

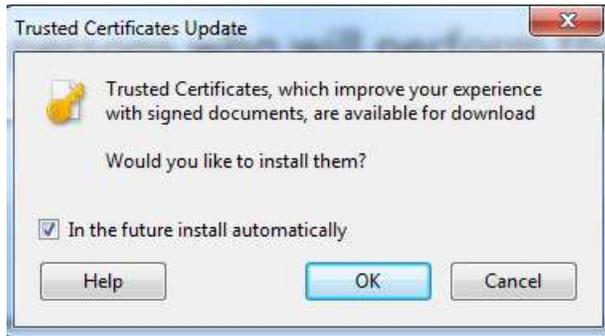
Instructions for Applying Digital Signature in Adobe Acrobat DC **(sometimes referred to as Adobe Reader)**

Many business transactions require high assurance when signing documents. When documents are distributed electronically, it is important that recipients can:

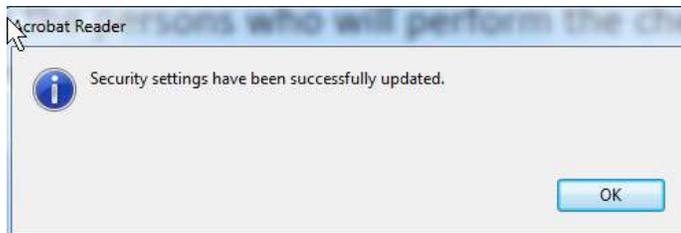
- Verify document authenticity—confirming the identity of each person who signed the document
- Verify document integrity—confirming that the document has not been altered in transit

Certificate-based signatures provide both of these security services.

1. When you open a file with digital signature capabilities, you will see the “Trusted Certificates Update” screen. Put a checkmark in the “In the future install automatically” box and then click OK.



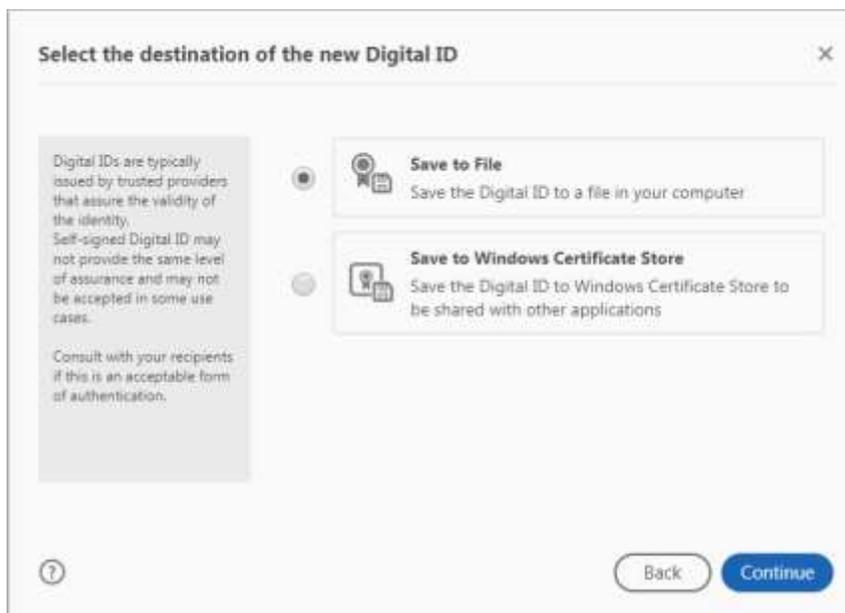
2. A window indicating Security settings have been successfully updated will appear. Click OK.



3. When you are ready to digitally sign the form, click in the signature block. If this is the first time you have used a digital signature in Adobe, you will see the Digital ID Configuration Required window. Click Configure Digital ID.
4. The “Configure a Digital ID for signing” window will appear. Click Create a new Digital ID. A digital ID is like an electronic driver’s license or passport that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date. Self-signed digital IDs can be adequate for personal use or small-to-medium businesses. Their use should be limited to parties that have established mutual trust – different from Docu-Sign.



5. The “Select the destination of the new Digital ID” window will appear. Click Save to File



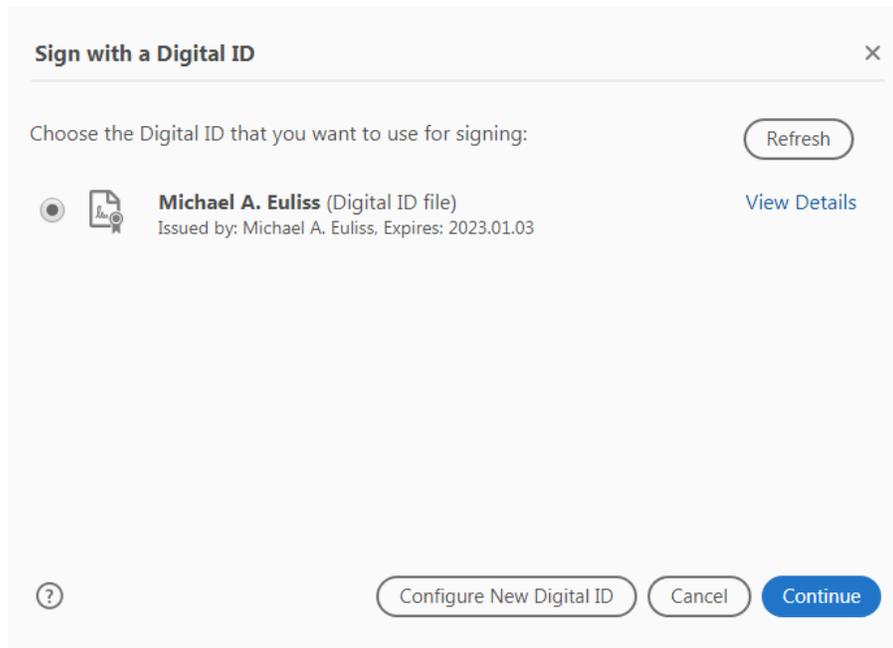
- The “Create a self-signed Digital ID” window will appear. Enter the data requested and click continue.

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this box is a question mark icon. To the right of the box are several input fields: "Name" (Michael A. Euliss), "Organizational Unit" (OSC Communications), "Organization Name" (Office of the State Controller), "Email Address" (michael.euliss@osc.nc.gov), "Country/Region" (US - UNITED STATES), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). At the bottom right, there are "Back" and "Continue" buttons.

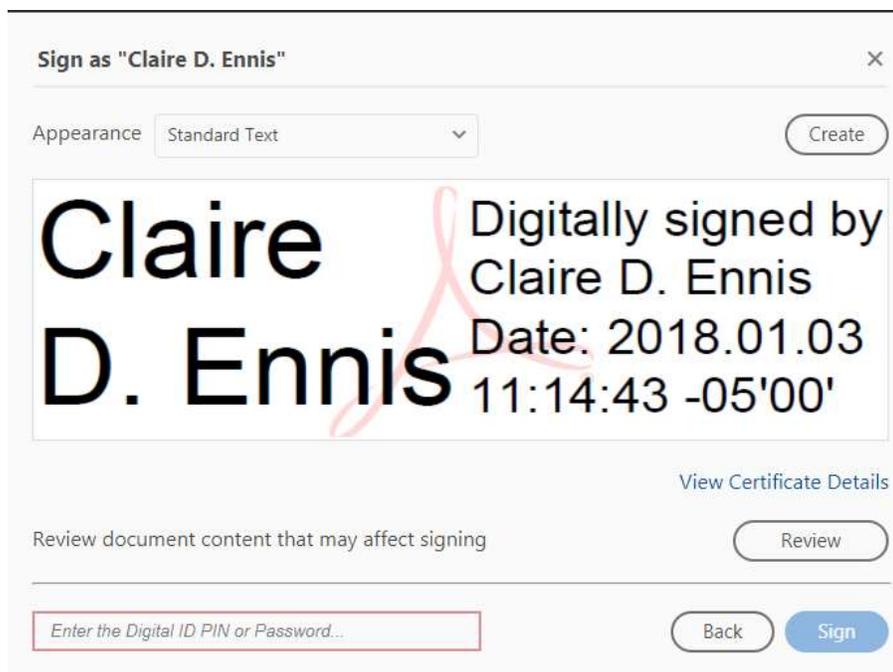
- The “Save the self-signed Digital ID” to a file window will appear. Enter and confirm a password, then click Save.

The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this box is a question mark icon. To the right, there is a section titled "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Users\cdennis1\AppData\Roaming\Adobe\Acrobat\" and a "Browse" button. Below this is a section titled "Apply a password to protect the Digital ID:" with an empty text input field. Underneath is a section titled "Confirm the password:" with another empty text input field. At the bottom right, there are "Back" and "Save" buttons.

- The “Sign with a Digital ID” window appears. Select the Digital ID you want to use (most people will have only one). Click continue.



- The “Sign as Your Name” window will appear. Enter the password for your digital signature and click Sign. When you click Sign, you will be prompted to save the file. Save it with a name that will indicate that it is a signed version.



- After the document is saved, you will see the digital signature in the signature line:

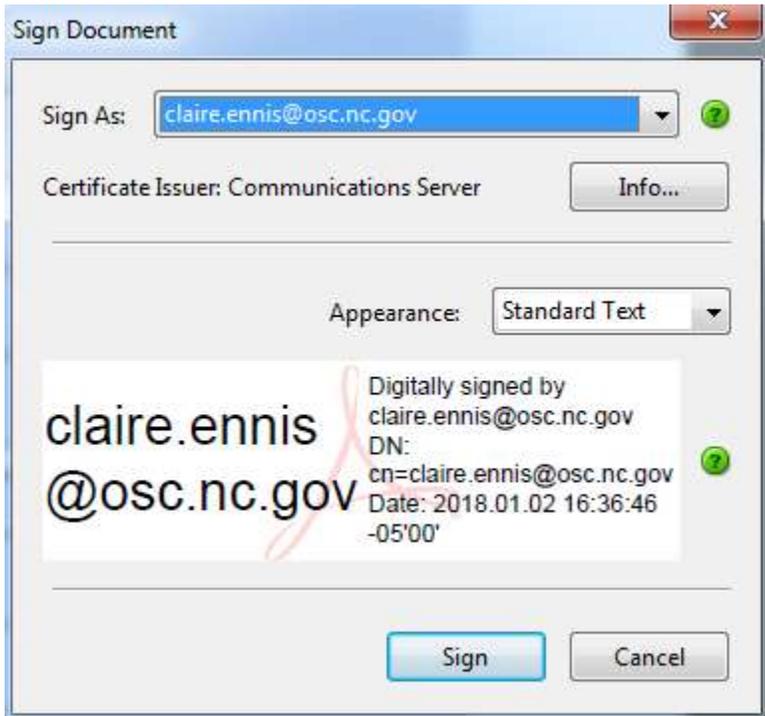
Signature: Claire D. Ennis Digitally signed by Claire D. Ennis
Date: 2018.01.03 11:17:19 -05'00'

**Instructions for Applying Digital Signature in Adobe Acrobat Pro
(sometimes referred to as Adobe Writer)**

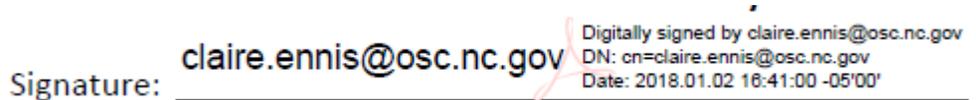
1. Click inside the signature block on the fillable PDF:



2. The Sign Document box will appear:



3. Leave Standard Text in the Appearance dropdown. Using standard text is the most simple method for digitally signing a fillable PDF. Just below the appearance box you will see your digital signature.
4. Once you click Sign, a Save As box will come up. Name the document so that you will know it is a signed version, i.e., CSeries_authorization_CEennis_signed, or something that makes sense to you.
5. After you sign, the form will show something similar to below if you used the recommended standard text:



If you have other versions of Adobe Acrobat Reader or Writer and need assistance, please contact the Communications Division.