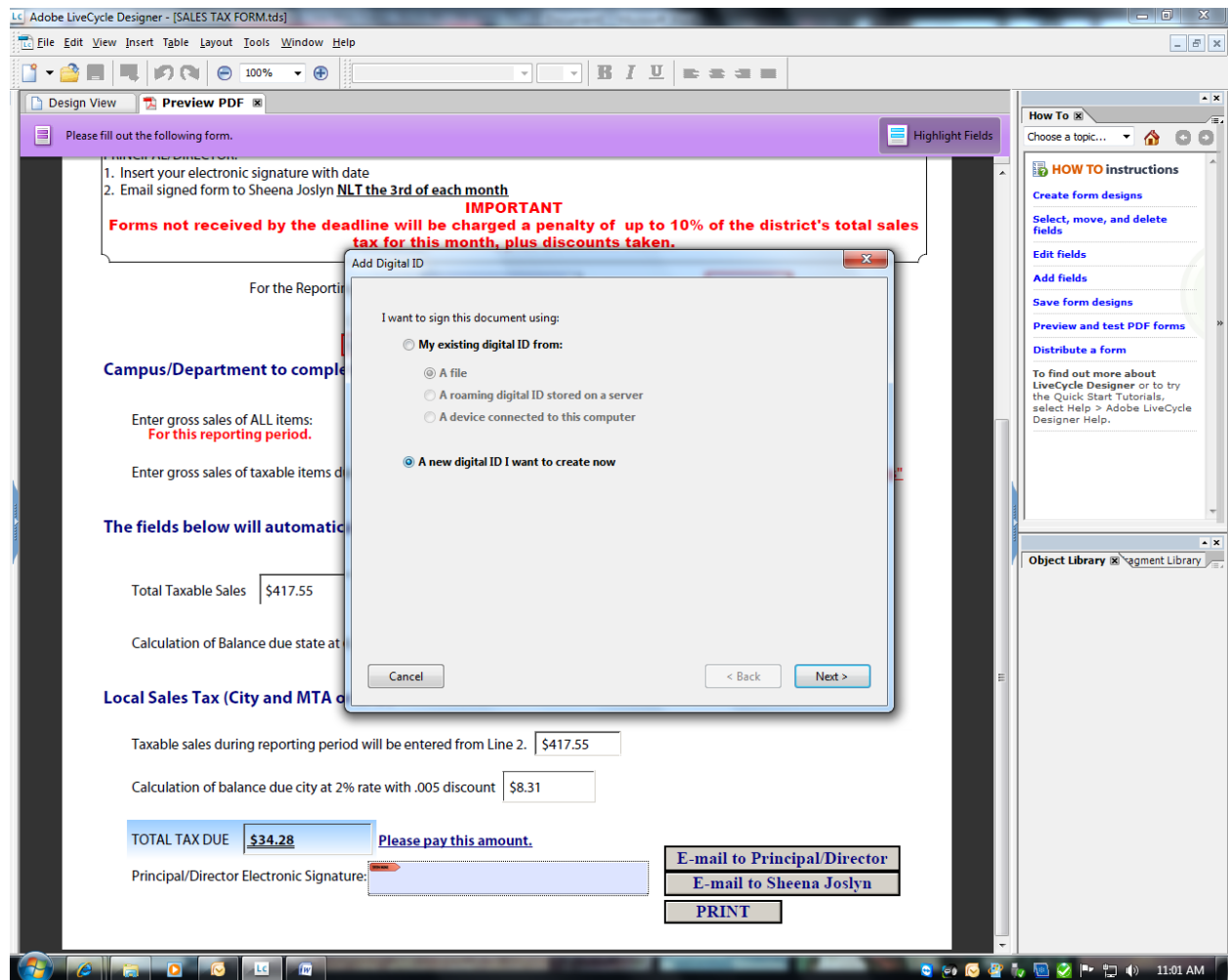


How to Create an Electronic Signature/Digital ID

You will have the donation acceptance 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.”



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

The screenshot displays the Adobe LiveCycle Designer interface for a 'SALES TAX FORM.tds'. The main form area contains instructions and fields for a sales tax report. A modal dialog box titled 'Add Digital ID' is open, prompting the user to choose where to store their self-signed digital ID. The dialog has two radio button options: 'New PKCS#12 digital ID file' (selected) and 'Windows Certificate Store'. The 'New PKCS#12 digital ID file' option includes a description: 'Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.' The 'Windows Certificate Store' option includes a description: 'Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.' The dialog has 'Cancel', '< Back', and 'Next >' buttons.

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Period

Campus/Department to complete

Enter gross sales of ALL items:
For this reporting period.

Enter gross sales of taxable items due

The fields below will automatically calculate

Total Taxable Sales \$417.55

Calculation of Balance due state at

Local Sales Tax (City and MTA)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 [Please pay this amount.](#)

Principal/Director Electronic Signature:

[E-mail to Principal/Director](#)
[E-mail to Sheena Joslyn](#)
[PRINT](#)

How To instructions
Choose a topic...
Create form designs
Select, move, and delete fields
Edit fields
Add fields
Save form designs
Preview and test PDF forms
Distribute a form
To find out more about LiveCycle Designer or to try the Quick Start Tutorials, select Help > Adobe LiveCycle Designer Help.

Object Library Fragment Library

11:02 AM

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"

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

Add Digital ID

Enter your identity information 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 Support
Key Algorithm: 1024-bit RSA
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Campus/Department to complete

Enter gross sales of ALL items:
For this reporting period.

Enter gross sales of taxable items due

The fields below will automatically calculate

Total Taxable Sales \$417.55

Calculation of Balance due state at

Local Sales Tax (City and MTA)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 Please pay this amount.

Principal/Director Electronic Signature:

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

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Object Library Segment Library

11:05 AM

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

The screenshot shows the Adobe LiveCycle Designer interface with a tax form titled "[SALES TAX FORM.tds]". The form is in "Design View" and contains the following text:

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Period of:

Campus/Department to complete

Enter gross sales of ALL items:
For this reporting period.

Enter gross sales of taxable items due

The fields below will automatically calculate

Total Taxable Sales \$417.55

Calculation of Balance due state at

Local Sales Tax (City and MTA)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 [Please pay this amount.](#)

Principal/Director Electronic Signature:

[E-mail to Principal/Director](#)
[E-mail to Sheena Joslyn](#)
[PRINT](#)

The "Add Digital ID" dialog box is open, prompting the user to enter a file location and password for a new digital ID file. The dialog box contains the following text:

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: U:\Sheena Joslyn-ELECTRONIC SIGNATURE.pfx [Browse...](#)

Password:

Confirm Password:

[Cancel](#) [Back](#) [Finish](#)

The right sidebar contains a "How To" section with the following links:

- Choose a topic...
- HOW TO instructions**
- Create form designs
- Select, move, and delete fields
- Edit fields
- Add fields
- Save form designs
- Preview and test PDF forms
- Distribute a form
- To find out more about LiveCycle Designer or to try the Quick Start Tutorials, select Help > Adobe LiveCycle Designer Help.

The bottom status bar shows the time as 11:06 AM.

After you've created your "digital ID:"

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Month of: August Reporting Year: 2011

Campus/Department: North Richland Hills

Campus/Department to complete this field

Enter gross sales of ALL items:
For this reporting period.

Enter gross sales of taxable items during reporting period:

The fields below will automatically fill:

Total Taxable Sales: \$417.55

Calculation of Balance due state at 6.25% rate with:

Local Sales Tax (City and MTA or SPD)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount: \$8.31

TOTAL TAX DUE: \$34.28 **Please pay this amount.**

Principal/Director Electronic Signature: _____

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

Sign Document

Sign As: Sheena Joslyn <sheena.joslyn@birdvilleschools.net>

Password: _____

Certificate Issuer: Sheena Joslyn

Appearance: Standard Text

Sheena Joslyn

Digitally signed by Sheena Joslyn
DN: cn=Sheena Joslyn, o=BISD, ou=BISD-Administration, email=sheena.joslyn@birdvilleschools.net, c=US
Date: 2011.06.23 11:07:02 -0500

Sign **Cancel**

How To instructions

Choose a topic...

HOW TO instructions

Create form designs

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Preview and test PDF forms

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Object Library **Segment Library**

11:07 AM

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

The screenshot displays the Adobe LiveCycle Designer interface for a 'SALES TAX FORM.tds'. The main form area contains instructions and fields for a sales tax report. A 'Sign Document' dialog box is open, showing the user's name 'Sheena Joslyn', a password field, and a certificate issuer 'Sheena Joslyn'. The 'Appearance' dropdown menu is open, showing options: 'SIGNATURE', 'Standard Text', and 'Create New Appearance...'. The background form includes sections for 'Enter gross sales of ALL items', 'Enter gross sales of taxable items during reporting', and 'Local Sales Tax (City and MTA or SPD)'. The 'TOTAL TAX DUE' is calculated as \$34.28. The 'Principal/Director Electronic Signature' field is highlighted with a red box. The 'Sign Document' dialog box also displays the text 'Digitally signed by Sheena Joslyn' and the date 'Date: 2011.06.23 11:09:39 -05'00'.

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Month of: August Reporting Year: 2011

Campus/Department: North Richland Hills

Campus/Department to complete this field

Enter gross sales of ALL items:
For this reporting period.

Enter gross sales of taxable items during reporting

The fields below will automatically fill:

Total Taxable Sales \$417.55

Calculation of Balance due state at 6.25% rate with

Local Sales Tax (City and MTA or SPD)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 **Please pay this amount.**

Principal/Director Electronic Signature:

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

How To instructions

Choose a topic...

Create form designs

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Save form designs

Preview and test PDF forms

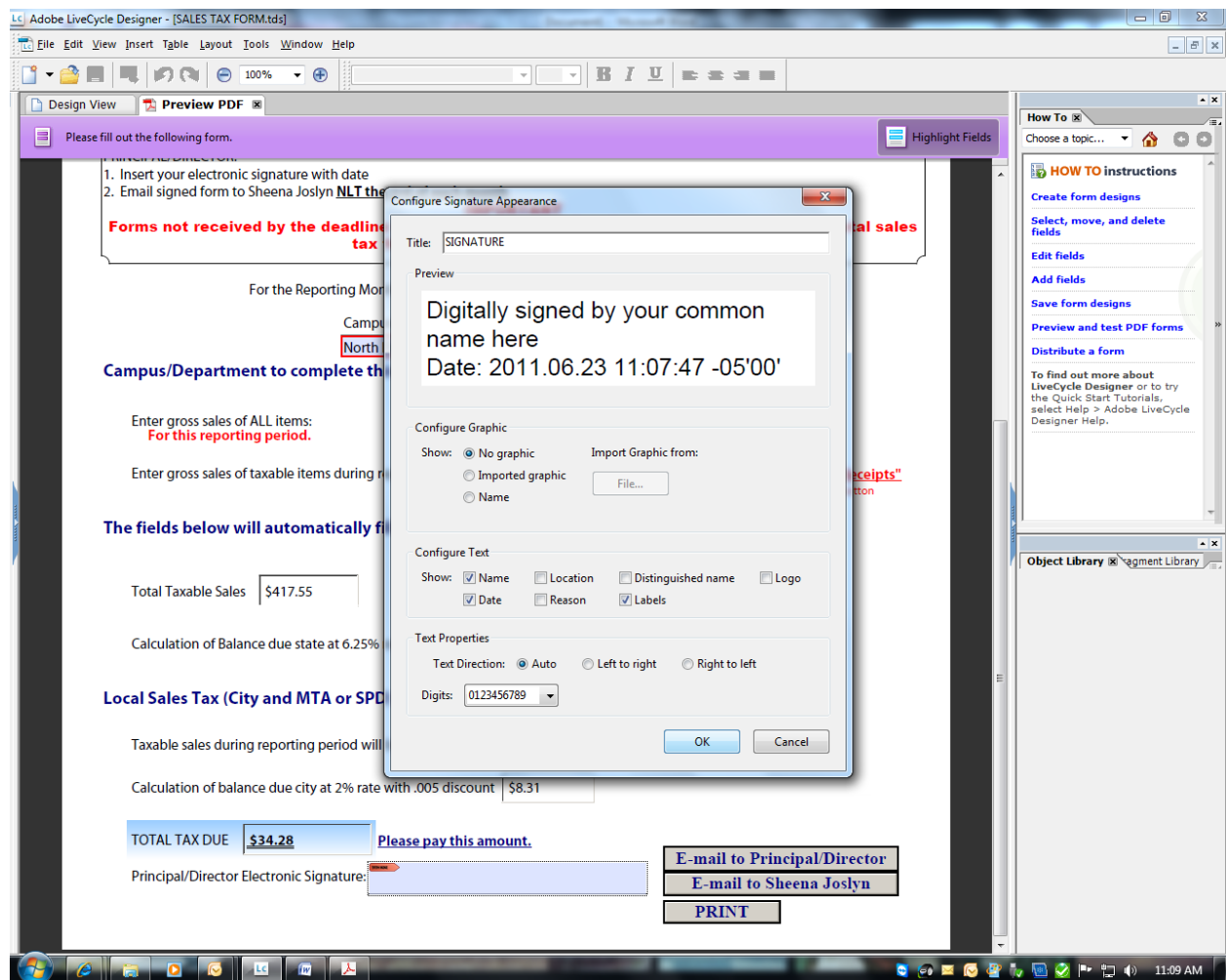
Distribute a form

To find out more about LiveCycle Designer or to try the Quick Start Tutorials, select Help > Adobe LiveCycle Designer Help.

Object Library

11:10 AM

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



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**

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Signed and all signatures are valid, but with unsigned changes after the last signature. Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Month of: August Reporting Year: 2011

Campus/Department Name:
North Richland Middle School

Campus/Department to complete this field only (In Whole Dollars):

Enter gross sales of ALL items: \$5,000.00 Per database "Post Daily Receipts"

Enter gross sales of taxable items during reporting period: \$452.00 Per database report "Total Taxable Receipts"
Retrieve this through the entry screens button

The fields below will automatically fill:

Total Taxable Sales \$417.55

Calculation of Balance due state at 6.25% rate with .005 discount \$25.97

Local Sales Tax (City and MTA or SPD)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 Please pay this amount.

Principal/Director Electronic Signature: Digitally signed by Sheena Joslyn
Date: 2011.06.23 11:30:33 -05'00'

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

How To instructions
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Object Library Segment Library

11:30 AM