

HOW TO SIGN FORMS ELECTRONICALLY

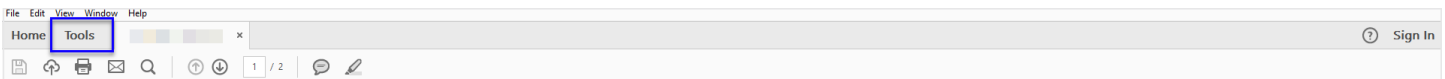
NOTE: The steps below are suggestions and are not mandatory.

There are many ways to sign forms electronically – please feel free to use the method of your choice.

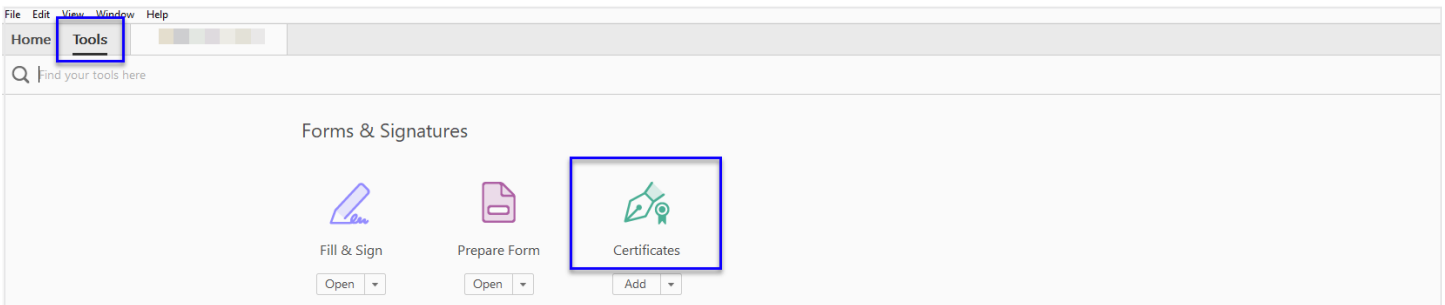
These instructions apply to [Adobe Acrobat Reader](#) (free). Download [Adobe Acrobat Reader](#) to your computer and follow the steps below.

STEPS

1. Visit the [CMF's Programs Page](#) to find the Application Documents. Download the forms and save them to your computer.
2. Begin to fill out the fillable form by typing directly into data fields; do not select the “Fill & Sign” or “Adobe Sign” features to fill out the form. After completing the form, you are then ready to place a Digital ID signature.
3. Go to the upper bar of your screen and select **Tools**.



4. A new screen opens. Click **Certificates**.



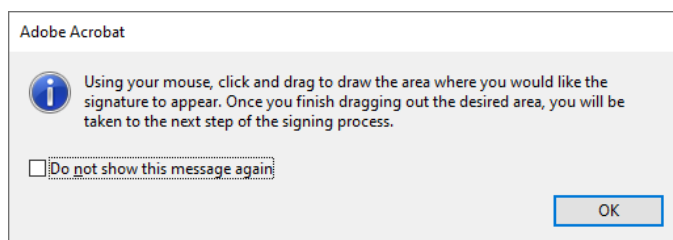
5. You'll be returned to the main window. Click on **Digitally Sign**.



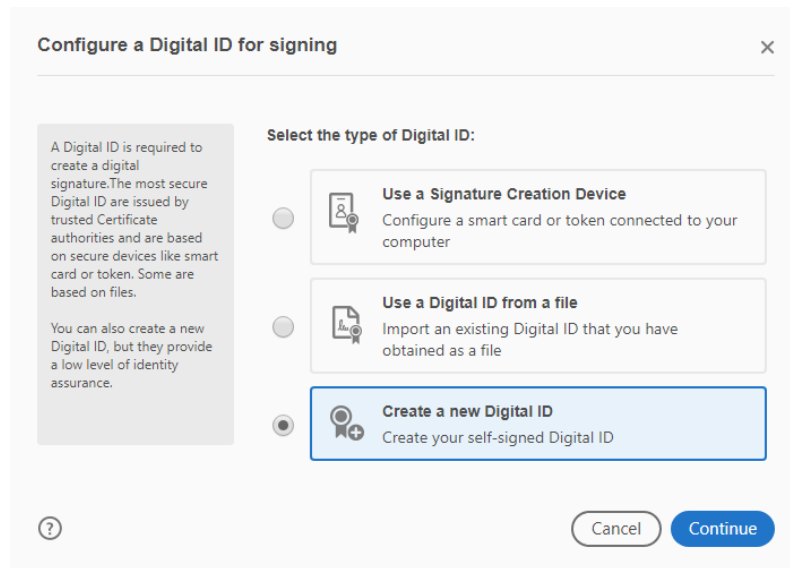
THESE NEXT STEPS APPLY TO THE CREATION OF A DIGITAL ID.

ON SUBSEQUENT USES OF YOUR DIGITAL ID, YOU WILL NOT NEED TO FOLLOW ALL OF THESE STEPS.

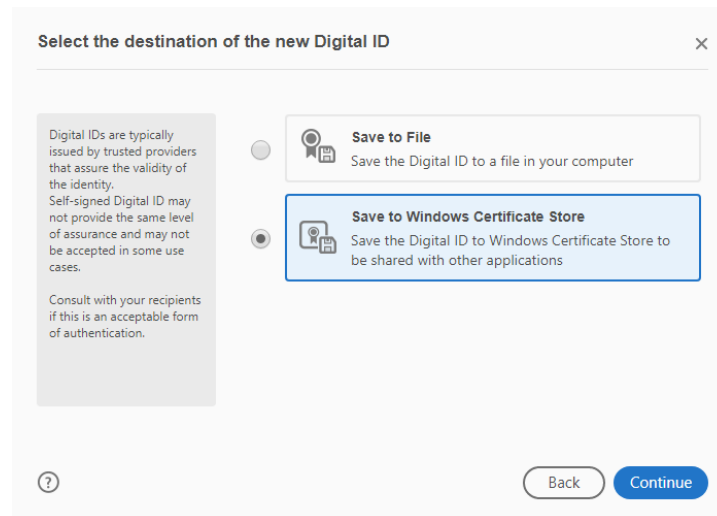
6. The message below appears, and your mouse cursor changes to a crop mark. At the signature line on the form, drag the mouse to create a box big enough to provide a legible digital signature, approximately .75” tall X 2.5” wide.



7. A new window opens. Click on **Configure Digital ID**.
8. A window opens titled, **Configure a Digital ID for Signing**. For most users, select the last option, **Create a new Digital ID**. Click **Continue**.



9. A new window opens titled, **Select the destination of the new Digital ID**. Click Save to Windows Certificate Store, which stores the Digital ID on your computer. For MacOS, certificates are stored in your keychain. Click **Continue**.



10. A new window opens titled, **Create a self-signed Digital ID**. Enter your information. Click **Save**.

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 side, there is a grey box with the following 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 text is a question mark icon. On the right side, there are several input fields: "Name" (with placeholder "Enter Name..."), "Organizational Unit" (with placeholder "Enter Organizational Unit..."), "Organization Name" (with placeholder "Enter Organization Name..."), "Email Address" (with placeholder "Enter Email..."), "Country/Region" (a dropdown menu showing "CA - CANADA"), "Key Algorithm" (a dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (a dropdown menu showing "Digital Signatures"). At the bottom, there are three buttons: a question mark icon, a "Back" button, and a "Save" button.

11. A new window opens titled, **Sign with a Digital ID**. Your newly created Digital ID is shown in the box. Click **Continue**.

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. Below the title, it says "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below this, there is a list of Digital IDs. The first one is selected with a radio button and shows a lock icon, the name "Name (Windows Digital ID)", and the text "Issued by: Name, Expires: 2028.04.07". To the right of this list is a "View Details" link. At the bottom, there are four buttons: a question mark icon, "Configure New Digital ID", "Cancel", and "Continue".

12. A new window appears and shows a large image of your digital signature. If you do not need to make any further changes to the form, check **Lock document after signing**. Then click the **Sign** button.

The dialog box is titled "Sign as 'Name'" and has a close button (X) in the top right corner. Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area of the dialog shows a large image of a digital signature. The signature is a red scribble over the word "Name". To the right of the signature, it says "Digitally signed by Name" and "Date: 2023.04.07 13:19:59 -04'00'". Below the signature area, there is a checkbox labeled "Lock document after signing" which is checked. To the right of this checkbox is a "View Certificate Details" link. Below this, there is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there are three buttons: "Back", "Sign", and a question mark icon.

13. Before the computer places your signature, a window opens to allow you to indicate where the computer should save the signed form. Make any needed file location changes. Click **Save**.