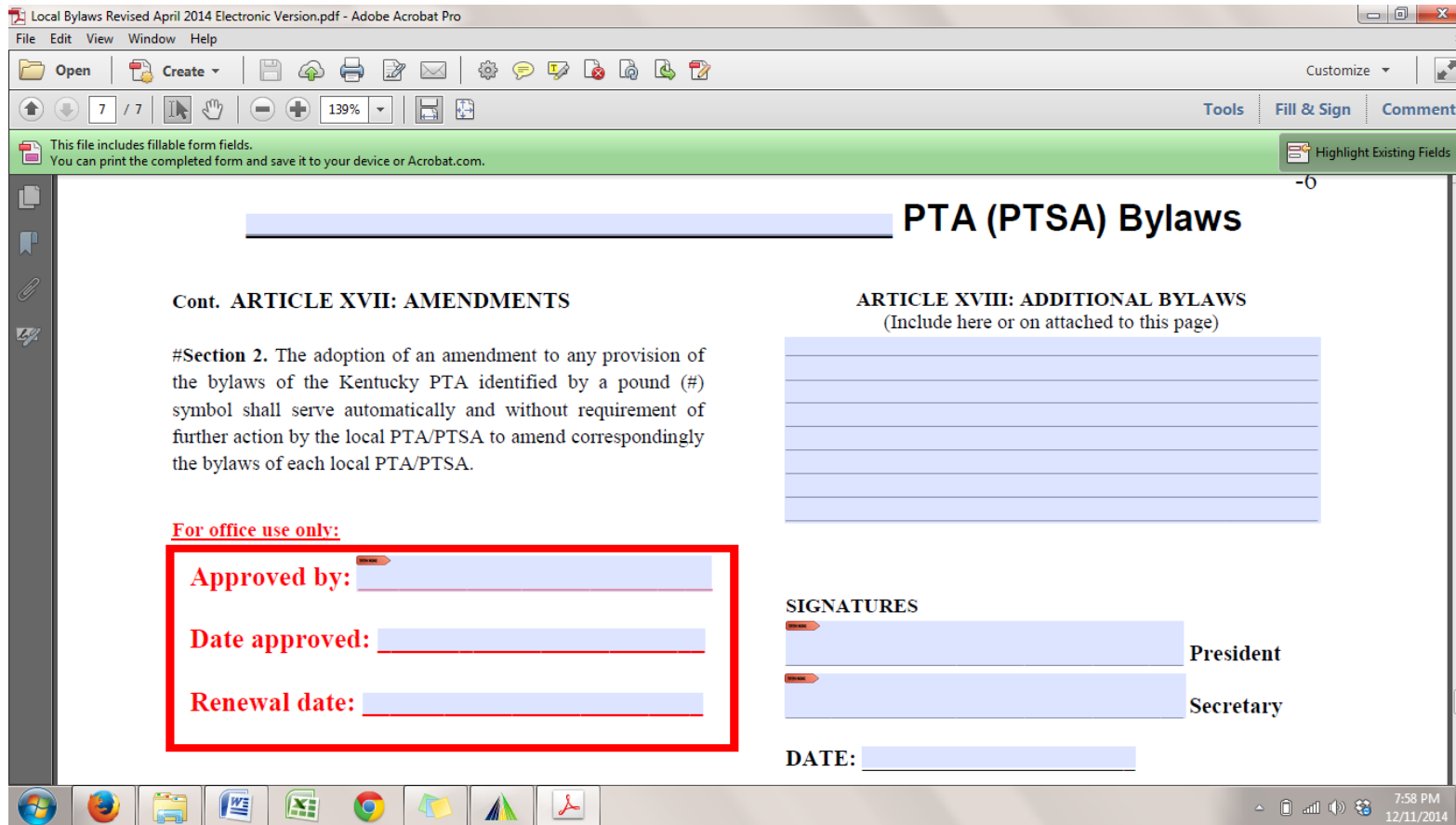


Using Digital Signatures in the PTA Bylaws Template

1. Open the Local Unit Bylaws Template Electronic Form



2. Click on the appropriate box, either President or Secretary, depending on your position

Local Bylaws Revised April 2014 Electronic Version.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Save Print Mail Comment Fill & Sign Comment

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

PTA (PTSA) Bylaws

Cont. ARTICLE XVII: AMENDMENTS

#Section 2. The adoption of an amendment to any provision of the bylaws of the Kentucky PTA identified by a pound (#) symbol shall serve automatically and without requirement of further action by the local PTA/PTSA to amend correspondingly the bylaws of each local PTA/PTSA.

For office use only:

Approved by: _____

Date approved: _____

Renewal date: _____

ARTICLE XVIII: ADDITIONAL BYLAWS
(Include here or on attached to this page)

SIGNATURES

_____ **President**

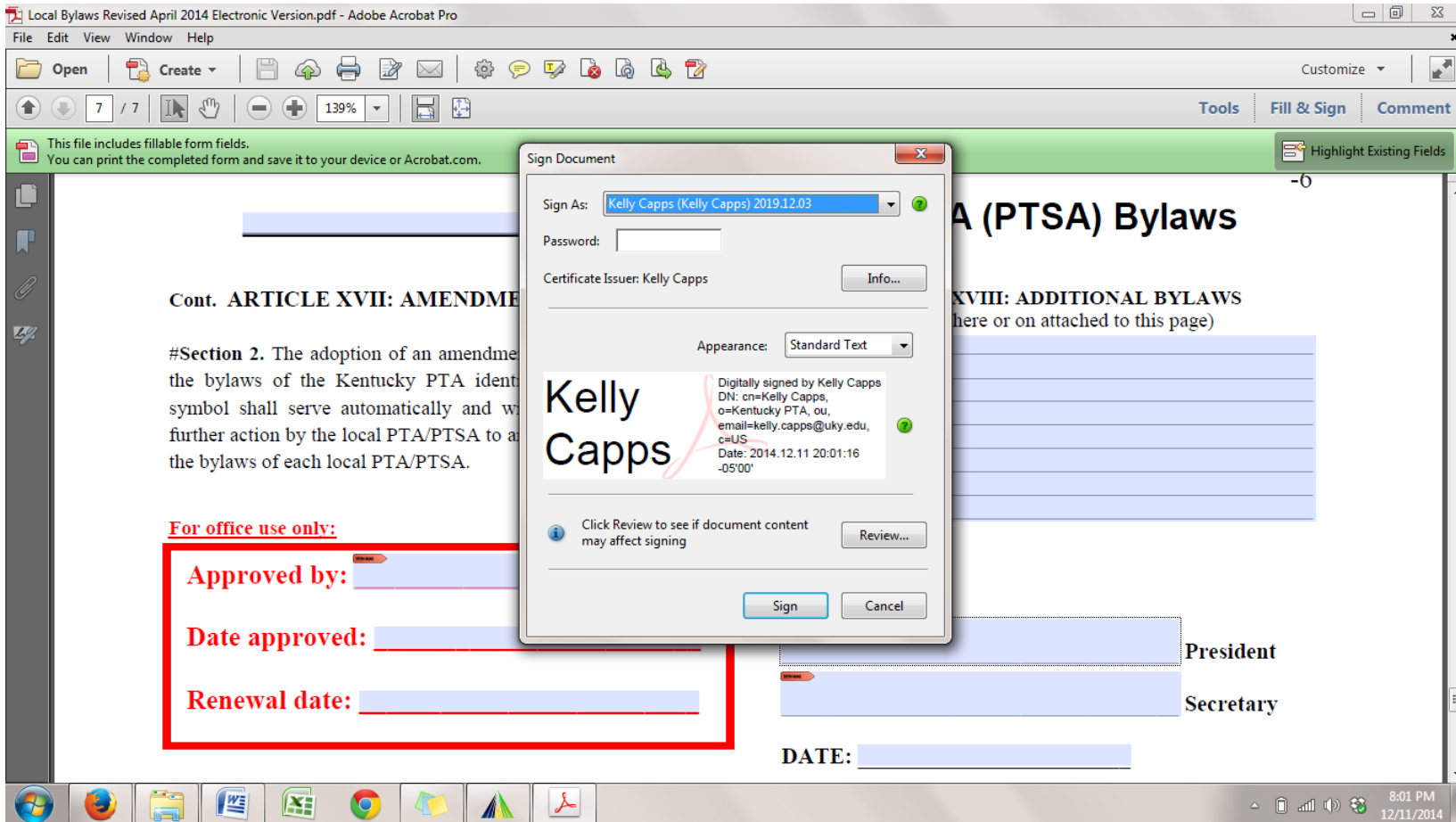
_____ **Secretary**

The local PTA/PTSA President should use a digital signature to sign this document. (Click to sign)

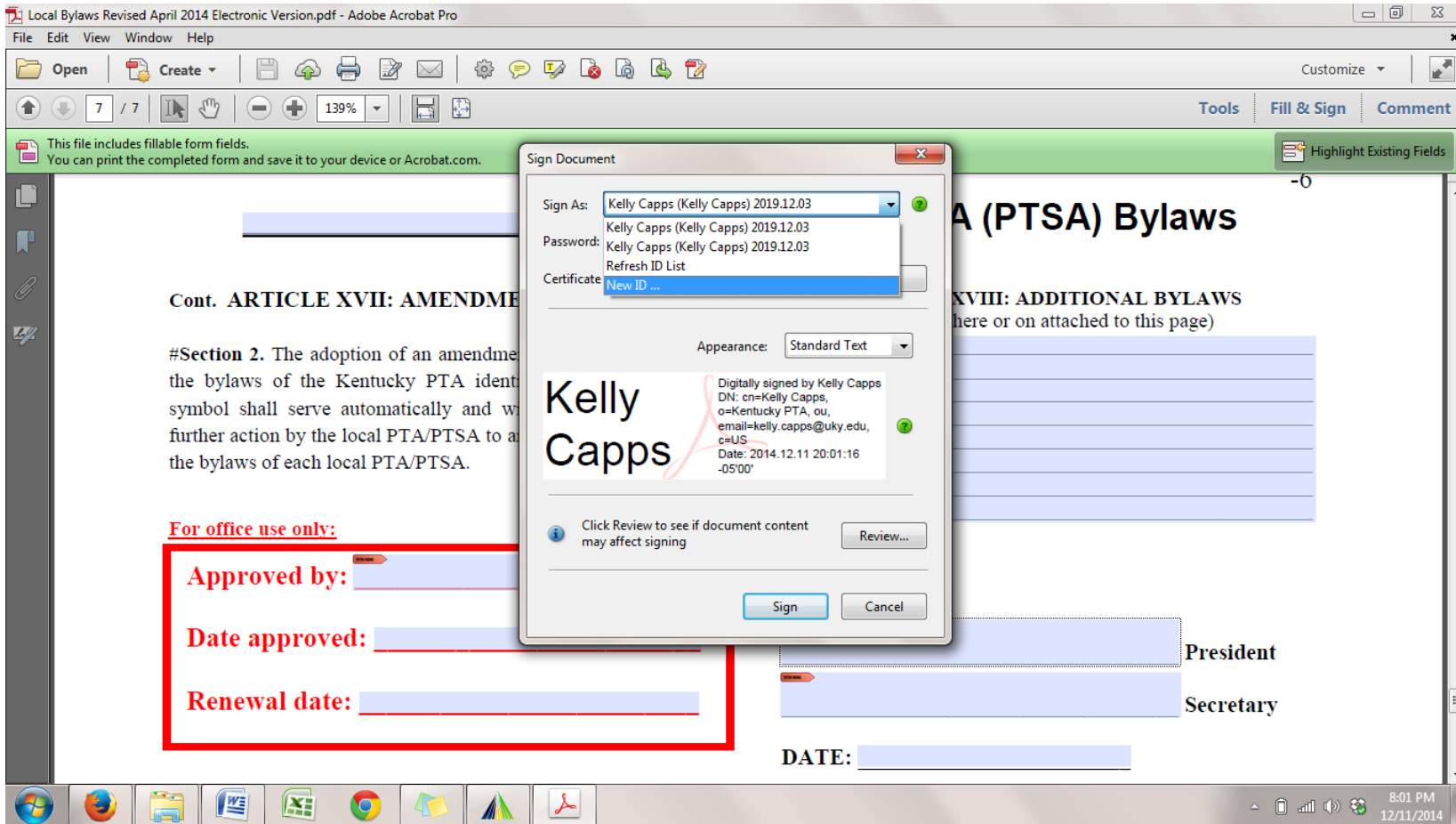
DATE: _____

8:00 PM
12/11/2014

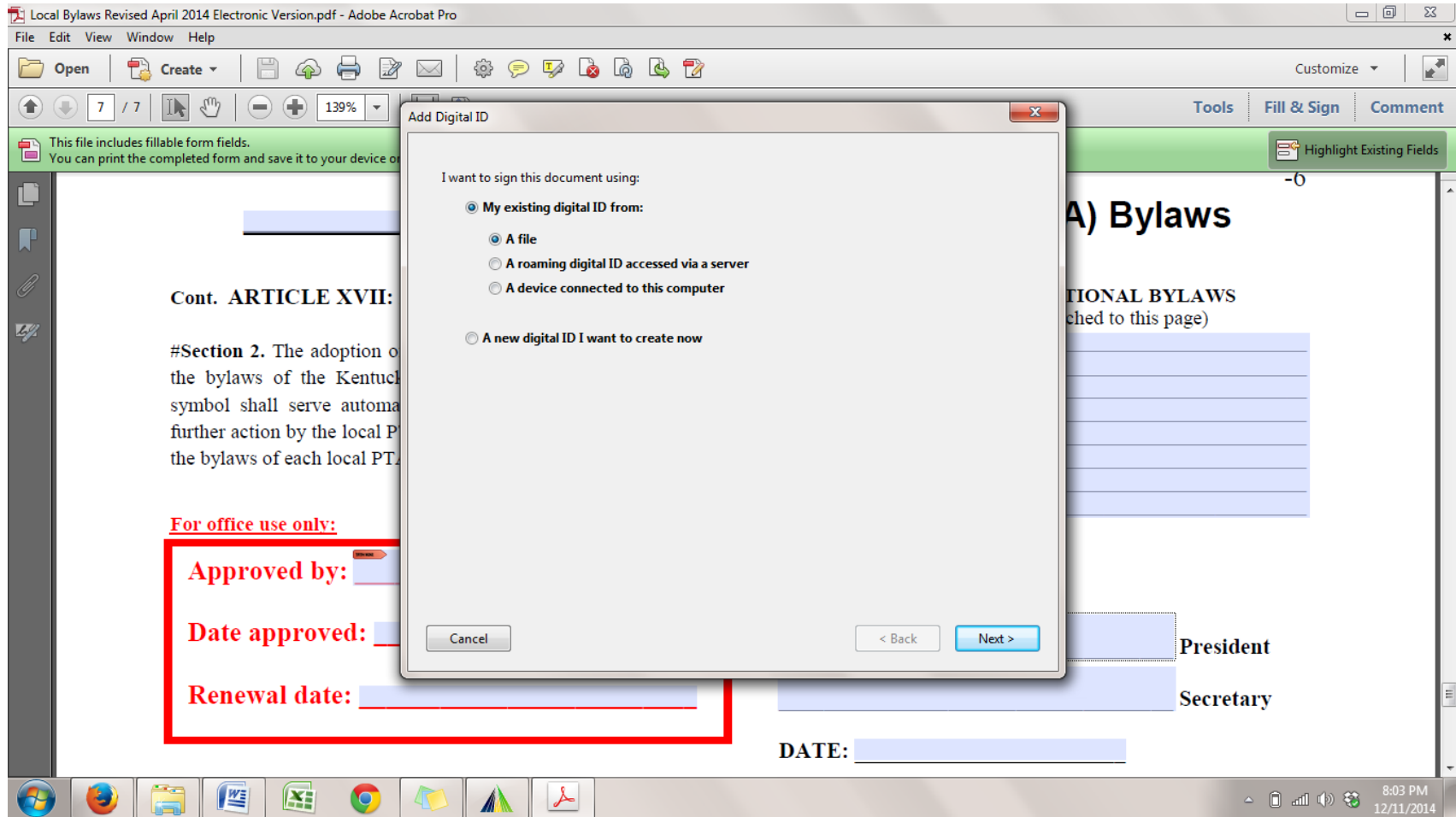
3. If you already have a digital signature, you may see the following screen



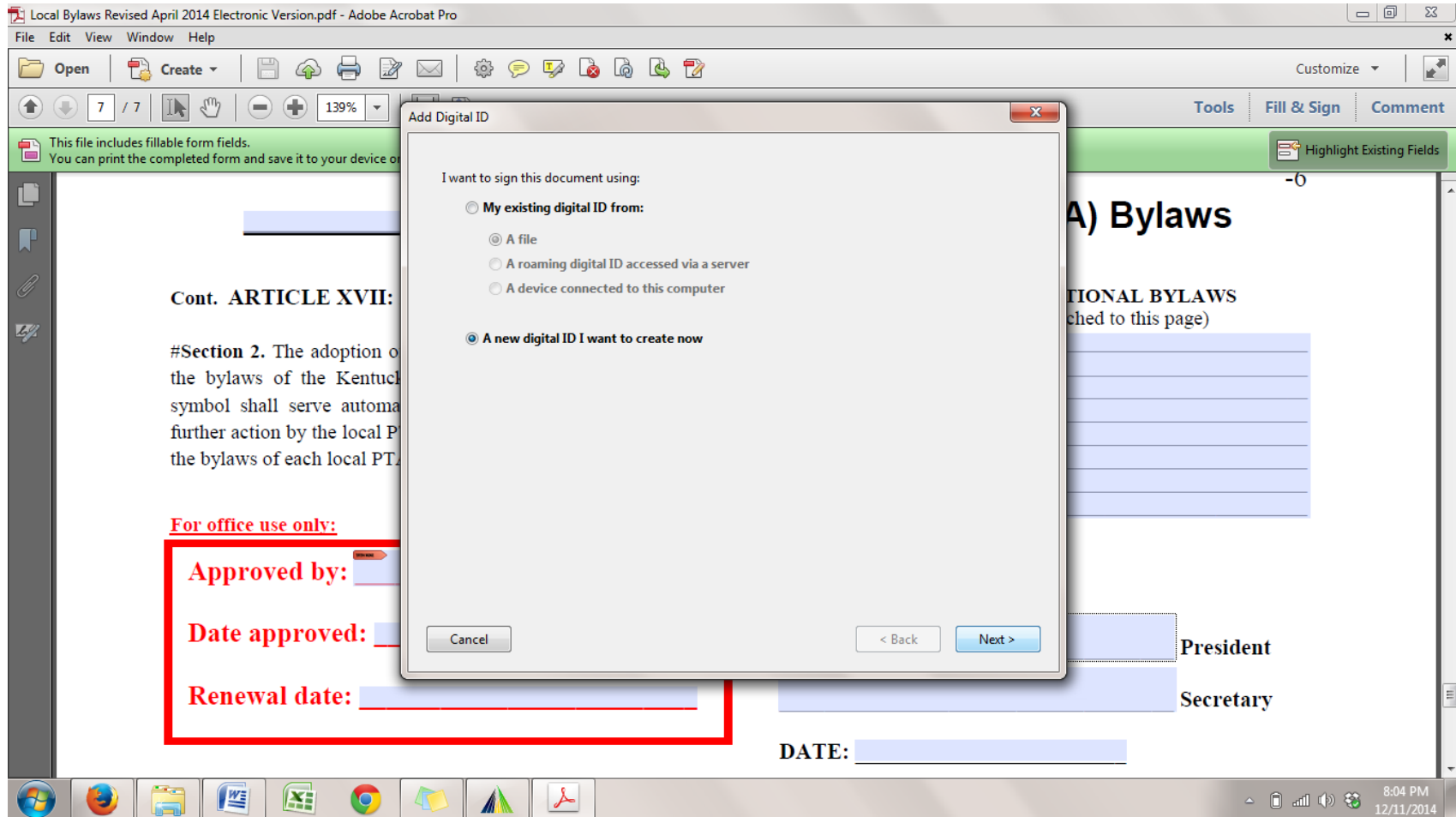
4. If you need to create a new digital signature, select the drop down box next to "Sign As" and click on "New ID".



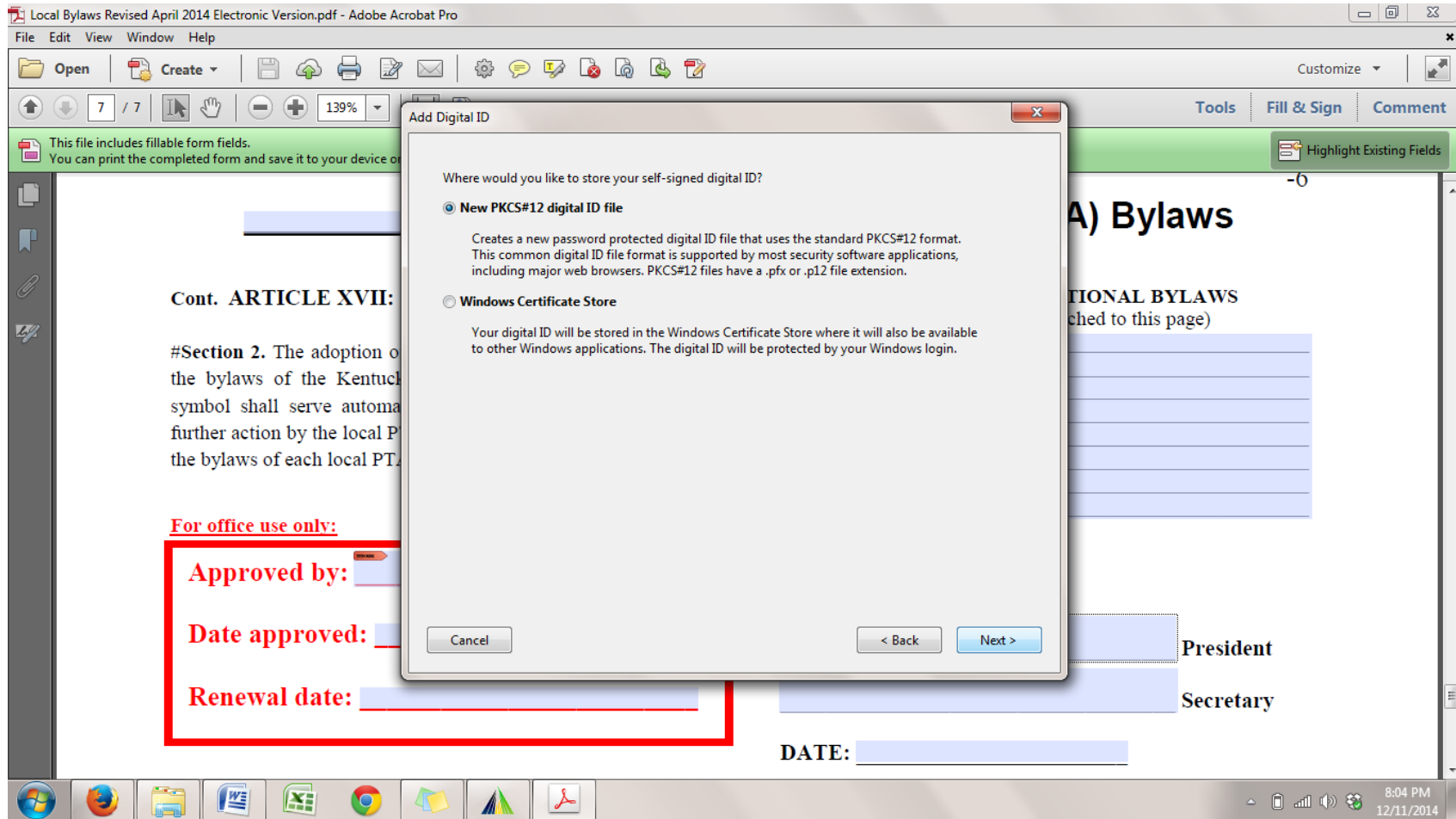
5. If you have not created a digital signature before or you are creating a new ID you should see the following screen.



6. Make sure to select "A new digital ID I want to create now" and then click on "Next"



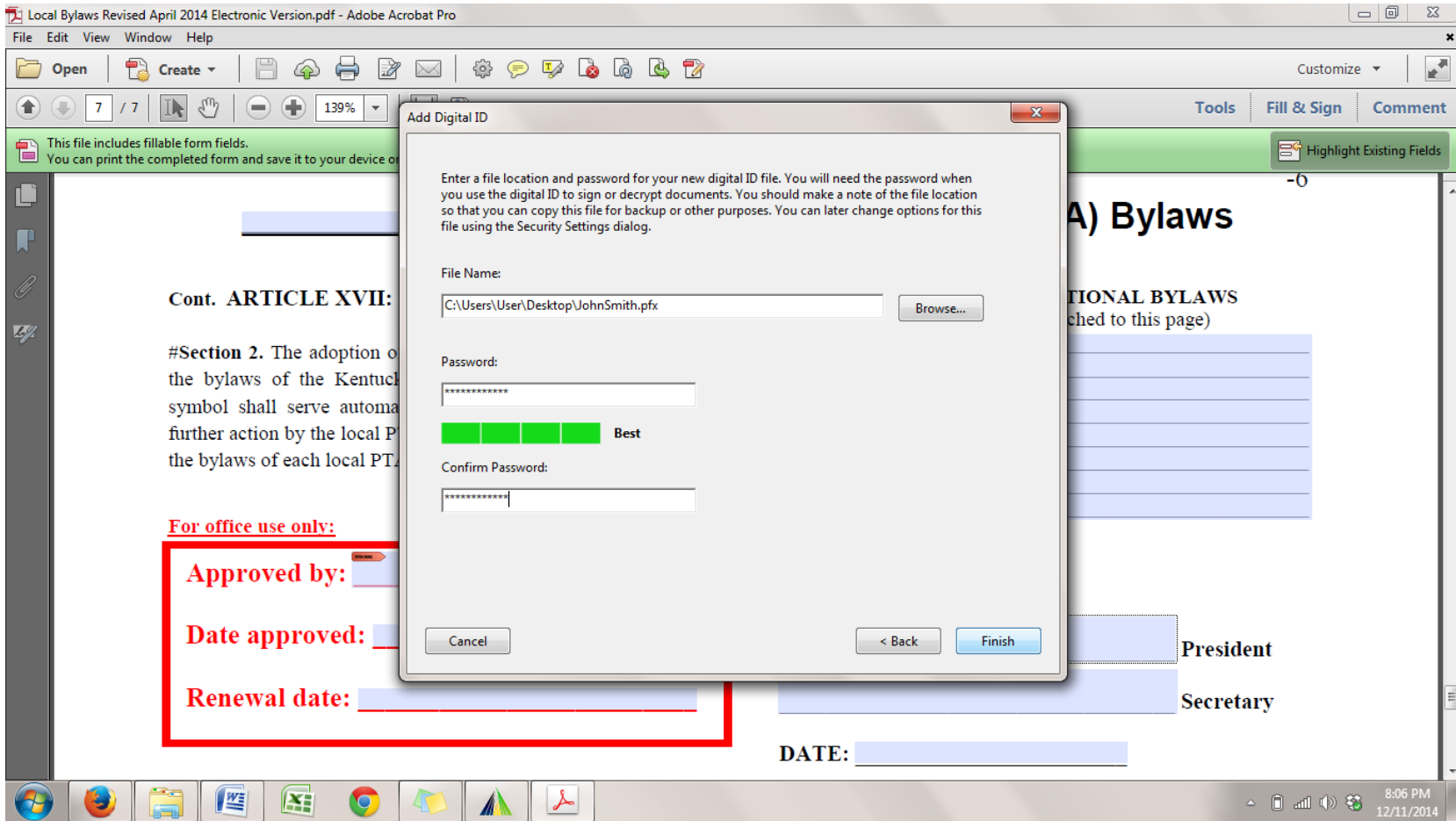
7. Ensure that new PKCS#12 digital ID file is selected and click "Next"



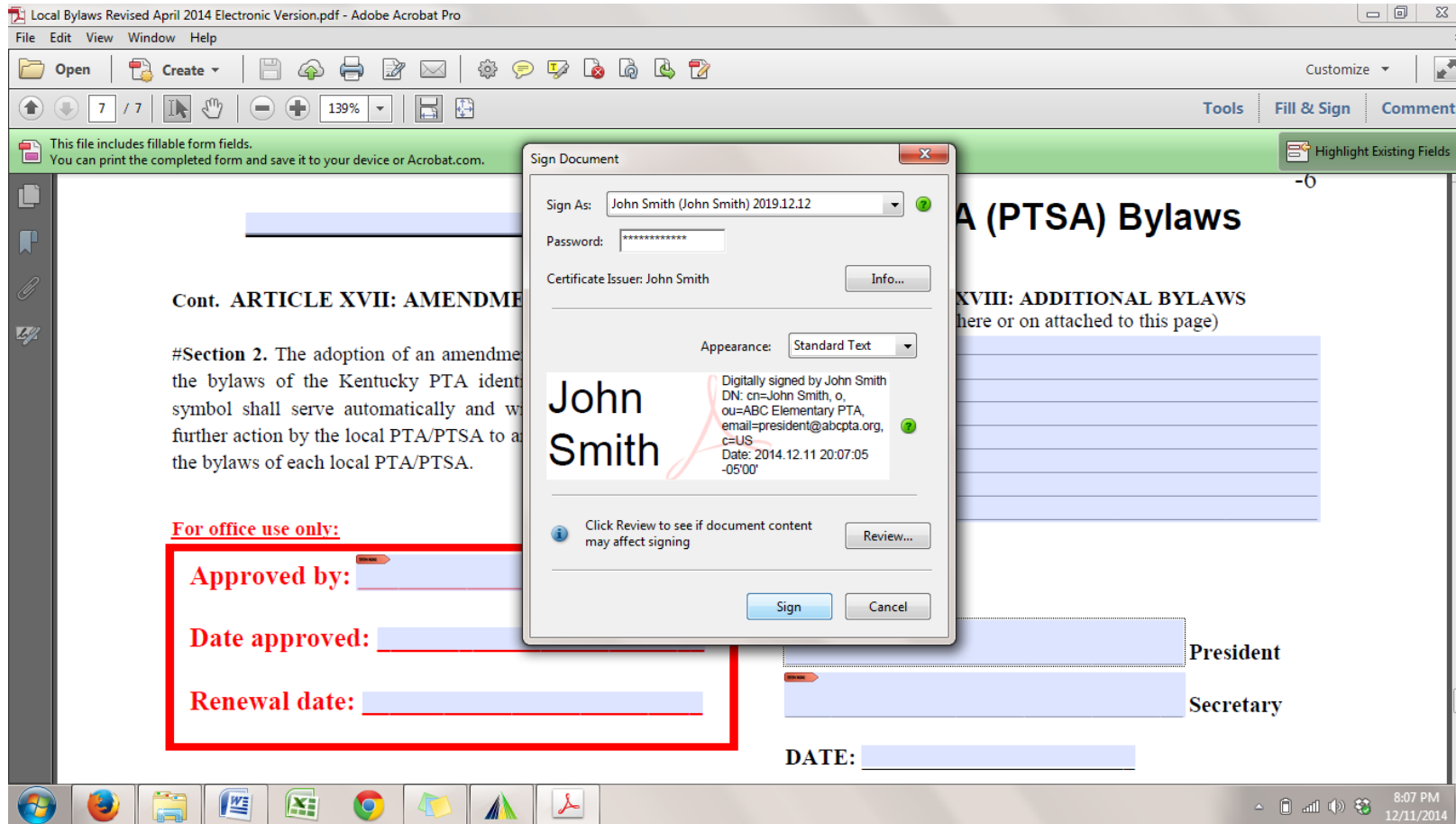
8. Complete the form as appropriate and click on "Next"

The screenshot shows the Adobe Acrobat Pro interface with a PDF document titled "Local Bylaws Revised April 2014 Electronic Version.pdf". The document content includes "Cont. ARTICLE XVII:", "#Section 2. The adoption of the bylaws of the Kentucky symbol shall serve automatically further action by the local PTA the bylaws of each local PTA", and a red-bordered box containing "For office use only:", "Approved by:", "Date approved:", and "Renewal date:". A "Add Digital ID" dialog box is overlaid, prompting for identity information: Name (John Smith), Organizational Unit (ABC Elementary PTA), Organization Name, Email Address (president@abcpta.org), Country/Region (US - UNITED STATES), Key Algorithm (1024-bit RSA), and Use digital ID for (Digital Signatures and Data Encryption). The dialog box has "Cancel", "< Back", and "Next >" buttons. The background document also shows "A) Bylaws", "TIONAL BYLAWS", "President", "Secretary", and "DATE:". The system tray at the bottom right shows the date and time as 8:05 PM on 12/11/2014.

9. Ensure you have a location to save your digital signature and select a password. Then click “Finish”.



10. Type in your password and click "Sign".



11. Select a location on your computer to save your final and signed document and then click "Save".

