
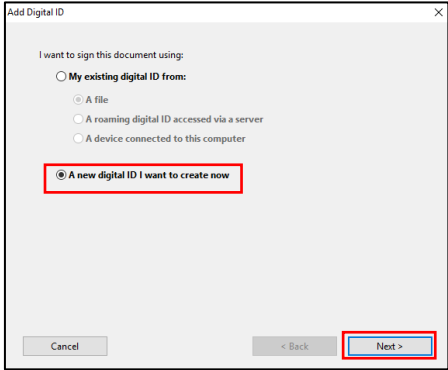
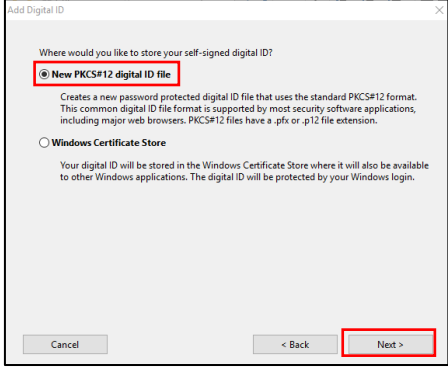
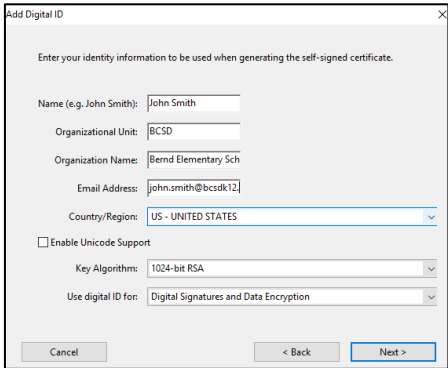


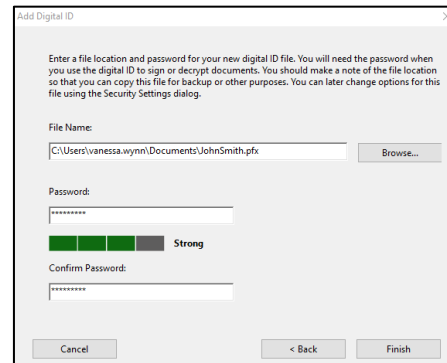
How to Create a Certificate-Based Signature In Adobe Acrobat Reader

This handout shows employees how to create a certified digital signature that can be used to sign pdf documents. Once created, this digital signature resides only on the computer you are currently using. Read the steps carefully, and create your digital signature in the signature box at the end of this document.

<p>1. Click the signature box in a pdf document.</p>	
<p>2. On the Add Digital ID window, select A new digital ID I want to create now and click Next.</p>	
<p>3. Select New PKCS#12 digital ID file and click Next.</p>	
<p>4. Enter your information in the first 4 boxes and click Next. The Organization Name is your school name or your Central Office Department.</p>	

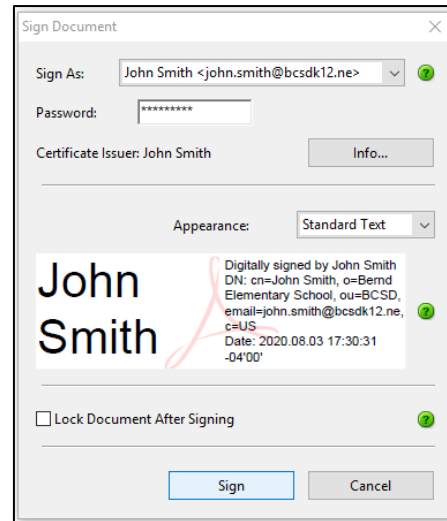
5. Enter a location and password for your new digital ID file:

- a. Browse to designate a location or accept the default location. Make a note of the file path/location.
- b. Enter a strong password in the next two boxes and make a note of it. This password is required each time you use your digital ID to sign a document.
- c. Click **Finish**.

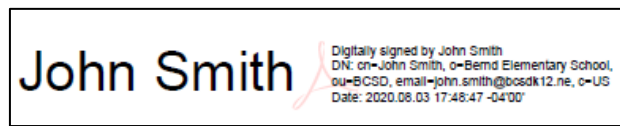


6. Next, you will see an image of your ID.

- a. Enter your password.
- b. If no other signatures are required on the document, check the box to **Lock Document After Signing**. If additional signatures are required, please leave the box unchecked.
- c. Click **Sign**.



7. Save your document before e-mailing it to the proper person. Notice your digital signature in the signature box of the pdf.



Your Signature