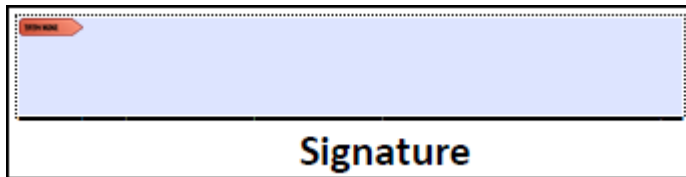


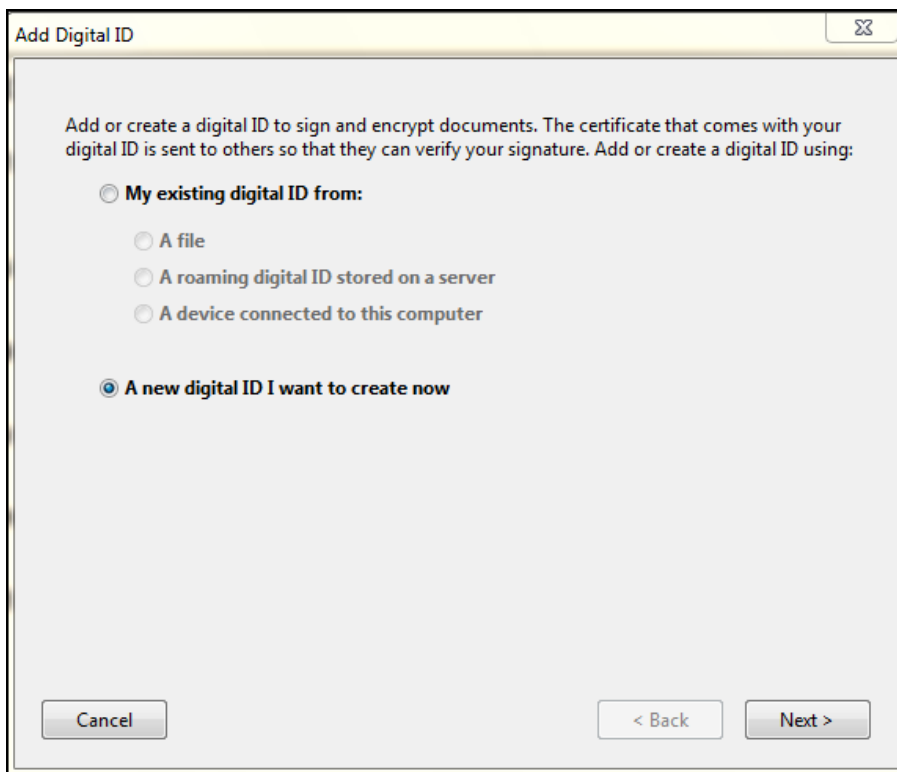
Adding a Digital Signature using Adobe Reader

This will only work if a form has been created in Adobe Professional & saved for you to fill in the Signature details. If you need to fill out a form & send it back electronically with a Signature here are the steps. You will need Adobe Acrobat Pro or Adobe Reader, which can be installed for free from this link: [here](#). NOTE: This procedure is creating a Signature based on details you type in & is not verified via any password or email authentication. We suggest using a valid email account for added security.

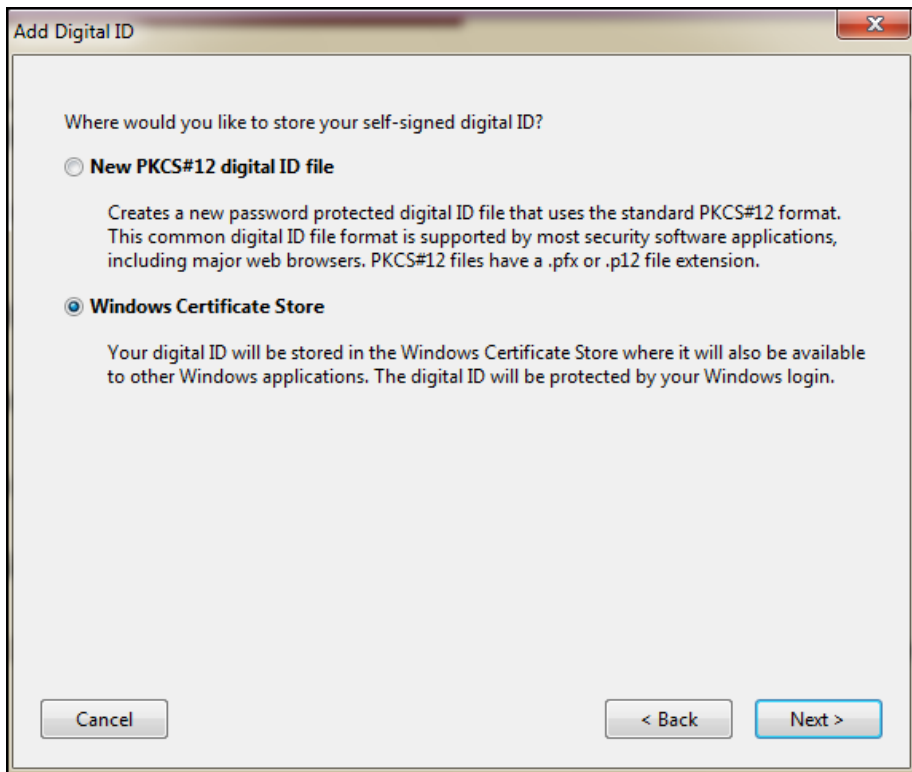
1. Click on the orange arrow on the Signature box.



2. An **Add Digital Id** dialog box appears, select **A new digital ID I want to create now**. Click the **Next** button.



3. Select **Windows Certificate Store**. Click the **Next** button.

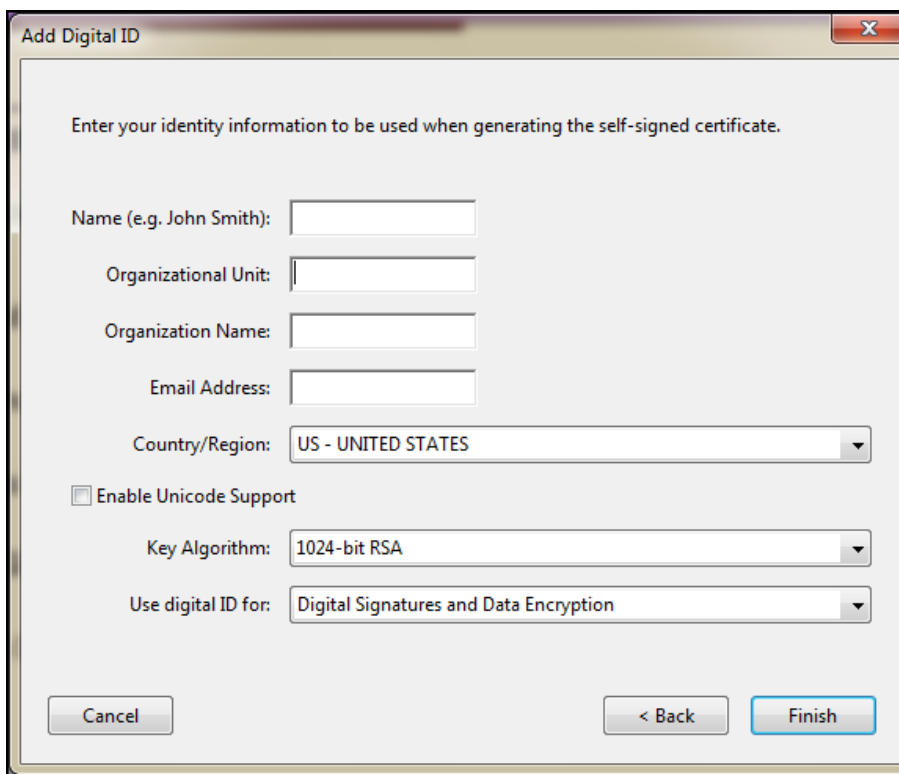


The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options:

- 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.

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

4. Type in your information & click the **Finish** button.

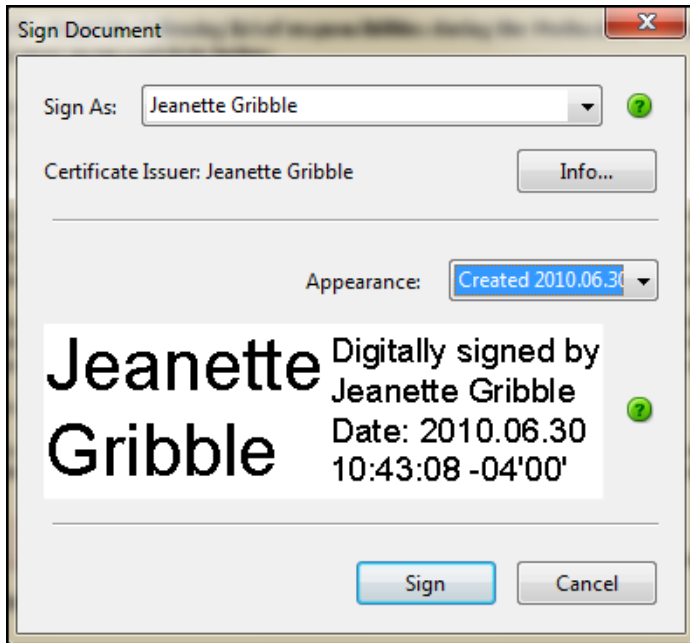


The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for identity information: "Enter your identity information to be used when generating the self-signed certificate." The fields are as follows:

- Name (e.g. John Smith):
- Organizational Unit:
- Organization Name:
- Email Address:
- Country/Region:
- Enable Unicode Support
- Key Algorithm:
- Use digital ID for:

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Finish".

5. A **Sign Document** dialog box will appear. If you want to change any details that appear click on the **Appearance** button to make changes, otherwise click the **Sign** button to complete. Your Signature is now added to the document. Save your completed document.



Windows 7 Details

If you are using Windows 7 & this is the first time you have used or set up a Digital Signature a **Accessibility Setup Assistant** details might appear, if so keep clicking **Next** on the five following dialog boxes & **Done** on the final one. Leave defaults & settings as they appear on each dialog box. See examples below:

