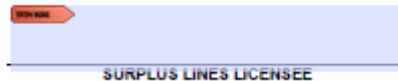




Instructions for a PSLA Adobe PDF Form

A PSLA Adobe PDF Form is filled out using a program called Adobe Acrobat Reader (available as a free download). If your web browser opens the PDF Form using Acrobat Reader then it may be filled out, signed, and saved to a local drive from within your web browser. If your browser does not open the PDF Form with Acrobat Reader then you will need to use the web browser's "Save as" function to save the PDF Form file to a local drive and then open the saved PDF Form with Acrobat Reader. One indicator on whether your browser is using Acrobat Reader is to view the signature field at the bottom of the Form. The top-left corner of the signature field should have an icon and if the cursor is placed over the icon it should display "Unsigned signature field (Click to sign)". If the signature field does not have an icon then the Form file will need to be saved to a local drive and then opened with Acrobat Reader. If you do not have Acrobat Reader please contact your Information Technology department to obtain it.

Signed by:

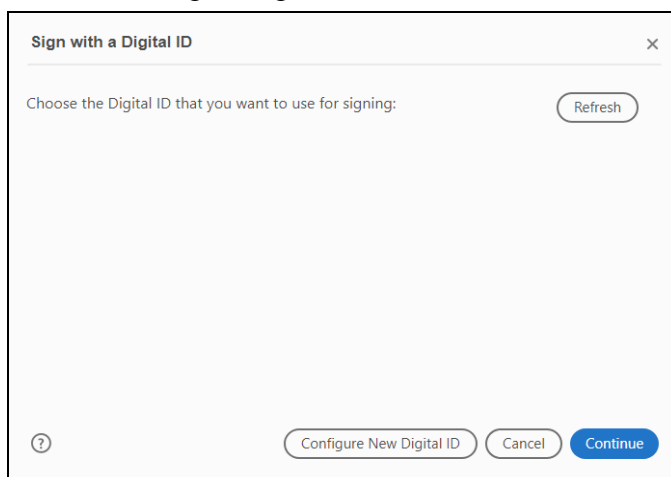


After the form is filled out and is ready to be signed, click in the signature field. If you have previously signed an Adobe Form and have an Adobe Digital ID signature file on your computer the Form will prompt you to:

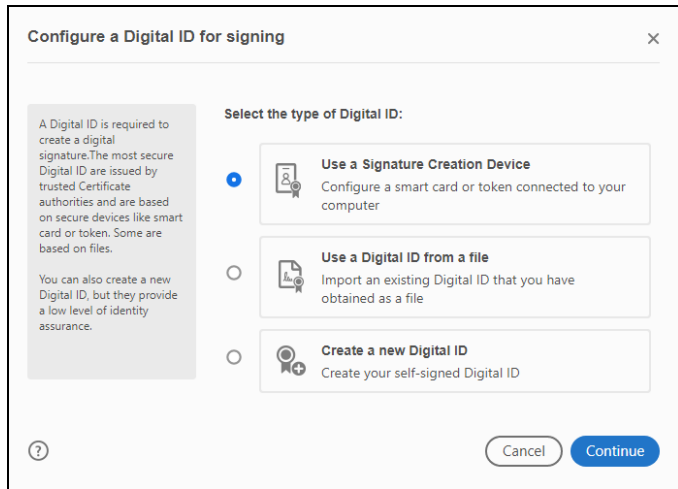
- Select the Digital ID signature file
- Enter the password associated with the Digital ID signature file
- Save the signed PDF Form

If you do not have an Adobe Digital ID signature file on your PC the Form will prompt you to create it. Below are the steps to create an Adobe Digital ID signature file.

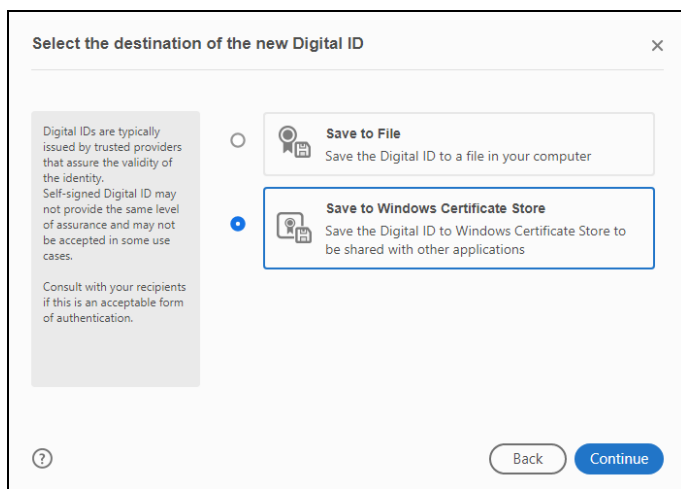
1. Click in the digital signature field and the Form will prompt you to select or create a Digital ID



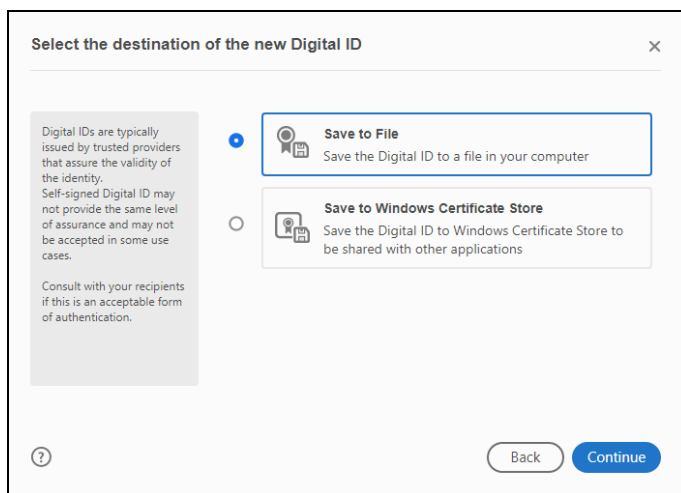
2. Click the "Configure New Digital ID" button



3. Select **“Create a new Digital ID”** and then click **“Continue”**



4. Select **“Save to File”**



5. Click **“Continue”**

Create a self-signed Digital ID [X]

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.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

[?] [Back] [Continue]

6. Complete the fields

Create a self-signed Digital ID [X]

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.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

[?] [Back] [Continue]

7. Click “Continue”

Save the self-signed Digital ID to a file [X]

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.

Your Digital ID will be saved at the following location :

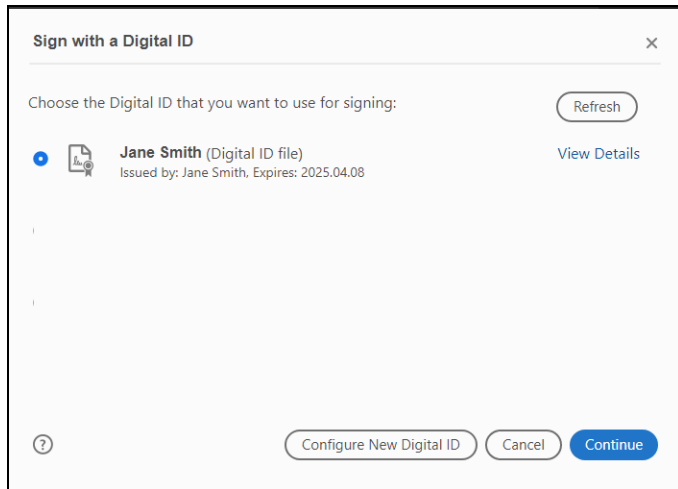
[Browse]

Apply a password to protect the Digital ID:

Confirm the password:

[?] [Back] [Save]

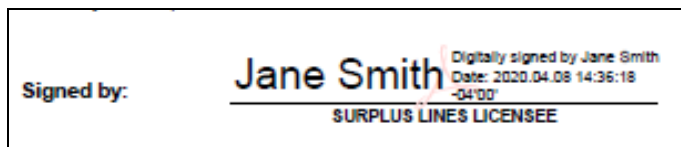
8. Click the “Browse” button to select the location to save the file, enter a password, confirm the password, and then click “Save”



9. Select your Digital ID and click “Continue”



10. Enter the password that you created in Step 7 to insert the Digital Signature into the Adobe Form, click “Sign”, and the Digital ID signature is inserted into the PDF Form as shown below



11. Save the signed Form