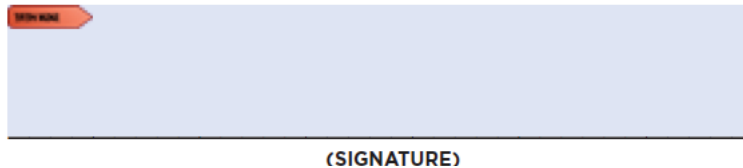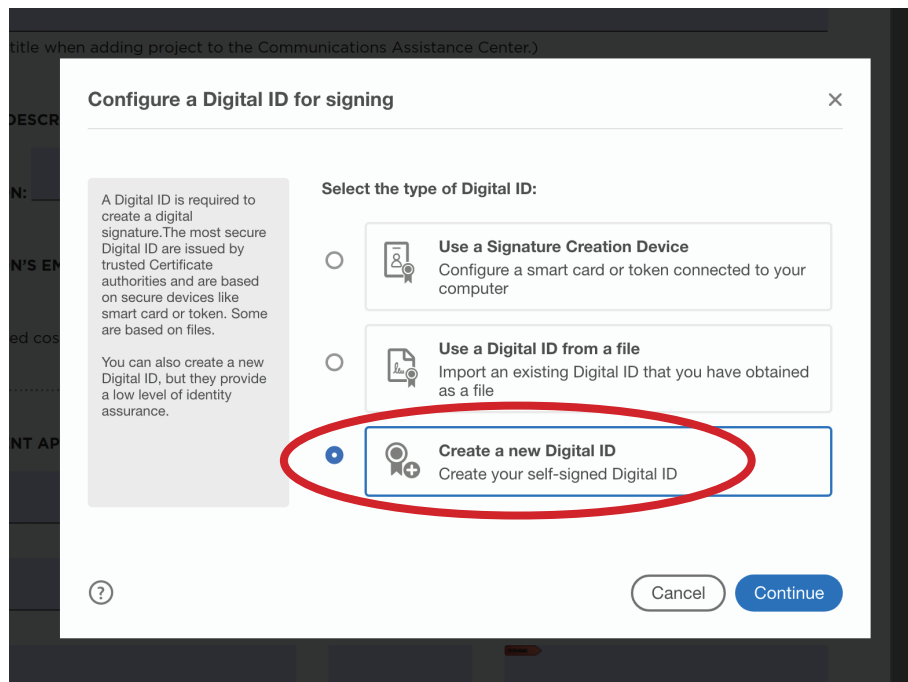# How to sign a PDF form electronically by creating a Digital ID
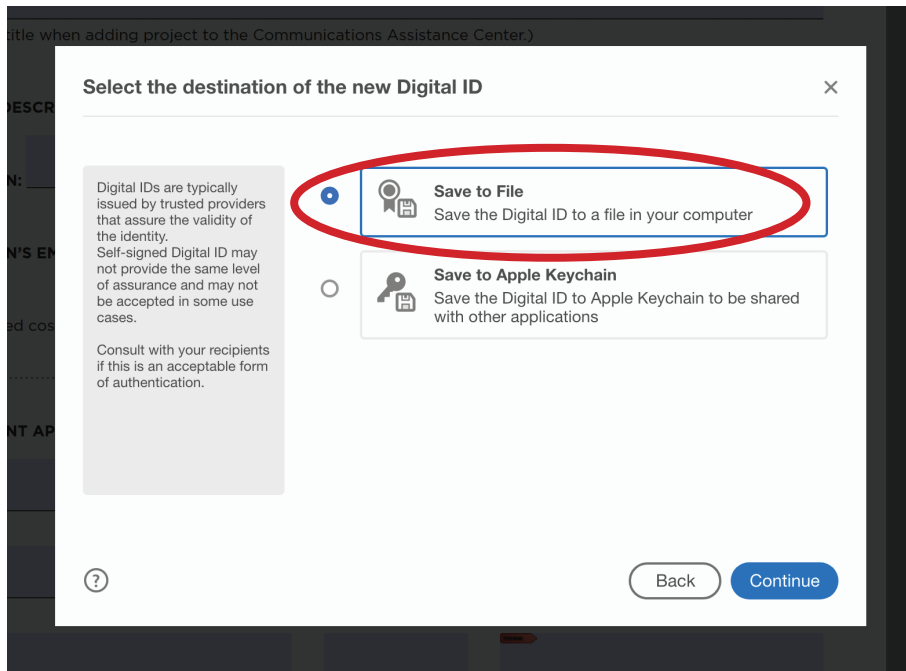
1. Open the document in Adobe Acrobat. Make sure you are using Adobe and not using a web browser. Click on the signture box that you want to sign. If the document supports a Digital ID signature, the signature box will have a red arrow in the top left corner.
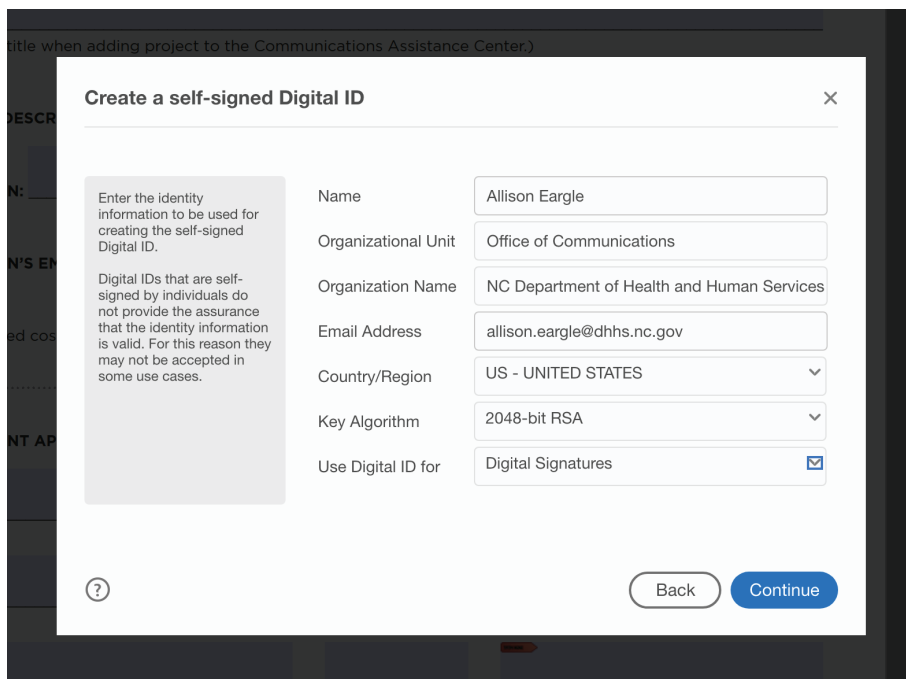
(SIGNATURE)

2. First you will need to "Create a new Digital ID" and then click "Continue." Once you create an ID, it will be saved on your computer (password protected) for future use.
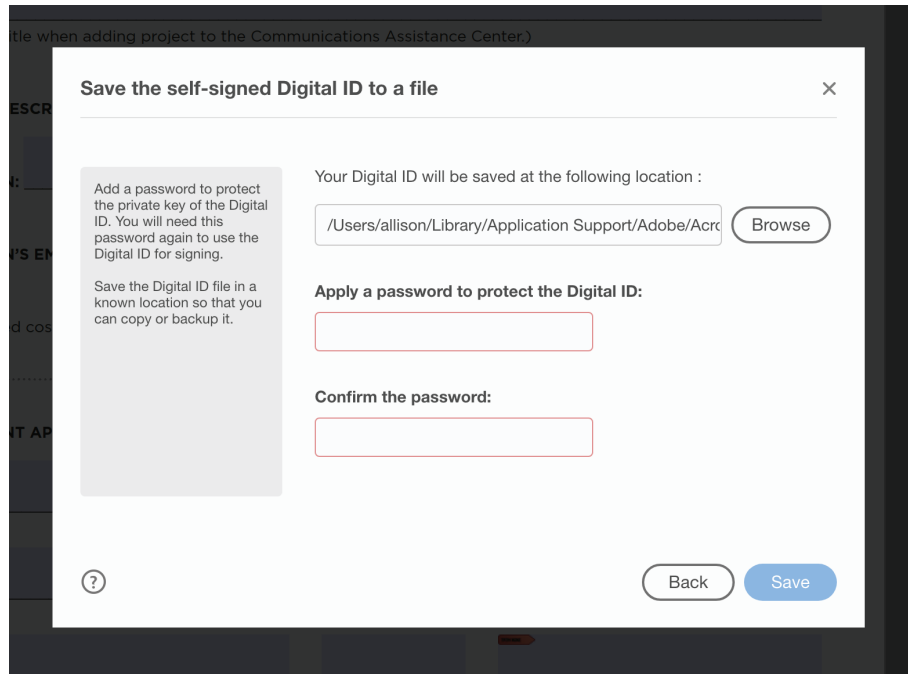
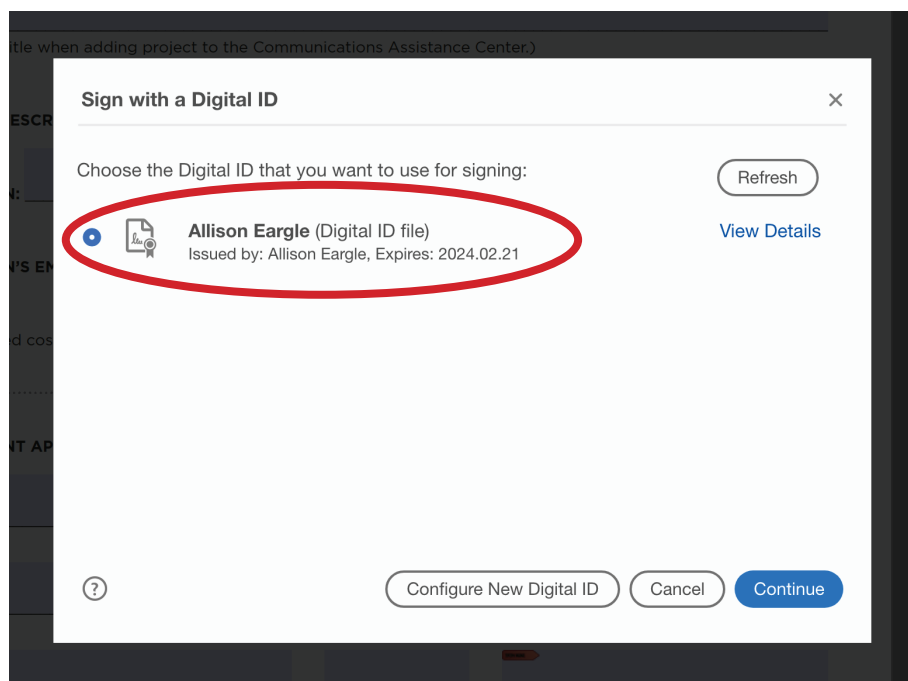3. Next, you will select "Save to File" and then click "Continue."

4. Fill out your information (Name, etc.). Leave the "Key Algorithim" set to whatever it comes up as. Then click "Continue."
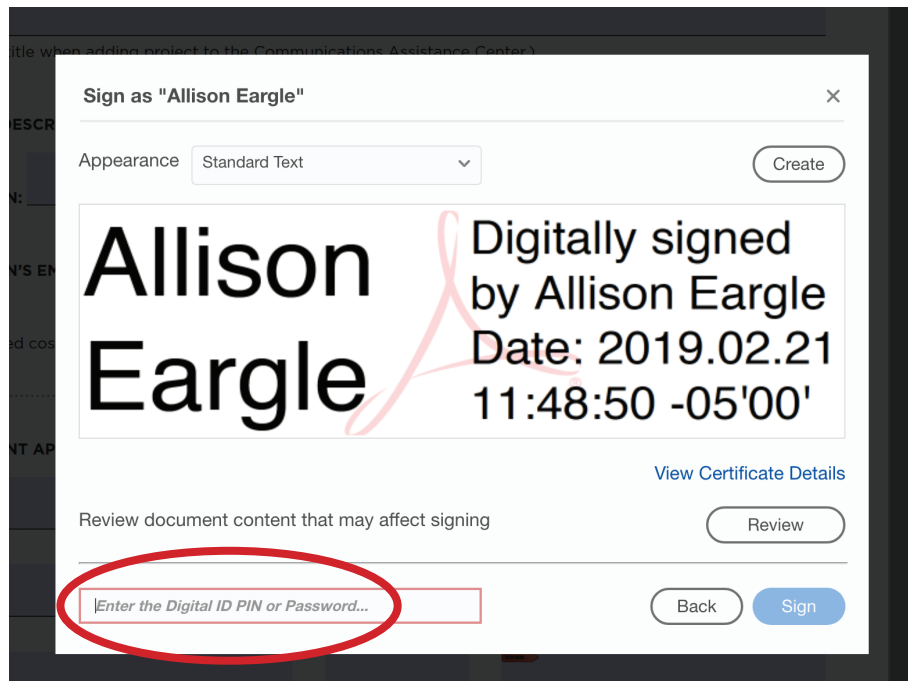
5. Next, you will choose where to save this on your computer and set up a password. You will use this password everytime you sign a pdf, so make sure you can remember it. Then click "Save."

6. Now your Digital ID is setup and you can sign the pdf. You will choose the Digital ID that you want to use. Then click "Continue."

7. Next you will see what your Digital ID will look like and enter your password to use it. Then click "Sign."

8. Now your pdf is signed and you can save the filled form pdf file to your computer. Then you can email the pdf to the next person in line to sign it.