




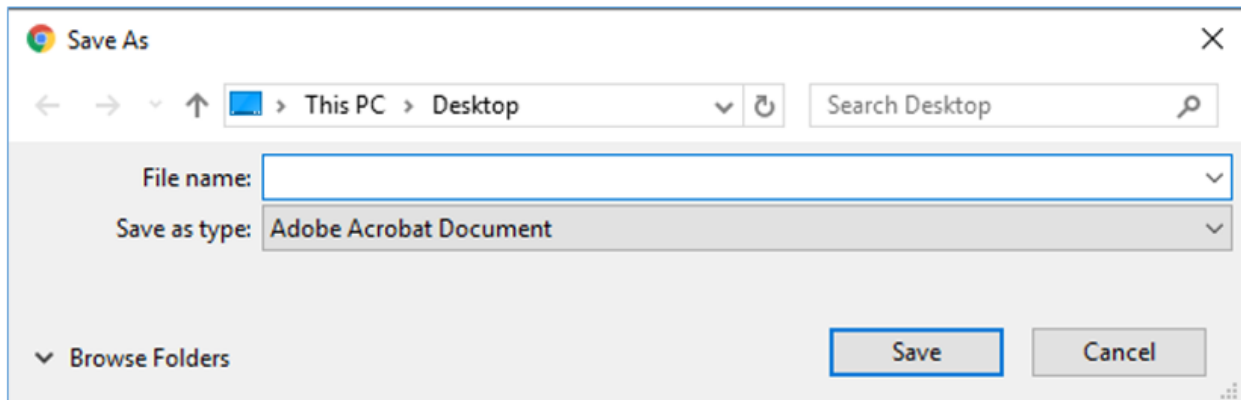


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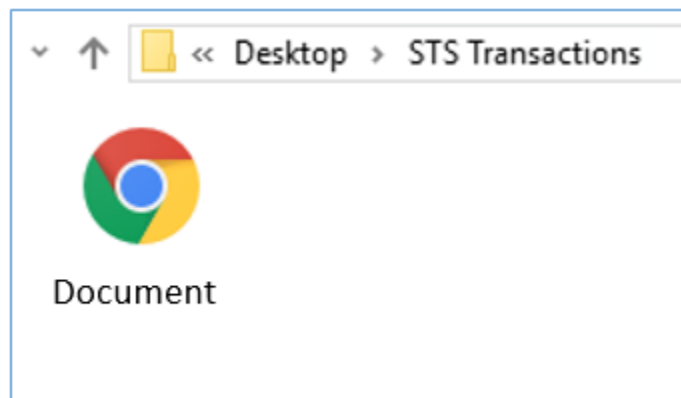
Document Downloading & Electronic Signature Feature

Follow these steps to view and use the electronic if the electronic signature feature is not available on the Document.

1. Locate and open the document (either website or email)
2. If the document opens on a web browser (otherwise, continue with Step 3):
 - a. Click on the **Upside Down Arrow icon**  on the top right corner of the screen to download and save the document; or
 - b. Click on the **Disk icon**  or on the **Disk with a Pen icon**  on the top right corner of the screen to save the document.
3. Save the document to a folder on the computer or laptop (i.e., desktop, documents). Click **Save**.



4. Open the folder where the form is located.

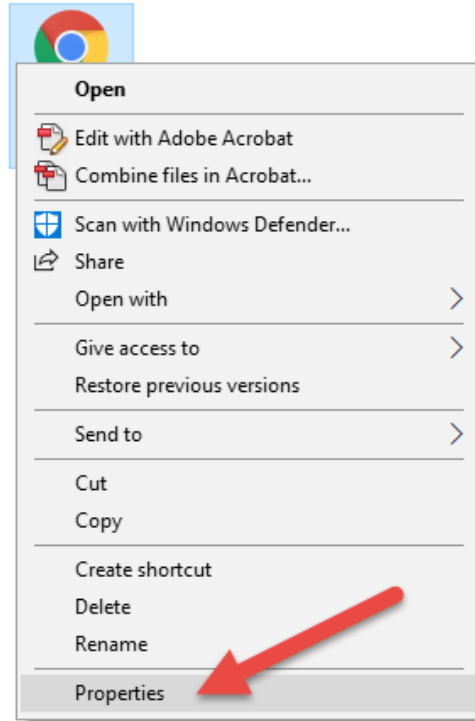




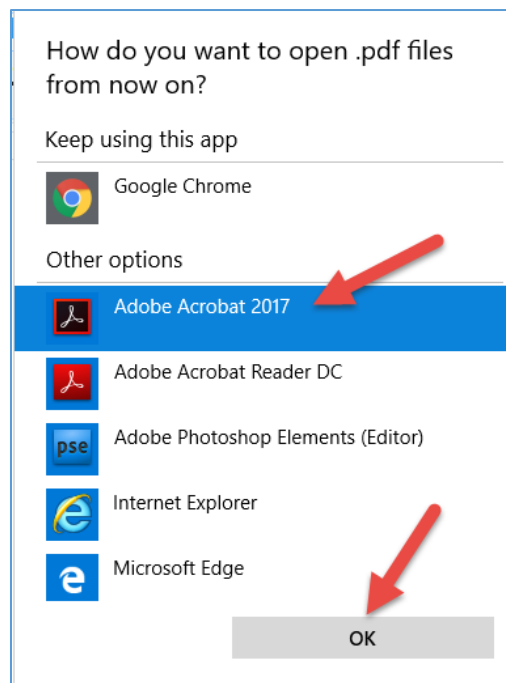
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5. **Right-click** on the document and select **Properties**.



6. Select **Adobe Acrobat** and click **OK**.

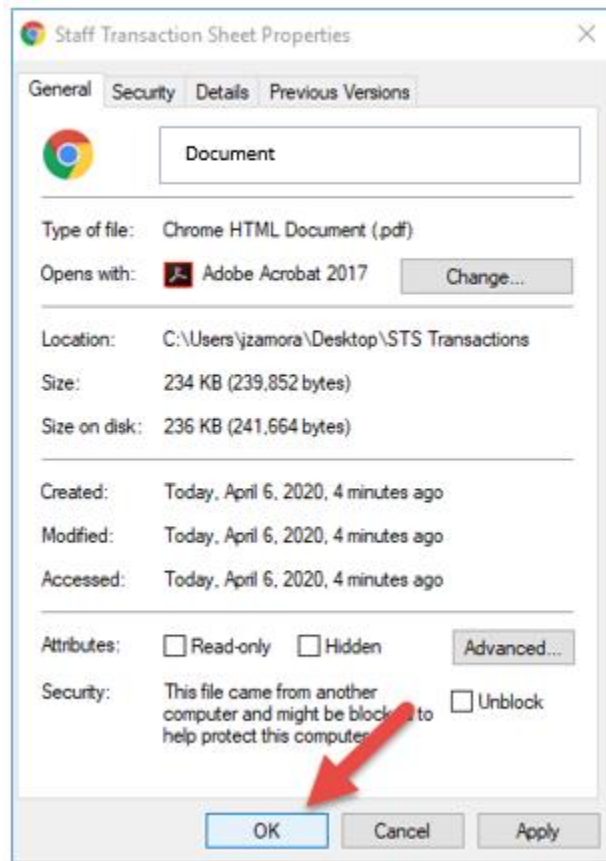




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7. Click **OK**.



8. If necessary, follow any additional steps to set-up **Adobe Reader**.
9. The document's icon will change to **Adobe PDF**.



Document

10. **Double-click** on the document to open it and the electronic signature block(s) should be available.

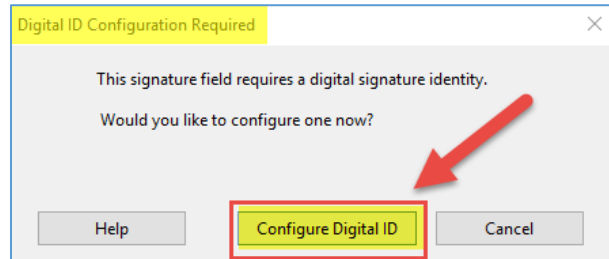


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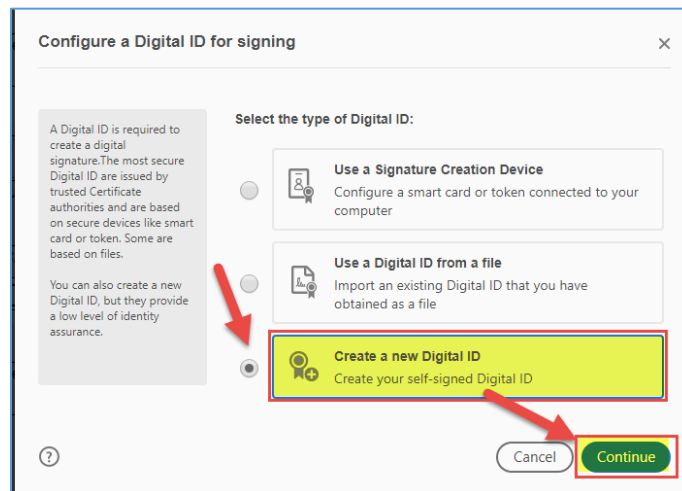
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11. Click on the signature cell on the document to open the **Digital ID Configuration Required** window and select **Configure Digital ID**. Please note that the steps may differ depending on the Adobe product installed in your laptop/computer.

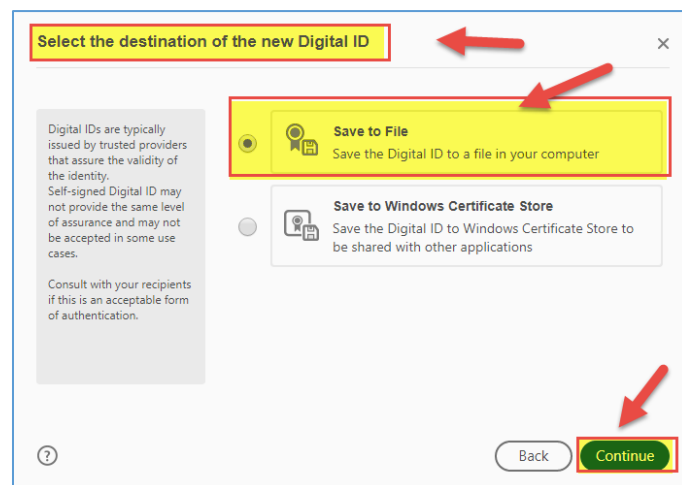
Signature: _____



12. Select **Create a new Digital ID** and press **Continue**.



13. Under **Select the destination of the new Digital ID**, select **Save to File**. Press **Continue**.





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14. Enter the information in the required fields, i.e., **Name**, and **Email Address** (Organizational Unit and Organization Name are not required fields). Press **Continue**.

Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

[?] [Back] [Continue]

15. Create and type a password in both cells and click **Save** to make the electronic signature available.

Save the self-signed Digital ID to a file [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\jzamora\Desktop\AlexisMcClendon.pfx [Browse]

Apply a password to protect the Digital ID:

Confirm the password:

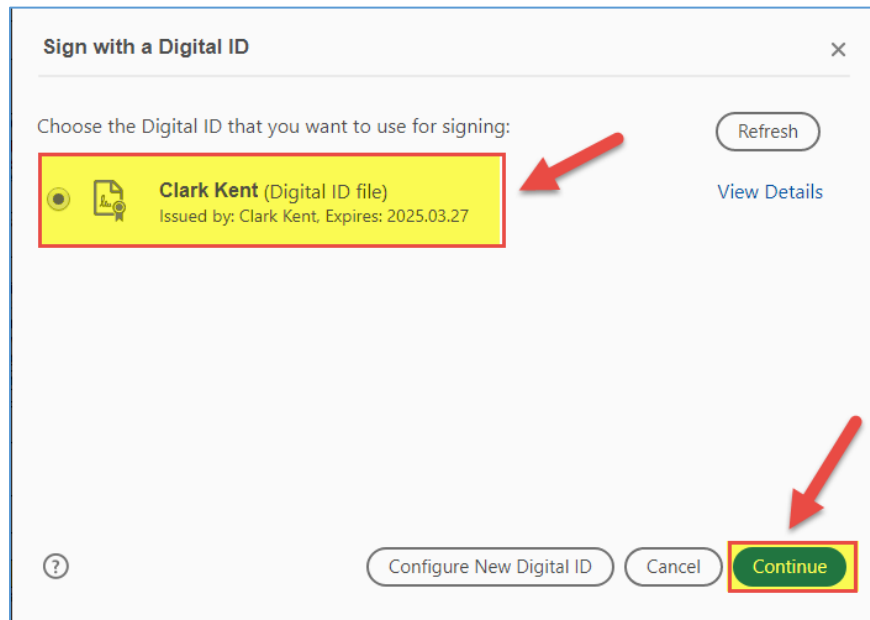
[?] [Back] [Save]



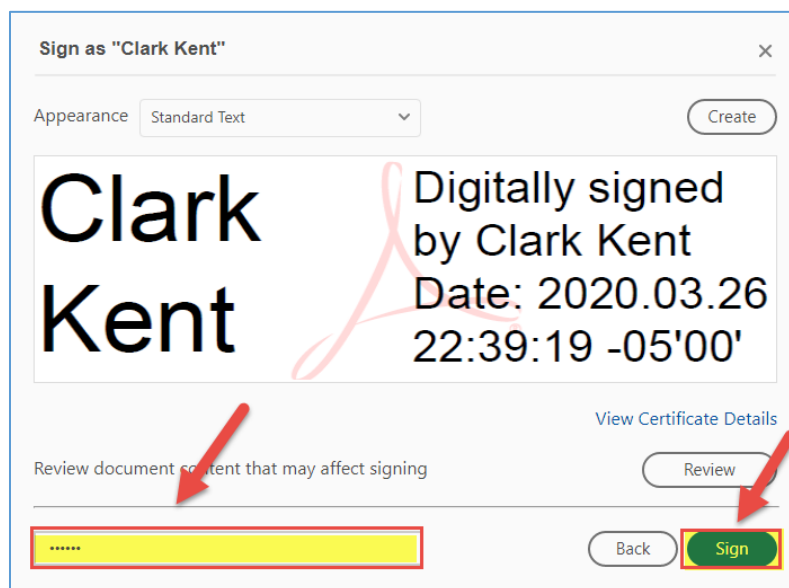
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16. Press **Continue** to select the newly created signature.



17. Enter the **Password** and click **Sign**. The electronic signature will appear once the document is saved.



18. Save the document to the laptop/computer on a folder of your choosing (i.e., desktop, documents, etc.). Click **Save**. This will automatically sign the form electronically and is ready to be emailed.