

CREATING A DIGITAL SIGNATURE



**North Carolina
Outward Bound**

You can electronically sign all NCOB forms with the exception of the Participant Acknowledgement and Assumption of Risks and Liability Release and Indemnity Agreement.

To create a digital signature for your forms, follow these directions:

1. Click on the Applicant Signature field (the orange arrow that reads “sign here”)

The screenshot shows a Adobe Acrobat Pro window with a document titled "2013-2014 Adult.pdf". The document contains text about medical treatment and evacuation delays, followed by fields for "Applicant Signature" and "Parent/Guardian Signature". Below these fields is a note about age restrictions for medical records. The window has a standard toolbar at the top and a status bar at the bottom.

and treatment to Outward Bound. I understand that I (or my child) may be in remote areas, especially where communication, transportation, or evacuation is subject to delay. If I (or my child) have a behavioral or psychological condition which is not indicated on the medical form and I (or my child) am forced to leave the program because of that condition, I will forfeit tuition and may be charged a cancellation fee.

Over the years, many students with a variety of medical and psychological difficulties have successfully participated in the program despite these conditions. Failure to disclose such information could result in serious harm to you and to the program.

Applicant Signature _____

Parent/Guardian Signature _____

(if the applicant is under the age of 18 or if participant lives in Alabama or Nebraska or Mississippi and is under the age of 21)

PARTICIPANT MEDICAL RECORD - COPYRIGHT WILDERNESS MEDICAL ASSOCIATES INC.

MEDICAL RECORD - ADULT - PAGE 1

2. The “Add Digital ID” dialog box will open.

The screenshot shows the "Add Digital ID" dialog box. It asks the user how they want to sign the document. The "My existing digital ID from:" section is visible, with options for "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer". The "A new digital ID I want to create now" option is selected and highlighted with a red border. At the bottom, there are "Cancel", "< Back", and "Next >" buttons.

I want to sign this document using:

My existing digital ID from:

A file
 A roaming digital ID accessed via a server
 A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

3. If you have an existing Digital ID, Acrobat Reader or Acrobat should recognize it and you can skip the rest of this tutorial.
4. If you need to create a new Digital ID, select the “A new digital ID I want to create now” radio button and click “Next”.

If you are using Windows, you have two options for creating and saving a digital signature:

Choice 1. “New PKCS#12 digital ID file” or

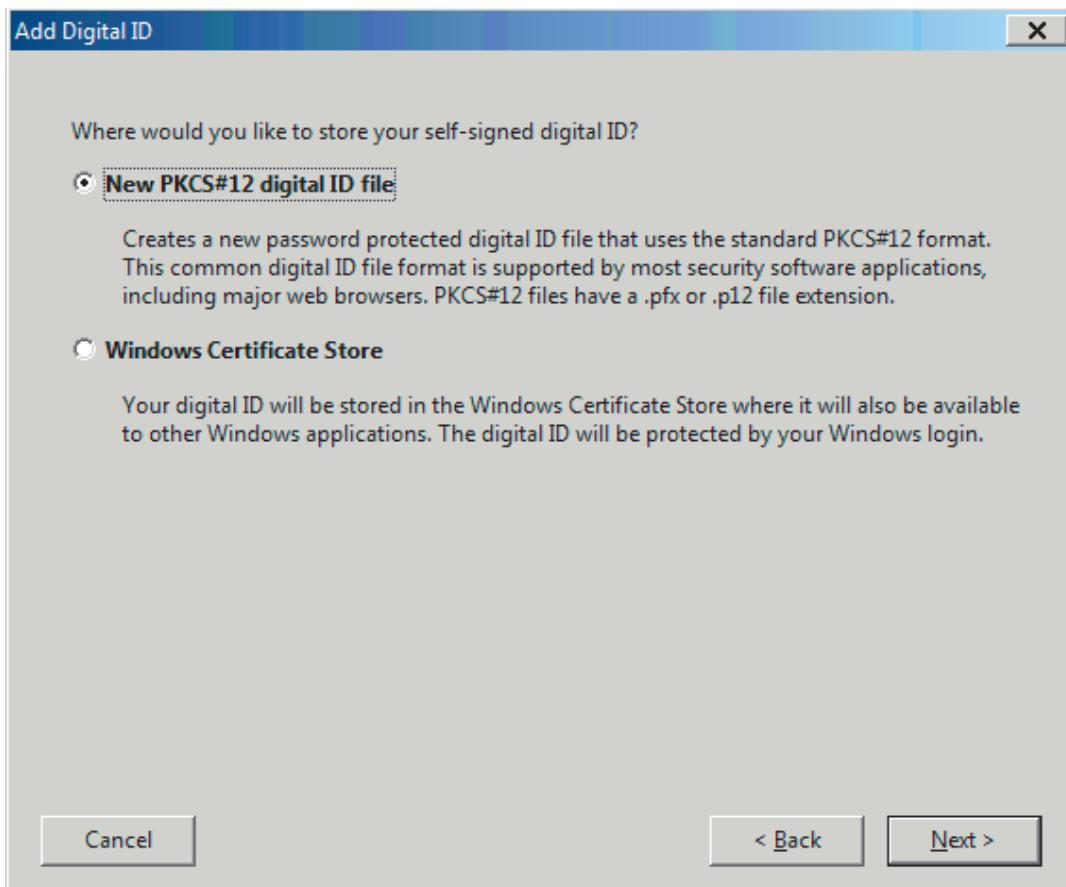
Choice 2. “Windows Certificate Store digital ID file”.

Either option is acceptable.

If you are using a MAC there is no choice to make. You will follow the steps below for the New PKCS#12 digital ID file.

Choice 1. “New PKCS#12 digital ID file”

Using “New PKCS#12 digital ID file” creates a signature saved to your computer and requires you to create a password. Once the signature has been created, it will prompt you to enter your password each time you need to use your signature. NOTE: Remember your password! There is no way to recover the password if forgotten. If you forget it, you will need to create a new digital signature.



1. Select “New PKCS#12 digital ID file”, then, click “Next”.

2. Complete the fields below and click “Next”. There is no need to change the “Key Algorithm”.

Add Digital ID X

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Cancel < Back Next >

3. Type in your password and click “Finish”.

Add Digital ID X

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: Browse...

Password:

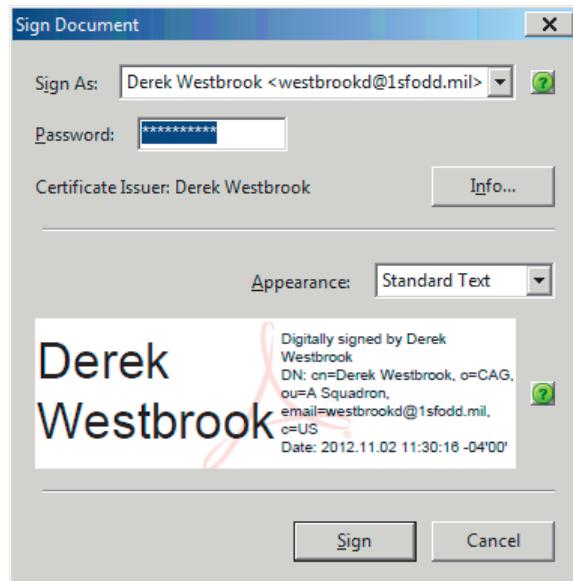
 Medium

Confirm Password:

Cancel < Back Finish

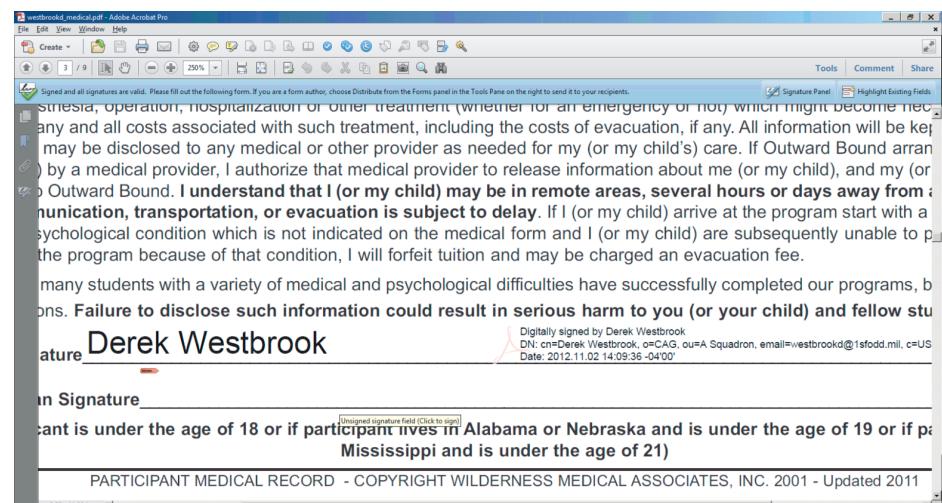
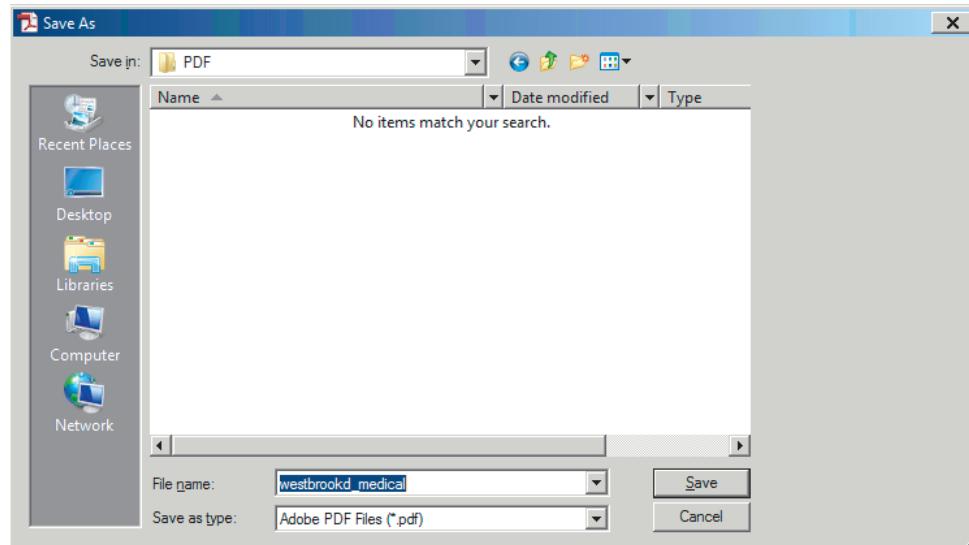
The screen shot on the previous page also shows the filename and folder where your signature is stored. This is the default folder. You can choose to save this file in another folder if you do not want to use the default folder.

4. Enter your password, then click “Sign”. This will prompt you to save your file.



5. Click “Save” to save your file to any folder on your hard drive. After you click save, you will see your digital signature appended to your document.

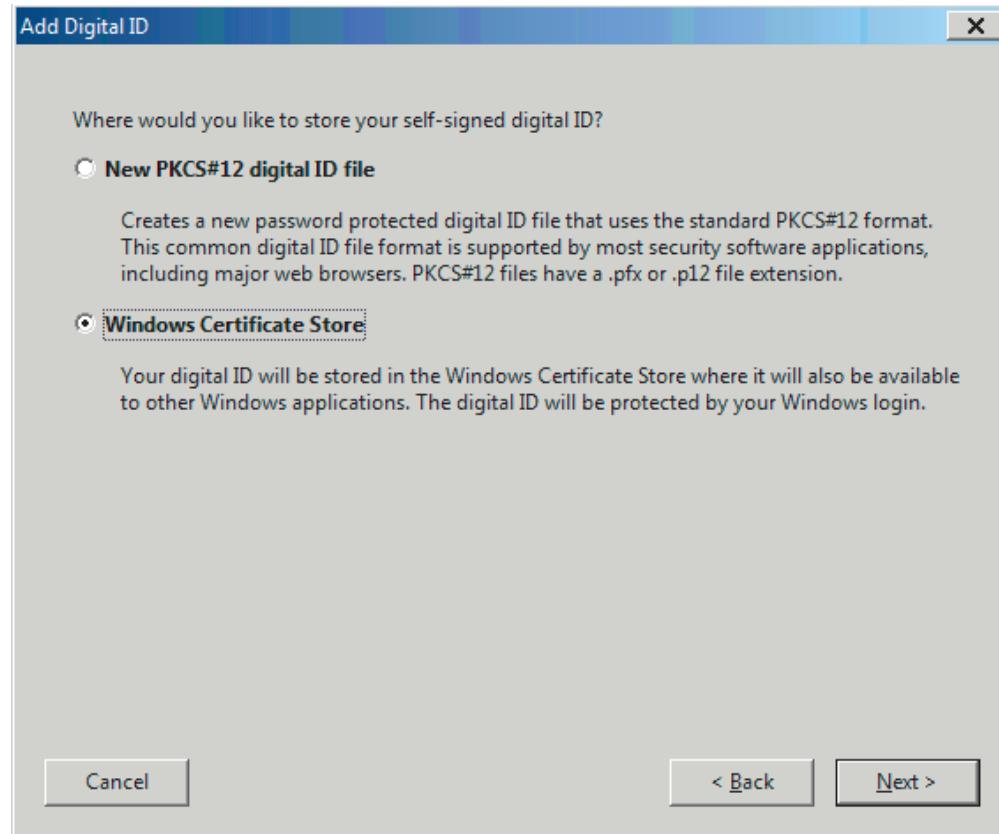
You can use this Digital ID to sign in all other required spaces and in other documents. Click the “sign here” arrow, enter your password and your signature will be appended to the form.



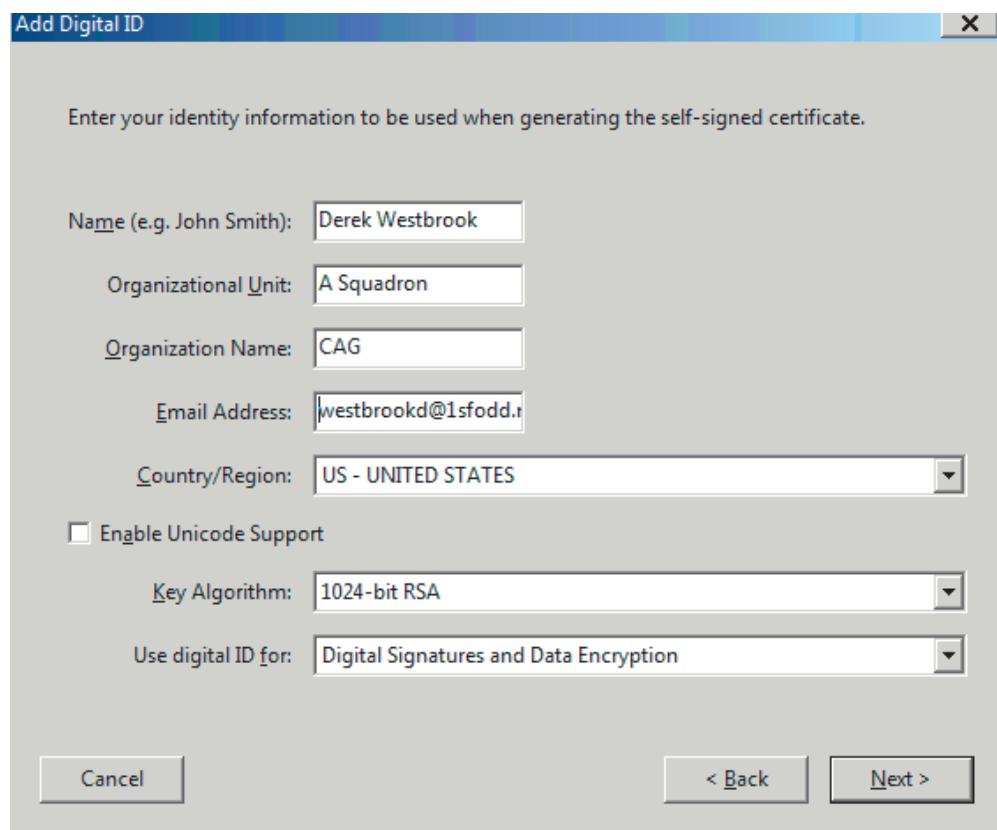
Choice 2 Windows Certificate Store

The second choice is to create your signature using the Windows Certificate Store. When the digital ID is created, it is authenticated with your Windows password and can be used with other Windows applications. If you are logged into your Windows account, you will not have to enter the password when retrieving your digital signature.

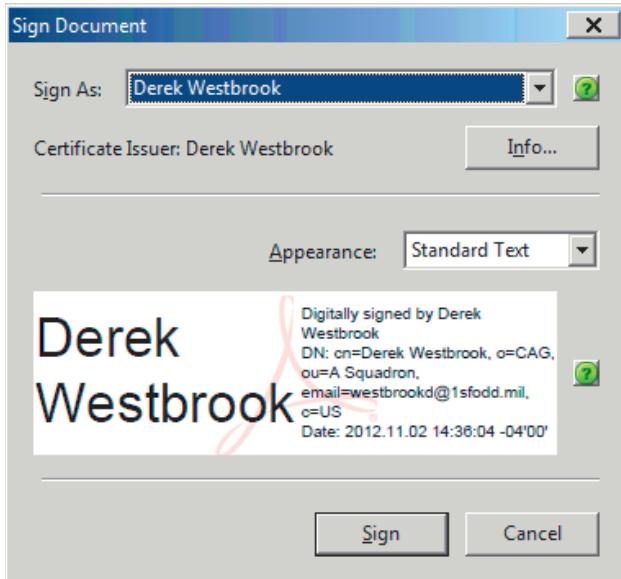
1. Select “Windows Certificate Store”, then, click “Next”.



2. Complete the fields below and click “Next”. There is no need to change the “Key Algorithm”.



3. Click “Sign”. This will prompt you to save your document.



4. Click “Save” to save your file to any folder on your hard drive. After you click save, you will see your digital signature appended to your document.

You can use this Digital ID to sign in all other required spaces and in other documents. Click the “sign here” arrow, then click “Sign” and your signature will be appended to the form.

