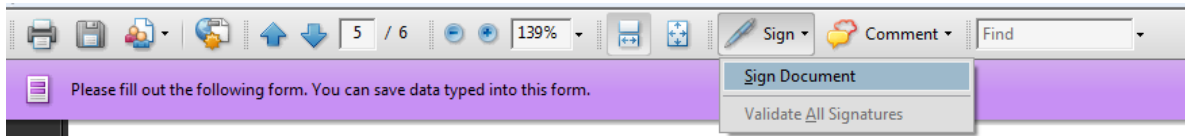


How to Complete On-Line Form with Signature Image in Self-Signed Digital Id

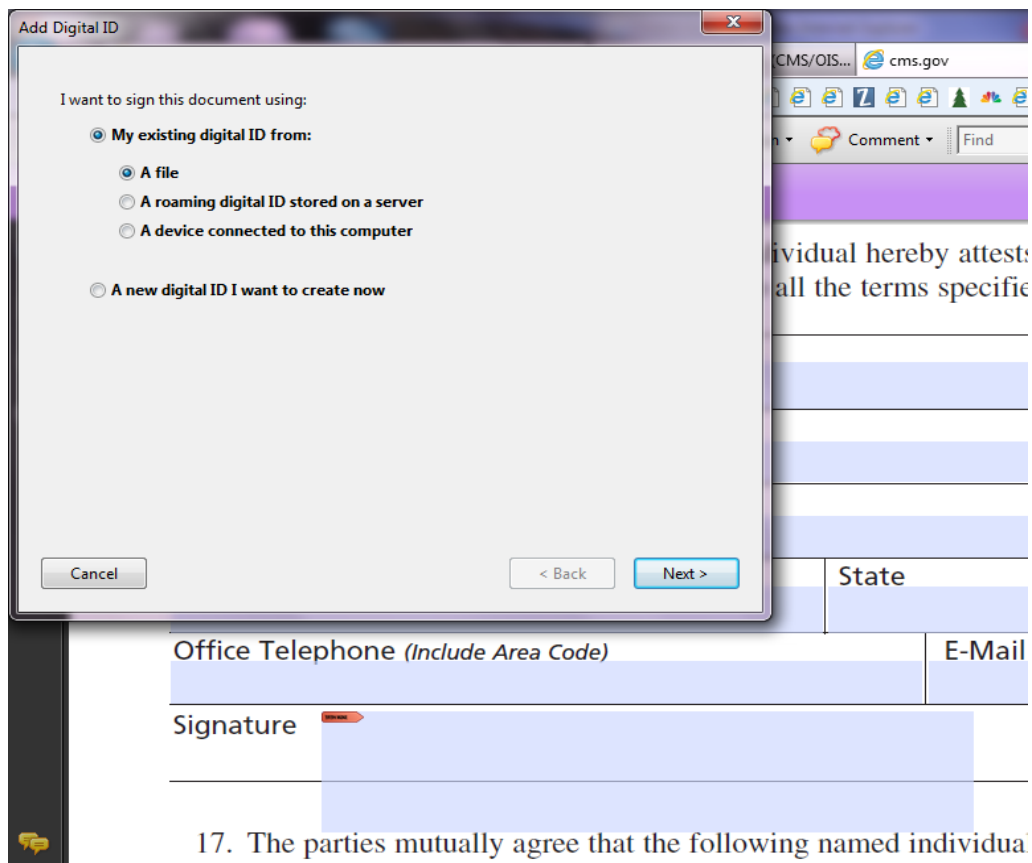
- 1) References
 - a) Tutorial - Creating a Self-Sign Digital ID with Adobe [Acrobat Pro X](#) (runtime 5:19)
 - b) "Sign Here..." Getting Started with Electronic Signatures in [Adobe](#)
- 2) Complete the fillable-form on-line [CMS DUA Forms](#) and www.cms.gov/Privacy
- 3) From the "Tasks" toolbar, select Sign > Sign Document, figure 1

Figure 1



- 4) Using the mouse, click and drag a square in the signature block of the form, if you do not have any digital IDs in your certificate store, the "Add Digital Id" window will appear, figure 2

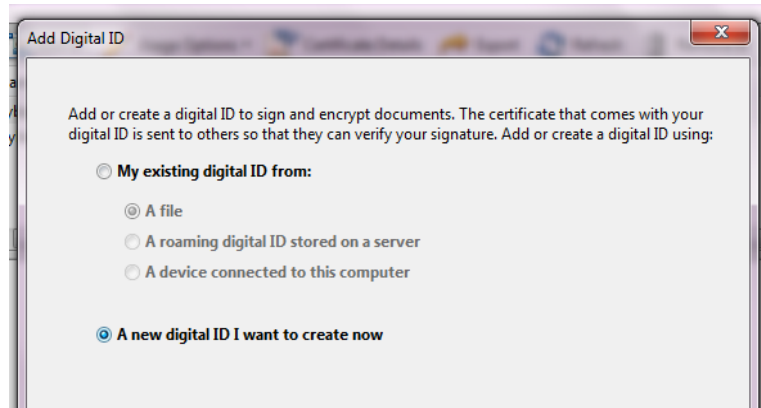
Figure 2



How to Complete On-Line Form with Signature Image in Self-Signed Digital Id

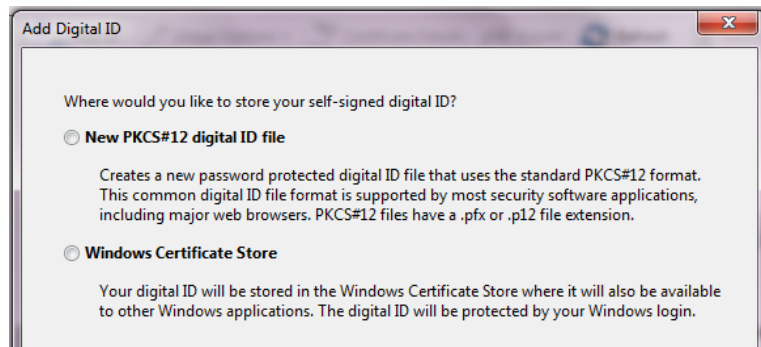
- 5) In the Add Digital Id window, select **A new digital Id I want to create now**, figure 3

Figure 3



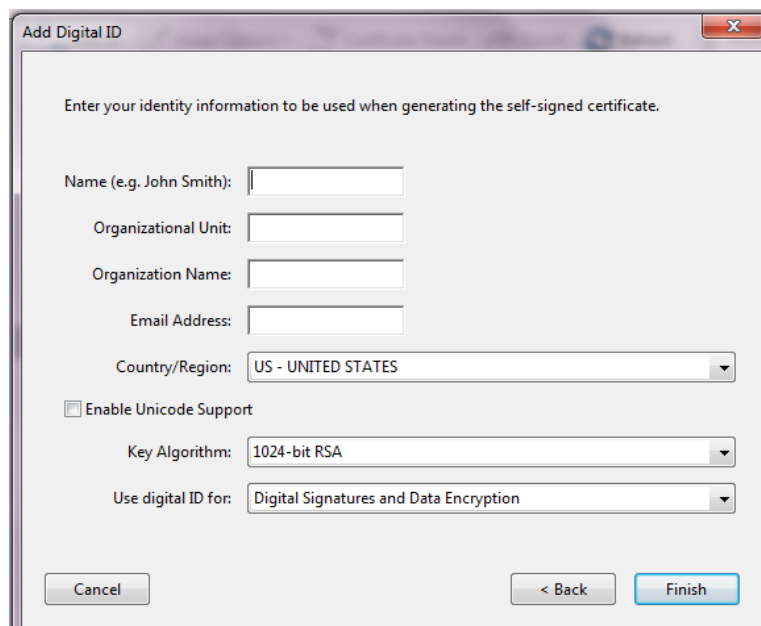
- 6) In the Add Digital Id window, select **the location where you would like to store your self-signed digital Id**, figure 4

Figure 4



- 7) In the Add Digital Id window **enter your identity information**, figure 5

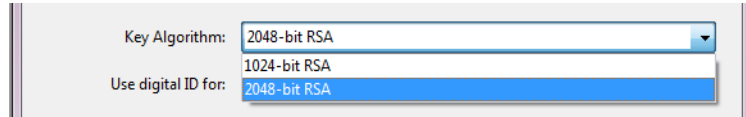
Figure 5



How to Complete On-Line Form with Signature Image in Self-Signed Digital Id

- 8) Select 2048-bit RSA in the Key Algorithm drop-down, figure 6

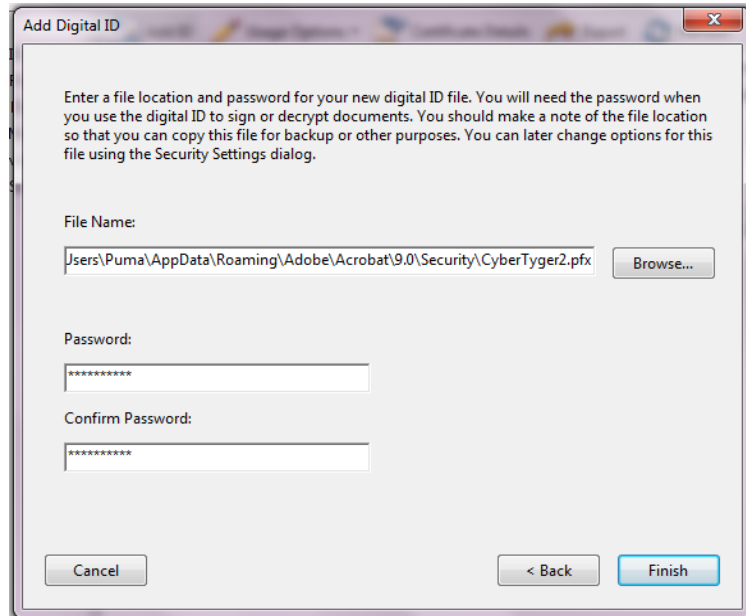
Figure 6



Key Algorithm: 2048-bit RSA
Use digital ID for: 2048-bit RSA

- 9) Enter the file location and password for the digital Id file

Figure 7



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:
J:\Users\Puma\AppData\Roaming\Adobe\Acrobat\9.0\Security\CyberTyger2.pfx Browse...

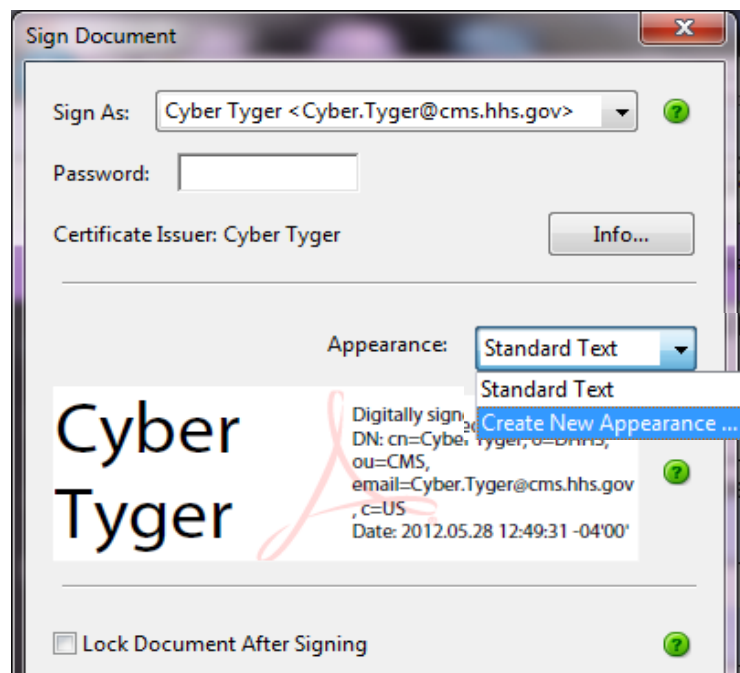
Password:

Confirm Password:

Cancel < Back Finish

- 10) The "Sign Document" window reappears, from the "Appearance" drop-down, select Create New Appearance, figure 8

Figure 8



Sign Document

Sign As: Cyber Tyger <Cyber.Tyger@cms.hhs.gov> ?

Password: *****

Certificate Issuer: Cyber Tyger Info...

Appearance: Standard Text
Standard Text
Create New Appearance ...

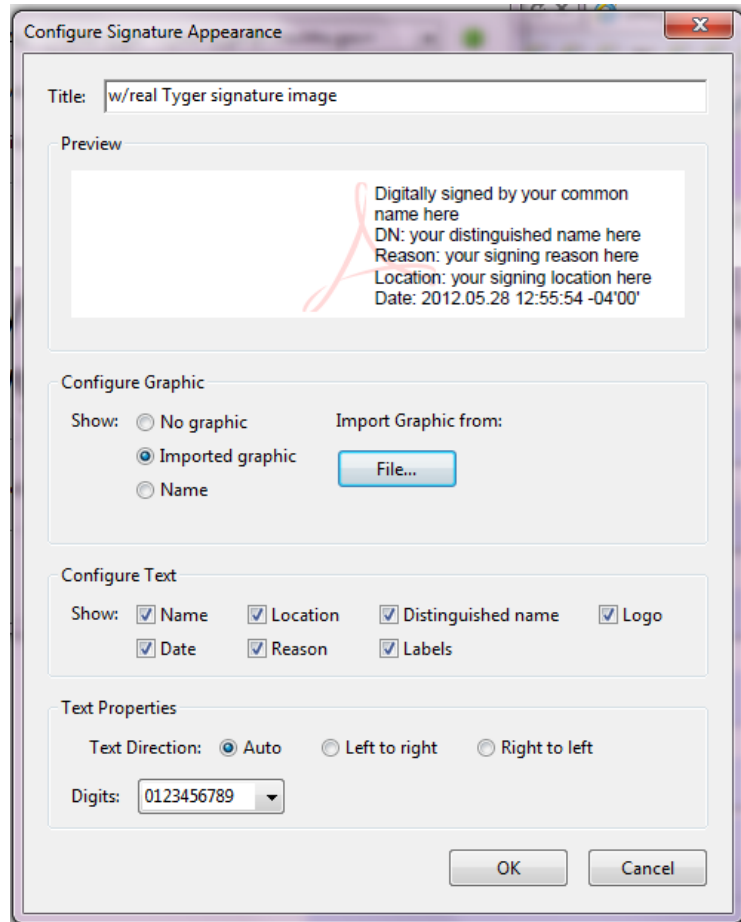
Cyber Tyger Digitally signed by Cyber Tyger, DN: cn=Cyber Tyger, o=HHS, ou=CMS, email=Cyber.Tyger@cms.hhs.gov, c=US
Date: 2012.05.28 12:49:31 -04'00'

Lock Document After Signing ?

How to Complete On-Line Form with Signature Image in Self-Signed Digital Id

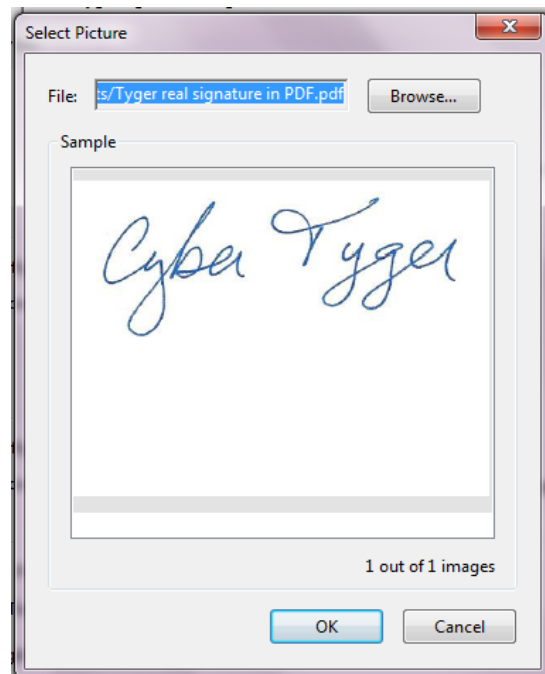
11) In the “Configure Signature Appearance” window, select Import graphic, File, figure 8

Figure 8



12) Select the file location of your signature image, figure 9

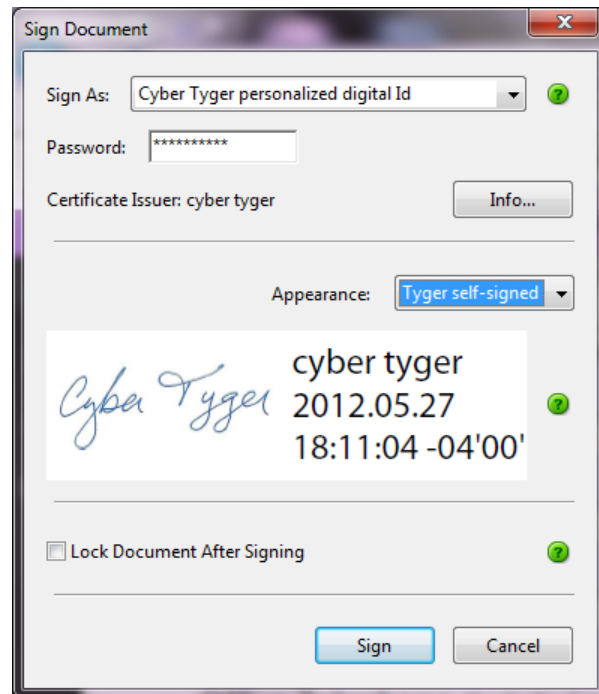
Figure 9



How to Complete On-Line Form with Signature Image in Self-Signed Digital Id

13) Enter the password, do NOT check the “Lock Document After Signing” box, figure 10

Figure 10



14) The signature and text must be clearly legible, figure 11a & 11b & 11c

Figure 11a

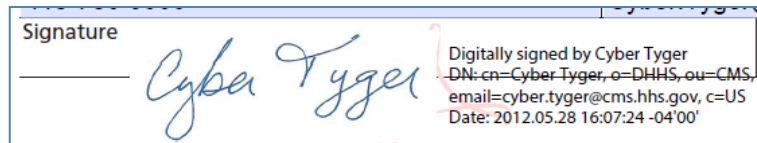


Figure 11b

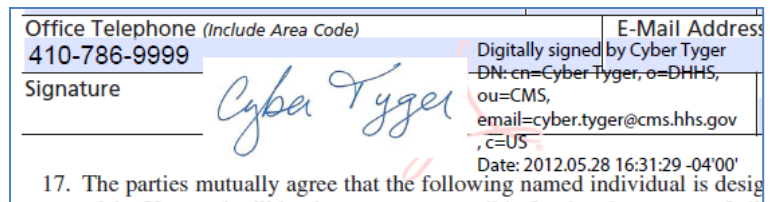


Figure 11c

