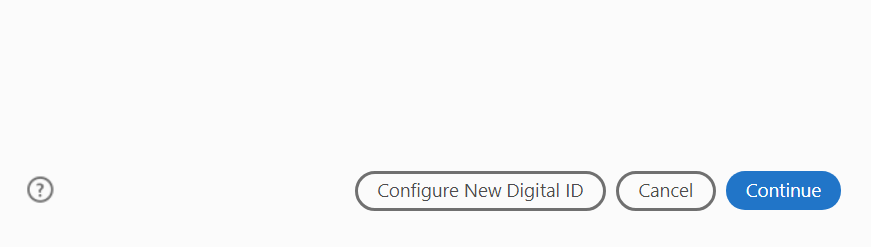
**How to Create a Digital Signature in Adobe Reader & Acrobat**

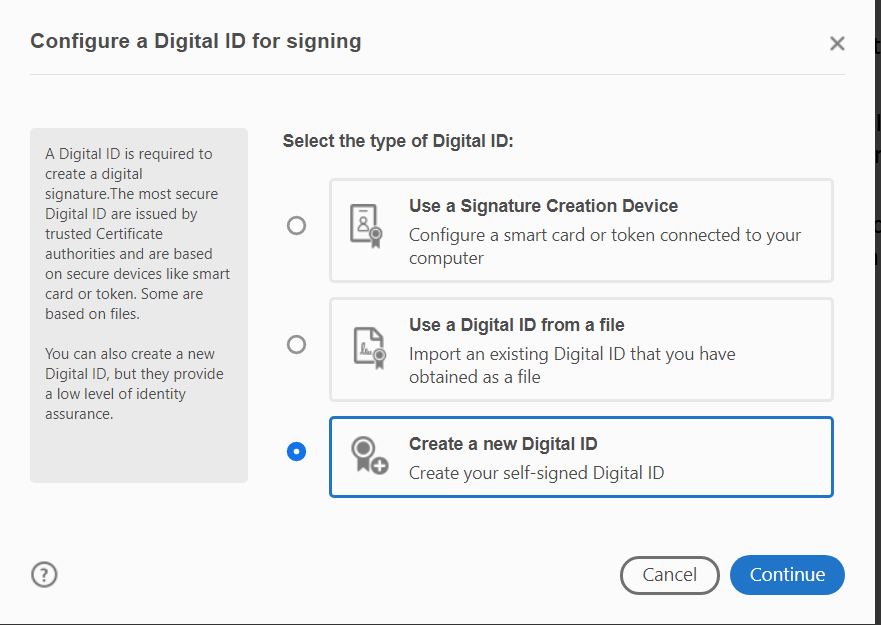
**To create a digital signature that can be applied to PDF forms, please follow the instructions below:**

1. Open a PDF Form that requires a signature. This is denoted on a PDF form by a red tag that looks

like this.

1. Double click on the signature field.
2. You will be presented with a window labeled “*Configure a Digital ID*” for signing.
3. Select “configure new Digital ID.”

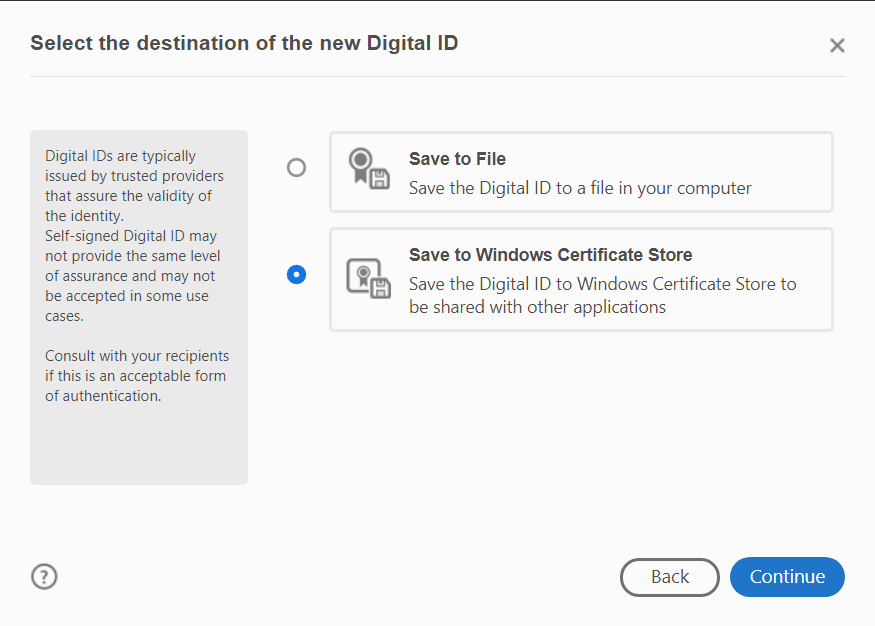




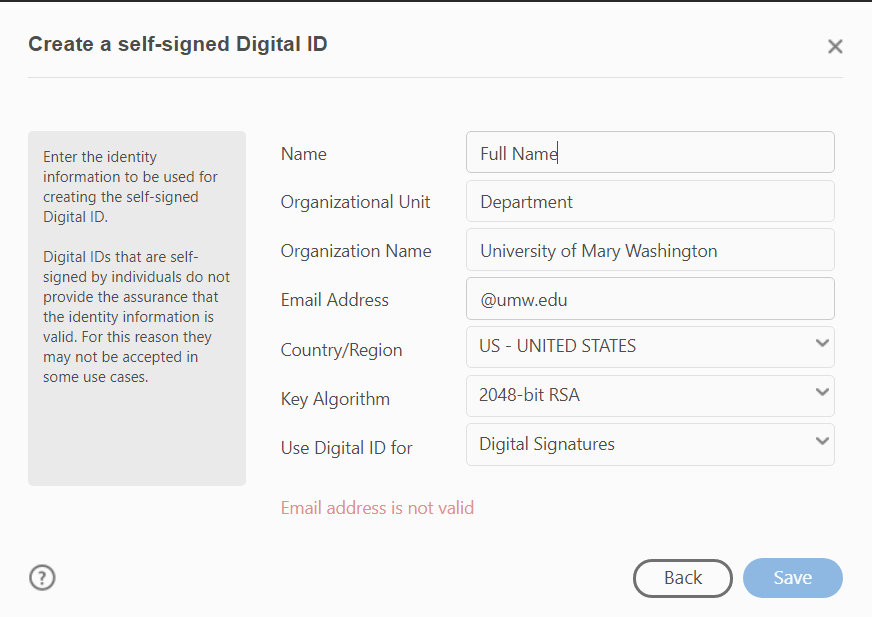
1. Select “Create a new Digital ID”
2. Select the destination for your Digital ID. There are two options and either is acceptable.
3. **Save to file**. Complete step 9 to create your PIN (below).
   * Creates a Digital ID which requires a PIN each time you digitally sign a document. The digital signature is saved locally to your computer.

*\*note: if you forget your PIN you cannot retrieve it. You will need to create a new Digital ID\**

1. **Save to Windows Certificate Store**.
   * This option does not require a PIN when digitally signing a document and is saved to the Windows Certificate Store.

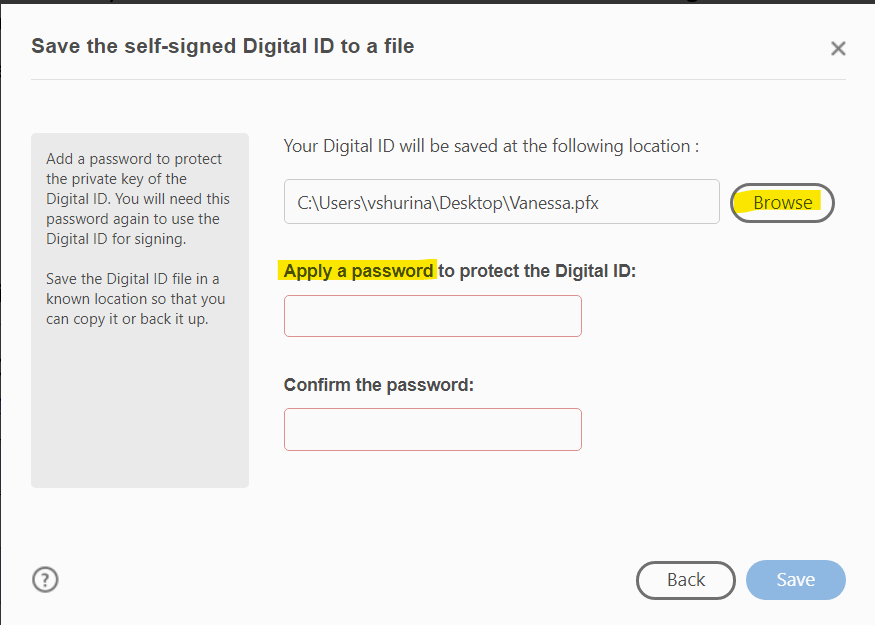


1. Enter your information in the *Name, Organization Unit (department), Organization Name (UMW)*, and *email* fields then select “Save”.



1. Next you will see a preview of your new Digital Signature. Select “Continue”
2. If you chose “Save to File” (create a PIN) you will choose a location for your file as well as a PIN for your digital Signature.
3. Enter a PIN you will remember.

\**If you forget your PIN, you will not be able to recover it. You must create a new Digital ID with a new PIN\**



1. Select “Save.”

On the next screen you may select “Continue” to apply your digital signature to the document.