If you do not have Adobe Acrobat, visit <u>https://get.adobe.com/reader/</u> and decline the optional offers. Click "Download Acrobat Reader" and run the Installer file.

Save the PDF to your computer and open it using Adobe Acrobat Reader.

Click the signature box in the PDF.

If you do not have a Digital ID, the following message appears. Click "Configure Digital ID."

| Digital ID Configuration Re | equired | × | | | |
|---|-----------------------------|---|--|--|--|
| This signature field requires a digital signature identity. | | | | | |
| Would you like to configure one now? | | | | | |
| | | | | | |
| Help | Configure Digital ID Cancel | | | | |

Select "Create a new Digital ID" and click "Continue."

| onfigure a Digital ID for signing | | | > | |
|--|--------------------------------|--|---|----|
| A Digital ID is required to create a digital signature. The most secure Digital ID are sissued by trusted Certificate authonities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance. | Select the type of Digital ID: | | | |
| | 0 | | Use a Signature Creation Device Configure a smart card or token connected to your computer | |
| | 0 | | Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file | |
| | 0 | | Create a new Digital ID Create your self-signed Digital ID | |
| 3 | | | Cancel Continu | ie |

Choose "Save to Windows Certificate Store."

| Select the destination of the new Digital ID | | | × | |
|--|---|------------|---|----|
| Digital IDs are typically issued by trusted providers that assure the validity of | 0 | Q e | Save to File Save the Digital ID to a file in your computer | |
| the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. | 0 | R | Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications | |
| Consult with your recipients if this is an acceptable form of authentication. | | | | |
| | | | | |
| 0 | | | Back | ue |

Enter your Name and Email Address, then click "Save."

| Fotos de l'destite | Name | Chris DeGeare | |
|---|---------------------|---------------------------|---|
| Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self- signed by individuals do not sprovide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases. | Name | Chills DeGeare | |
| | Organizational Unit | Enter Organizational Unit | |
| | Organization Name | Enter Organization Name | |
| | Email Address | cdegear1@jeffco.edu | |
| | Country/Region | US - UNITED STATES | ~ |
| | Key Algorithm | 2048-bit RSA | ~ |
| | Use Digital ID for | Digital Signatures | ~ |
| | | | |

You now have a Digital ID. Click "Continue" to sign with it.

| Sign with a Digital ID | | | | | |
|------------------------|---|--------------|--|--|--|
| Choose the | Refresh | | | | |
| | Chris DeGeare (Windows Digital ID) Issued by: Chris DeGeare, Expires: 2025.03.19 | View Details | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ? | (Configure New Digital ID) (Can | Continue | | | |

The signature window opens. Click "Sign."



You now must save the document with your applied signature. The Save As dialog box opens automatically. Click "Save" then "Yes" to confirm replacing the existing file.

