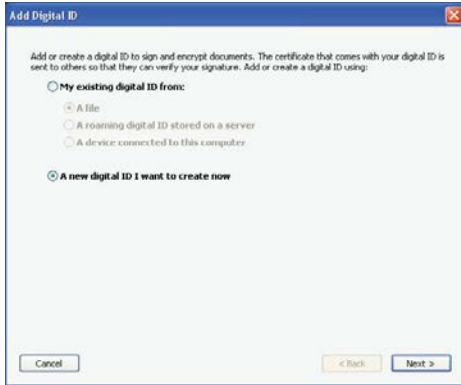


A digital signature is an electronic version of a hand written signature. In order to be able to electronically sign documents, you must first set up a digital ID. Once you complete the digital ID set up process, you are ready to begin signing documents electronically. The exact language used varies slightly for each Adobe version, but the basic set up process is as follows:



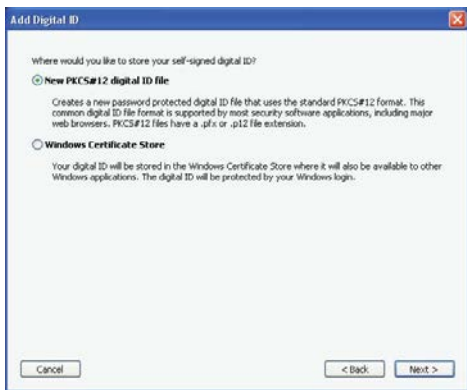
There are two ways to begin the digital ID set-up process:
PKCS#12 OR Windows Certificate Store

1. If you have a document that you want to sign, click in the appropriate signature field, then proceed to step 2 (click yes or ok, if prompted prior to reaching step 2)

2. Select Create a new Digital ID (exact wording varies for each Adobe version, could say “Create A Self-Signed Digital ID for use with Acrobat” or “A New Digital Signature I Want To Create Now”), and click Next

PKCS#12 Instructions

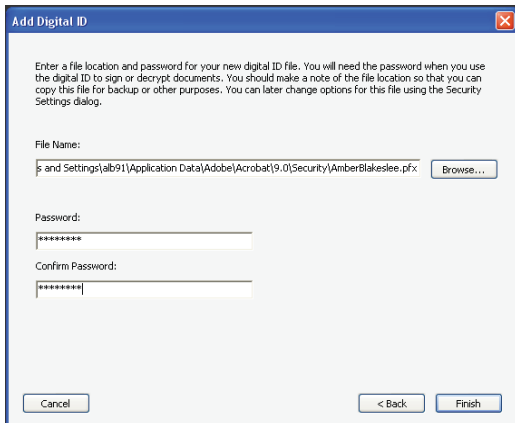
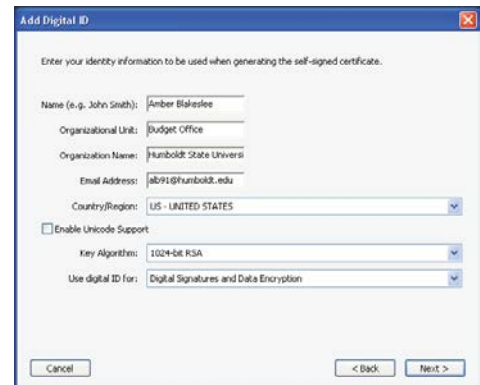
3A. Select New PKCS#12 (PKCS#12 is more secure since it requires you to enter your password each time you digitally sign a document), and click Next



4A. Type your personal information (name, organization unit, organization name and email address)- leave the settings as they are, leave the Enable Unicode Support box blank, and

click

Next.

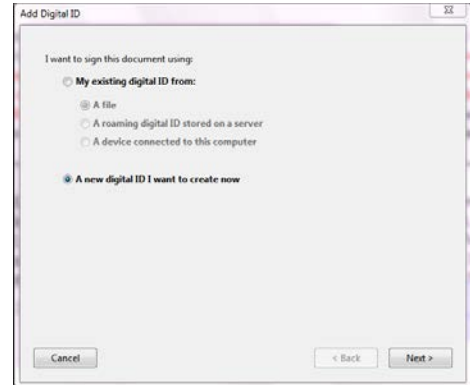


5A. Enter a file location and password for your new ID file – either use the default file location or enter a different location if you prefer, create and enter password into both password fields, then click Finish

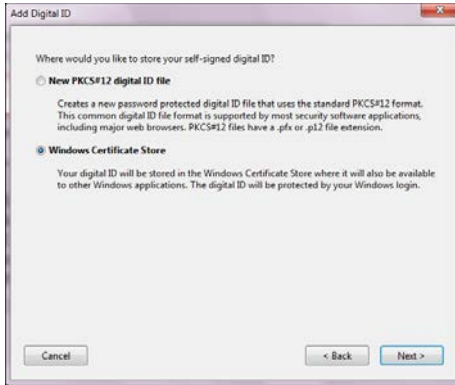
Jump to #6 on next Page

Windows Signature (Easier)

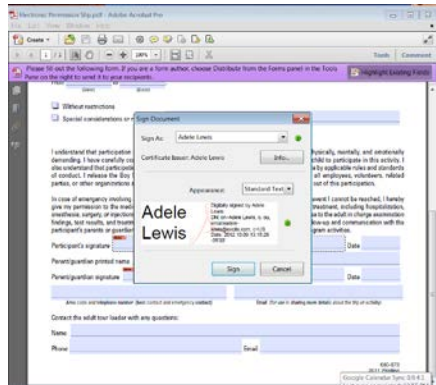
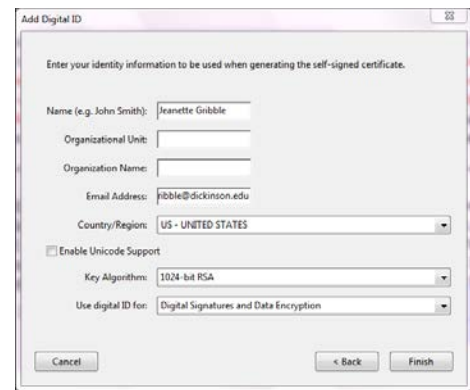
2. Add Digital ID window appears, click on **A new digital ID I want to create now**. Click **Next**.



3B. Select **Windows Certificate Store** and click **Next**

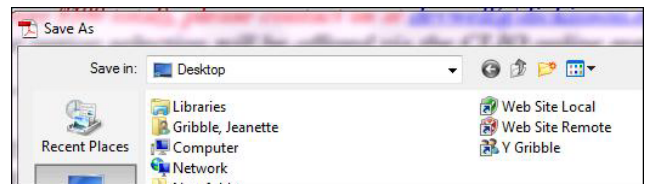


4B. Fill in details as show below and click **Finish**.

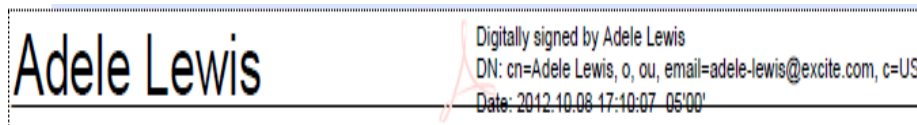


6 (Both Ways). Click on the signature area in the permission slip. A **Sign Document** window appears. Click **Sign**.

7. It will require you to **Save As** the document with the digital signature on it.



8. Example of digital signature on a pdf document.



9. LASTLY....Go back to your email box and reply to the Troop Yahoo Email Account, attach your saved file, hit send.