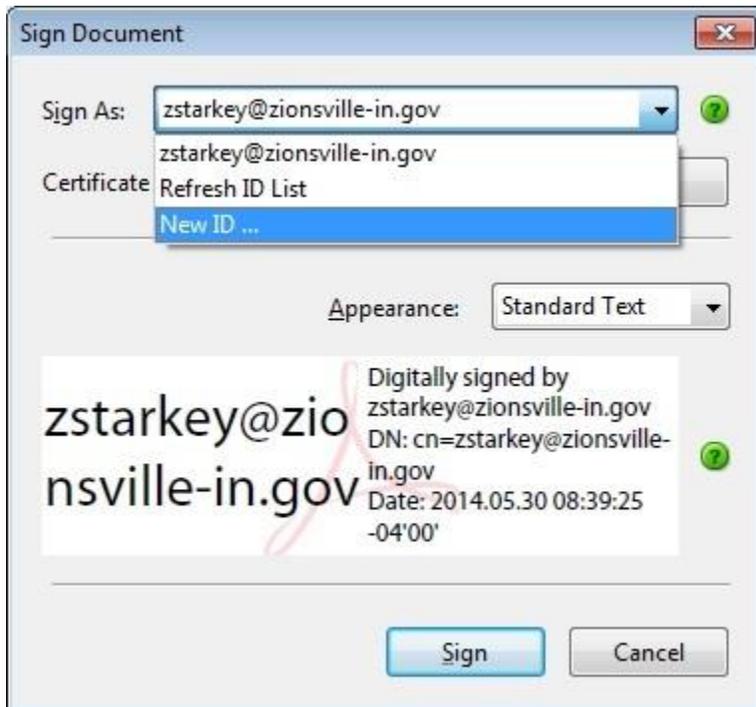


## How to Electronically Sign Security Check Information form

Step 1: Click on the Signature box

Signature:

Step 2: When you click on the Signature box a window will come up that looks like this; you want to click on the drop down box and click new ID unless you have already created one.



Step 3: Once you click new ID another box will pop up that looks like this; you will want to click the Radial button that says "A new digital ID I want to create now" and then click next

**Add Digital ID**

I want to sign this document using:

**My existing digital ID from:**

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

**A new digital ID I want to create now**

Cancel      < Back      Next >

Step 4: A new window will pop up that looks like this; you want to click the radial button that says “New PKCS#12 Digital ID file” and then click next



Step 5: A new window will open that looks like this; you need to fill out at least the name and email address. If you want to put an organizational unit and organization name you can but they are not required. You don't need to click the check box or change anything in the bottom two drop down menus. After you are finished entering your information click next

**Add Digital ID**

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Cancel      < Back      Next >

Step 6: A new window will pop up that looks like this; you will need to create a password for your newly created digital signature once you have created the password for it you will click finish

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

NSVILLE-IN\AppData\Roaming\Adobe\Acrobat\10.0\Security\ZachStarkey.pfx

Browse...

Password:

Not Rated

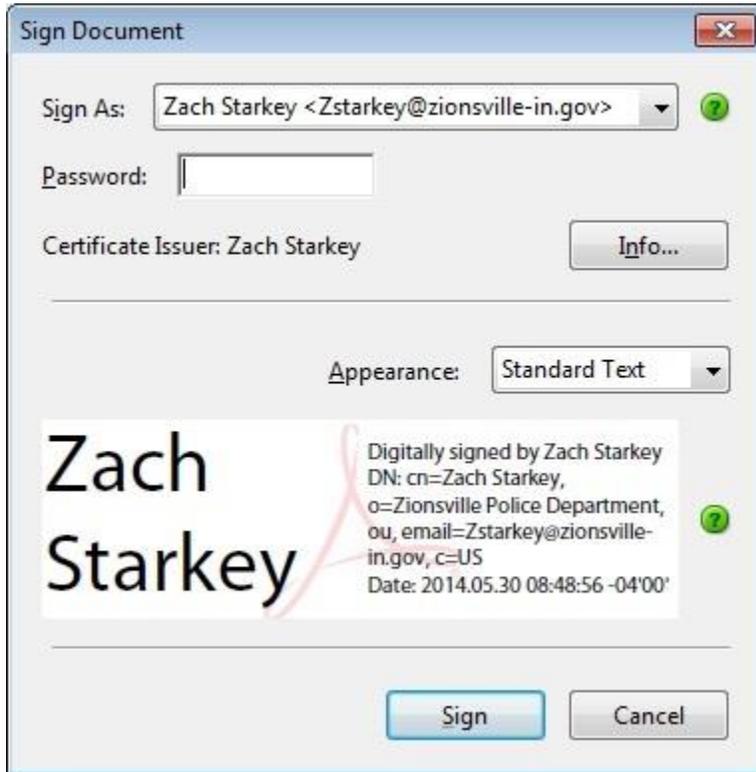
Confirm Password:

Cancel

< Back

Finish

Step 7: After you click Finish you will see this screen. All you have to do is input your password and click Sign.



Congratulations you have just digitally signed the form

Thanks