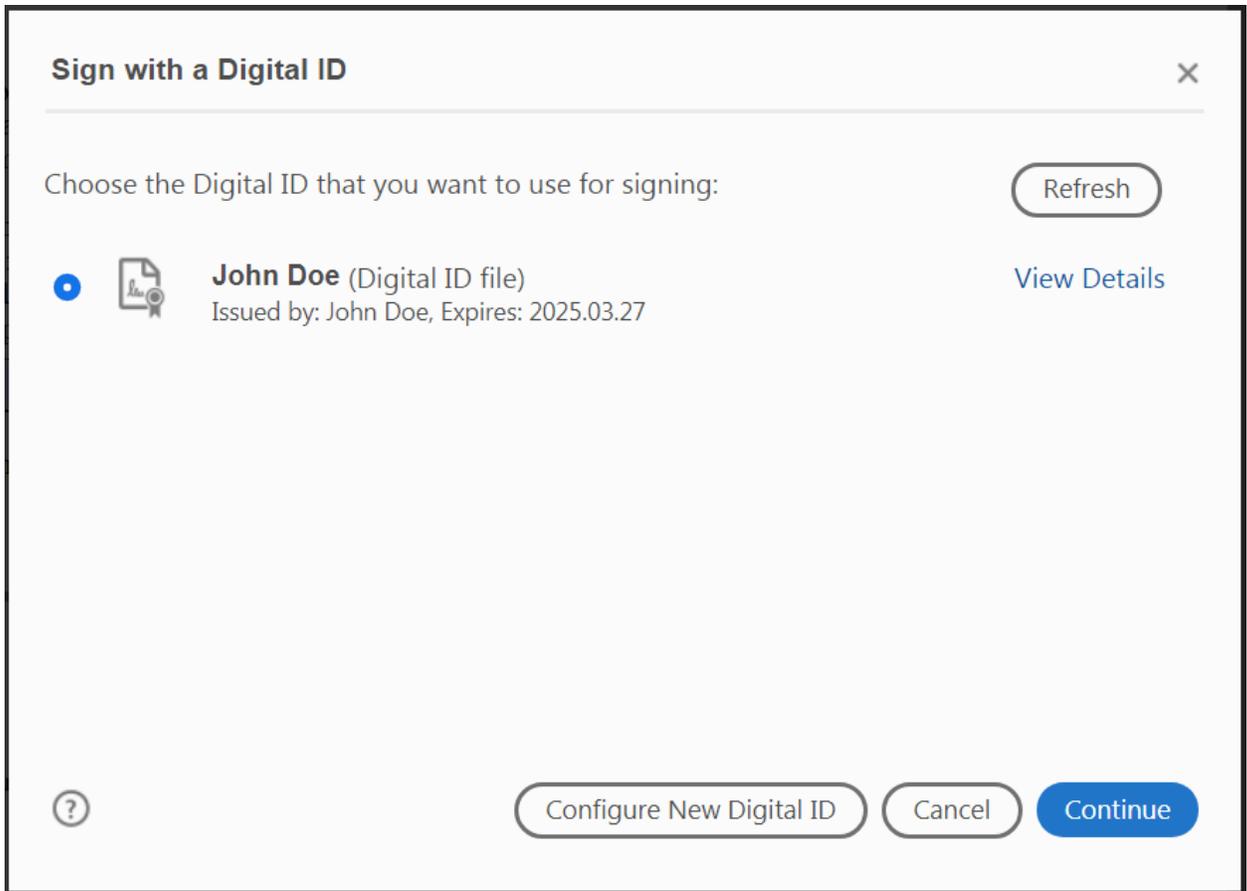
Enter the identity information to be used for creating the self-signed Digital ID.

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.

Name	<input type="text" value="John Doe"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="johndoe@gmail.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

10. Click browse to select the location your digital signature file will be saved.
11. Enter and confirm a password.
12. Click the “Save” button. Your electronic signature is created. To complete an electronic signature field follow the remaining steps.
13. Select the electronic signature you just created.
14. Click “Continue”.



15. Enter the password for your signature.
16. Click the "Sign" button. A window appears
17. Select a location to save the PDF file.
18. Save the PDF file. The electronic signing is complete.