

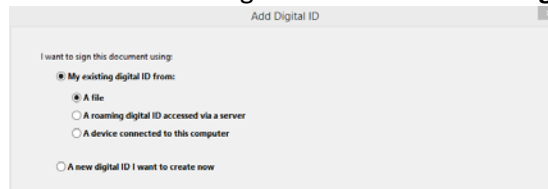
Using the PDF Form

- Save the PDF file to computer
- Open the file in Adobe Reader to ensure the fields in the form function properly
- Adobe Reader version 8 or higher is required

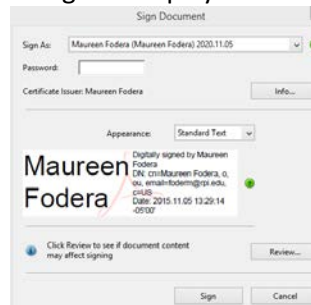
If you do not have Adobe Reader version 8 or higher, click the following link to install a later version:
<https://get.adobe.com/reader/>

Adding a Digital ID to Sign Documents with Adobe Reader (First Time Users):

1. Click in a form field which is defined as a signature field. The **Add Digital ID** screen displays.



2. Click **A new digital ID I want to create now** from the screen.
3. Click **Next**. A new screen displays asking where to store the digital ID.
4. Select **New PKCS#12 digital ID file**. Click **Next**. The identity information screen displays.
5. Type **Name**. Type **Email Address**. Click **Next**. The file information screen displays.
6. The **File Name** field contains a folder location for Acrobat to find easily. Keep the path listed for the File Name or click **Browse** to change the location.
7. Type a **Password** for the signature.
8. Retype the password in the **Confirm Password** field.
9. Click **Finish**. The **Sign Document** dialog box displays.



10. The signature displays in the **Appearance** section located in the middle of the screen. *Note: To customize the signature appearance, click the Appearance drop down and select **Create New Appearance**.*
11. Type the signature password in the **Password** field.
12. Click **Sign**. The **Save As** dialog box displays. Save the PDF form file to the original file location or save to a new location. Click Save. The PDF form is saved and the signature displays.