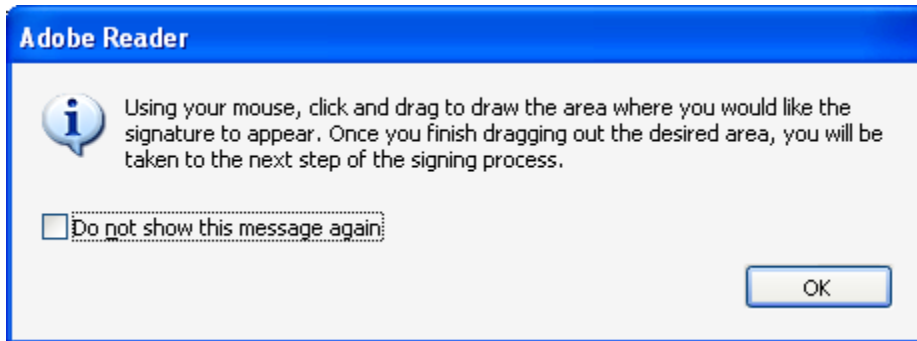


How to Digitally Sign A Form

These instructions assume you have opened a PDF form using Adobe Reader or Adobe Acrobat and you want to sign the form digitally. These instructions are based on Adobe Reader Version 9. Depending on the version of Adobe Reader you're using, the approach you take may vary but the general technique will be very similar.

1. Click "Document" on the tool bar. Click "Sign." Click "Sign Document." The Adobe Reader instruction box will pop up. Follow these instructions. Hint: the area you want to highlight is the entire signature entry field, from the upper left to the lower right corner.



2. You may see this pop up. If you do, click "Sign."



3. You will be presented with the pop up below. If you have already created a digital ID and have it in a file on your computer, click next and go to step 7. Otherwise, click "A new digital ID ..." click Next and go to step 4.



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4. You will be presented with the pop up below. Leave 'New PKCS#12 ...' selected and click Next to create a password-protected digital signature.

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file:

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

5. You will be presented with the pop up below. Enter your identity information using your name, your organization's name and your email address as in the example below. Click Next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

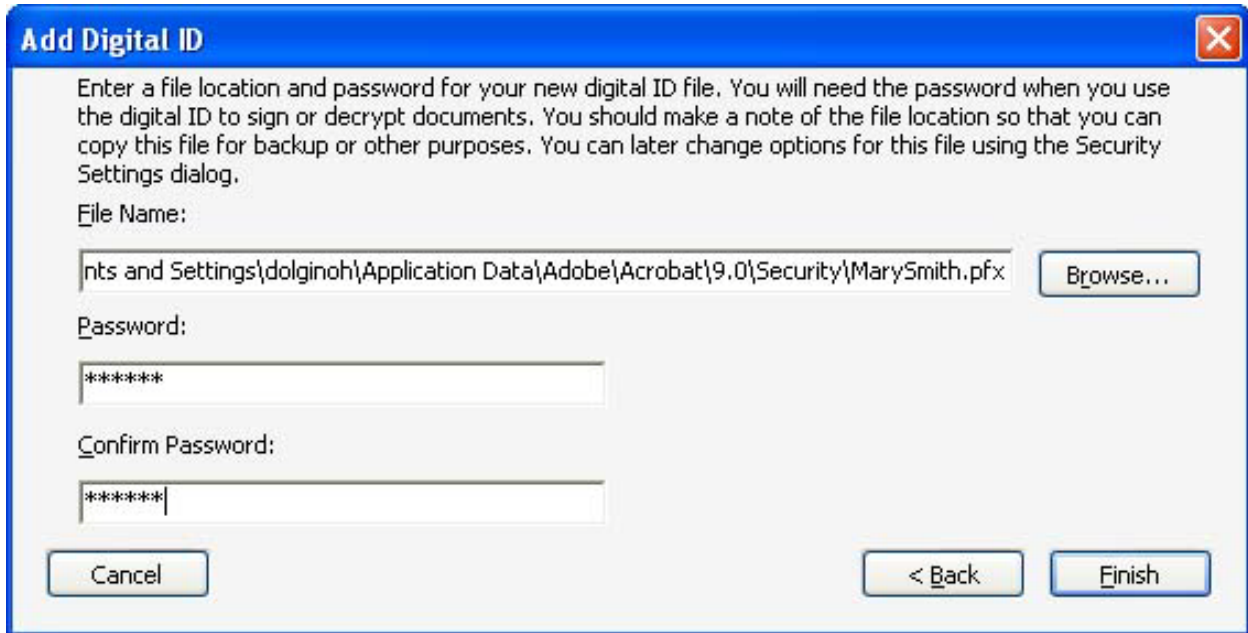
Key Algorithm:

Use digital ID for:

Cancel < Back Next >

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- You will be presented with the pop up below. Don't change the "File Name:" field. Enter your password twice, once in the "Password" field and once in the "Confirm Password" field. Click Finish.



Add Digital ID

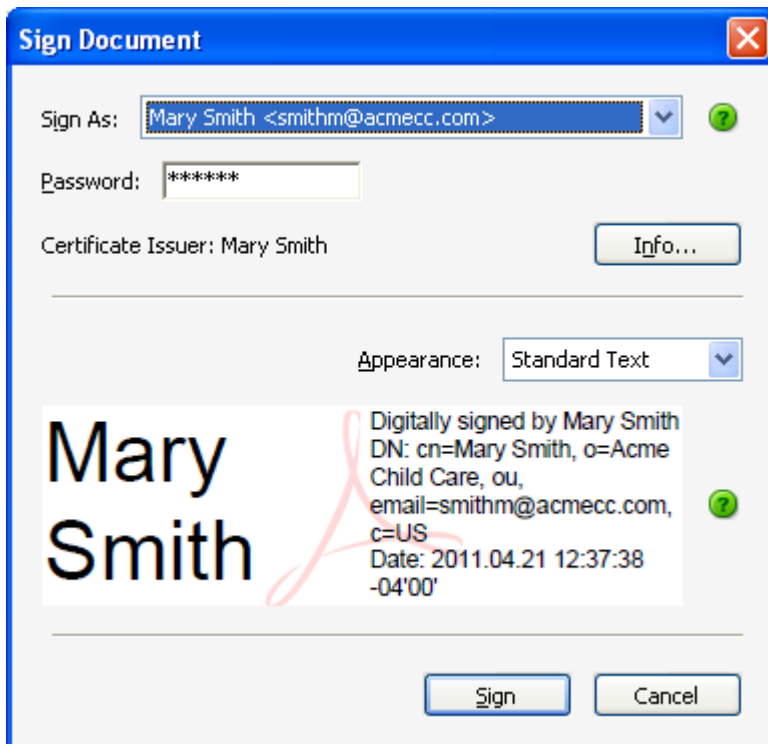
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:
nts and Settings\dolginoh\Application Data\Adobe\Acrobat\9.0\Security\MarySmith.pfx

Password:

Confirm Password:

- You will be presented with the pop up below. Enter your password and click Sign.



Sign Document

Sign As:

Password:

Certificate Issuer: Mary Smith

Appearance:

Mary Smith Digitally signed by Mary Smith
DN: cn=Mary Smith, o=Acme Child Care, ou, email=smithm@acmecc.com, c=US
Date: 2011.04.21 12:37:38 -04'00'

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8. Save the form, as instructed.
9. Your digital signature will appear in the area you drew with your mouse in step 1 above.

of my knowledge. I agree to adhere to the Participant Agreement and Recipient's Respo
k (*) are required information and that my application will be rejected if they are left incc

those	Applicant * Mary Smith <small>Digitally signed by Mary Smith DN: cn=Mary Smith, o=Acme Child Care, ou, email=smithm@acmecc.com, c=US Date: 2011.04.21 12:39:46 -04'00'</small>	Today's Date *
	Supervisor *	Today's Date *

Finished.