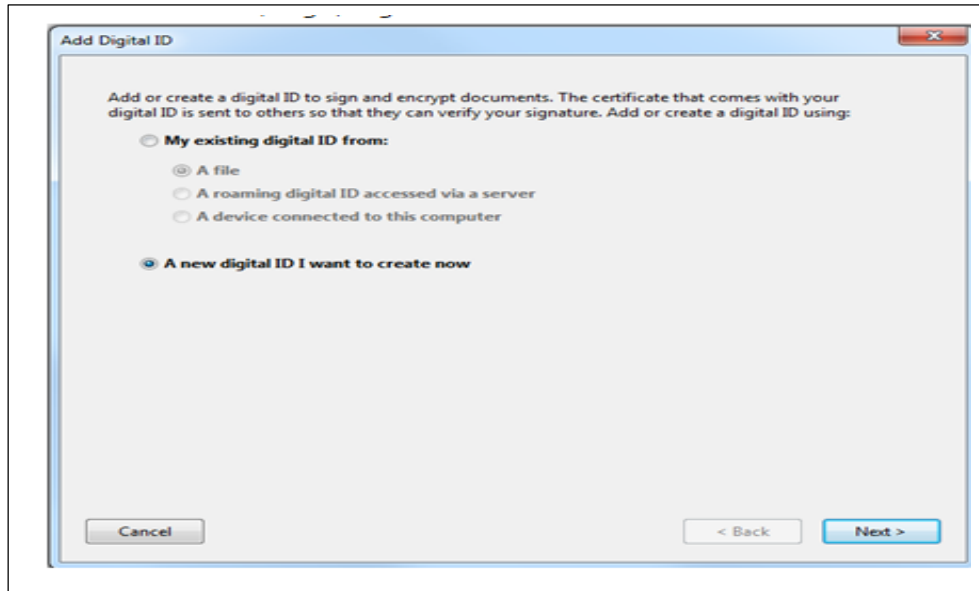
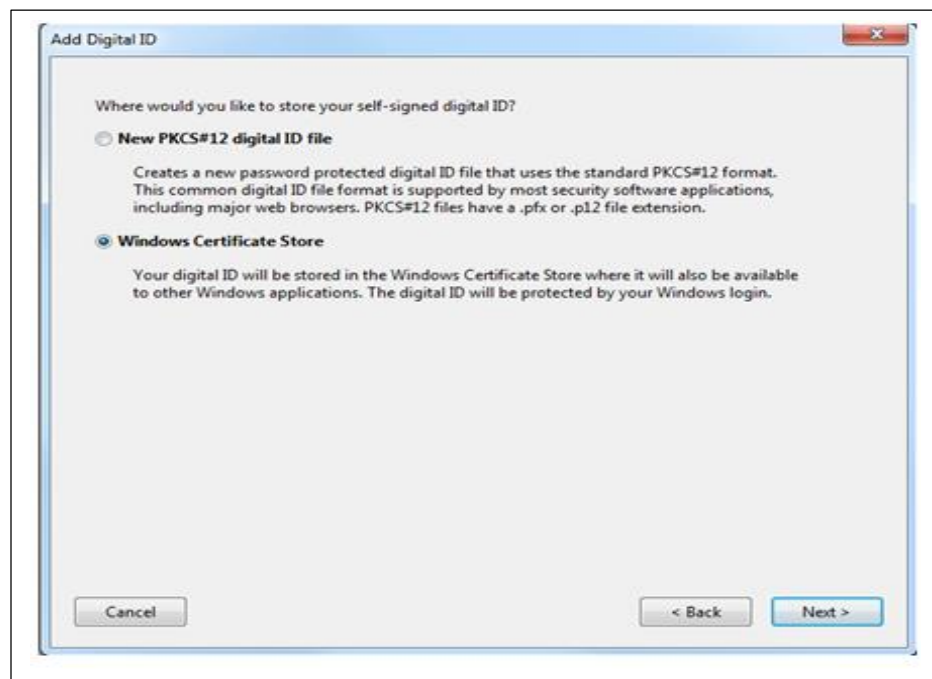


## Directions for Developing an Electronic Signature

**Step 1:** Within the PDF, click on the pen icon in the signature field and select Sign Document or select from Document, Sign, Sign Document. Select choice shown below and hit Next:

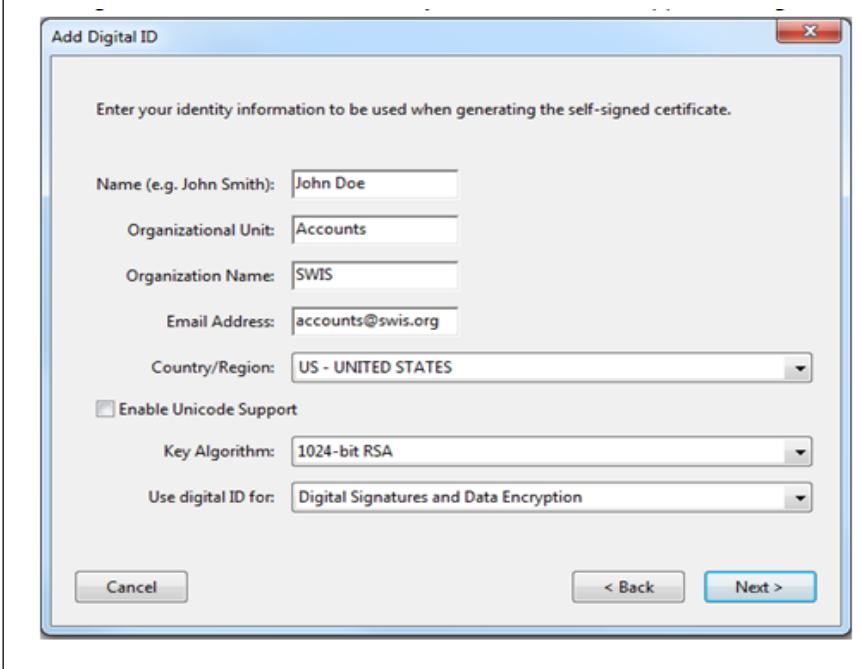


**Step 2:** If you do not wish to use a password each time you sign a document and have the security based on your Windows login, select the option below then click Next (see Step 5 if you would like to use a password each time you sign a document):



## Directions for Developing an Electronic Signature

**Step 3:** The following box will appear on your screen. Complete the information to identify yourself in the signature box. The information you enter here will appear on signed documents. Click Finish.




The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields and dropdown menus:

- Name (e.g. John Smith): John Doe
- Organizational Unit: Accounts
- Organization Name: SWIS
- Email Address: accounts@swis.org
- Country/Region: US - UNITED STATES (dropdown menu)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

**Step 4:** The following box will appear on your screen. Click Sign. You will be required to save the document. Your new digital signature will appear on the document with a date and time stamp.



The screenshot shows a dialog box titled "Sign Document" with a close button (X) in the top right corner. The main text reads: "Sign As: John Doe" (with a dropdown arrow and a green question mark icon). Below this, it says "Certificate Issuer: John Doe" with an "Info..." button. The "Appearance:" dropdown menu is set to "Standard Text".

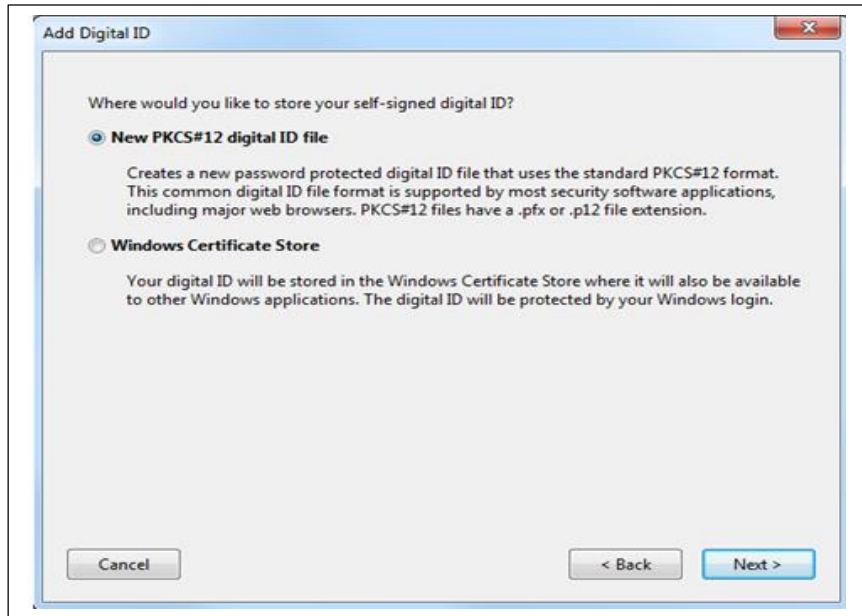
The main content area displays a digital signature stamp:

**John Doe** Digitally signed by John Doe  
DN: cn=John Doe, o=SWIS,  
ou=Accounts,  
email=accounts@swis.org, c=US  
Date: 2013.07.18 10:50:23 -07'00'

At the bottom, there are two buttons: "Sign" and "Cancel".

## Directions for Developing an Electronic Signature

**Step 5:** Alternatively, if you would like to use a password each time you sign a document, when you get to Step 2 select the following option and click Next.



**Step 6:** The following box appears. Type in a password and confirm the password. Click Finish. **Note: Remember this is the password you will use each time you sign a document.**

