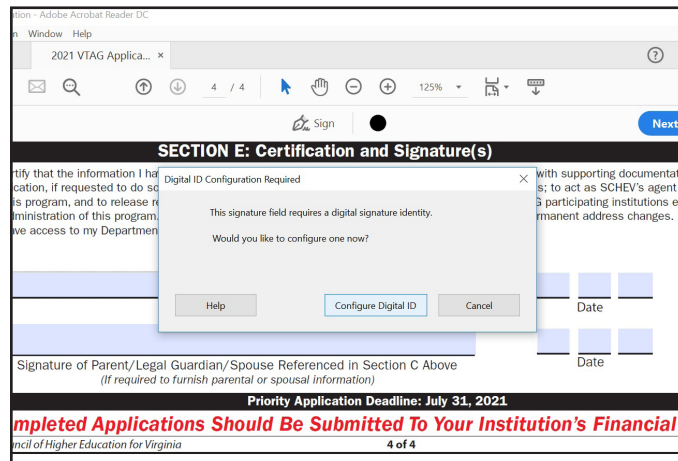
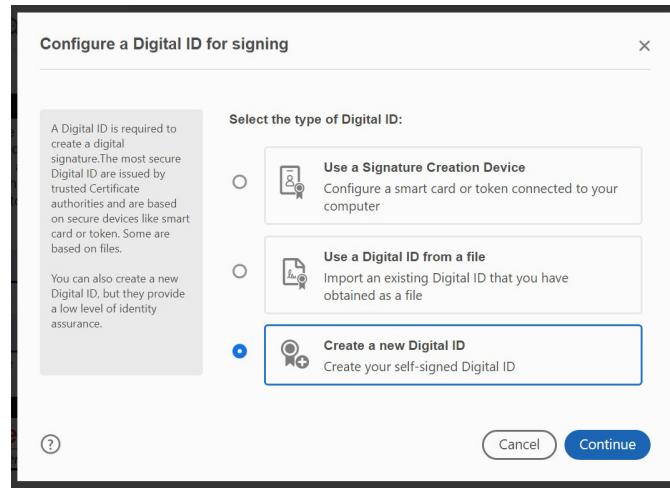


How to create and sign your VTAG pdf application with a digital signature

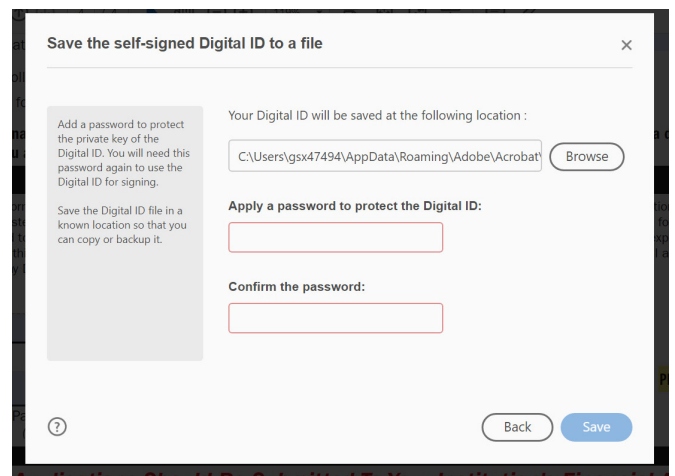
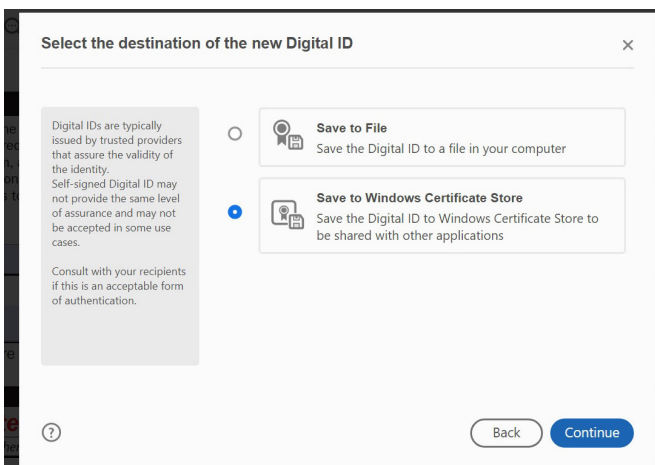
1 After you have completed the application, click on the signature box. Click on the Configure Digital ID in the pop up box.



2 Select the Create a new Digital ID option if you do not have a digital signature on your computer. Click continue.



3 You can save the signature on your computer or in the Windows store so that you can use it with other applications. If you save to your computer, it will automatically save in the correct folder on your machine for you. Click continue or save.



4 Enter your information that will be used on the digital signature certificate and then click save.

The dialog box is titled "Create a self-signed Digital ID" and contains a close button (X) in the top right corner. On the left, a grey box contains the text: "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." Below this is a help icon (?). The main area has several input fields: "Name" (placeholder: "Enter Name..."), "Organizational Unit" (placeholder: "Enter Organizational Unit..."), "Organization Name" (placeholder: "Enter Organization Name..."), "Email Address" (placeholder: "Enter Email..."), "Country/Region" (dropdown menu showing "US - UNITED STATES"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). A red error message "Email address is not valid" is displayed below the email field. At the bottom right are "Back" and "Save" buttons.

5 Create a password to protect your signature.

The dialog box is titled "Save the self-signed Digital ID to a file" and contains a close button (X) in the top right corner. On the left, a grey box contains the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this is a help icon (?). The main area has a section "Your Digital ID will be saved at the following location :" with a text box containing "C:\Users\computername\AppData\Roaming\Adobe\Acro\" and a "Browse" button. Below this is a section "Apply a password to protect the Digital ID:" with an empty text box. Underneath is a section "Confirm the password:" with another empty text box. At the bottom right are "Back" and "Save" buttons.

Once you've clicked save, you will see a list of signatures you have created. Select the signature you want to use and click continue to apply it to the application.

For additional information and guidelines, please visit the acrobat website help pages at https://helpx.adobe.com/reader/using/fill-and-sign.html#sign_and_initial_form