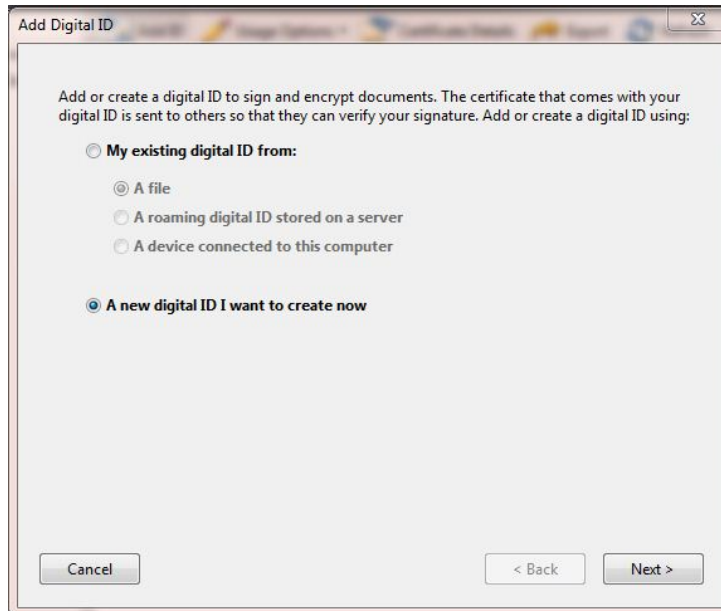


To create a digital ID/Signature in Adobe Reader 9:

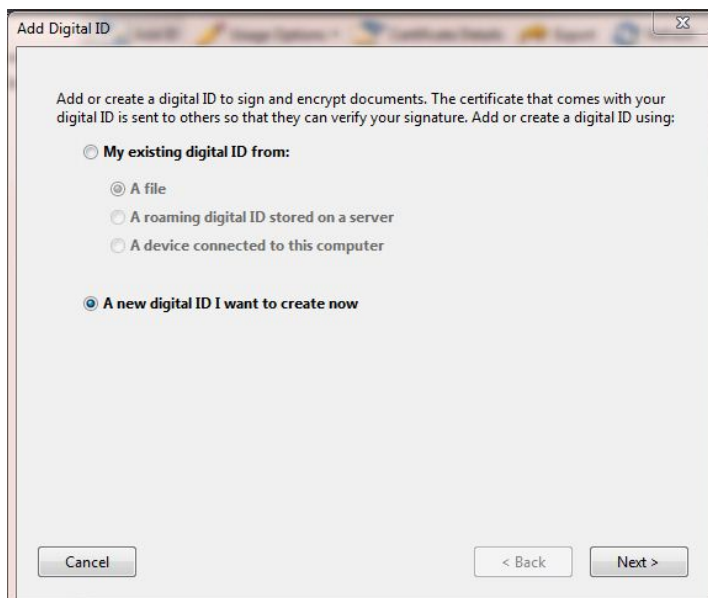
1. Choose Document > Security Settings.
2. Select Digital IDs on the Top left.
3. Click the Add ID button .
4. Select A new digital ID I want to create now



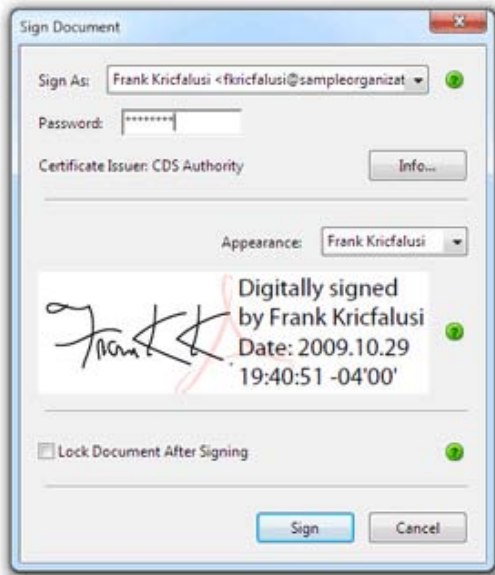
5. Click Next, and follow the on-screen instructions to register your digital ID.

To create a digital ID/Signature in Adobe Professional:

1. Choose Advanced > Security Settings.
2. Select Add IDs on the Top left.
3. Click the Add ID button .
4. Select A new digital ID I want to create now



5. Click Next, and follow the on-screen instructions to register your digital ID.



If you would like to have your actual signature be used, rather than just your name, for the digital signature that appears on the PDF and printed page, then go to the Acrobat Security Preferences (**Edit > Preferences...** or press **Ctrl+K**) and click “**Security**” on the left column. Then choose **New**” in the “**Appearance**” section. Under Configure Graphic choose “**Imported graphic**“, then click “**File**” to choose an image of your signature on a piece of white paper that has been previously scanned and converted to PDF.