How to Create an Electronic Signature/Digital JD

You will have your form open (It can be blank, because you just want to create the signature)

Click the signature block to esign the document. You will select an existing signature or be prompted through these screenshots to create a new "digital ID."

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2/2 🖪 🖑 👄 😨 1845 💌 🔚 😫	Common Tools Sign
Please III out the following form.	S Haykay
Undistributed/Unrein	imbursed Amount
EMPLOYEE	Employee Supervisor
Birdville ISD Employee	ESIGNATURE:
birdville isb Employee	
SEND APPROVED COPY	Federal/State Grant
FOR REIMBURSEMENT TO:	Approval ESIGNATURE:
_	
Cabinet Approval	Director of Business
ESIGNATURE:	ESIGNATURE:
Add Distant ID	
Add Digital ID	
d	
I want to sign this document using:	
My existing digital ID from:	
(a) A file	
() A file	
A roaming digital ID stored on a	a server
A device connected to this com	nputer
A new digital ID I want to create no	ow
1	
Cancel	A Darah Narata
Cancel	< Back Next >

Always choose the "New PKCS#12 digital ID file option:



Type in your name as you want it to appear in the signature Your org. unit can be your campus name and your title Your org. name can be BISD-Campus Name Your email will be your BISD email address

* Accept the default algorithm and the "Use digital ID for"

Add	Digital ID	×
	Enter your identity inform	ation to be used when generating the self-signed certificate.
	Name (e.g. John Smith):	Sheena Joslyn
	Organizational Unit:	BISD-Administration
	Organization Name:	BISD
	Email Address:	@birdvilleschools.net
	Country/Region:	US - UNITED STATES
	📃 Enable Unicode Suppo	rt
	Key Algorithm:	1024-bit RSA
	Use digital ID for:	Digital Signatures and Data Encryption
(Cancel	< Back Next >

Click browse to select a location, one you will remember, to store your digital id (i.e. Desktop) Type in a password that will access this ID, again one that you will remember

Add Digital ID	×
Enter a file location and password for your new digital ID file. You will need the you use the digital ID to sign or decrypt documents. You should make a note of so that you can copy this file for backup or other purposes. You can later change file using the Security Settings dialog.	password when f the file location ge options for this
File Name:	
U:\Sheena Joslyn-ELECTRONIC SIGNATURE.pfx	Browse
Password:	

Confirm Password:	

Cancel < Back	Finish

After you've created your "digital ID:"

Sign Document	
Sign As: Sheena Joslyn < sheena.joslyn@birdvilleschoo 👻 🕝 Password: 🔭	
Certificate Issuer: Sheena Joslyn Info	
Appearance: Standard Text 💌	
Sheena Joslyn Joslyn	
Sign Cancel	

If you want to change the appearance of your signature from the default, you can click "appearance" and "create new appearance:"

Sign Document
Sign As: Sheena Joslyn < sheena.joslyn@birdvilleschoo 🗸 🥥 Password: *******
Certificate Issuer: Sheena Joslyn Info
Appearance: SIGNATURE Standard Text
Digitally signed by Shee ^{SIGNATURE} Joslyn
Date: 2011.06.23 11:09:39 -05'00'
Sign Cancel

Here you can select any changes or insertions you'd like and click ok

Configure Signature Appearance		
Title: SIGNATURE		
Preview		
Digitally signed by your common name here Date: 2011.06.23 11:07:47 -05'00'		
Configure Graphic Show: No graphic Import Graphic from: Imported graphic Name File		
Configure Text Show: Vame Location Distinguished name Logo Vate Reason Vabels		
Text Properties Text Direction: Auto C Left to right Right to left Digits: 0123456789		
OK Cancel		

After you click "Sign," your signature/digital id will insert into the form

* If you don't need to submit the form at this time, just exit the form and don't save, but your digital id will be available when you need it, just remember where it's stored and the password