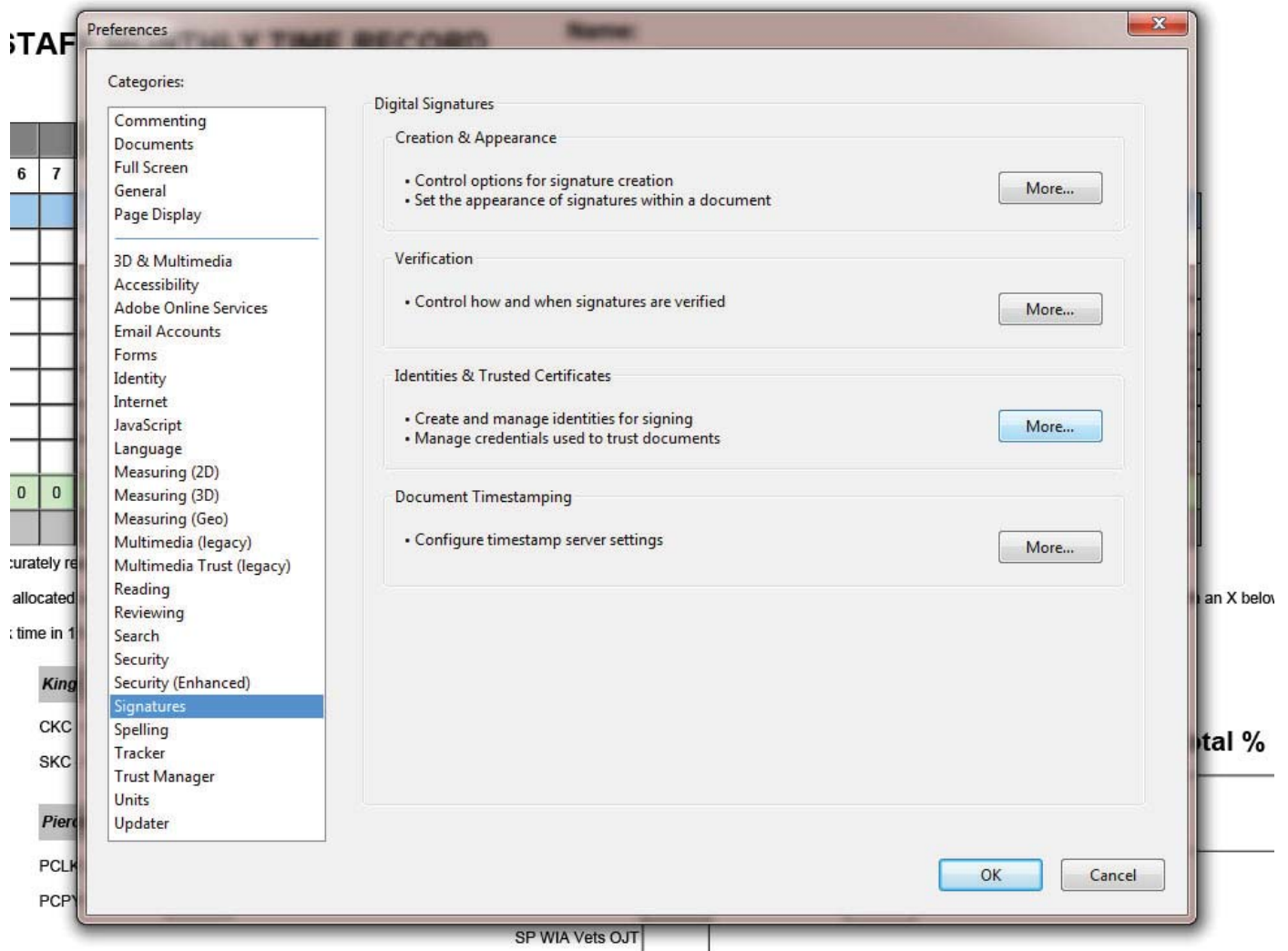


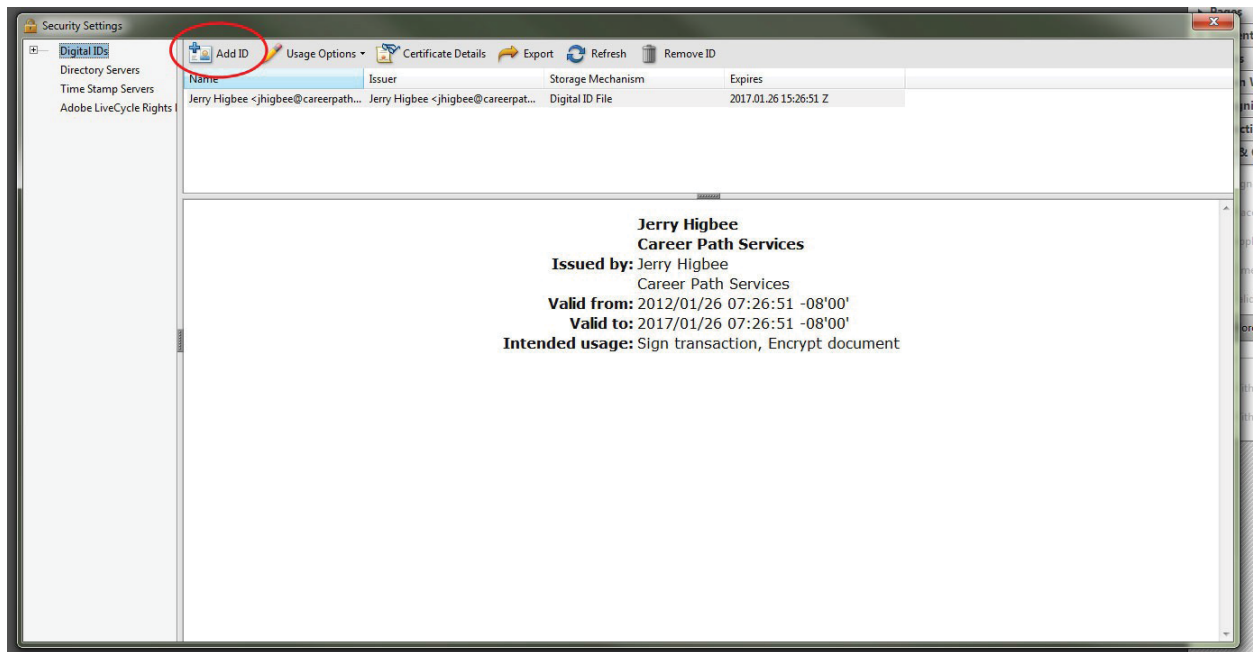
How To Create A Digital Signature And Sign A Document With Adobe Reader XI

- (2) Choose 'Signatures' from the 'Categories:' menu on the left. Next to the 'Identities & Trusted Certificates', click 'More..'

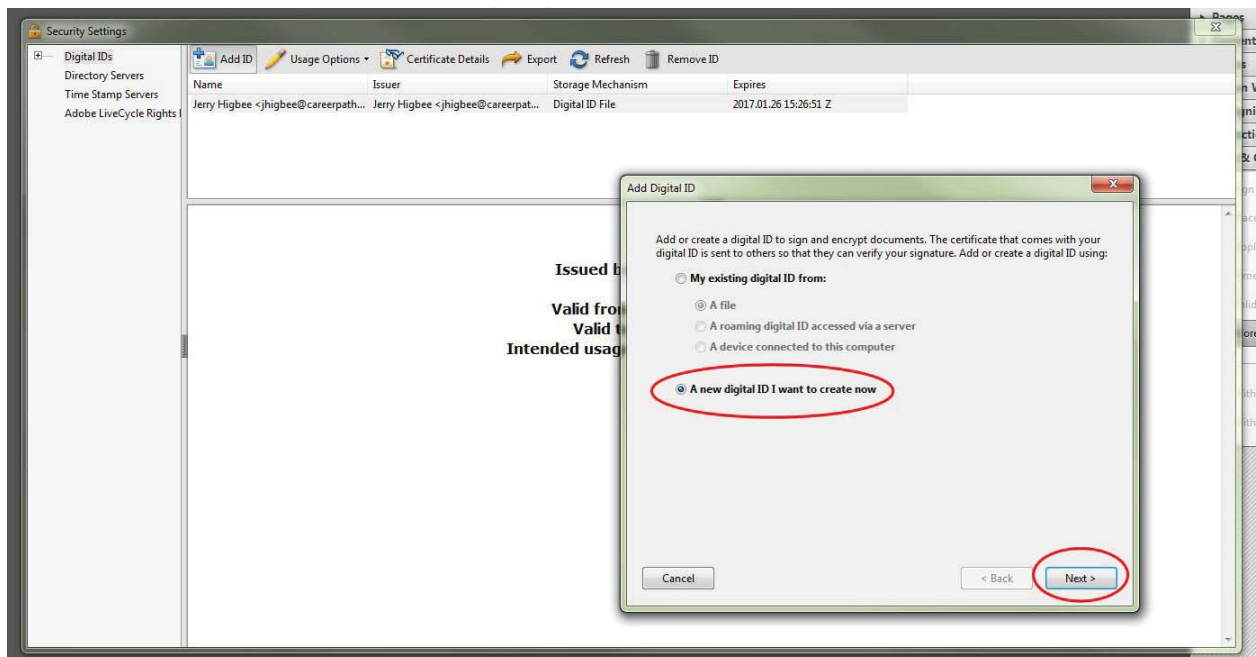


Supervisory Approval
I certify that the above hours accurately represent this employee's working hours and leave time, and that authorization was given for any leave taken during

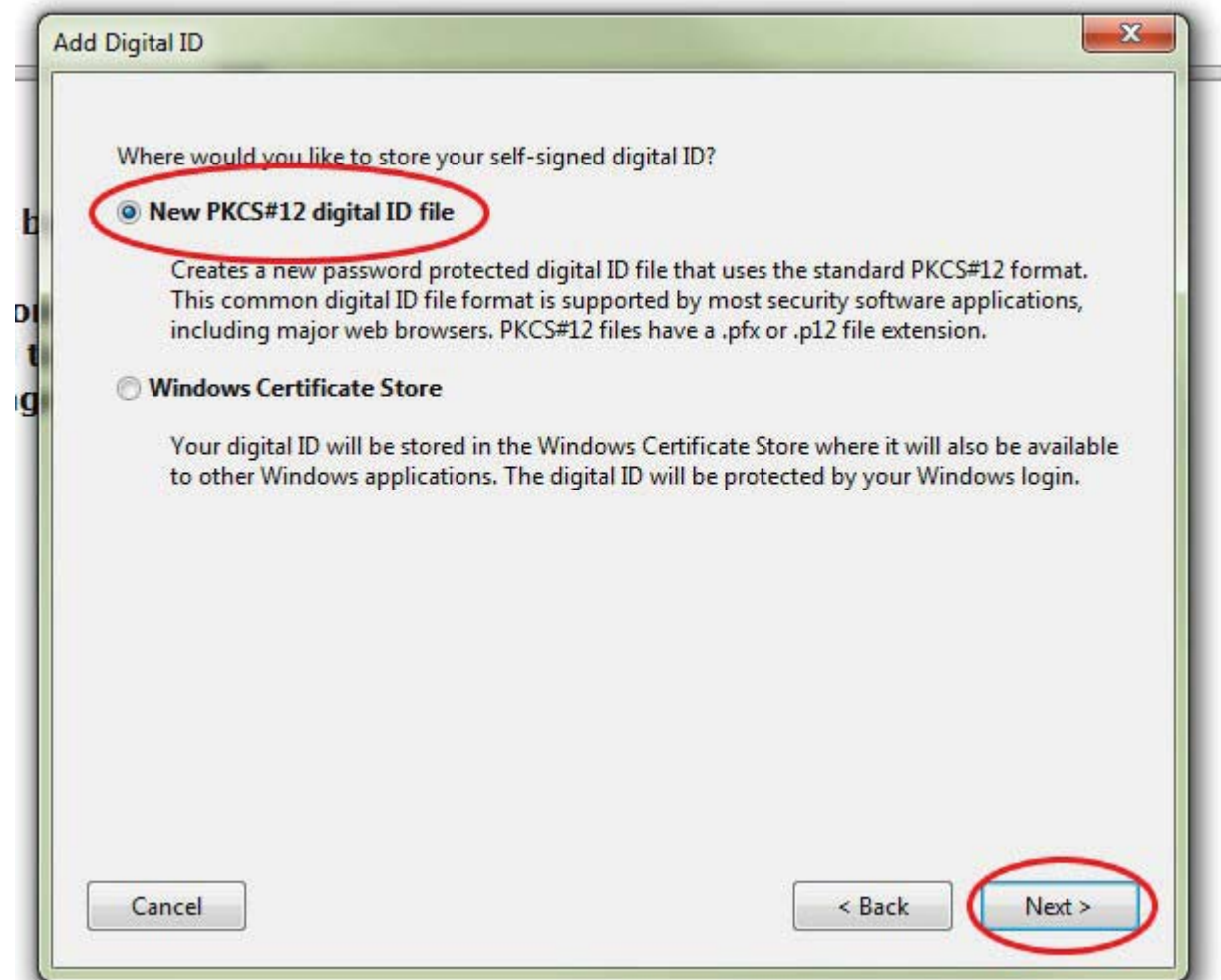
(3) Click 'Add ID' as show below.



(4) Select 'A new digital ID I want to create now. Click Next.



(5) Ensure 'New PKCS#12 digital ID file' is selected. Click Next.



- (6) Fill out the highlighted portions of the window below using the instructions provided in red. Do not change *Country/Region*, *Key Algorithm*, or *Use digital ID for*. Click Next.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Enter your first and last name.

Organizational Unit: e.g. WorkSource, Admin Team, etc.

Organization Name: Enter the company you work for.

Email Address: Enter your email address

Country/Region:

☐ Enable Unicode Support

Key Algorithm:

Use digital ID for:

- (7) Choose a password for your digital signature. If you forget this password, you will have to create a new digital signature. There is no password recovery mechanism when you lose the password for your digital signature. Click Finish.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

\\Users\\jhigbee\\AppData\\Roaming\\Adobe\\Acrobat\\10.0\\Security\\JohnDoe.pfx

Password:

■■■■ Not Rated

Confirm Password: