

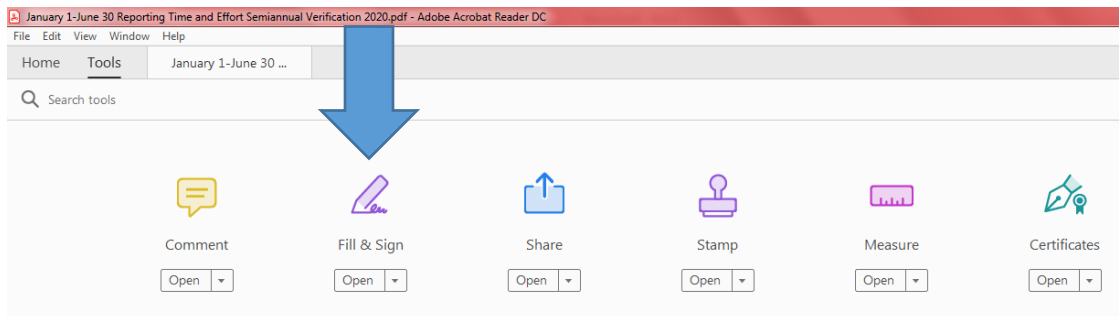
HOW TO SIGN AND/OR CREATE A DIGITAL SIGNATURE

Steps to sign a PDF

1. Open the **PDF** document or **form** that you want to **sign**.
2. Click the **Sign** icon in the toolbar.



3. The Fill & Sign tool is displayed.



4. The **form** fields are detected automatically.
5. Click the **Sign** icon in the toolbar, and then choose whether you want to add your signature or just initials.

HOW TO SIGN AND/OR CREATE A DIGITAL SIGNATURE

USE THE FOLLOWING DIRECTIONS IF YOU HAVE NEVER CREATED A DIGITAL SIGNATURE.

1. CHOOSE TO CONFIGURE A DIGITAL ID.

The screenshot shows a PDF form titled 'January 1-June 30 ...'. The form has a 'Fill & Sign' tab selected. A table at the top contains reporting periods: 'July 1, 2019– December 31, 2019' and 'January 1, 2020 – June 30, 2020'. Below the table, there is a section for 'Title I, Part A: Improving' and 'Employee Signature'. A red dialog box titled 'Digital ID Configuration Required' is overlaid on the form. The dialog box contains the text: 'This signature field requires a digital signature identity. Would you like to configure one now?'. There are three buttons in the dialog box: 'Help', 'Configure Digital ID', and 'Cancel'. A blue arrow points from the 'Configure Digital ID' button to the 'Employee Signature' field.

2. CHOOSE "CREATE A NEW DIGITAL ID".

The screenshot shows a dialog box titled 'Configure a Digital ID for signing'. On the left, there is a text box explaining that a Digital ID is required to create a digital signature and that it can be created from a file or a new self-signed ID. On the right, there are three radio buttons under the heading 'Select the type of Digital ID:'. The first option is 'Use a Signature Creation Device', the second is 'Use a Digital ID from a file', and the third is 'Create a new Digital ID'. The third option is selected. A blue arrow points from the 'Continue' button to the 'Create a new Digital ID' option.

3. CHOOSE THE FORMAT YOU WISH TO SAVE THE SIGNATURE FOR FUTURE USE.

The screenshot shows a dialog box titled 'Select the destination of the new Digital ID'. On the left, there is a text box explaining that Digital IDs are typically issued by trusted providers and that self-signed IDs may not be accepted in some use cases. On the right, there are two radio buttons under the heading 'Select the destination of the new Digital ID:'. The first option is 'Save to File' and the second is 'Save to Windows Certificate Store'. The second option is selected. At the bottom, there are two buttons: 'Back' and 'Continue'.