

# Digitally Signing Your Saints MatchGrants Form

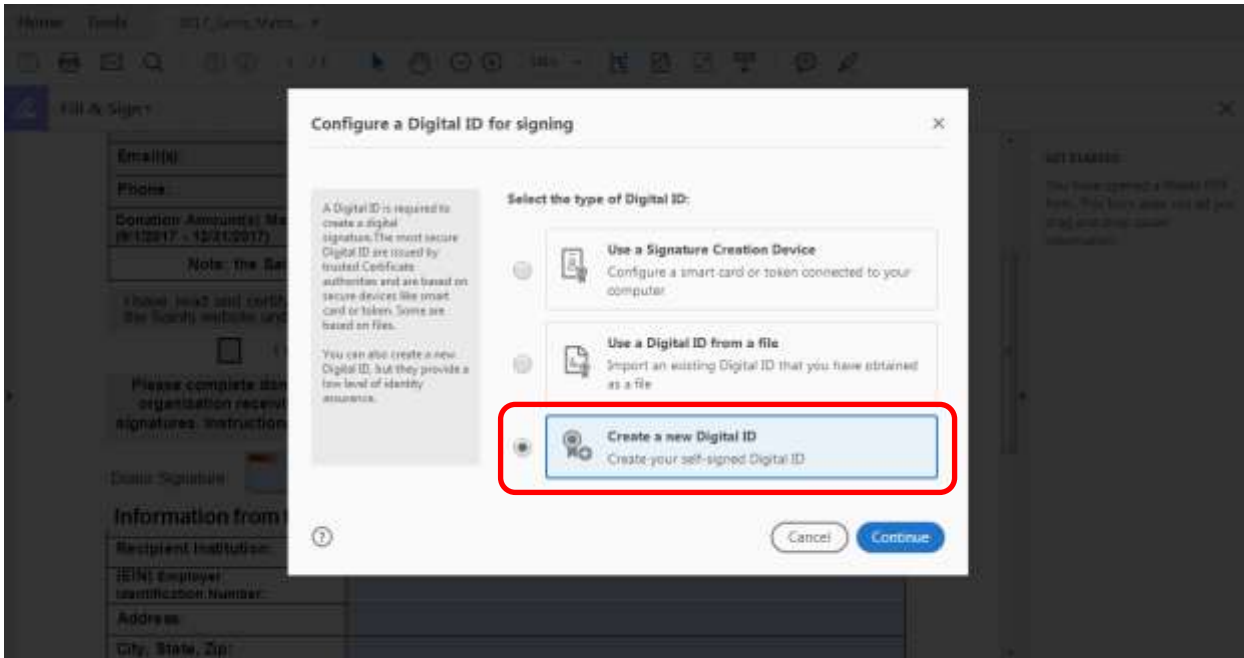
## Click on the signature field

The screenshot shows the Adobe Acrobat Reader interface with a PDF form titled "2017\_Saints\_MatchGrants\_Fillable\_Form.pdf". The form contains several sections: "Email(s)", "Phone", "Donation Amount(s) Made: (9/1/2017 - 12/31/2017)", a note about matching up to \$100 per member, a certification statement, a checkbox for "Anonymous" listing, and a "Donor Signature" field. The "Donor Signature" field is highlighted with a red rectangle. Below it is the "Information from the Institution about Your Donation" section with fields for Recipient Institution, (EIN) Employer Identification Number, Address, and City, State, Zip. A "GET STARTED" sidebar on the right provides instructions for the fillable PDF form.

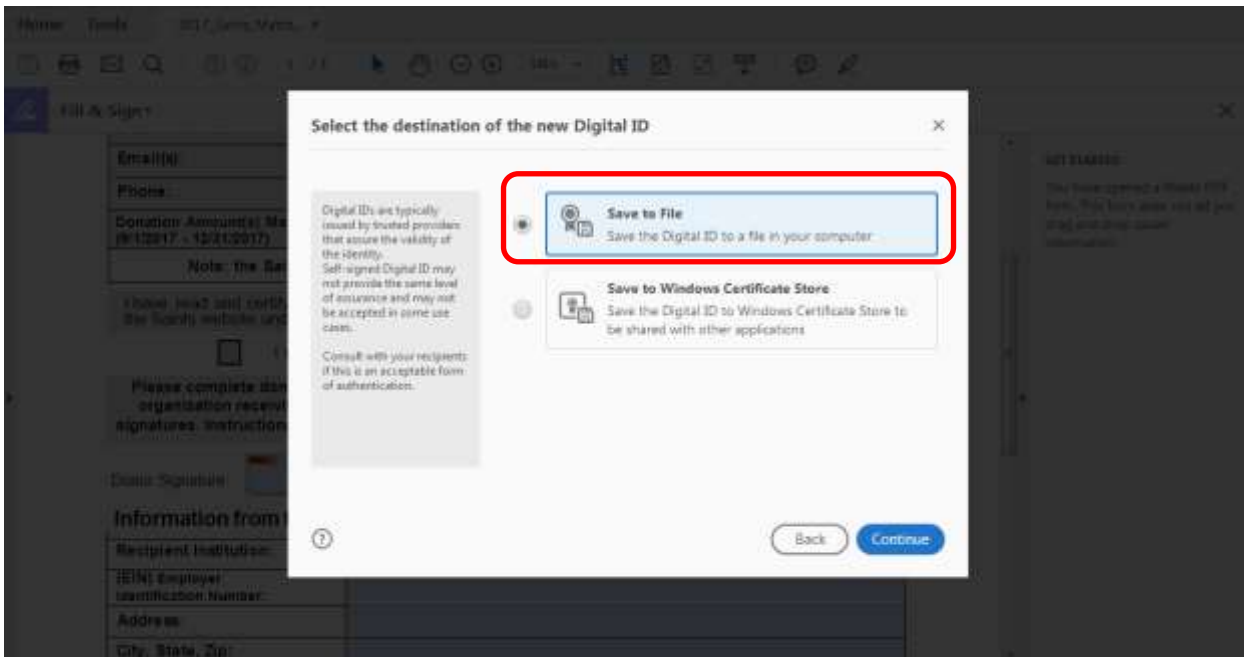
## Click Configure Digital ID

This screenshot is similar to the previous one, but a "Digital ID Configuration Required" dialog box is open over the signature field. The dialog box contains the text: "This signature field requires a digital signature identity. Would you like to configure one now?". It has three buttons: "Help", "Configure Digital ID" (which is highlighted with a red rectangle), and "Cancel". The background form is partially obscured by the dialog box.

Click *Create a new Digital ID* and click *Continue*



Click *Save to File* then click *Continue*



Fill in the *Name*, *Organization Name*, and *Email Address* fields and click *Continue*

Create a self-signed Digital ID

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: Neil Stark

Organizational Unit: Enter Organizational Unit

Organization Name: The Warden of the North Company

Email Address: Neil.Stark@Winterfell.com

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Enter a password into the *Password* and *Confirm the password* fields and click *Save*.  
You can leave the *Your Digital ID will be saved at the following location* field as it is.

Save the self-signed Digital ID to a file

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 :

C:\Users\jrcs283\AppData\Roaming\Adobe\Acrobat\DI Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

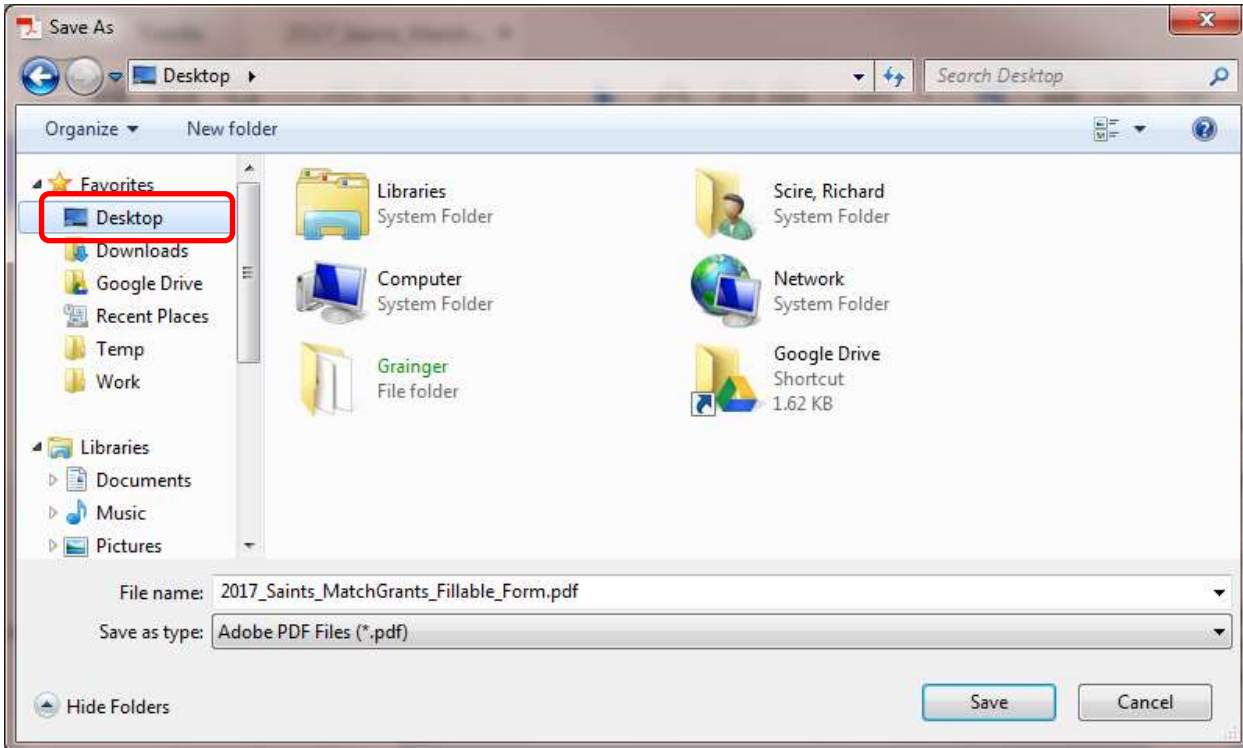
Click *Continue*

The screenshot shows a dialog box titled "Sign with a Digital ID" with 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:" followed by a "Refresh" button. A single digital ID is listed: "Ned Stark (Digital ID file)" with a document icon and a lock icon. Below the name, it says "Issued by: Ned Stark, Expires: 2022.07.27". To the right of this entry is a "View Details" link. At the bottom left is a help icon (?). At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

Enter the password that you created earlier and click *Sign*

The screenshot shows a document viewer with a "Sign as 'Ned Stark'" dialog box overlaid. The dialog box has a title bar with a close button (X). It features a "Create" button in the top right. The main content area displays "Ned Stark" in large text, a red signature scribble, and the text "Digitally signed by Ned Stark" and "Date: 2017.07.27 12:07:03 -05'00'". Below this, there is a checkbox for "Lock document after signing" and a "View Certificate Details" link. A "Review" button is also present. At the bottom, there is a password input field (highlighted with a red rectangle), a "Back" button, and a "Sign" button. The background document shows fields for "Email", "Phone", "Donation Amounts", and "Information from Recipient Institution".

## Select Desktop and click Save



## Your document has been digitally signed

