## **QUICKSTART GUIDE FOR FILLING OUT PDFS**

The following hyperlink has an in-depth how-to-guide on how to digitally sign a PDF document.

https://helpx.adobe.com/acrobat/using/fill-and-sign.html

The abridged version is as follow:

1. Download the Adobe PDFs Parent Permission form on our website.

2. Open the PDF Parent Permission form in Adobe Acrobat or Adobe Reader (you can download it for free here <a href="https://getadobe.com/reader/">https://getadobe.com/reader/</a> and remember to unselect the option offers for McAfee if you do not want them) You must open the document in Adobe Acrobat or Adobe Reader.

3. You will click on the blue highlighted signature field at the bottom of the document and either:

- a. Insert your digital signature
- b. Create a digital signature (see below)

Sign with	n a Digital ID		×
Choose the	e Digital ID that you	u want to use for signing:	Refresh
	Issued by:	(Digital ID file) • Expires: 2025.03.26	View Details
	Issued by:	(Digital ID file) Expires: 2025.03.24	View Details
(?)		Configure New Digital ID	Cancel Continue

1. Select (Configure New Digital ID)

## Configure a Digital ID for signing Select the type of Digital ID: A Digital ID is required to create a digital signature. The most secure Use a Signature Creation Device Digital ID are issued by ā 0 trusted Certificate Configure a smart card or token connected to your authorities and are based computer on secure devices like smart card or token. Some are based on files. Use a Digital ID from a file L 0 You can also create a new Import an existing Digital ID that you have Digital ID, but they provide obtained as a file a low level of identity assurance. Create a new Digital ID 0 Create your self-signed Digital ID ? Continue Cancel

×

## 2. Select (Create a New Digital ID) and then select (Continue).

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Digital IDs are typically issued by trusted providers that assure the validity of the identity.	•		Save to File Save the Digital ID to a file in your computer
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.	0	(P) (P) (P) (P) (P) (P) (P) (P) (P) (P)	Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications
Consult with your recipients if this is an acceptable form of authentication.			
2			Back Continue

3. Select (Save to File).

Enter the identity	Name	Enter Name	
creating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit	
Digital IDs that are self-	Organization Name	Enter Organization Name	
signed by individuals do not provide the assurance that the identity information is	Email Address	Enter Email	
valid. For this reason they may not be accepted in	Country/Region	US - UNITED STATES	~
some use cases.	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures	~
	Email address is not va	lid	
0		Back	Continue

4. Enter the appropriate data for each section and select (Continue).

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.	Apply a password to protect the Digital ID: Confirm the password:

5. Your computer will probably auto-fill the "Save Location" for your Digital Signature. If you want to save it in a different location, select (Browse). Enter in a password for your signature. Confirm the password. Select (Save). You now have a Digital Signature.