Digital Signature Instructions

- Following are the steps to creating a new digital signature.
- Not all steps may apply to each user.
- If you wish to know more than you need to know about creating digital signatures, go to the following link:

http://www.adobe.com/designcenter/acrobat/articles/acr8at_createsig_02.html

GPAE

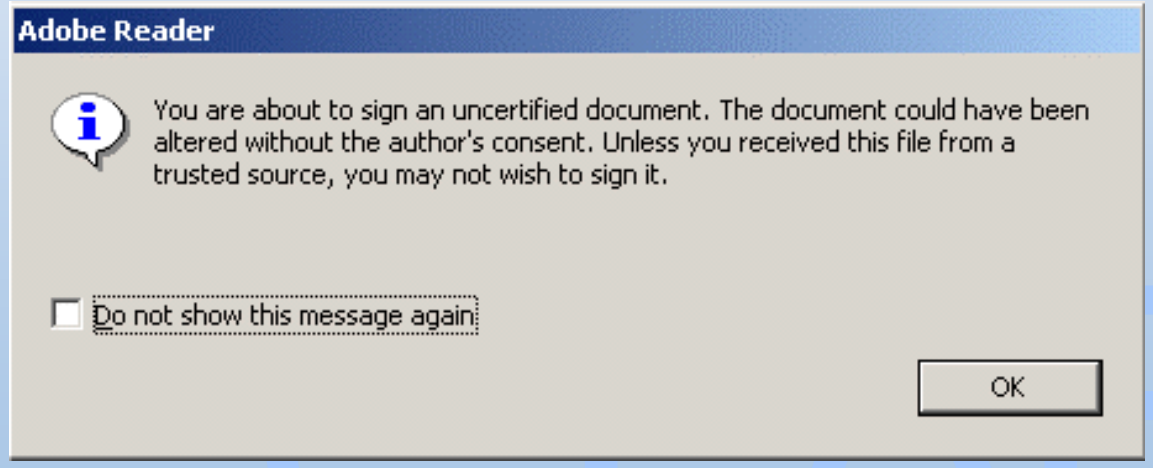
Digital Signature Instructions

PART 1 – Getting Started

Digital Signature Instructions

Method 1 – Creating a Digital Signature from an Adobe Form

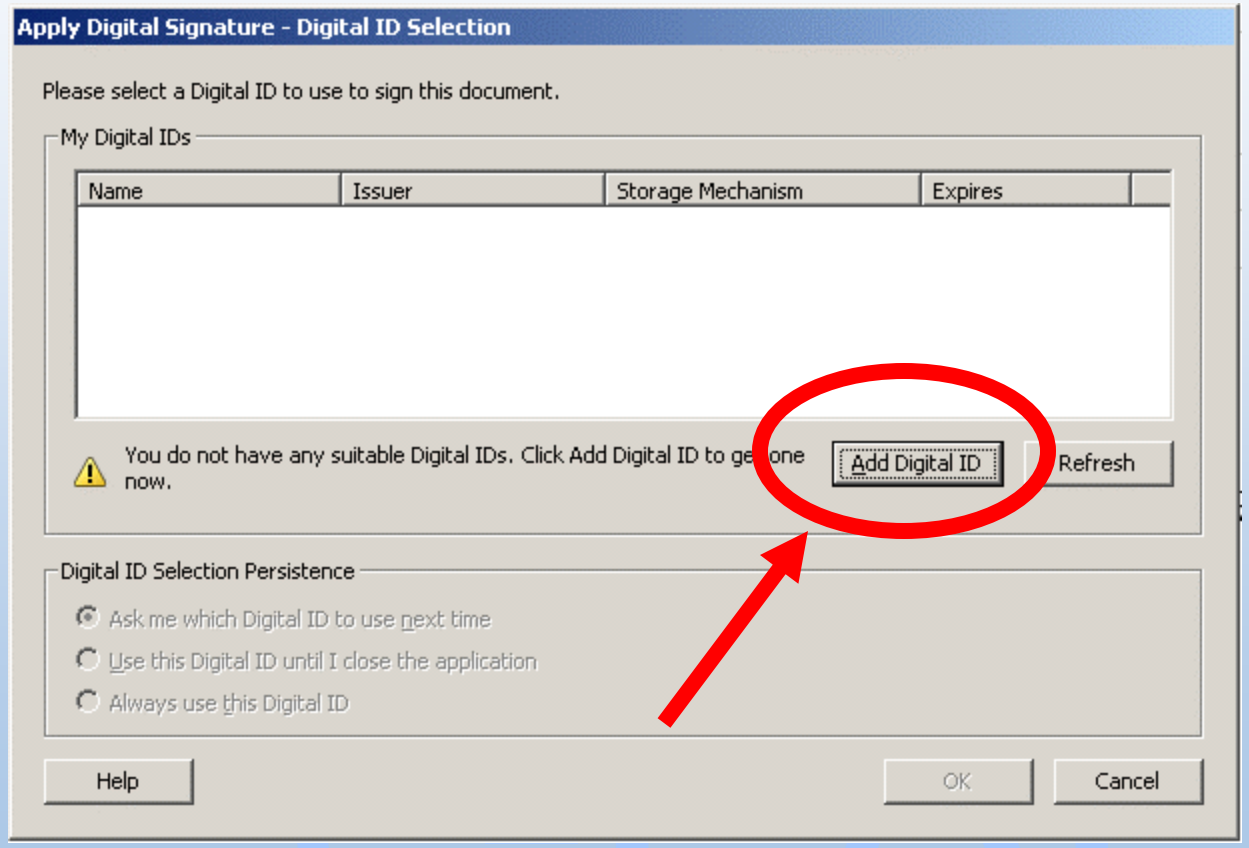
Click on the digital signature field after you have completed the form.



You may then see this message the first time you want to sign a document.

Digital Signature Instructions

Method 1 (continued)

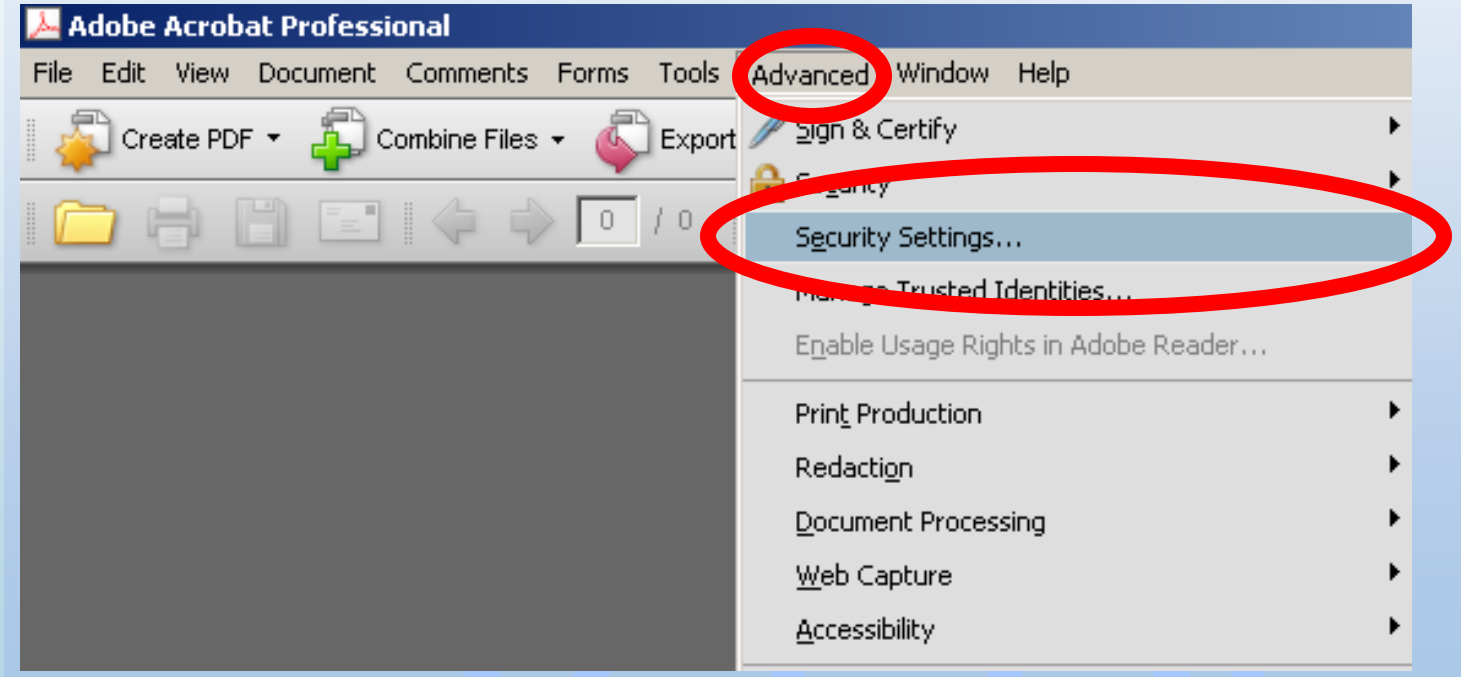


Click on “Add Digital ID”

Digital Signature Instructions

Method 2 – Creating a Digital Signature from the Adobe Menu

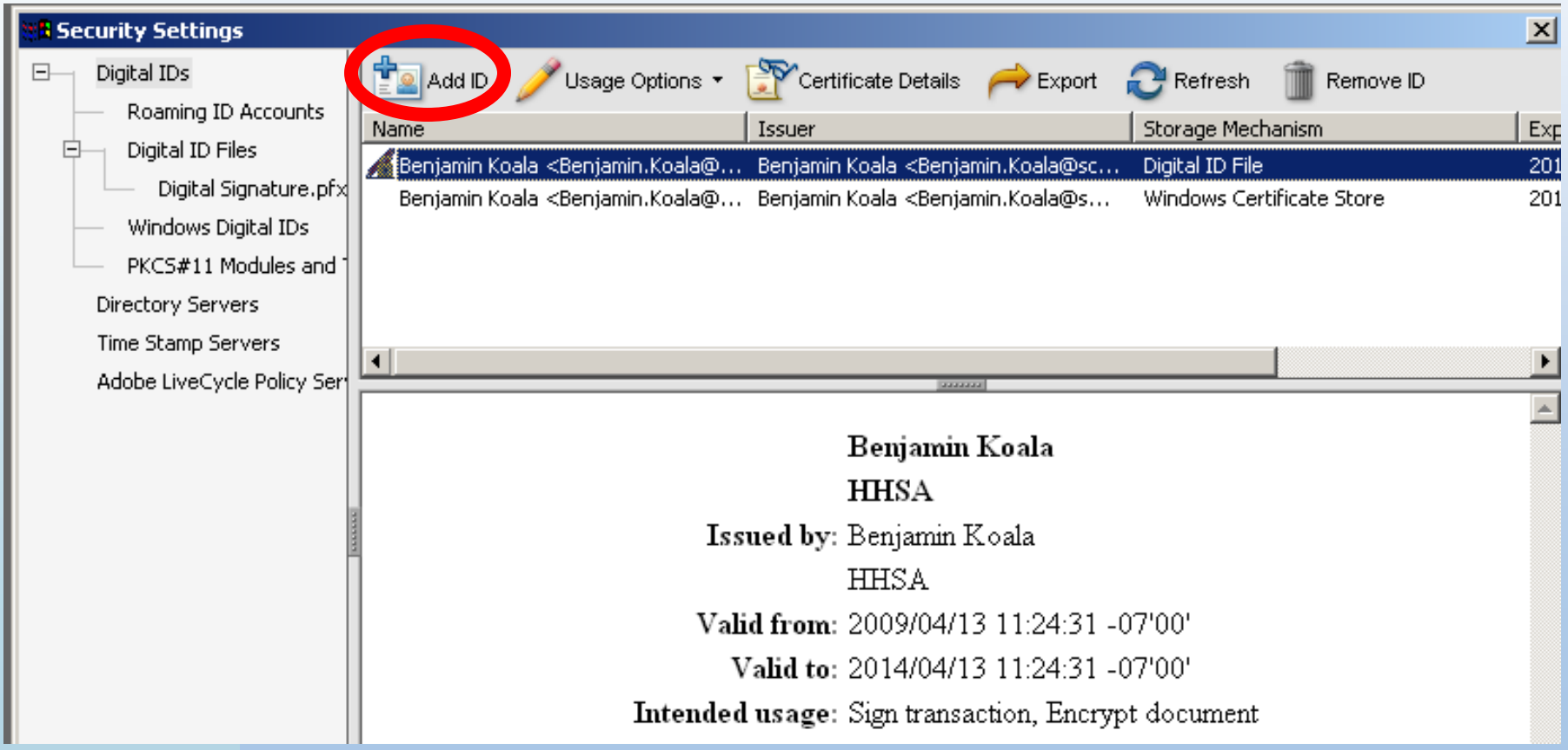
Go to “Advanced” in the Menu Bar and then “Security Settings.”



Digital Signature Instructions

Method 2 Continued

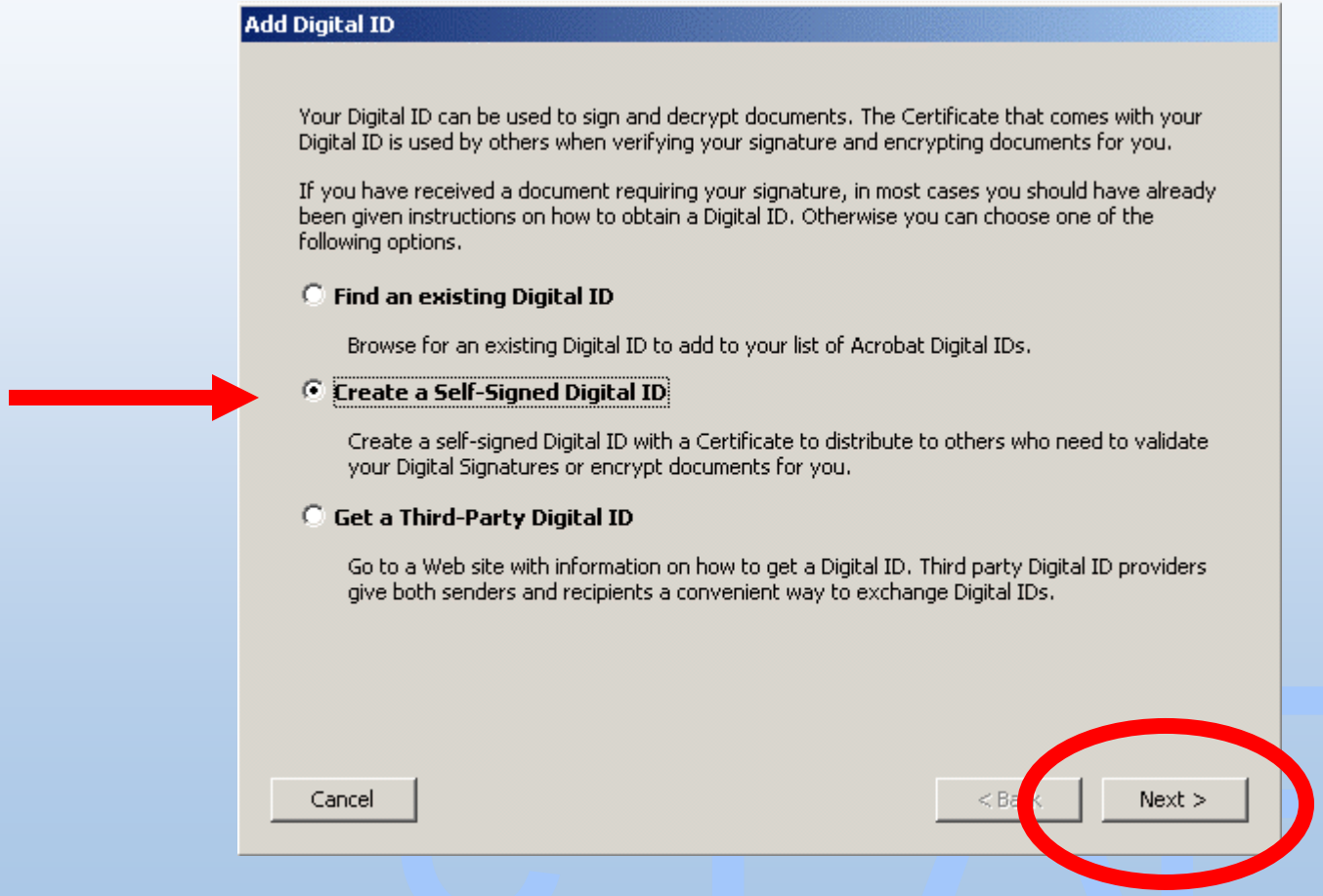
Click on Add ID.



Digital Signature Instructions

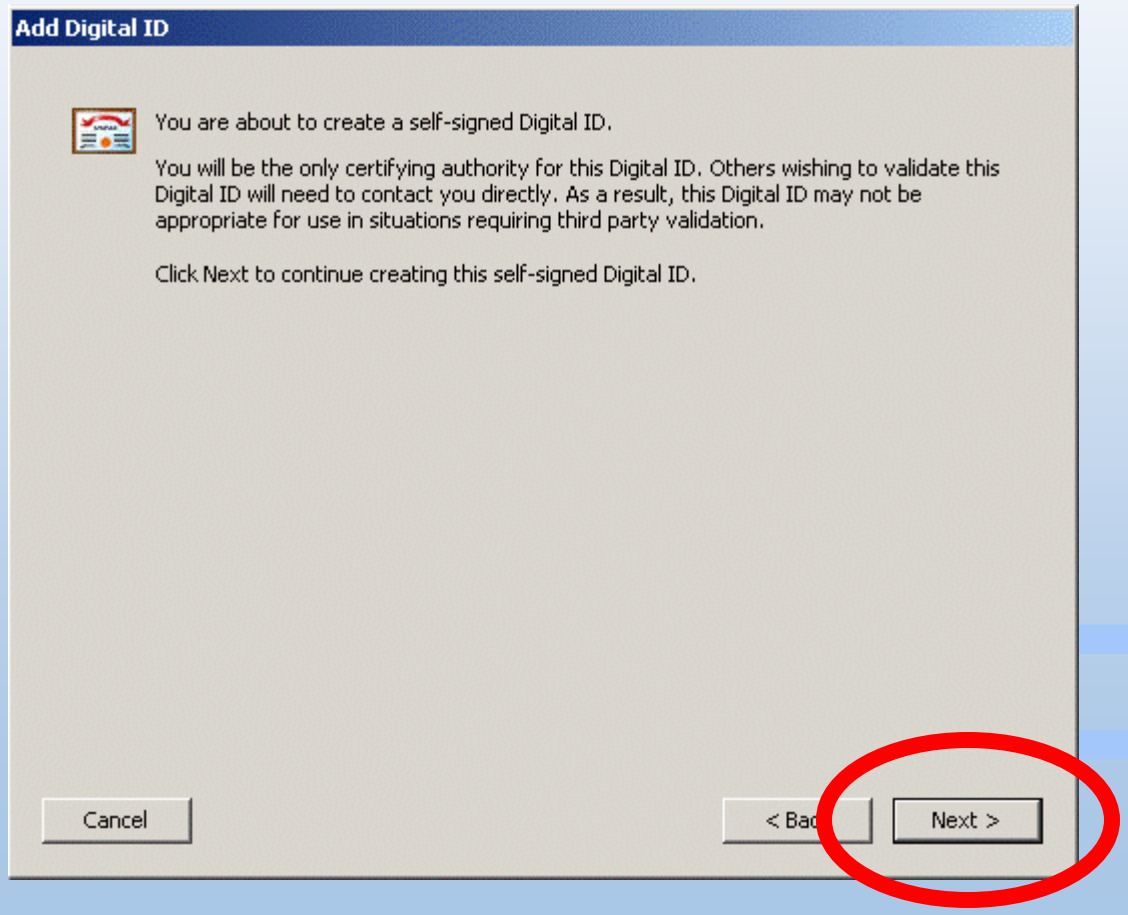
PART 2 – Creating the Signature

Digital Signature Instructions



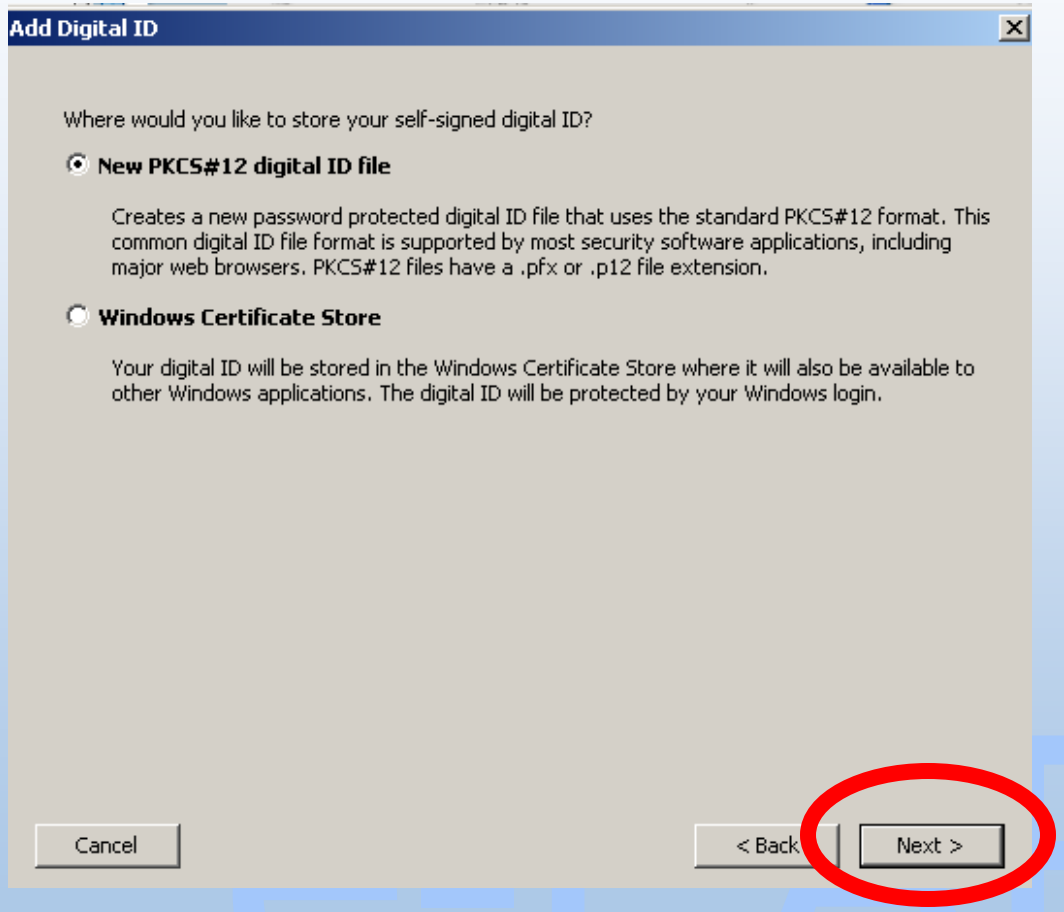
Digital Signature Instructions

You may then see this message next.



Digital Signature Instructions

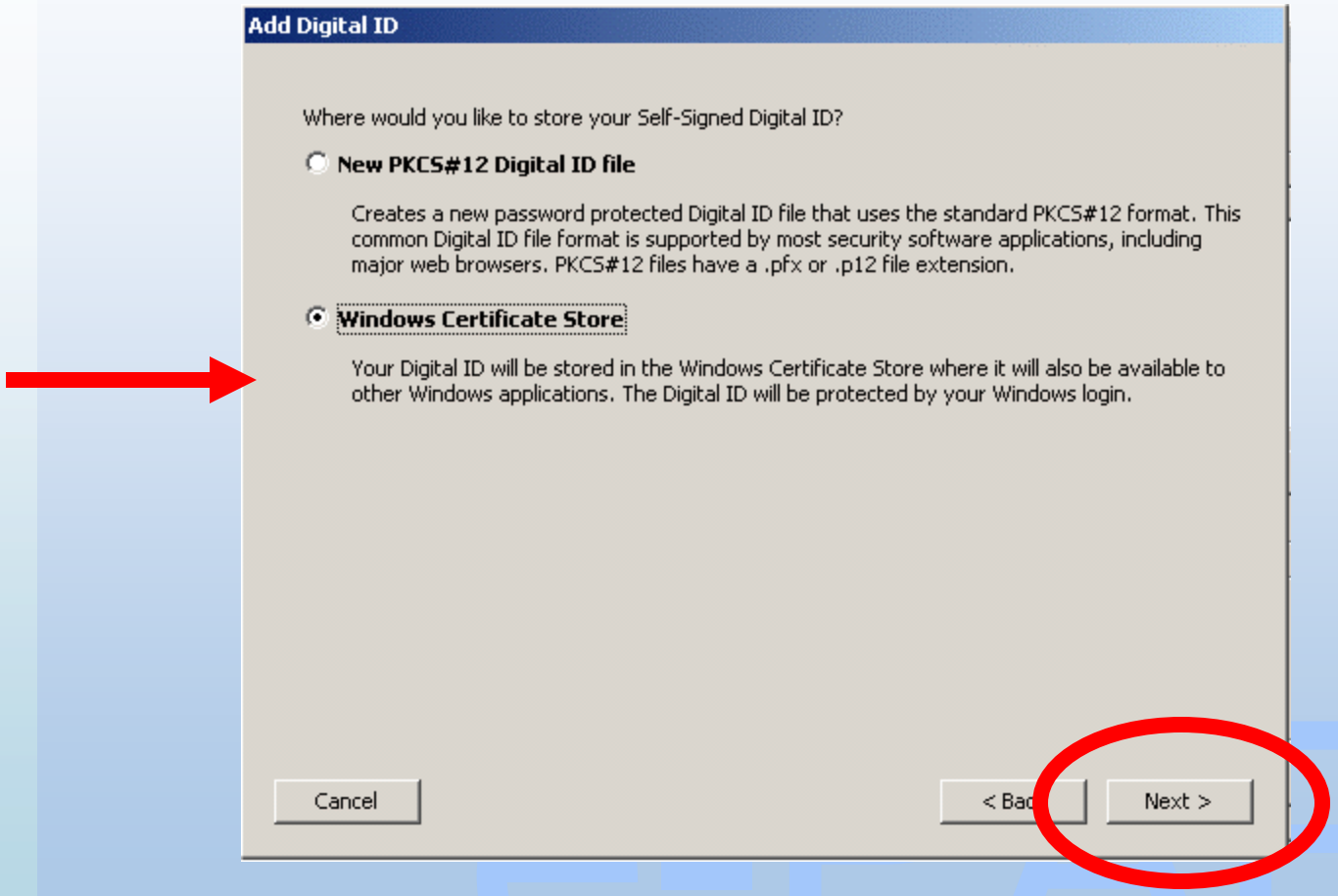
Option 1 – PKCS#12 Digital ID File



The “New PKCS#12 digital ID file” option will create a password protected digital signature that you save to a folder of your choice (likely the H:\ Drive)

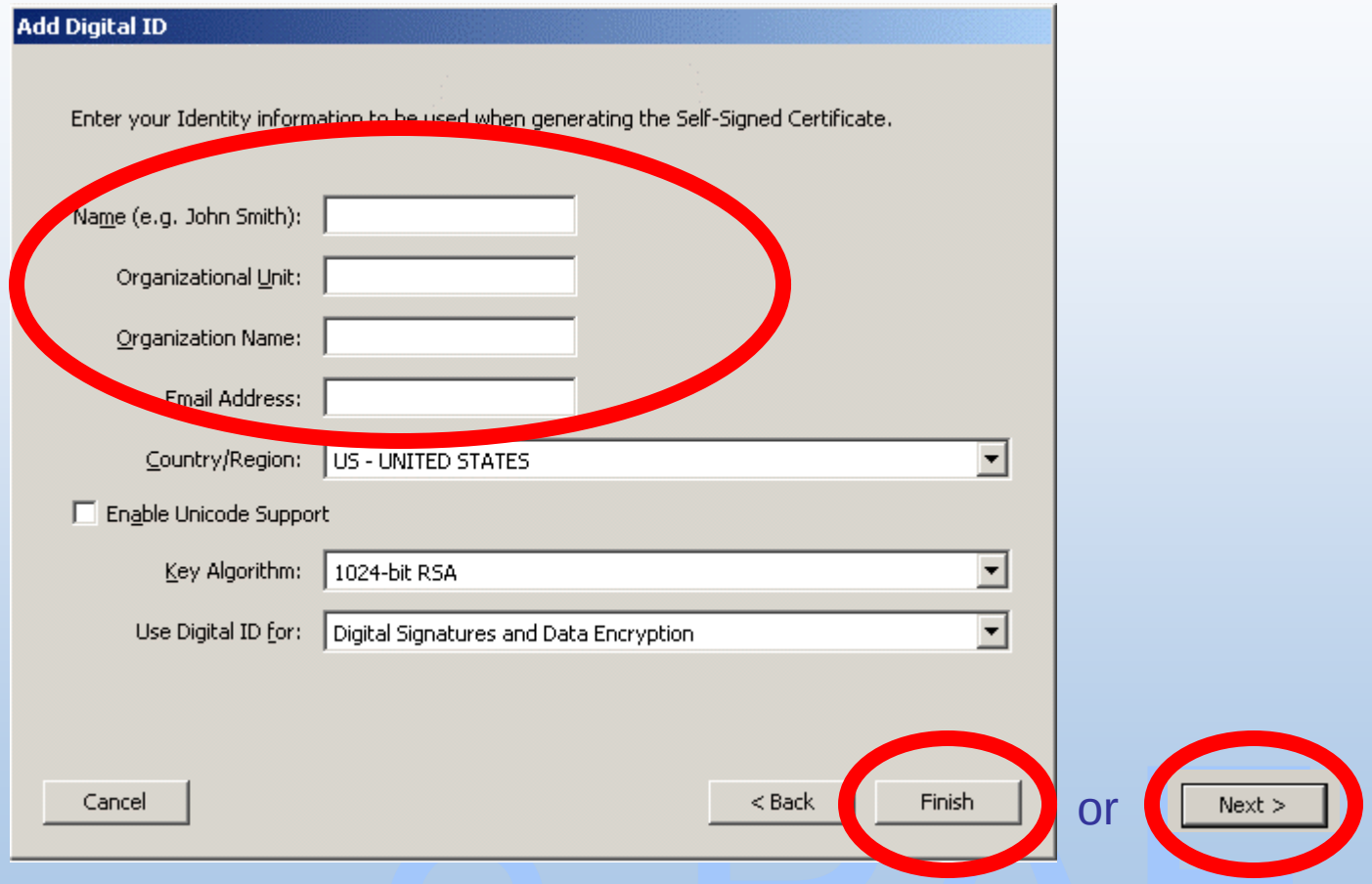
Digital Signature Instructions

Option 2 – Windows Certificate Store



The “Windows Certificate Store” option will create a non-password protected digital signature which is specific to your LAN ID and computer.

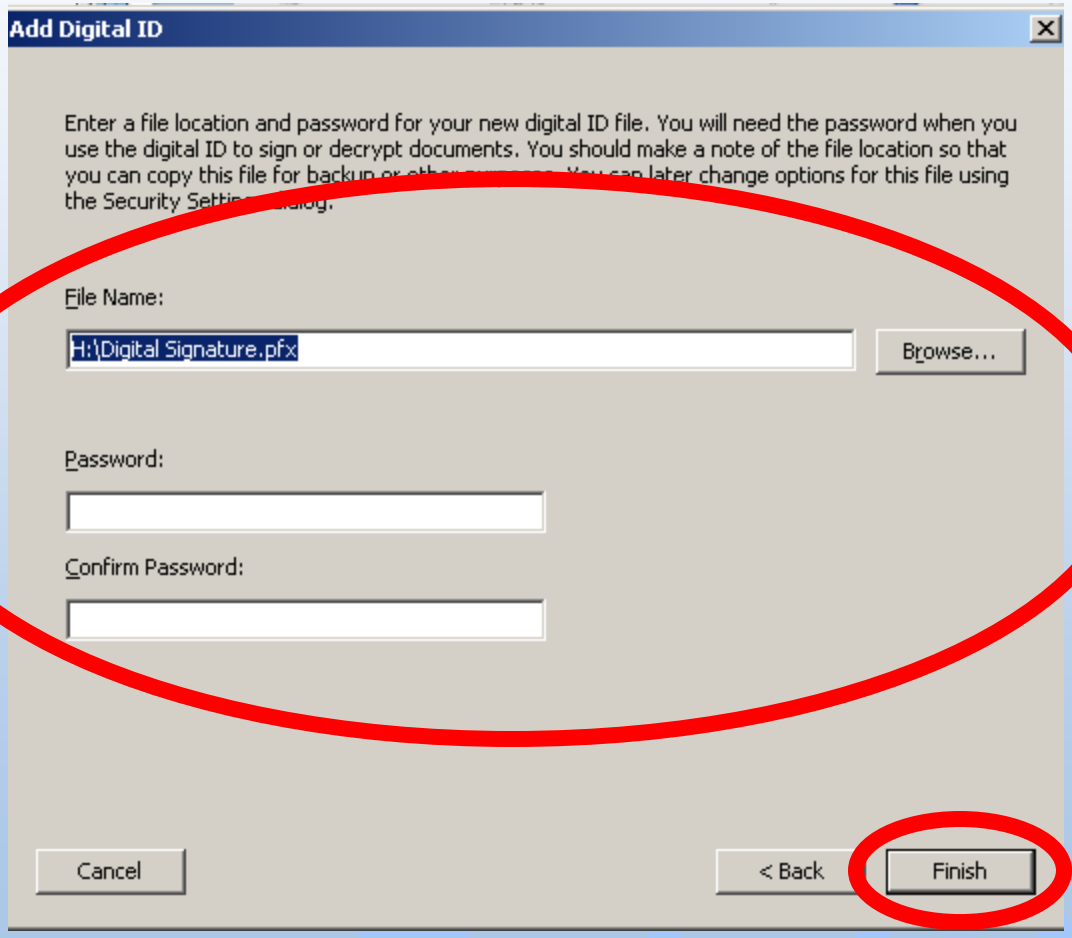
Digital Signature Instructions



Fill in your information then click “Finish” if creating a Windows Certificate Store signature or “Next” if creating a PKCS#12 digital ID file signature.

Digital Signature Instructions

If you chose a PKCS#12 digital ID file then you will choose to name and save your digital ID file and choose a password .



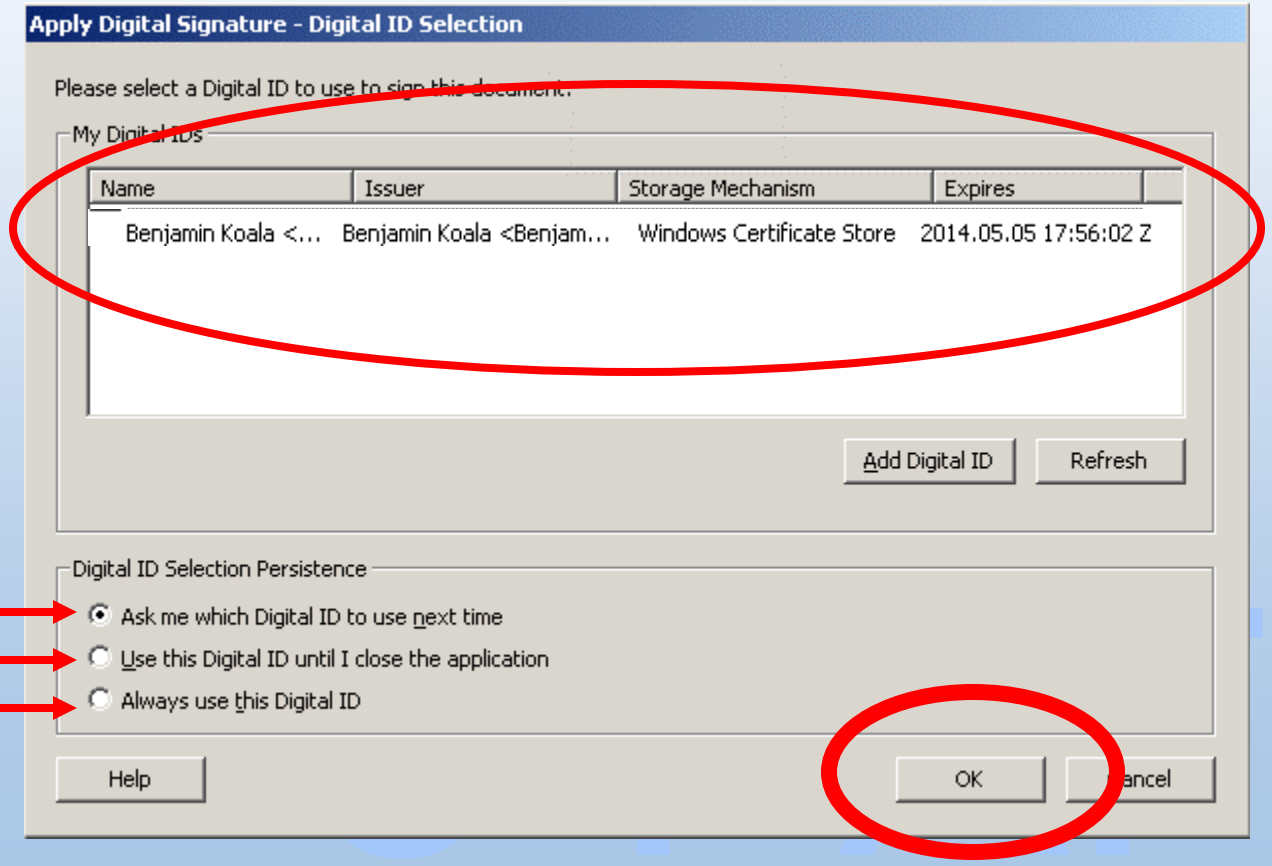
Fill in your information then click “Finish”

Digital Signature Instructions

PART 3 – Signing & Submitting a Form

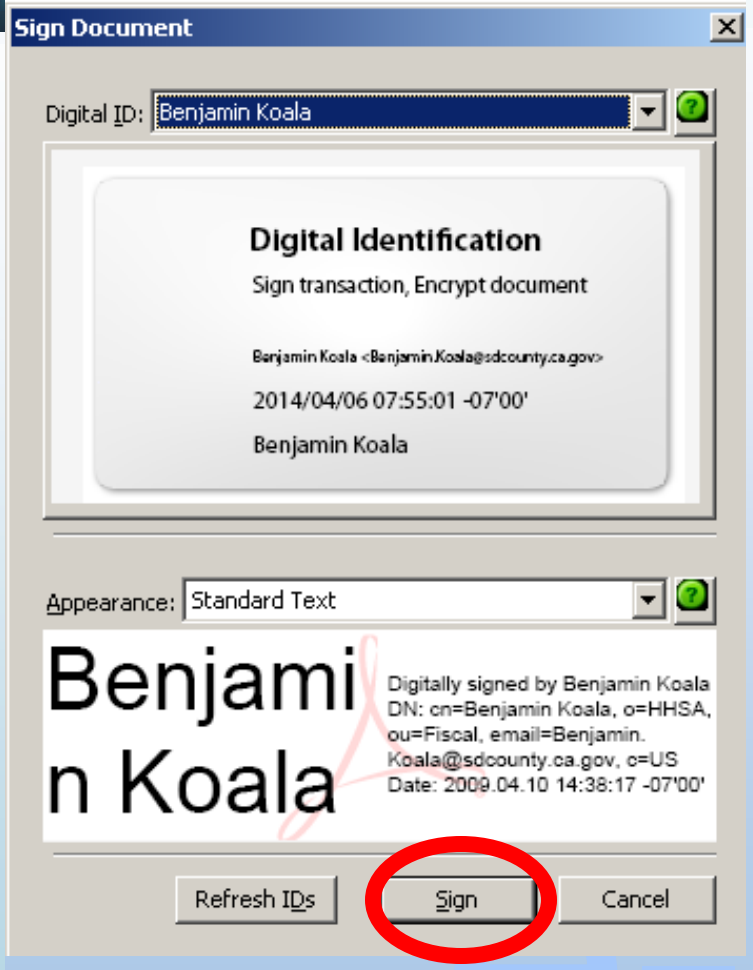
Digital Signature Instructions

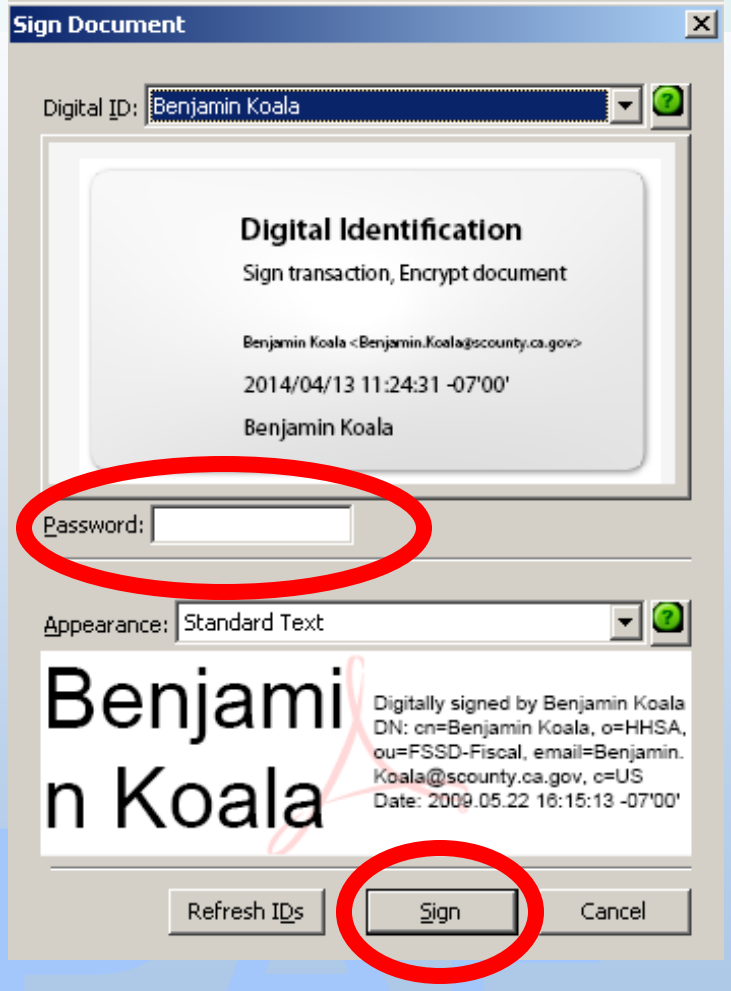
You may see this following the prior step, probably if you chose to create your signature for the first time by clicking on the form signature field (Method 1 from Part 1).



Choose one

Digital Signature Instructions

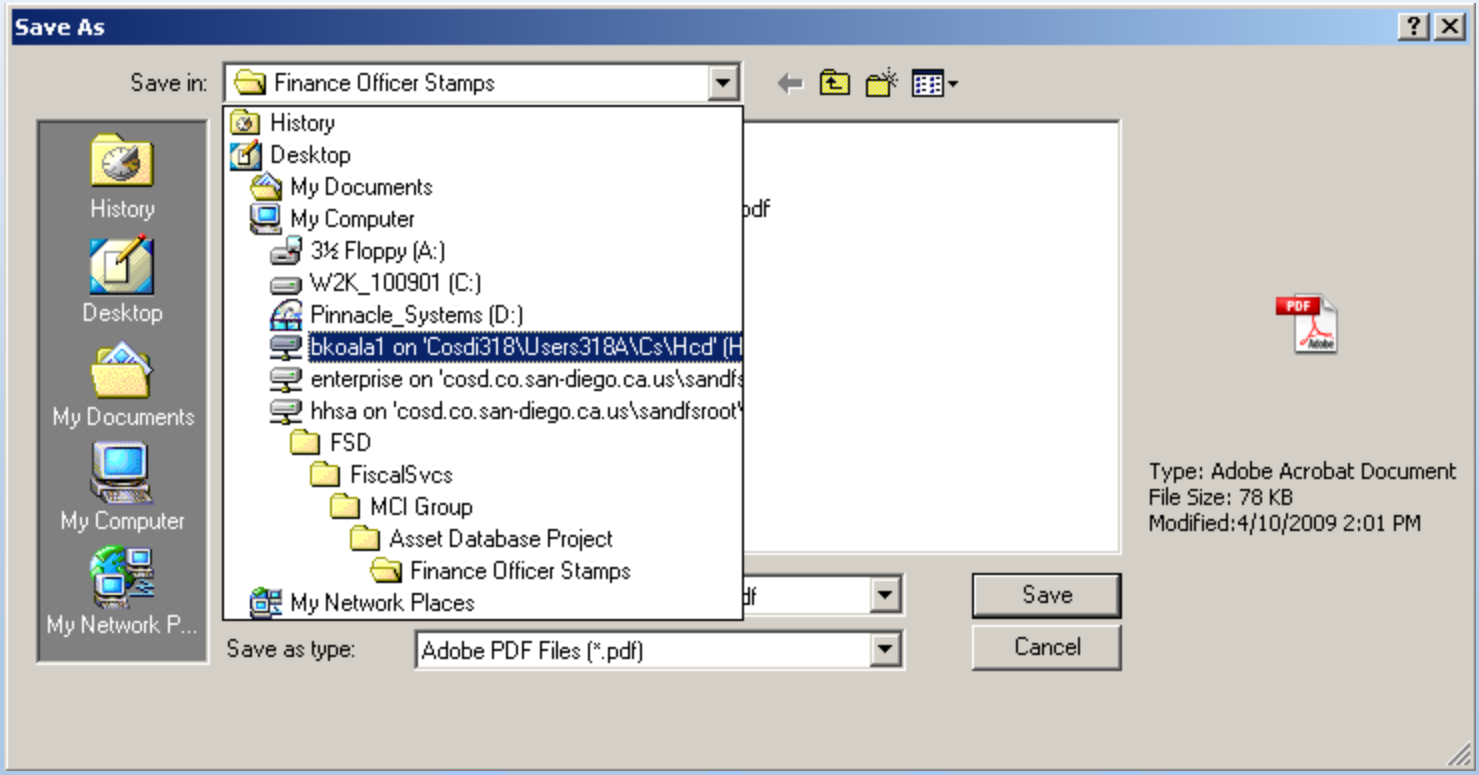




You will see either of the above when you choose to sign, depending on your signature type. For the PKCS#12 digital ID file you will need to enter your password.

Digital Signature Instructions

•After signing you should be prompted to save the form before submitting. Save it where you choose for your own records.



Digital Signature Instructions

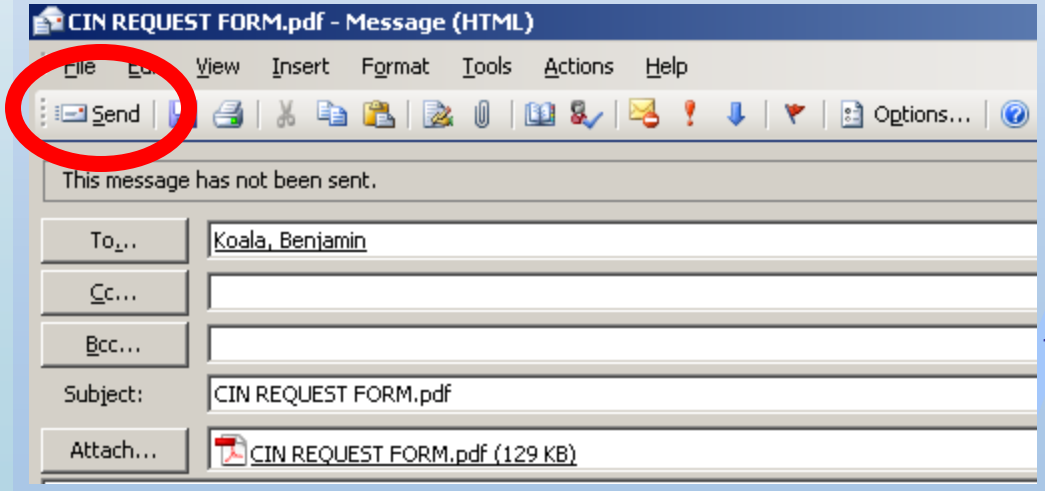
- After signing and saving…

Benjamin Koala

Digitally signed by Benjamin Koala
DN: cn=Benjamin Koala, o=HHSA, ou=Fiscal, email=Benjamin.Koala@sdcounty.ca.gov, c=US
Date: 2009.04.10 14:42:55 -07'00'

- …submit the form

Submit by Email



…send

And you're done!