Instructions to create a new digital signature

1. Click on the Signature field. This will open a window prompting you add a digital ID. Click on "A new digital ID I want to create now" and then click Next.
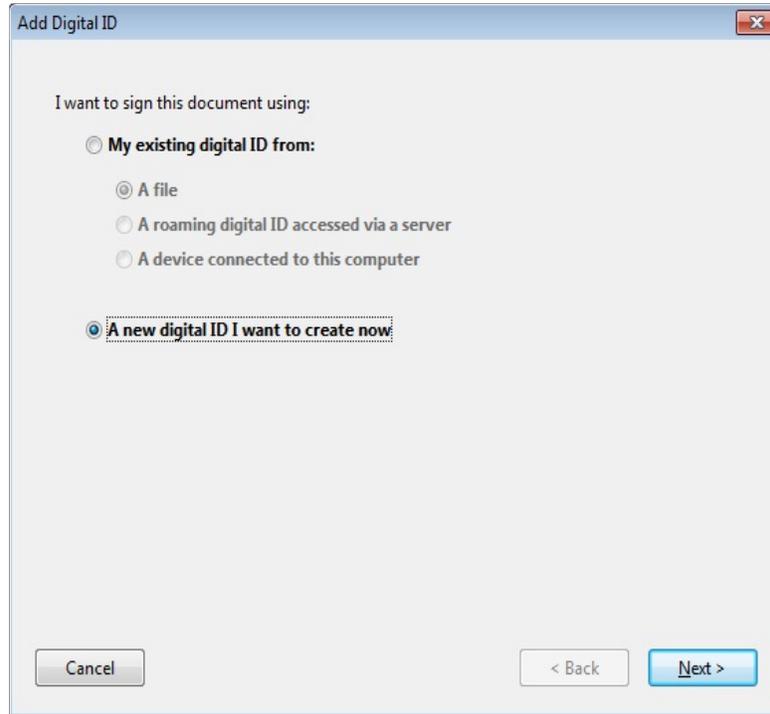
2. The next screen will ask, "Where would you like to store your self-signed digital ID?" Choose "New PKCS#12 digital ID file" and then click Next.

3. In the next screen you will be required to input your Name, Organizational Unit, Organization Name and Email address. After filling this information click Next.

4. Now you will need to create a password of your own choice for your new digital ID file. You will be prompted to input this password when you will be signing the form. After creating a password click on Finish.
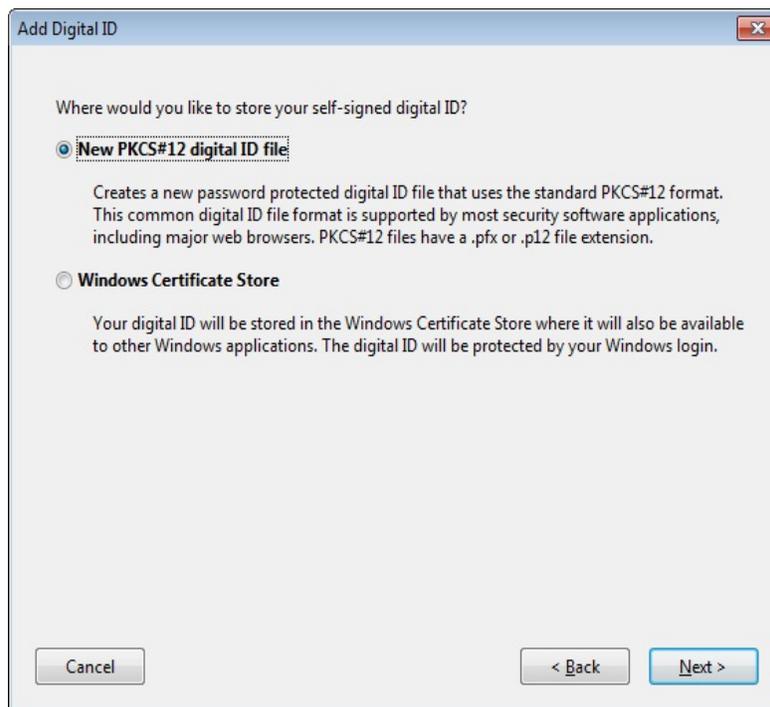
5. The screen with Sign Document window will open. You will need to input the password that you created.
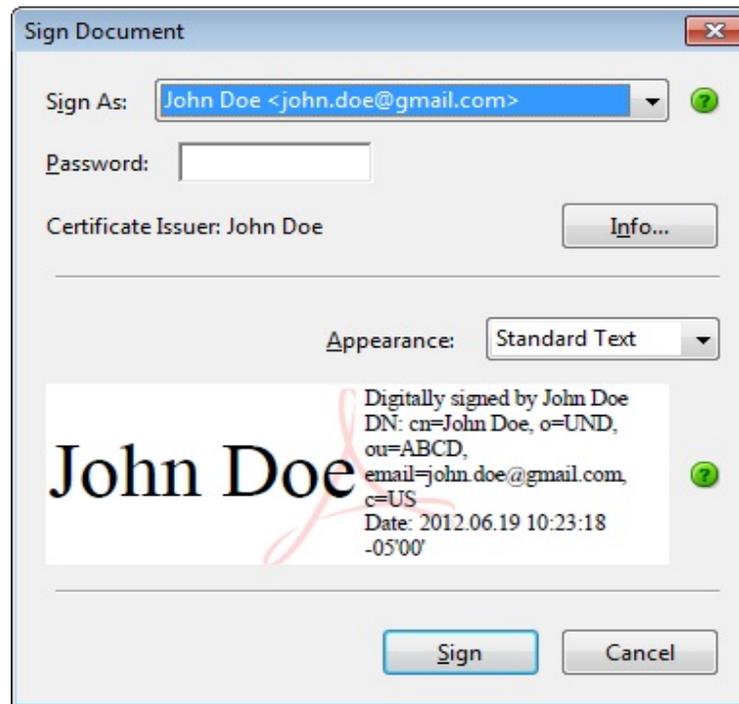
6. If you do not input the password you will get an error message. Click on sign and your digital signature will appear in the Signature row.

7. The same form can be signed by different users on the same computer or on different computers.
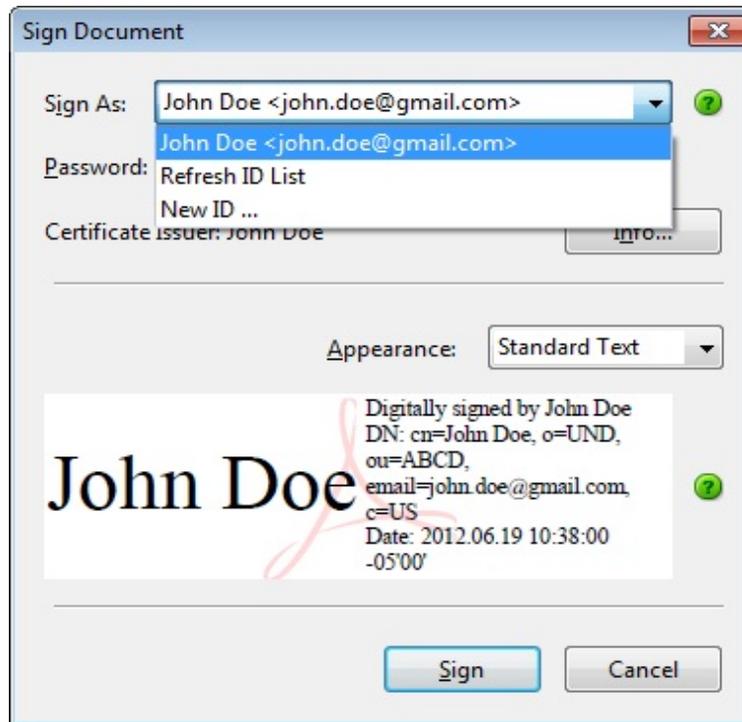
Note:

1. Always use the most recent version of Adobe Reader. It is free to download from the Adobe website.
2. Always click on "Save As" and save the form on your computer before entering any information and signing it.
3. If the 'Submit by Email' button does not work, save the form on your computer and then attach the form to the email.
4. Mac users can download the free version of Adobe Reader from the Adobe website. iPad/iPhone users can download the 'Adobe Reader' app from the 'App Store' for free.