After filling out the SF-180 to the best of your knowledge, you must sign the form in section III.

You can manually sign this form or digitally sign it.

If you digitally sign it, then you must do the following:

1. Click in the box <u>above</u> "Signature Required – Do Not Print". A window will open.



- 2. If you do not have an existing digital signature, click the bubble next to "A new digital ID I want to create now". Then click "Next".
- 3. At the next window, you have 2 options. Recommend you leave it at the bubble that states "New PKCS#12 digital ID file" and then click "Next".



- 4. At the next window:
 - a. Put your first and last name in "Name".
 - b. In "Organizational Unit", put in the town/city that you live in.
 - c. In "Organizational Name", put in your your State.
 - d. Enter your email address in "Email Address".
 - e. Leave "Country/Region" as "US United States", unless it is different.
 - f. Leave "Key Algorithm" as "1024-bit RSA".
 - g. It is recommended that you leave "Use digital ID for" as "Digital Signatures and Data Encryption".
 - h. Click "**Next**".

Add Digital ID		٢.
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Name (e.g. John Smith):	John Smith	
Organizational Unit:	Anytown	
Organization Name:	State	
Email Address:	hn.smith@email.com	
Country/Region:	US - UNITED STATES	
🕅 Enable Unicode Suppo	nt	
Key Algorithm:	1024-bit RSA	
Use digital ID for:	Digital Signatures and Data Encryption	
Cancel	< Back Next >	

- 5. At the next screen:
 - a. Save the "File Name" where it wants to place it.
 - b. Enter a strong password that is easy to remember. The bar will get greener with a good password. You have to enter it twice.
 - c. When completed, click "Finish".

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: Password: Password: Not Rated Confirm Depresed.	D D
File Name: sers (AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSmith.pfx) Browse Password:	I file location and password for your new digital ID file. You will need the password when the digital ID to sign or decrypt documents. You should make a note of the file location t you can copy this file for backup or other purposes. You can later change options for this ng the Security Settings dialog.
sers AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSmith.pfx Browse Password:	ime:
Password:	AppData\Roaming\Adobe\Acrobat\10.0\Security\JohnSmith.pfx Browse
Not Rated	ord:
Carlier Barriert	Not Rated
Confirm Password:	m Password:
Cancel Sack Finish	el Sack Finish

6. The next window will require you to reenter your password. Do not click the box for "Lock Document After Signing" until you are positive that you have entered all of the information correctly on the SF-180. Once you, click "Sign" you cannot change this form again. Please note you can sign without "locking this document".

Sign Document			x
Sign As: John Smith <j Password:</j 	ohn.smith@email.c	:om> 🔻	2
Certificate Issuer: John Sm	nith	Info	
John Smith	Appearance: S Digitally signe DN: cn=John S ou=Anytown, email=john.sm c=US Date: 2015.11 -05'00'	itandard Text d by John Smith Smith, o=State, nith@email.com, .19 13:24:33	•
🔲 Lock Document After S	Signing	(2
	Sign	Cancel	

7. The computer now wants you to title the document and save it. Pick a file and file name, and click "Save".

Save As				
Save in:	🐌 Veterans	•	G 🤌 📂 🛄 🕶	
Recent Places Desktop Libraries	Aame Aame Aame Aame Aame Aame Aame Aame	cense ctor Info	Date modified 1/21/2015 9:20 AM 1/20/2015 3:58 PM 1/20/2015 3:38 PM 11/19/2015 12:48 3/3/2015 1:53 PM 4/16/2015 1:33 PM	Type Adobe Acro Adobe Acro Adobe Acro Adobe Acro Adobe Acro
Network	File name: SF-180a) Save as type: Adobe PDF F	III iles (*.pdf)	•	Save Cancel