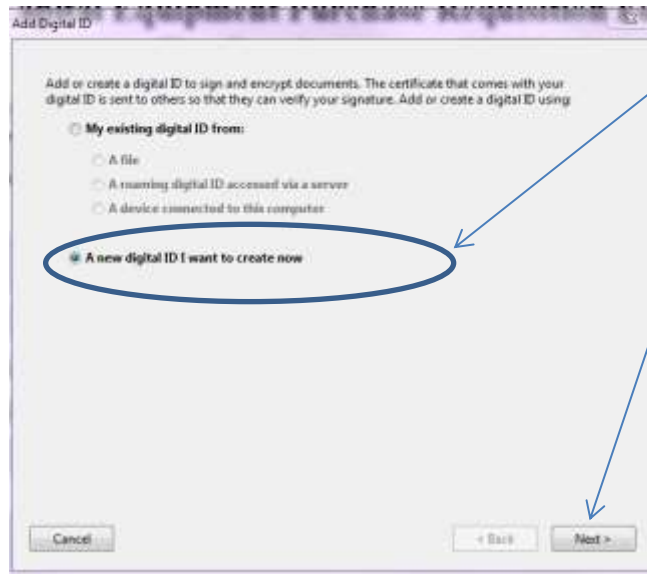


How to Create a Digital Signature in Adobe

1. Click in the appropriate signature space:



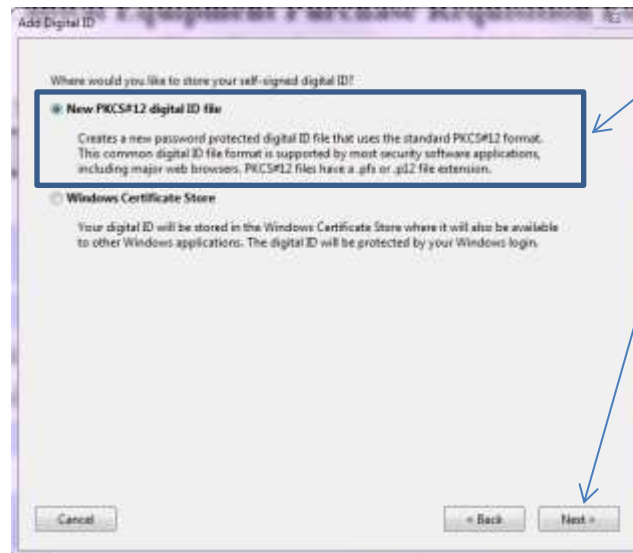
2. Add Digital ID:



Select "A new digital ID I want to create now"

Press "Next"

3. Where would you like to store your self-signed digital ID?



Select "New PKCS#12 digital ID file"

Press "Next"

4. Complete form with your personal information. Be sure to include your title:

Complete form with your personal information.

Ensure these options are selected.

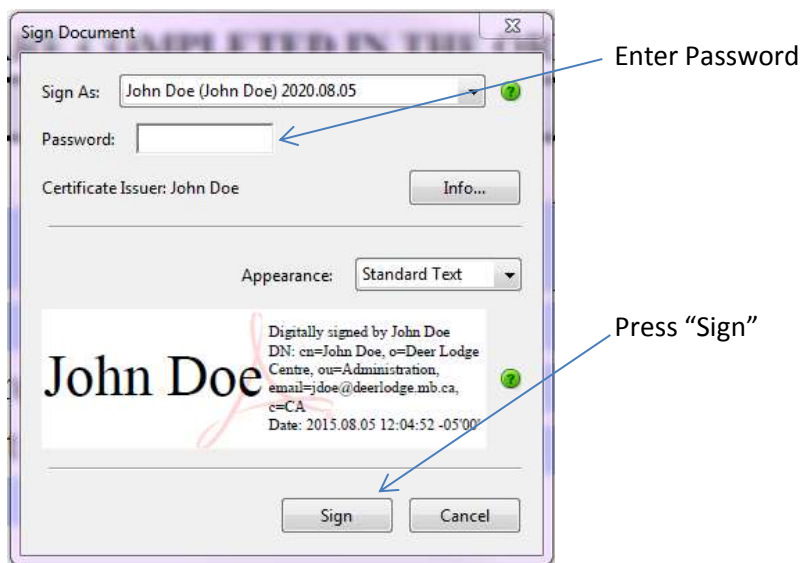
Press "Next"

5. Create a password. You will need this password for future electronic document signing. Be sure to keep it secure.

Location your signature will be stored in

Press "Finish"

6. Sign Document:



7. You will be asked to save the document. Once saved, your digital signature, including name, title, organization, email, date, and time will appear in the document.

John Doe

Digitally signed by John Doe
DN: cn=John Doe, o=Deer Lodge Centre, ou=Manager, Adobe
Forms, email=jdoe@deerlodge.mb.ca, c=CA
Date: 2015.08.05 12:30:36 -05'00'

When you sign documents in the future, you will only need to complete steps 6 and 7.

Adobe will retain copies of the document after each signature.