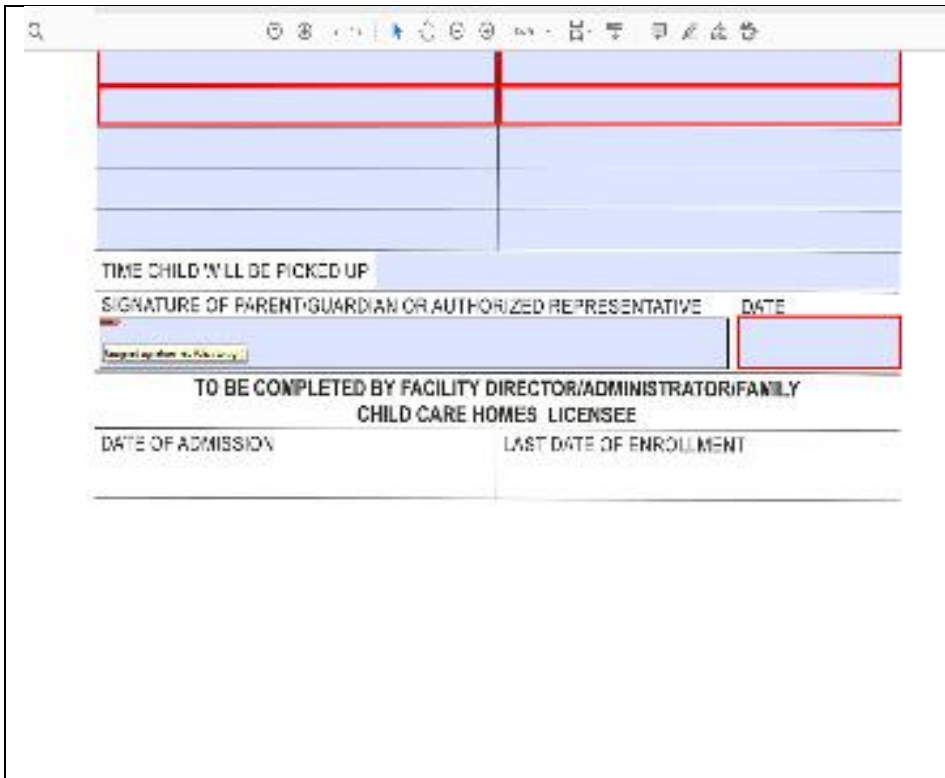


## Creating an E-Signature in Adobe Reader (if you do not already have one)

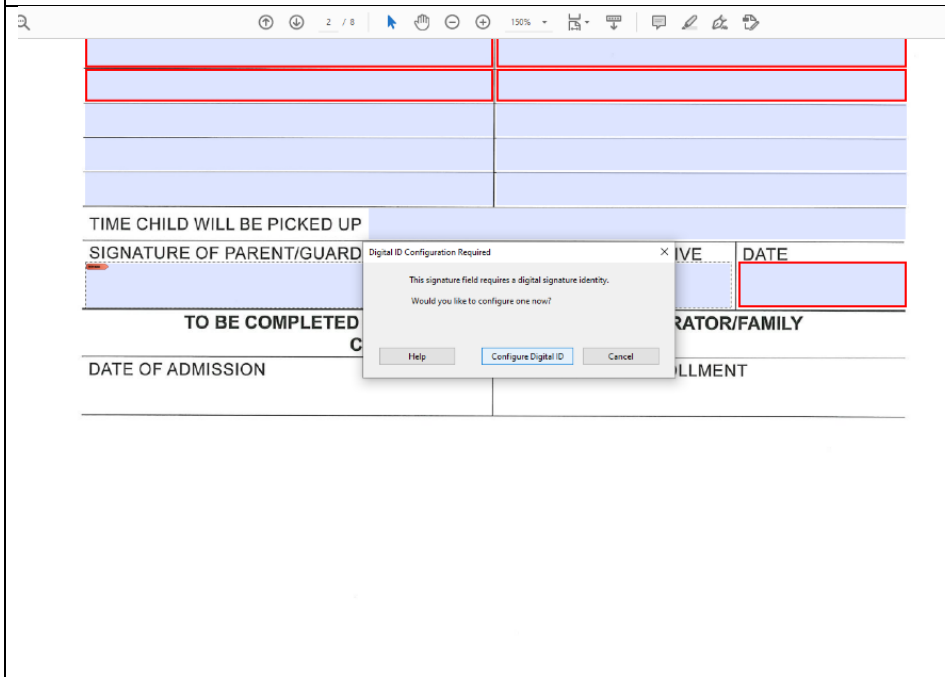
Please make sure that you have the most recent version of Adobe Reader downloaded on your computer. You can download it for FREE here: <https://get.adobe.com/reader/> (Note: you do not need any of the additional programs with check boxes next to them)



The screenshot shows the Adobe Reader interface with a form open. The form contains several fields: "TIME CHILD WILL BE PICKED UP", "SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE", "DATE", "TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE", "DATE OF ADMISSION", and "LAST DATE OF ENROLLMENT". A red arrow points to the signature box, which is currently empty.

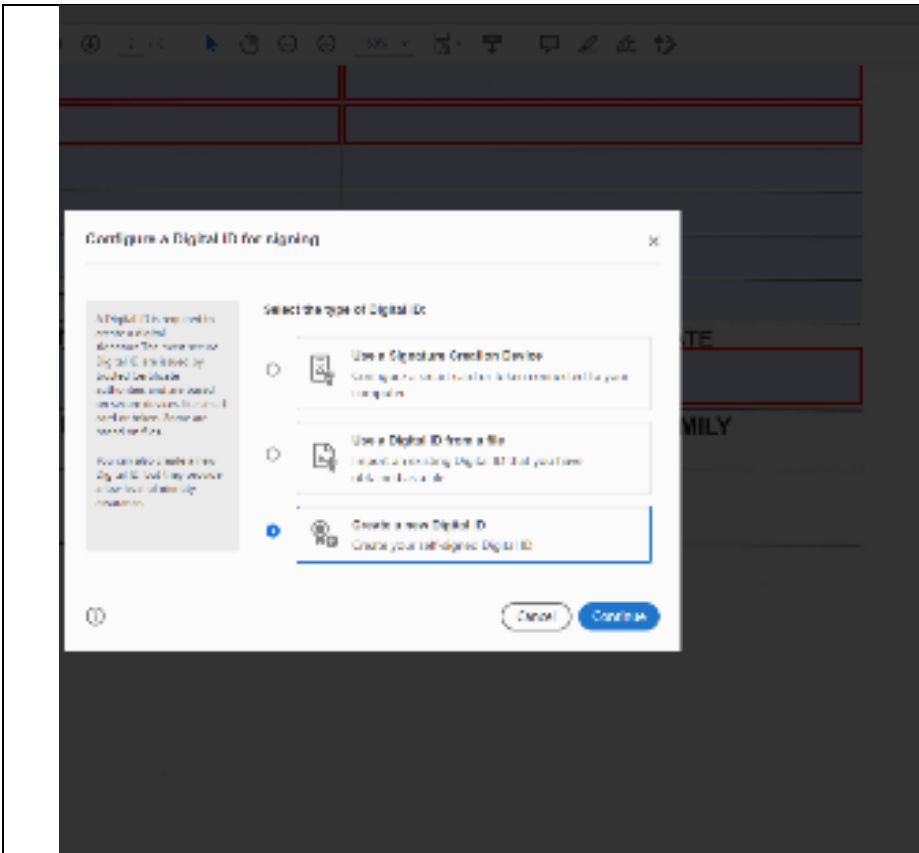
### Step One:

Click on the signature box where indicated with the red arrow

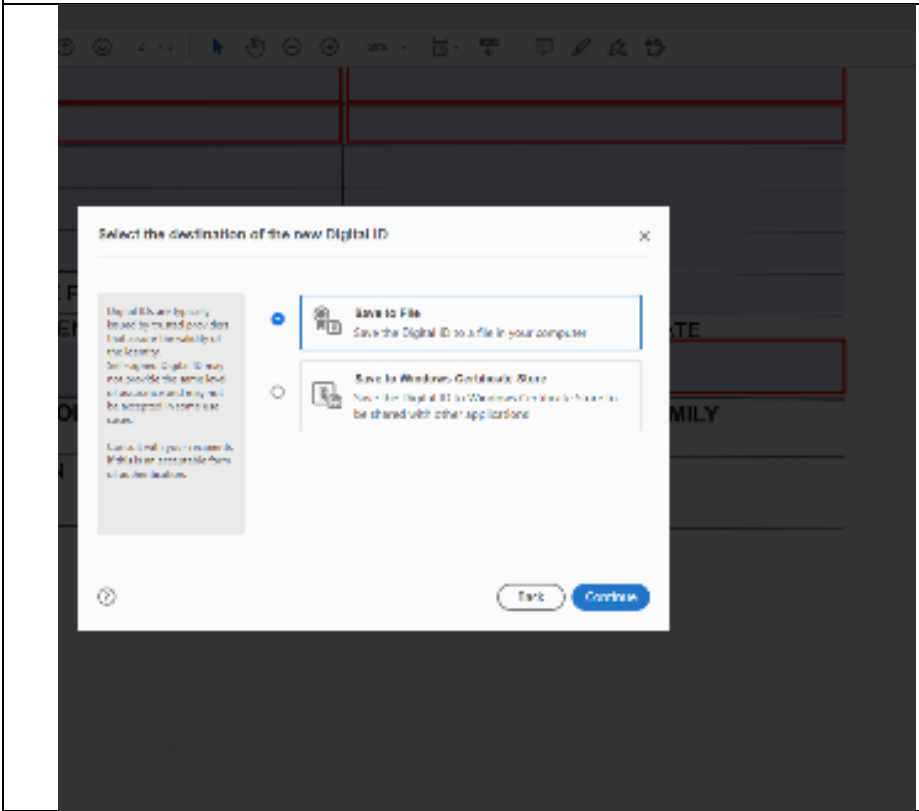


The screenshot shows the Adobe Reader interface with the same form as in the previous image. A red arrow points to the signature box. A dialog box titled "Digital ID Configuration Required" is open over the signature box. The dialog box contains the text: "This signature field requires a digital signature identity. Would you like to configure one now?" and has three buttons: "Help", "Configure Digital ID", and "Cancel".

### Step Two: Select "Configure Digital ID"



Step **three**: Select “Create a New Digital ID”



Step **four**: Select “Save to File”

**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]

Step **five**: Enter information for at least the boxes highlighted in **red** (name and email)

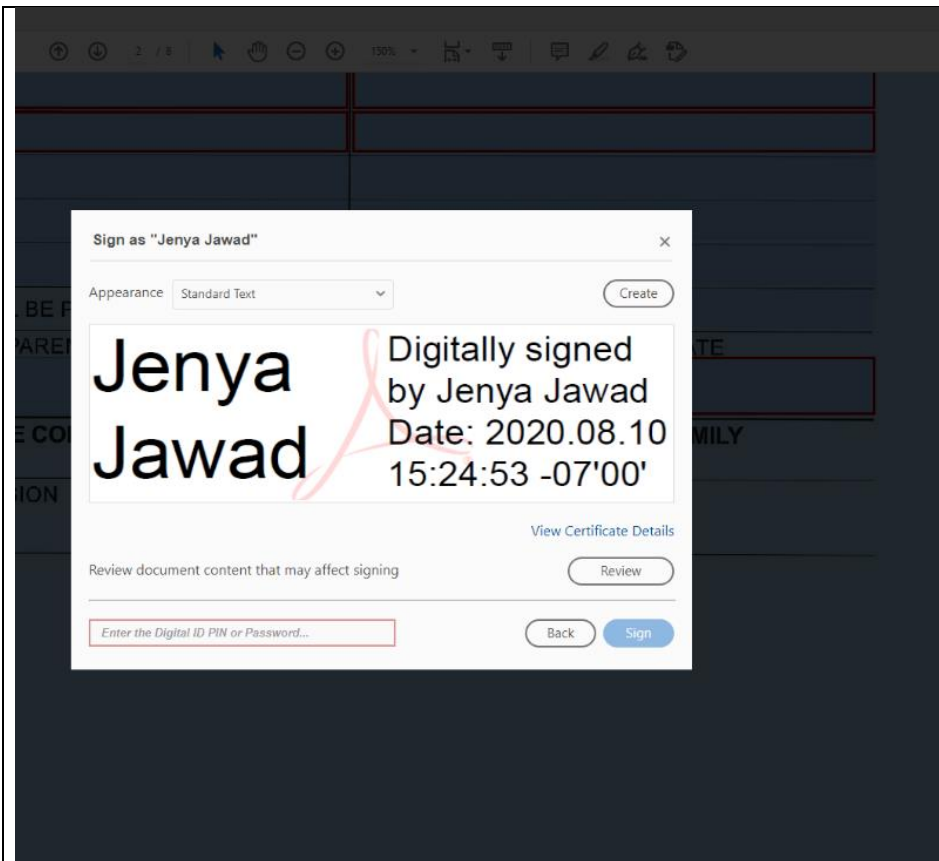
**Sign with a Digital ID** [X]

Choose the Digital ID that you want to use for signing: [Refresh]

- Jenya Jawad (Digital ID file)** [View Details]  
Issued by: Jenya Jawad. Expires: 2025.08.10

[?] [Configure New Digital ID] [Cancel] [Continue]

Step **six**: create a password and then select "continue"



Step **seven**: enter your password and click "sign".

**Please note**, you will need to save the document each time you sign each section of the form (5 times).