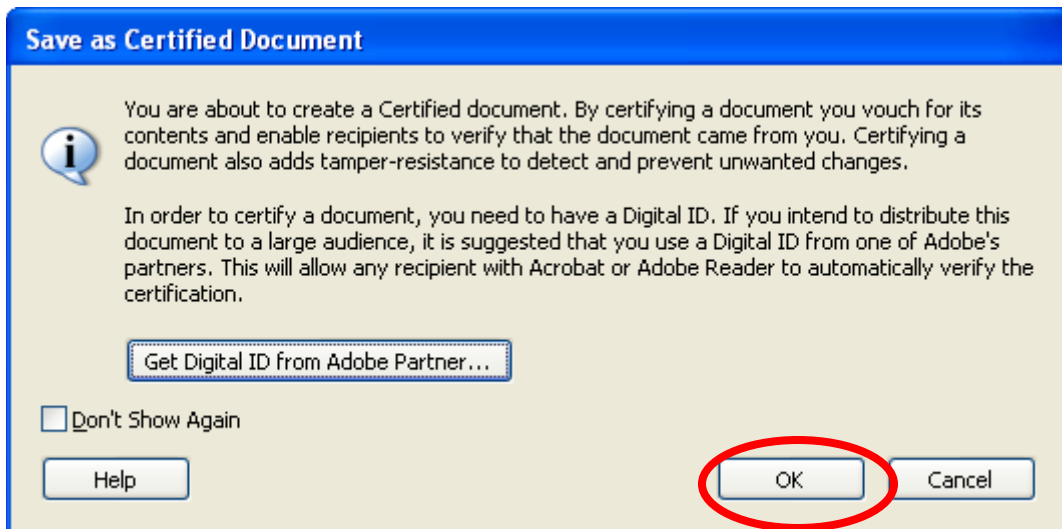
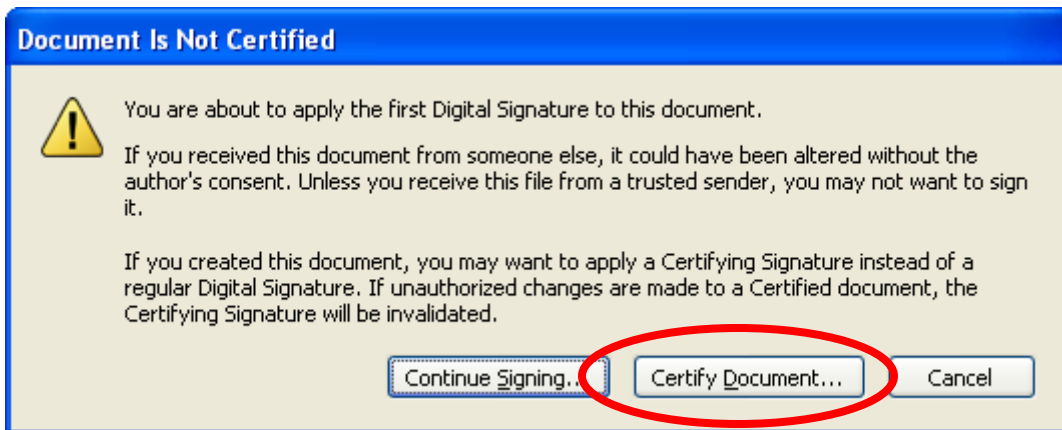
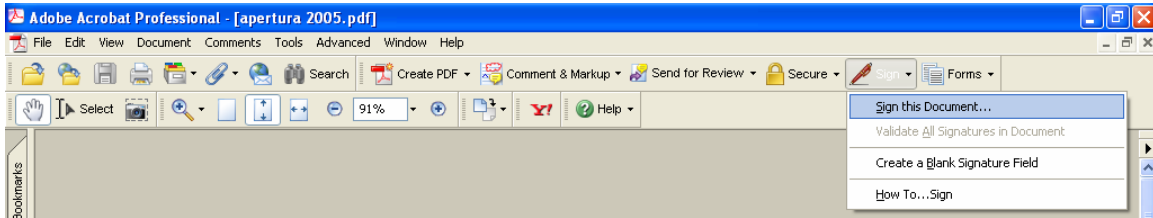


1. Open Acrobat Professional and click on Sing icon. Select “Sign this Document...”



Save as Certified Document - Choose Allowable Actions

Please choose which actions should be allowed for this document. Unpermitted changes will invalidate the certification.

Allowed Actions:

Lock the Certifying signature so that it can't be cleared or deleted by anyone

Save as Certified Document - Select Visibility

Would you like the Certification to be visibly shown on the document? Recipients will always be notified that this document is Certified whether or not the Certification is visible.

Show Certification on document

Do not show Certification on document

Adobe Acrobat

Using your mouse, click and drag to draw the area where you would like the Certification to appear on your document. Once you finish dragging out the desired area, you will be taken to the next step of the Certification process.

Do not show this message again

Select the area where you'd like to post the certification image.

Apply Digital Signature - Digital ID Selection

Please select a Digital ID to use to sign this document.

My Digital IDs

Name	Issuer	Storage Mechanism	Expires
------	--------	-------------------	---------



You do not have any suitable Digital IDs. Click Add Digital ID to get one now.

Add Digital ID

Refresh

Digital ID Selection Persistence

- Ask me which Digital ID to use next time
- Use this Digital ID until I close the application
- Always use this Digital ID

Help

OK

Cancel

Add Digital ID

Your Digital ID can be used to sign and decrypt documents. The Certificate that comes with your Digital ID is used by others when verifying your signature and encrypting documents for you.

If you have received a document requiring your signature, in most cases you should have already been given instructions on how to obtain a Digital ID. Otherwise you can choose one of the following options.

Find an existing Digital ID

Browse for an existing Digital ID to add to your list of Acrobat Digital IDs.

Create a Self-Signed Digital ID

Create a self-signed Digital ID with a Certificate to distribute to others who need to validate your Digital Signatures or encrypt documents for you.

Get a Third-Party Digital ID

Go to a Web site with information on how to get a Digital ID. Third party Digital ID providers give both senders and recipients a convenient way to exchange Digital IDs.

Cancel

< Back

Next >

Add Digital ID



You are about to create a self-signed Digital ID.

You will be the only certifying authority for this Digital ID. Others wishing to validate this Digital ID will need to contact you directly. As a result, this Digital ID may not be appropriate for use in situations requiring third party validation.

Click Next to continue creating this self-signed Digital ID.

Cancel

< Back

Next >

Add Digital ID

Where would you like to store your Self-Signed Digital ID?

New PKCS#12 Digital ID file

Creates a new password protected Digital ID file that uses the standard PKCS#12 format. This common Digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.



Windows Certificate Store

Your Digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The Digital ID will be protected by your Windows login.

Cancel

< Back

Next >

Add Digital ID

Enter your Identity information to be used when generating the Self-Signed Certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use Digital ID for:

Cancel

< Back

Finish

Apply Digital Signature - Digital ID Selection

Please select a Digital ID to use to sign this document.

My Digital IDs

Name	Issuer	Storage Mechanism	Expires
fillthisfield	fillthisfield	Windows Certificate Store	2011.10.02 18:2...

Add Digital ID

Refresh

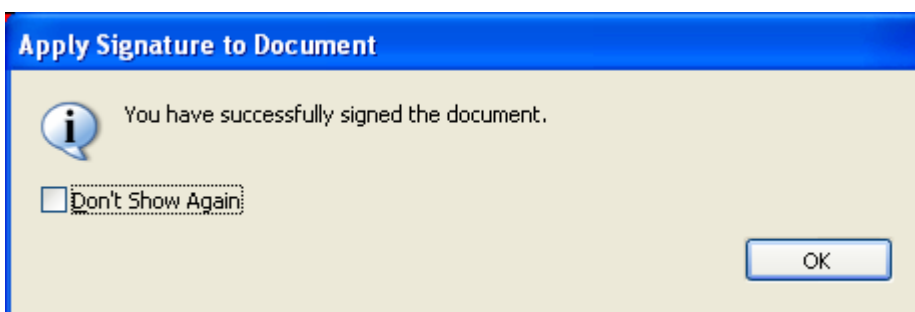
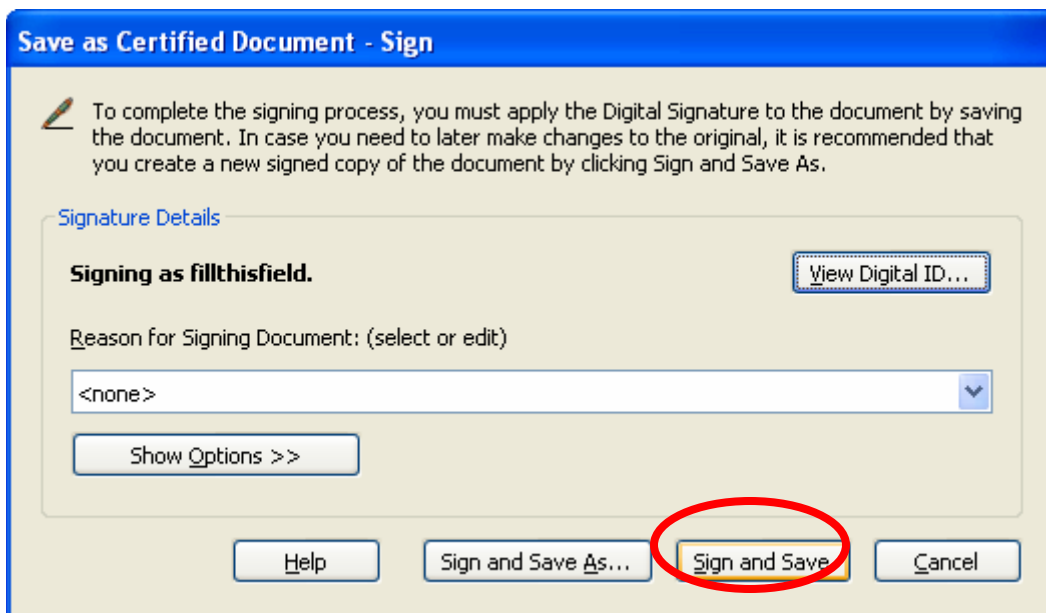
Digital ID Selection Persistence

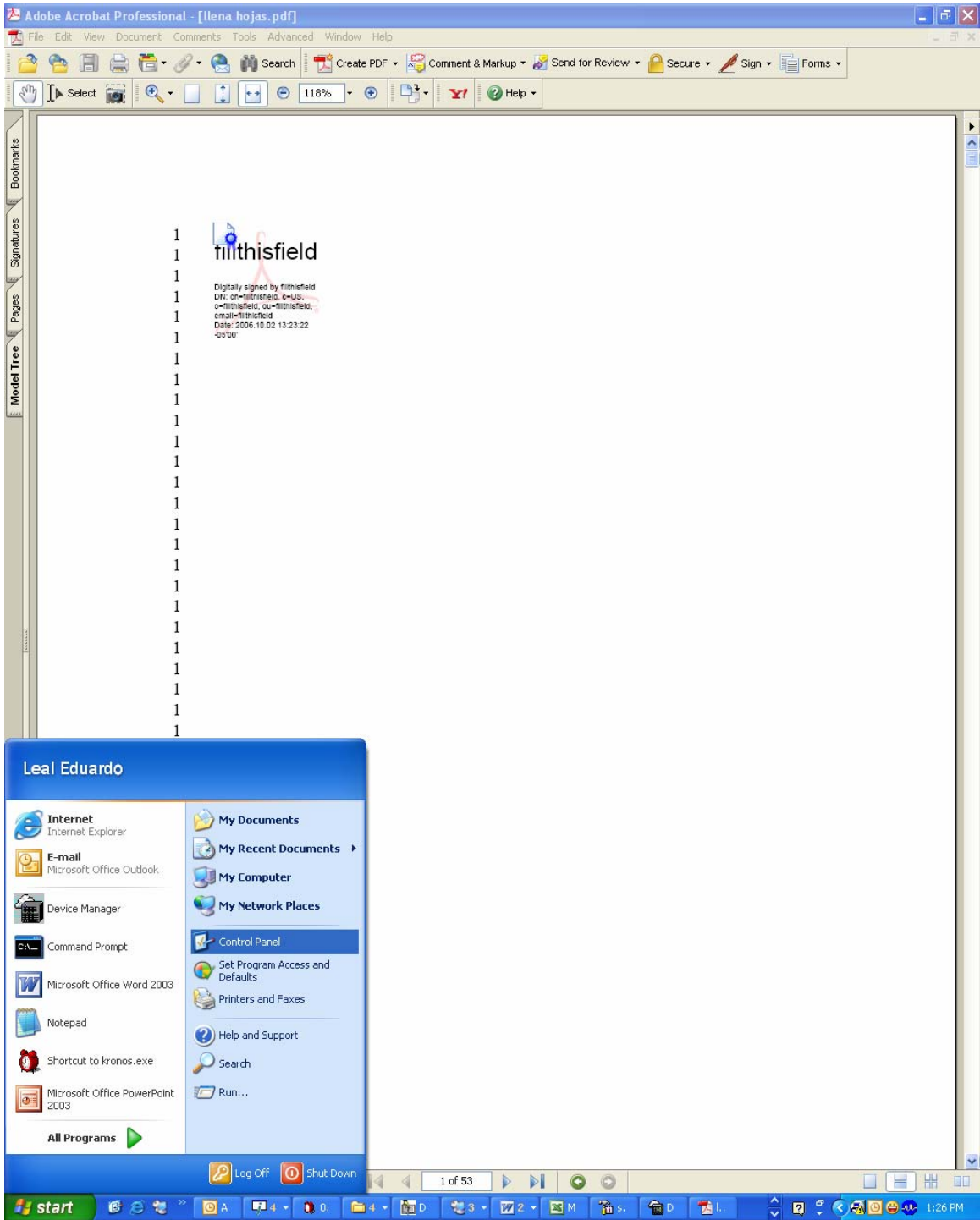
- Ask me which Digital ID to use next time
- Use this Digital ID until I close the application
- Always use this Digital ID

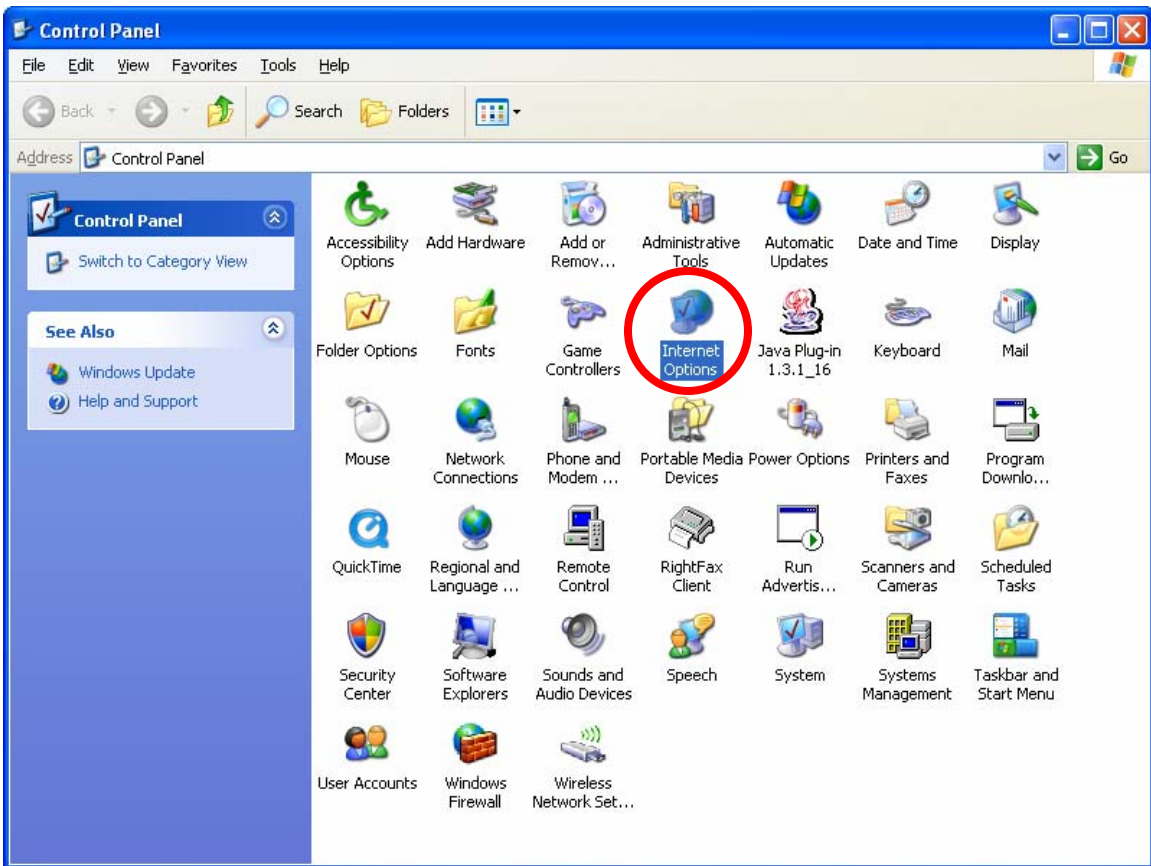
Help

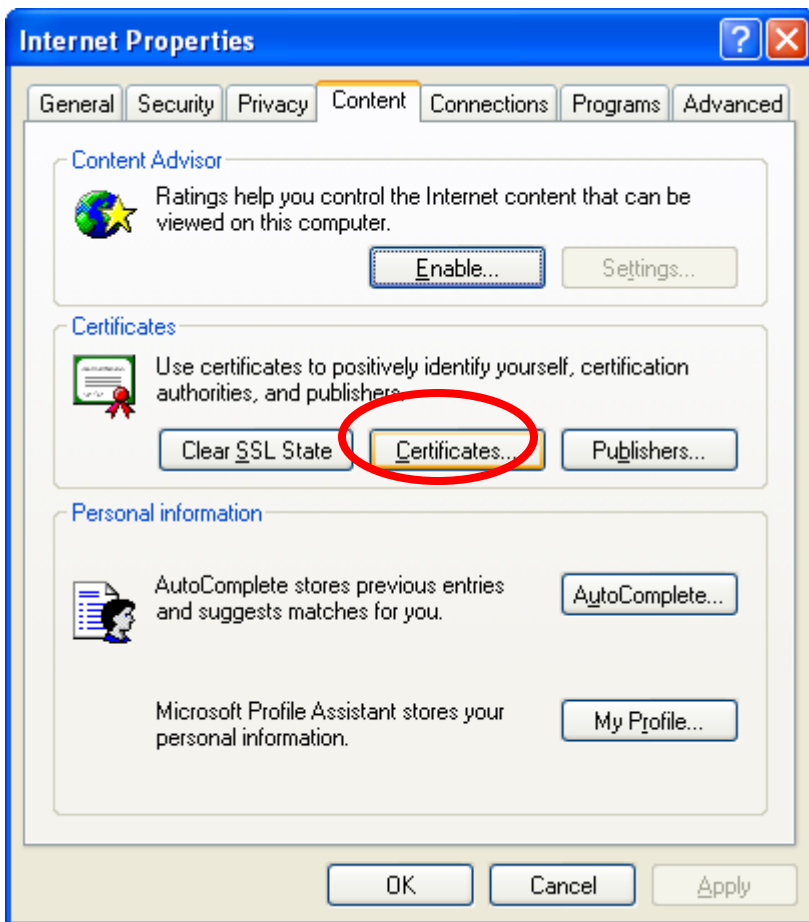
OK

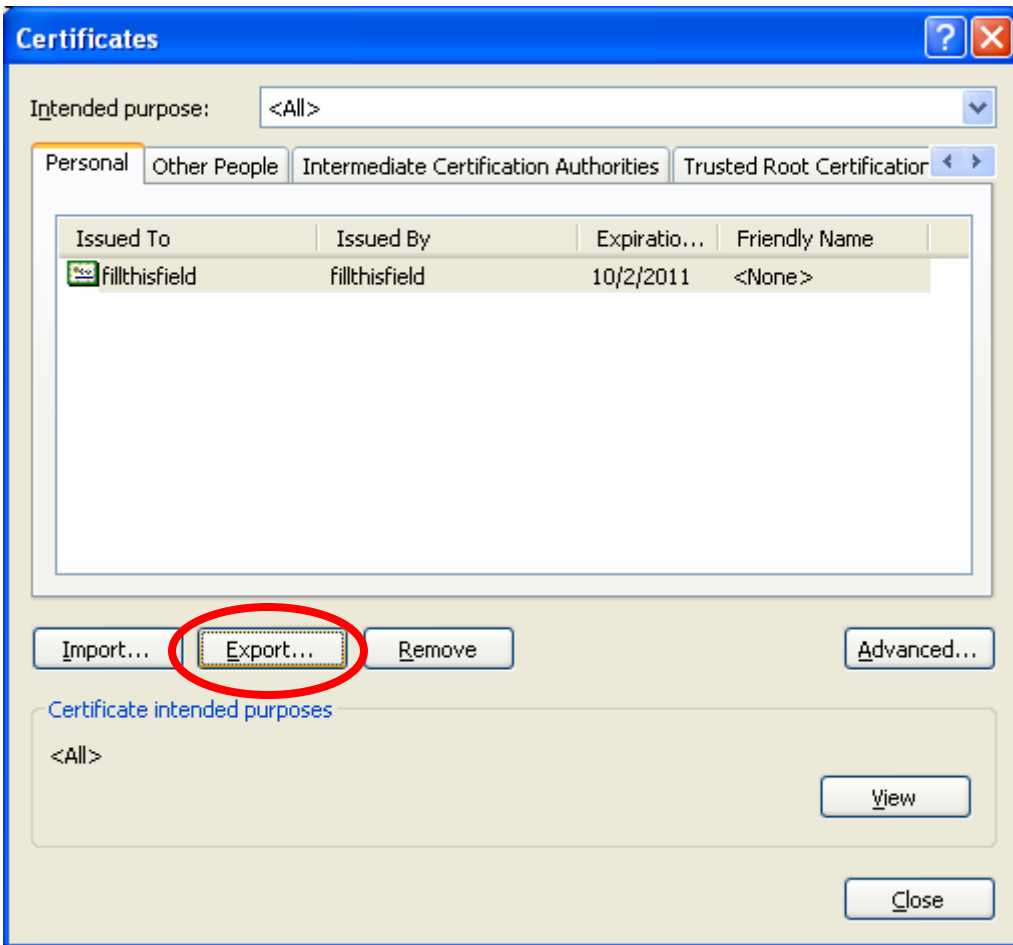
Cancel

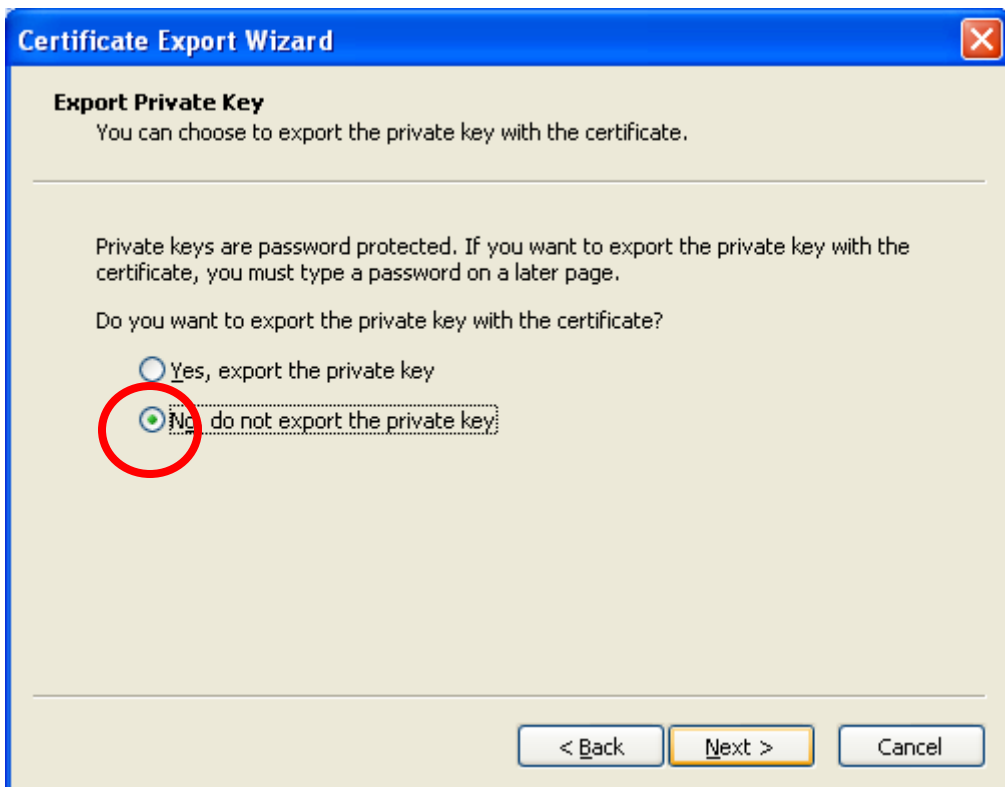


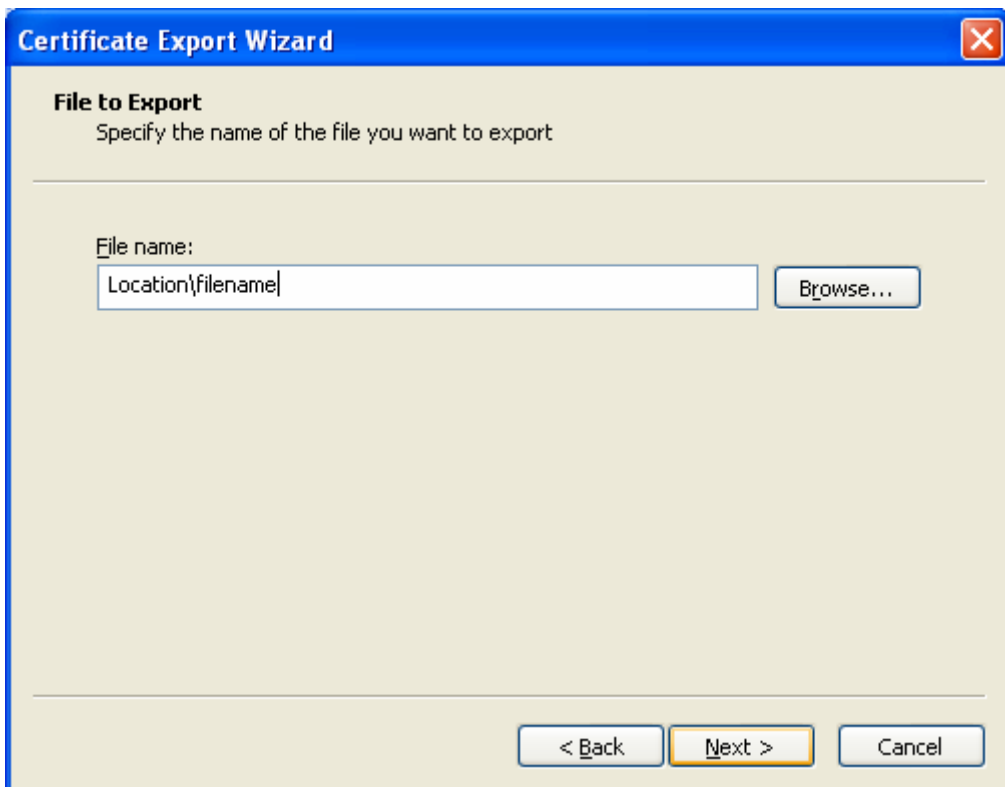
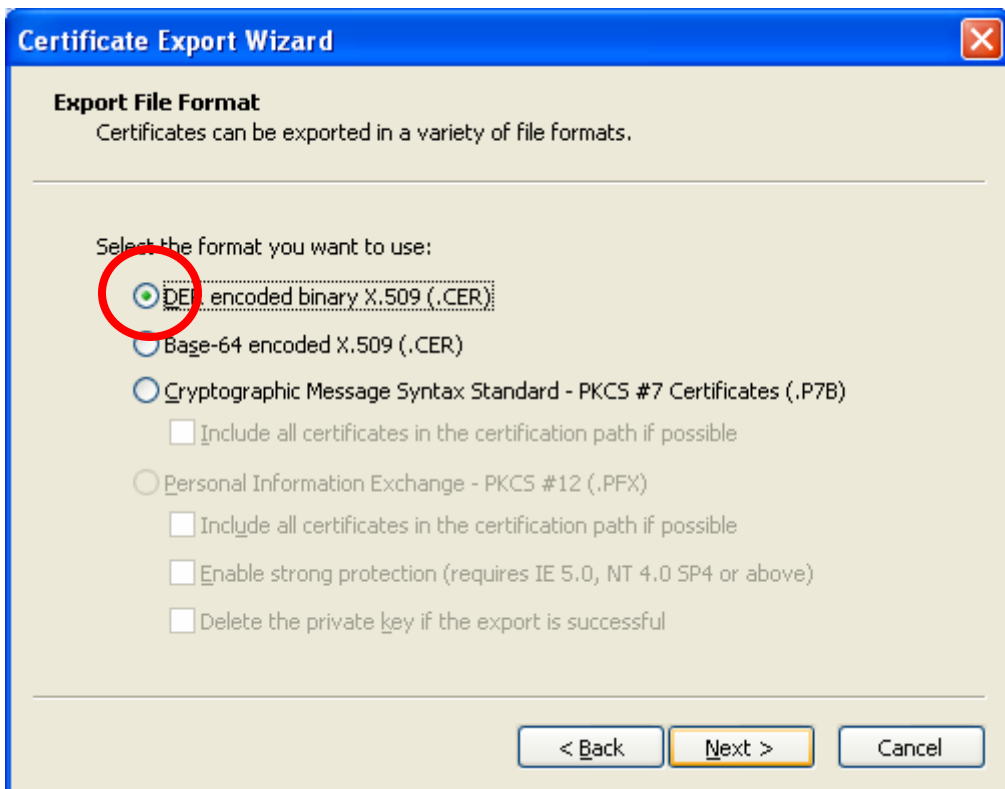


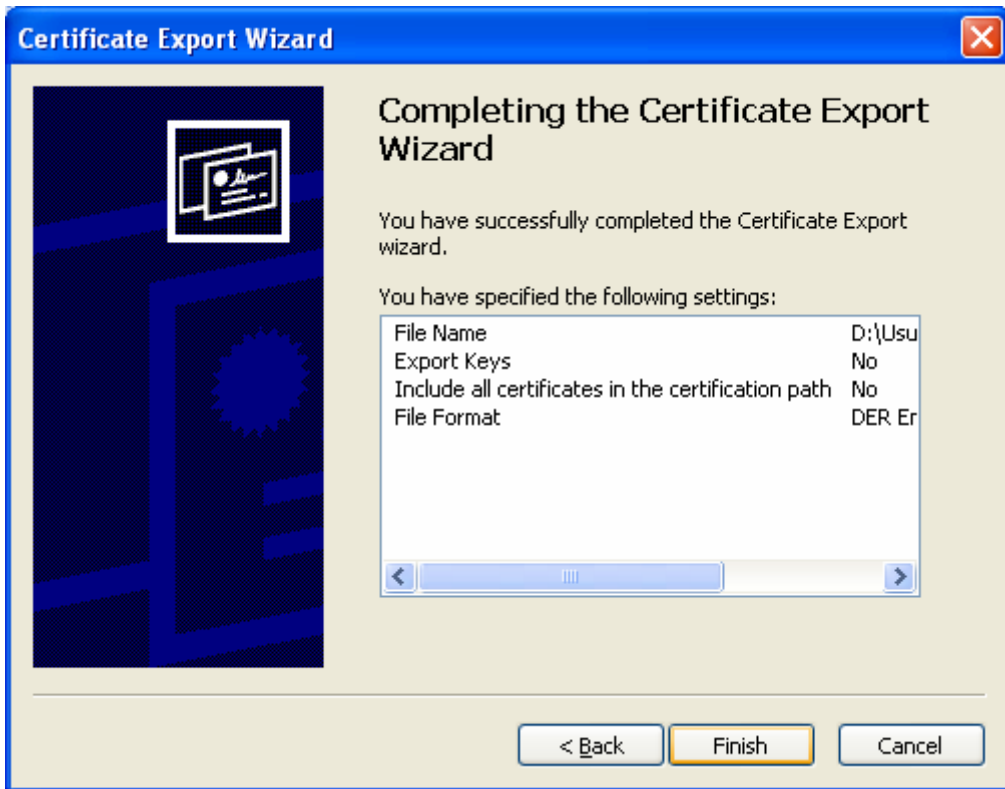












Clic Close and then OK.