Adobe features (including digital signature) may not be visible when viewing/downloading in Chrome or other web browsers.

Save the form(s), then open the saved forms in an Adobe Program. Doing so will allow you to electronically sign the form with the Digital ID feature.

Add Digital ID

- 1. Complete the form
- 2. Click on the Electronic Signature Field (*the field should look similar to the one shown below*)
- 3. The pop-up Add Digital ID shown below will appear on your screen
- 4. Choose **A New digital ID I want to create now**. Click Next.

Add Digital ID		×
I want to sign this document using:		
○ My existing digital ID from:		
 A file 		
A roaming digital ID accessed via a server		
 A device connected to this computer 		
A new digital ID I want to create now		
Cancel	< Back	Next >

5. Choose a location where you want to store your self-signed digital ID. Click Next.

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.		
O 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 >

6. Type a Name and Email Address at least for digital ID and set other information.

For example, choose what you want the digital ID used for, Digital Signatures or Data Encryption or both.

Add Digital ID				×
Enter your identity inform	ation to be used when generating the self-sig	ned certificate.		
Na <u>m</u> e (e.g. John Smith):				
Organizational <u>U</u> nit:				
Organization Name:				
<u>E</u> mail Address:				
<u>C</u> ountry/Region:	US - UNITED STATES	~		
<u>K</u> ey Algorithm:	1024-bit RSA	~		
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	~		
Cancel			< Back	Next >

7. Confirm or enter a file location for new digital ID file. Then set a password for digital ID file, which will be needed when you want to use the digital ID to sign or decrypt documents. Click **Finish**.

Add Digital ID			×
Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a no so that you can copy this file for backup or other purposes. You can later c file using the Security Settings dialog.	I the password when ote of the file location hange options for this		
File Name:			
	Browse		
Password:			
Confirm Password:			
Cancel		< Back	Finish