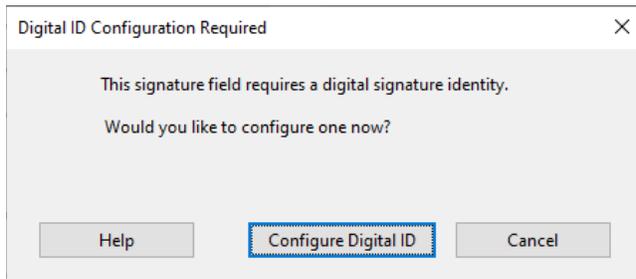


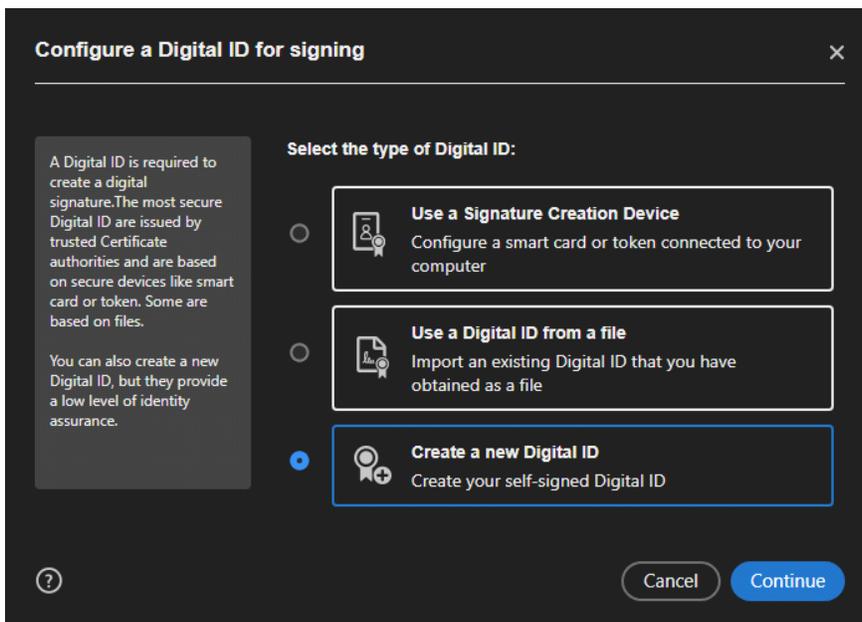
Creating a Digital Signature In Adobe Acrobat

Now that the Registration paperwork is digital here are the instructions for creating a digital signature within adobe so you may sign the document. Red fields are required to be completed on the form. The other fields can be omitted till we need for a later date.

- When you click the signature field the bottom will show up. Click on configure id.



- The next box will be about configure a digital id for signing. Click create new and hit continue.



- Select destination, select save to windows certificate store.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
 Save the Digital ID to a file in your computer

Save to Windows Certificate Store
 Save the Digital ID to Windows Certificate Store to be shared with other applications

- Fill in your information, for email address use your lawson # @hcps.net

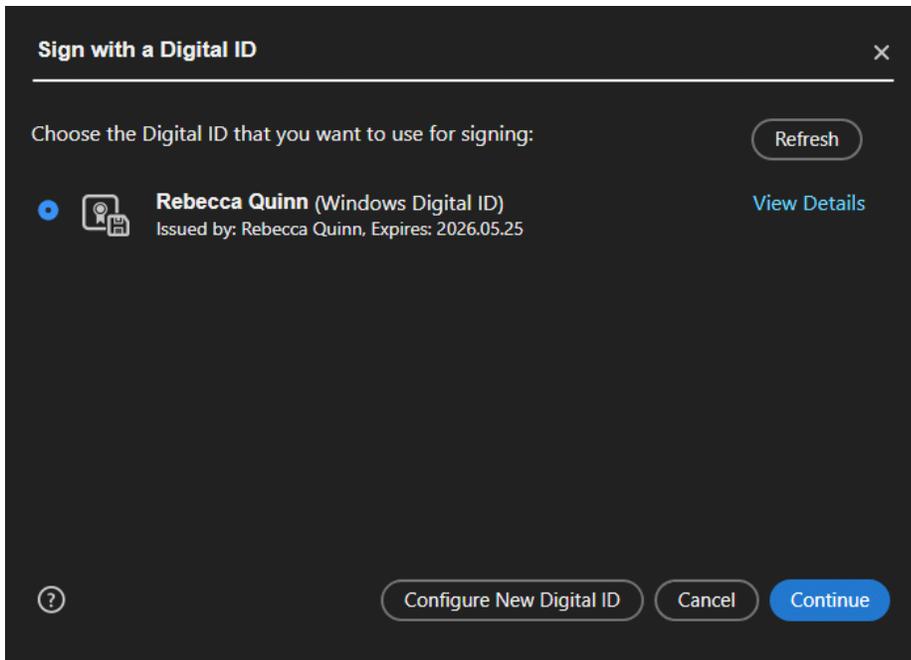
Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

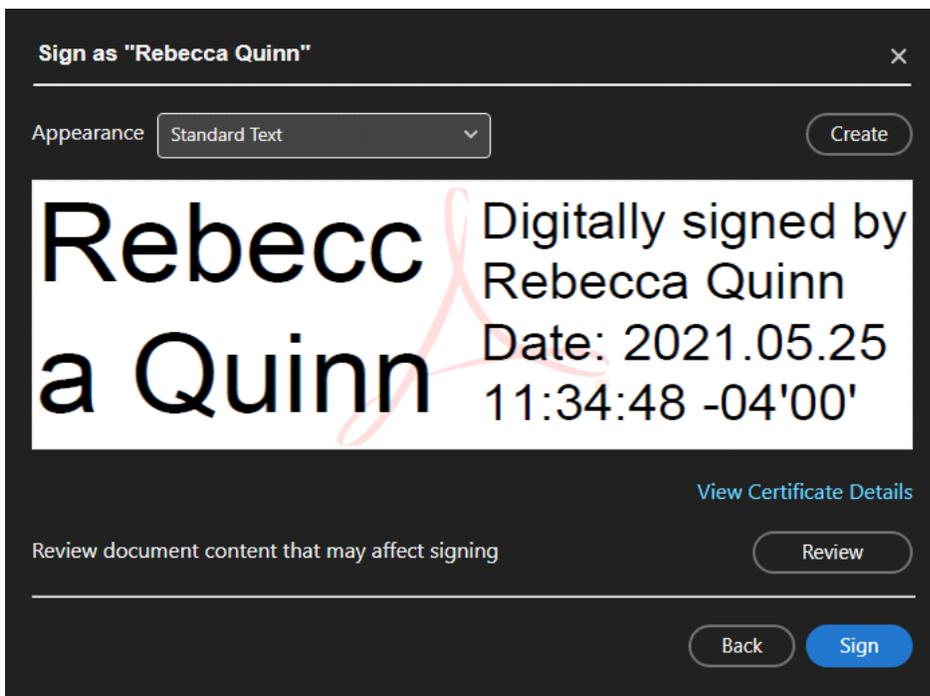
Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Rebecca Quinn
 Organizational Unit: Armwood High School
 Organization Name: Hillsborough County Public Schools
 Email Address: 189789@hcps.net
 Country/Region: US - UNITED STATES
 Key Algorithm: 2048-bit RSA
 Use Digital ID for: Digital Signatures

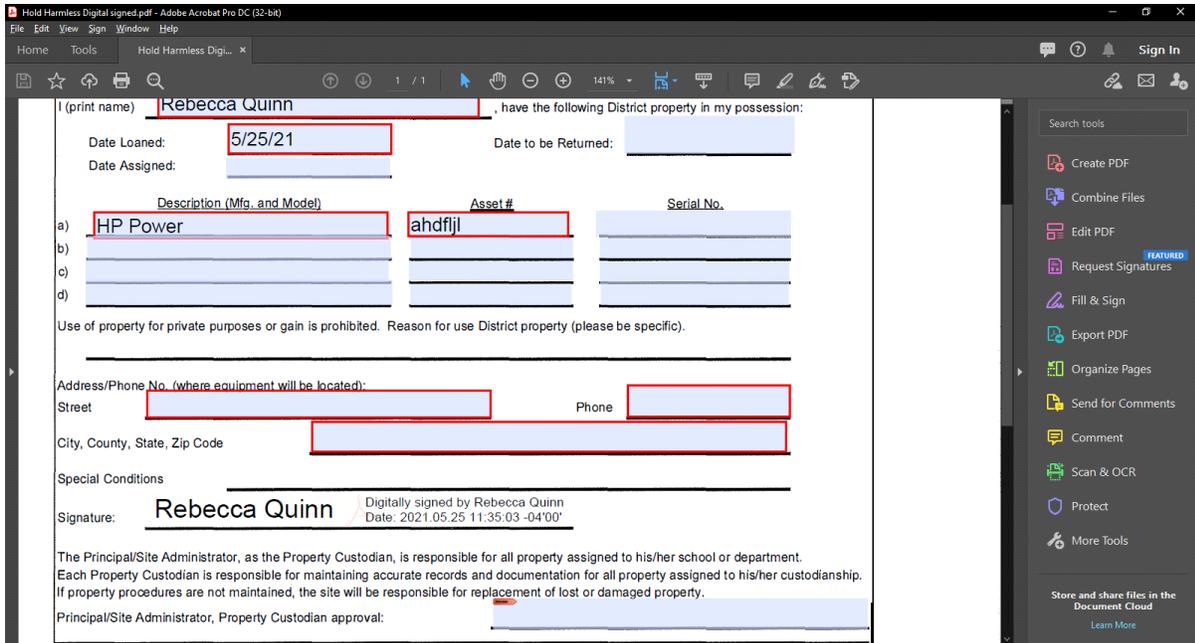
- This is the digital id after created, click continue.



- This is a screen shot of what your signature will look like.



- This is what the signature will look like when digitally signed within adobe.



When you go to save the pdf make sure you do save as and add your last name to the document ie "Hold Harmless Digital Quinn" that way this will make it easier to identify the forms.