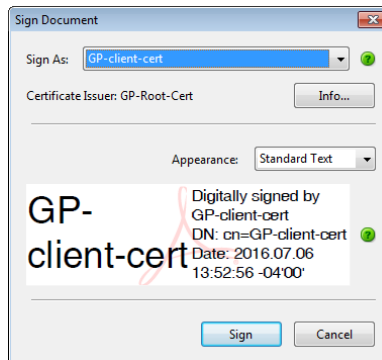


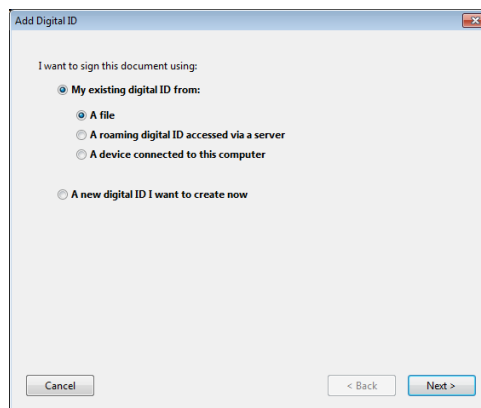
PDF Electronic Signature Setup Instructions

The first time you electronically sign a fillable pdf form, you will be asked to set up your electronic signature. Selecting the signature field will begin the simple five-step process.

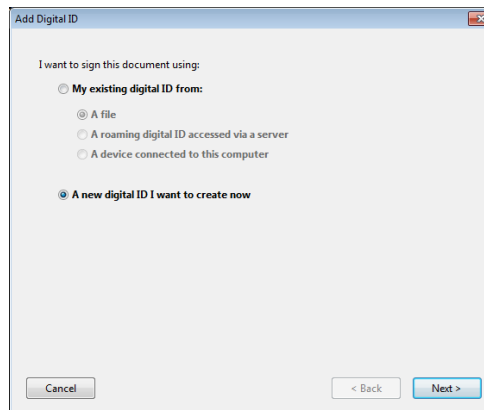
1. On the first screen, verify that “GP-client-cert” and “Standard Text” are selected and then click “Sign.”



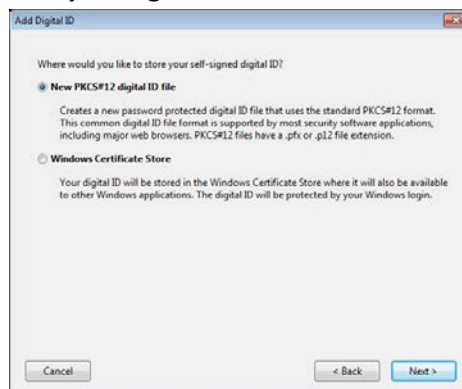
2. You will automatically be directed to the next screen which you need to change from this:



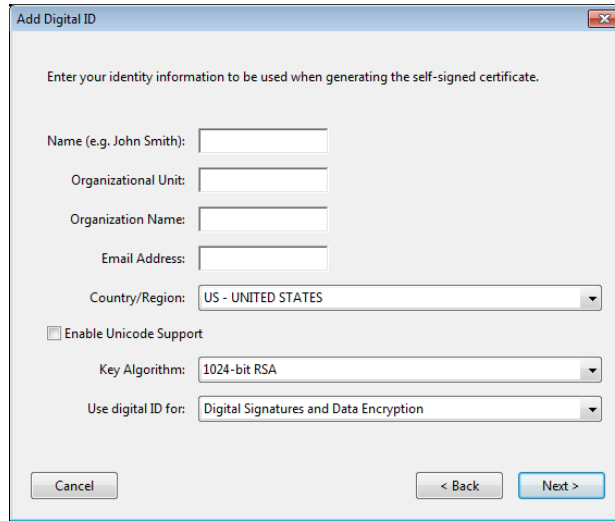
to “A new digital ID I want to create now” and click “Next.”



3. On the next screen, choose to store your signature in “New PKCS#12 digital ID file” and click “Next.”

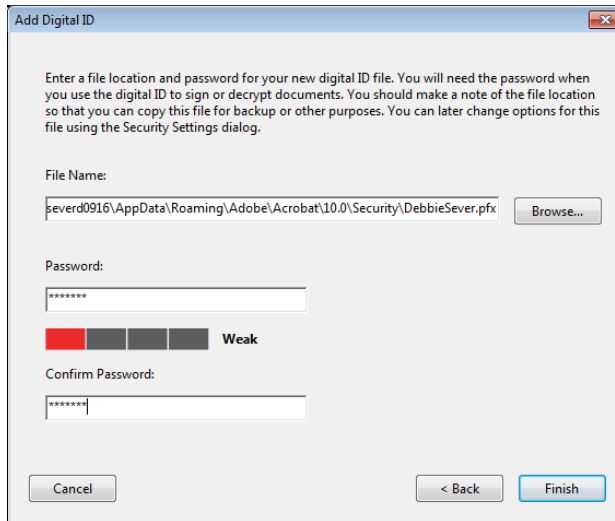


4. Once you have chosen your signature storage location, you will be asked to input your personal information. Do not change the “Key Algorithm” or “Use digital ID for:” fields.



The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", "Email Address:", and "Country/Region:" (a dropdown menu currently showing "US - UNITED STATES"). There is a checkbox for "Enable Unicode Support" which is unchecked. Below that are two more dropdown menus: "Key Algorithm:" (showing "1024-bit RSA") and "Use digital ID for:" (showing "Digital Signatures and Data Encryption"). At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

5. On the final screen, you may use the default location or choose a location familiar to you for your new digital ID file. It is important to make a note of where it is saved. As you will use your password each time you electronically sign a document, choose a password you will remember. Once you have entered and confirmed your password, click finish.



The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for file location and password. The main text reads: "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." Below this are three input fields: "File Name:" (with a text box containing a file path and a "Browse..." button), "Password:" (with a masked text box), and "Confirm Password:" (with another masked text box). Below the password fields is a strength indicator consisting of four colored bars (red, yellow, green, grey) and the word "Weak". At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".