

Digital Signature: follow the directions in the dialogue boxes to set up your Adobe Digital ID/Signature.

1. Right Click on the Signature box and select Sign Document; a dialogue box will appear.

Date: (mm/dd/yyyy)

Signature of Special Project Reader: select

Date: (mm/dd/yyyy)

Signature of Special Project Reader: select

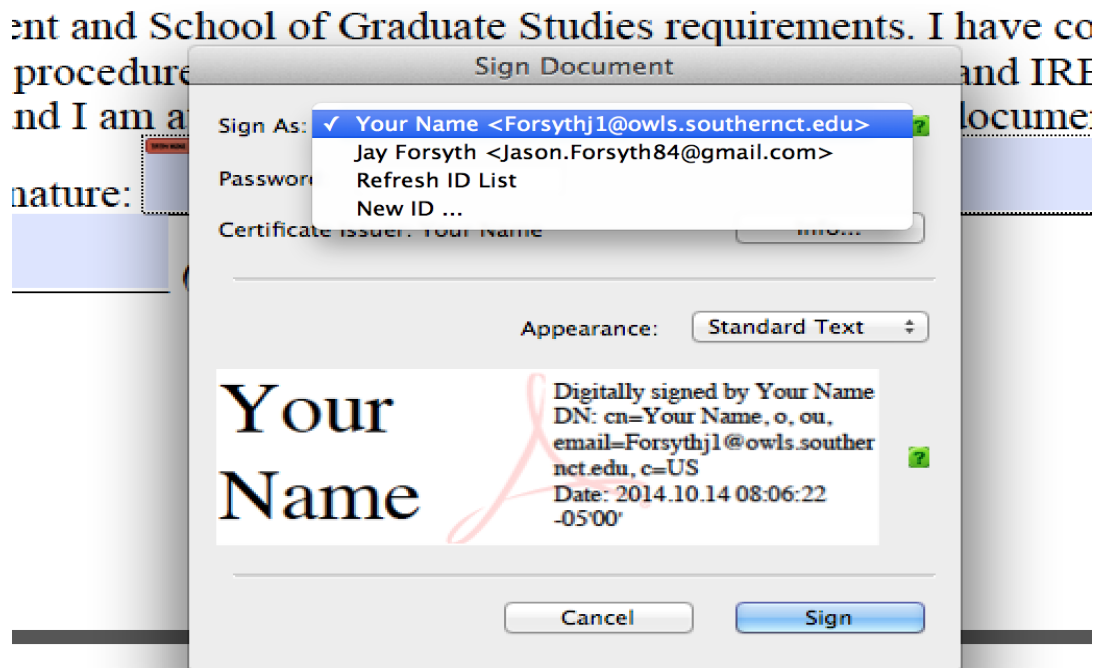
Date: (mm/dd/yyyy)

Signature of Chairperson:

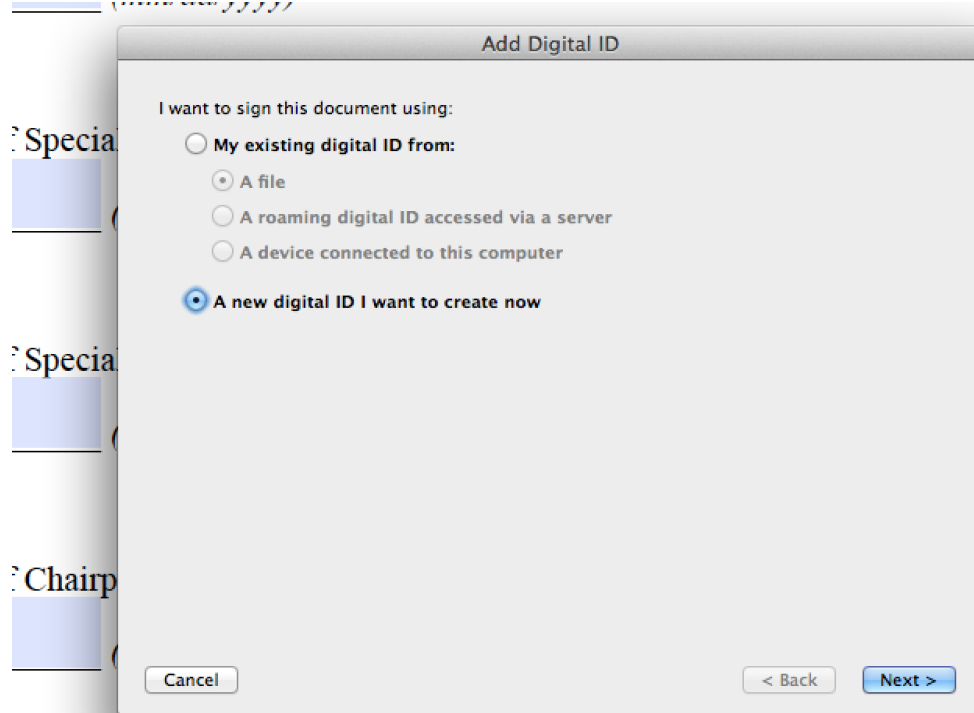
Date: (mm/dd/yyyy)

Sign Document
Certify with Visible Signature

2. Click the drop-down menu (on the top) and select New ID.



3. Click the option 'A New Digital ID I want to create now,' and click next.

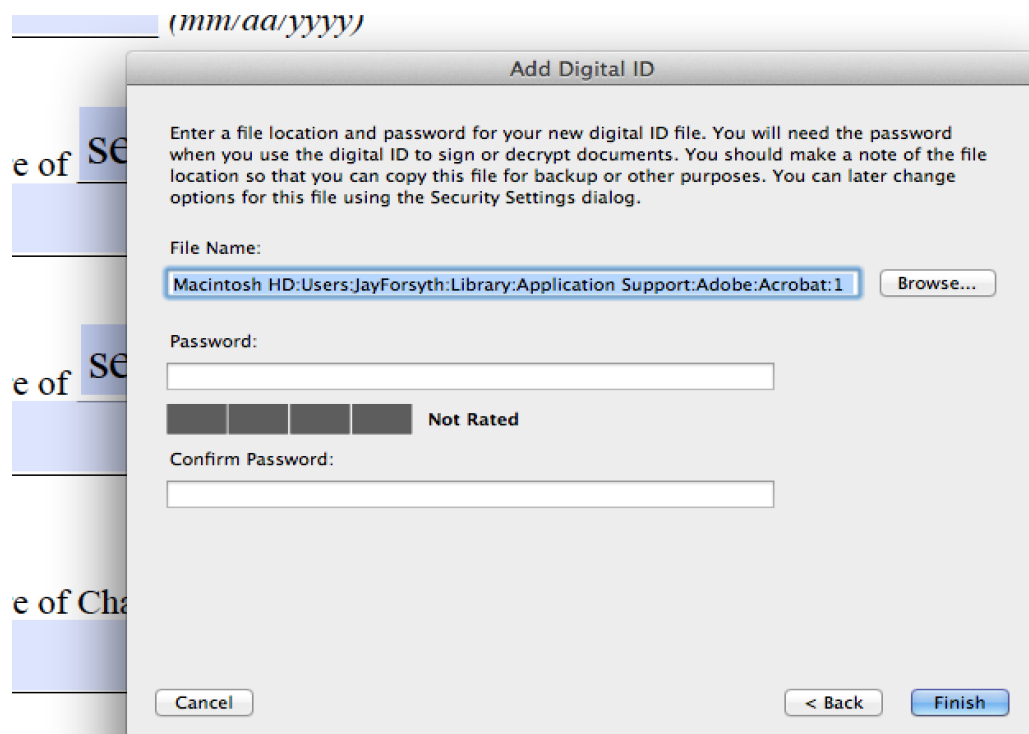


- 3 a. **PC Users** select **New PKCS#12 digital ID file**

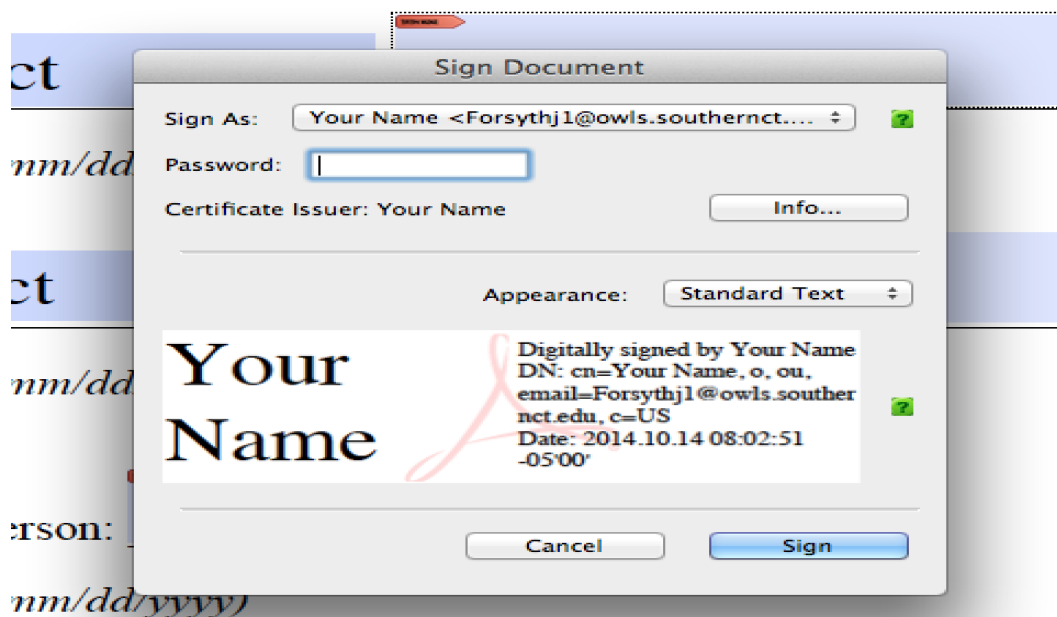
4. Enter your name and e-mail address, then select next.



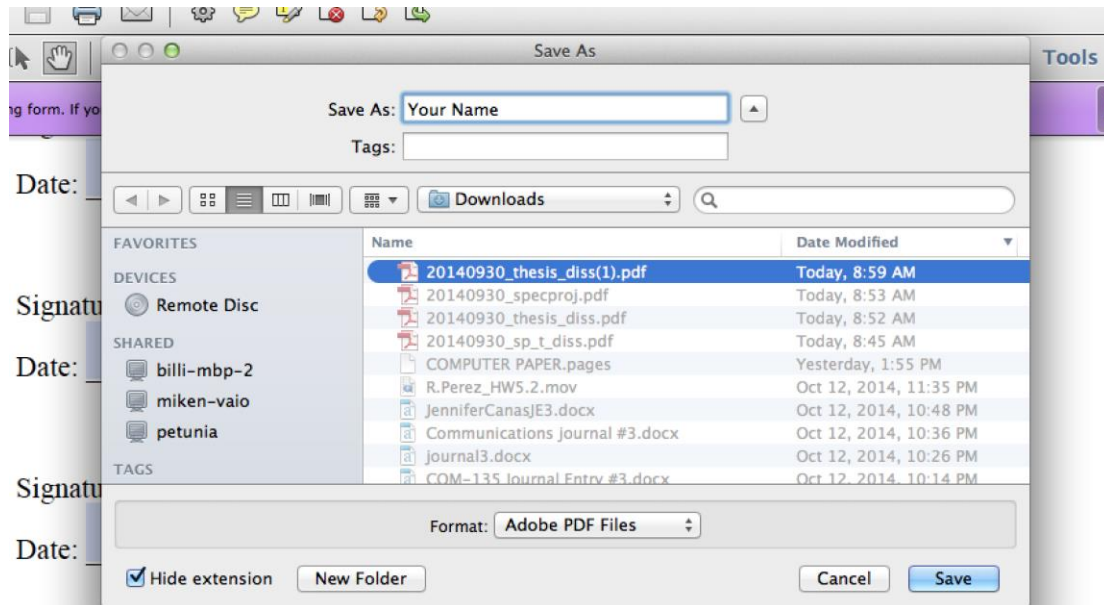
5. Enter a file location and password for your new Digital ID.



6. You will be taken back to a box that says 'sign document.' Enter your password and click sign.



- Open the digital signature (in the file location you saved it to earlier) and click save.



Signature of Chairperson: _____

- Your name will then be saved to the Adobe document.

Signature of _____ **Your Name** Digitally signed by Your Name
DN: cn=Your Name, o, ou,
email=Forrythyl@owls.southernmet.edu, c=US
Date: 2014.10.14 08:04:36 -0500

(mm/dd/yyyy)

Signature of _____

(mm/dd/yyyy)

Signature of Chairperson: _____

(mm/dd/yyyy)