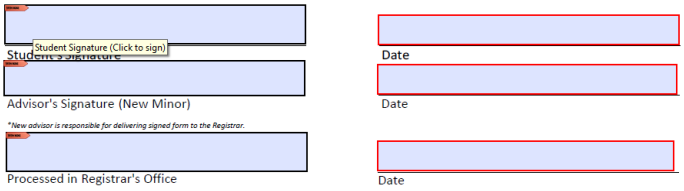
How to Create a Digital Signature and Electronically Sign a PDF

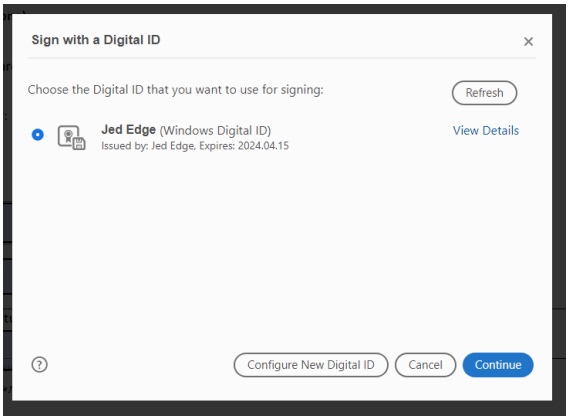
If you do not have Adobe Acrobat Reader DC or Pro, you will need to install it. You can download the free version HERE.

You will need to have an electronic signature in order to sign a PDF electronically. Here is how to create one:

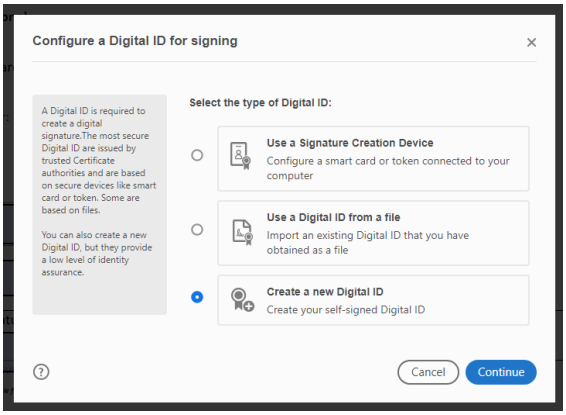
1. Click in the Signature Field of the PDF document.



2. Once you click in the field a window should open. If you have already created a digital signature, it will be displayed. If you do not already have one, it will display the option to create one.
    a. Digital Signature already created

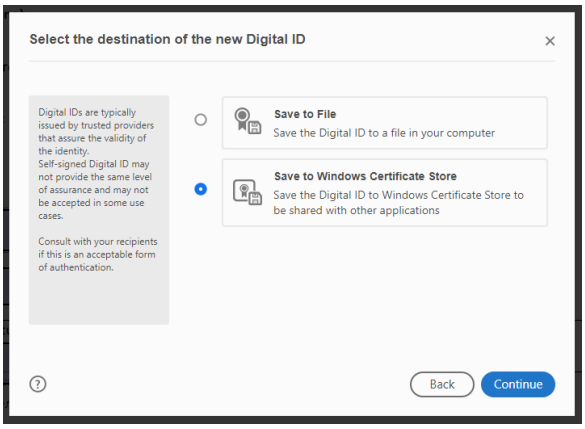


    b. Option to create a Digital Signature

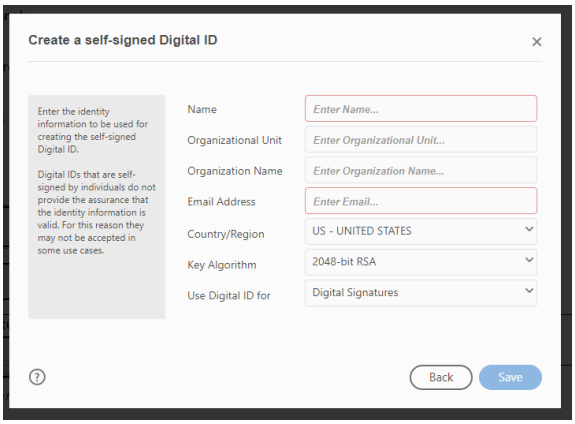


        i. You have three option with varying degrees of identity assurance. These instructions will be covering the third option. More information Digital IDs can be found HERE.

ii. Next it gives you the option to save the ID locally on your compute or on the Windows Certificate store. Select your preference then click Continue.



iii. Next enter your information and then click Save.



3. You have now created your Digital ID and can electronically sign the PDF.