



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 PDF form titled "2013-2014 Adult.pdf" in Adobe Acrobat Pro. The form contains several paragraphs of text, including a disclaimer about remote areas and a statement about medical and psychological conditions. Below the text, there are two signature lines: "Applicant Signature" and "Parent/Guardian Signature". An orange arrow points to the "Applicant Signature" line, indicating where to click to add a digital signature. The form also includes a footer with the text "PARTICIPANT MEDICAL RECORD - COPYRIGHT WILDERNESS MEDICAL ASSOCIATION" and "MEDICAL RECORD - ADULT - PA".

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

The screenshot shows the "Add Digital ID" dialog box in Adobe Acrobat Pro. The dialog box has a title bar with the text "Add Digital ID" and a close button (X). The main content area contains the text "I want to sign this document using:" followed by two radio button options. The first option is "My existing digital ID from:" with three sub-options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer". The second option is "A new digital ID I want to create now", which is selected. At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "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.

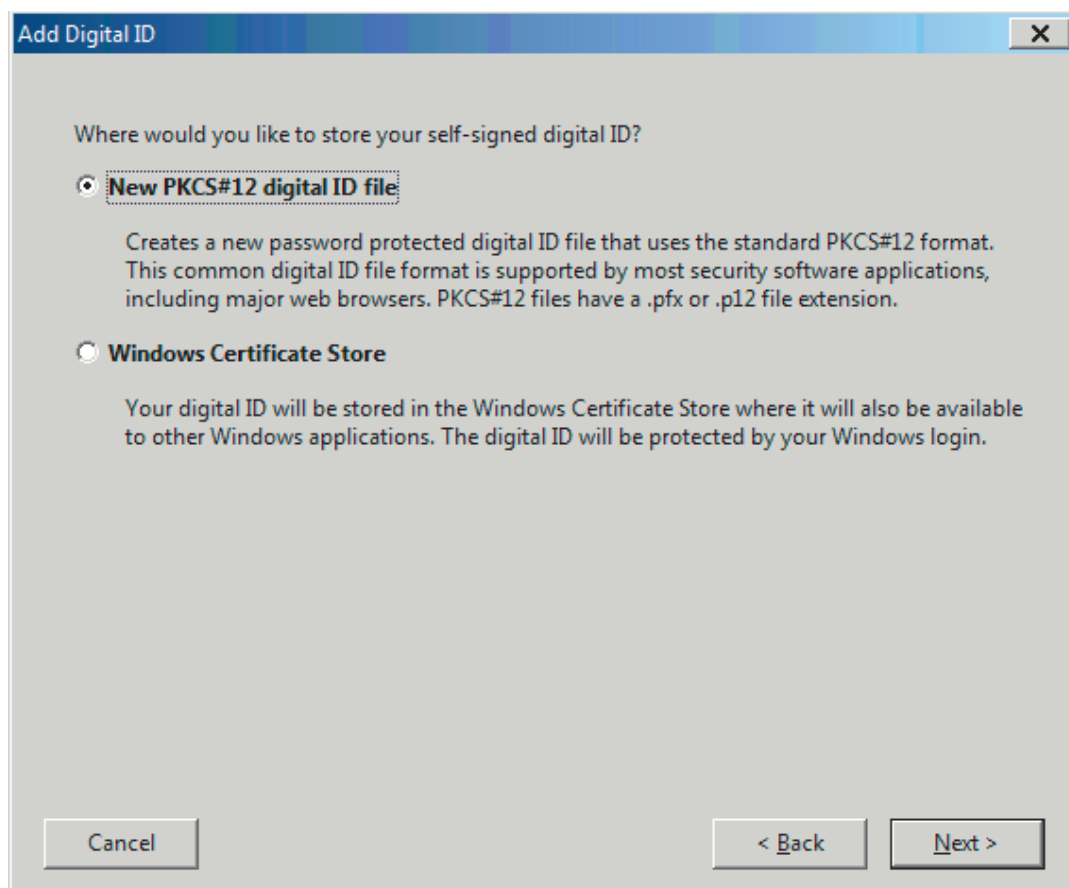
If you are using a MAC there is no choice to make. You will follow the steps below for the New PKCS#12 digital ID file.

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.

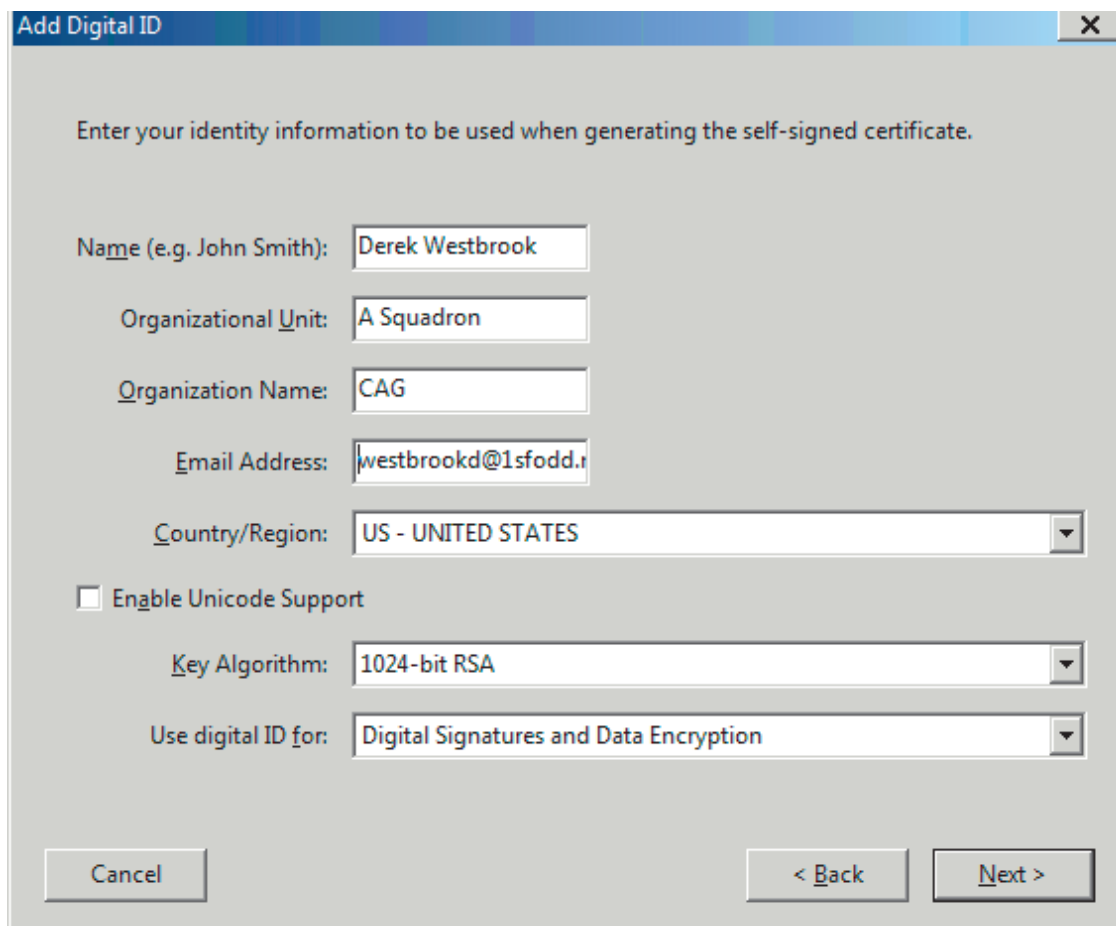
Once the signature has been created, it will prompt you to enter your password each time you need to use your signature.

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”.

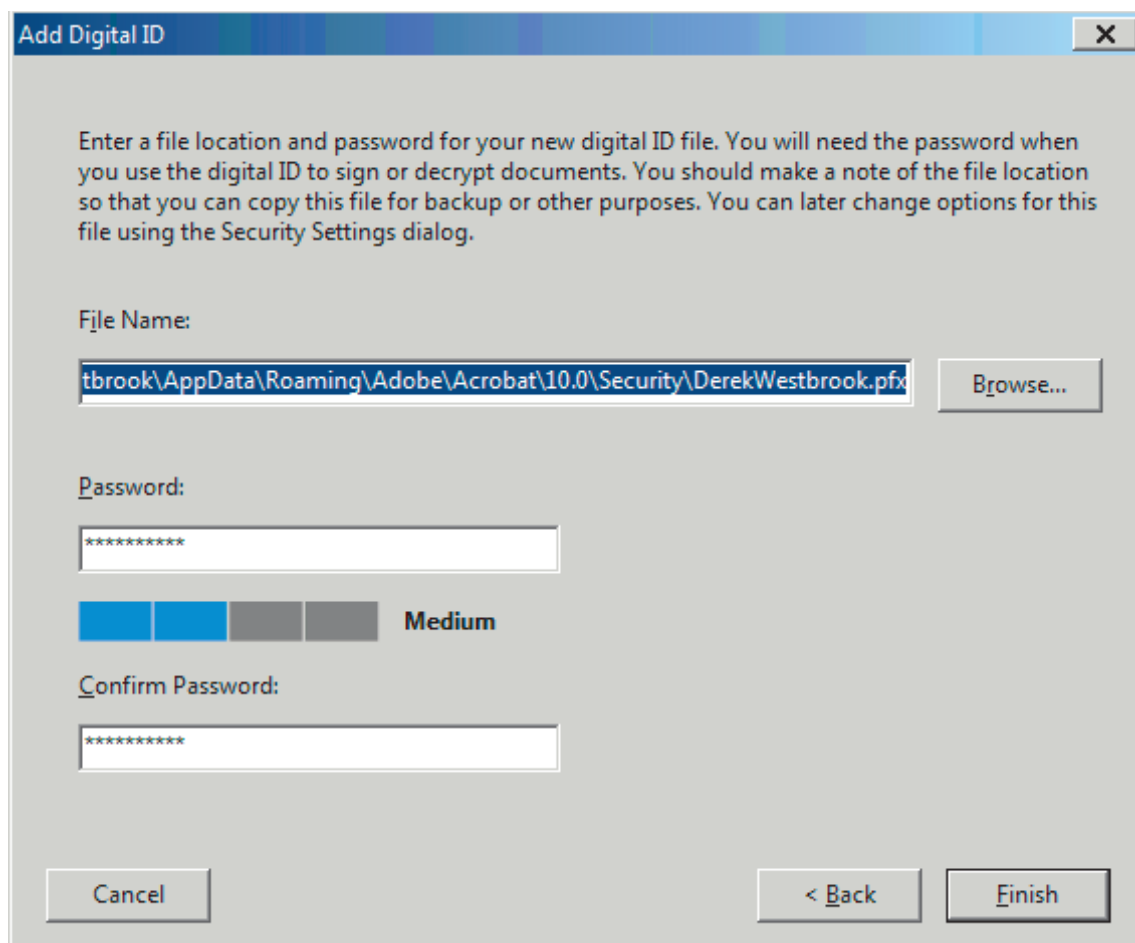


The "Add Digital ID" dialog box is shown with the following fields and values:

- Name (e.g. John Smith): Derek Westbrook
- Organizational Unit: A Squadron
- Organization Name: CAG
- Email Address: westbrookd@1sfodd.i
- Country/Region: US - UNITED STATES
- ☐ Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Next >

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



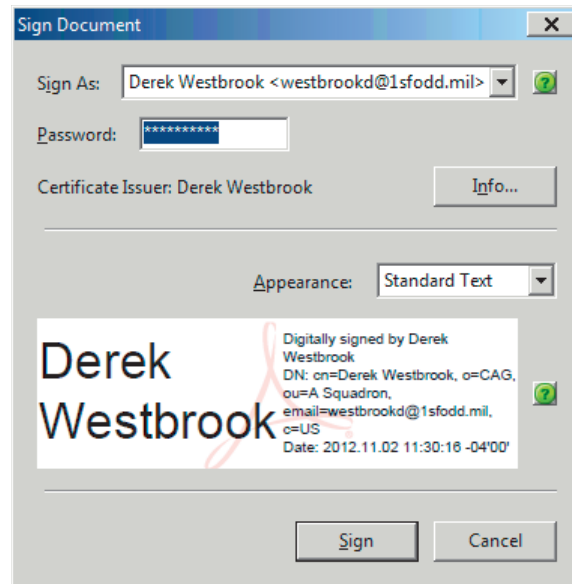
The "Add Digital ID" dialog box is shown with the following fields and values:

- File Name: tbrook\AppData\Roaming\Adobe\Acrobat\10.0\Security\DerekWestbrook.pfx
- Password: *****
- Confirm Password: *****

Buttons at the bottom: Cancel, < Back, Finish

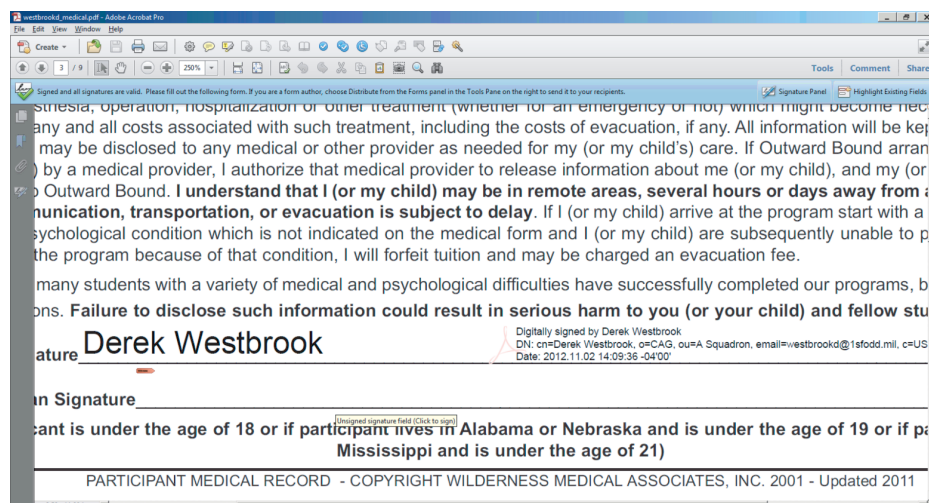
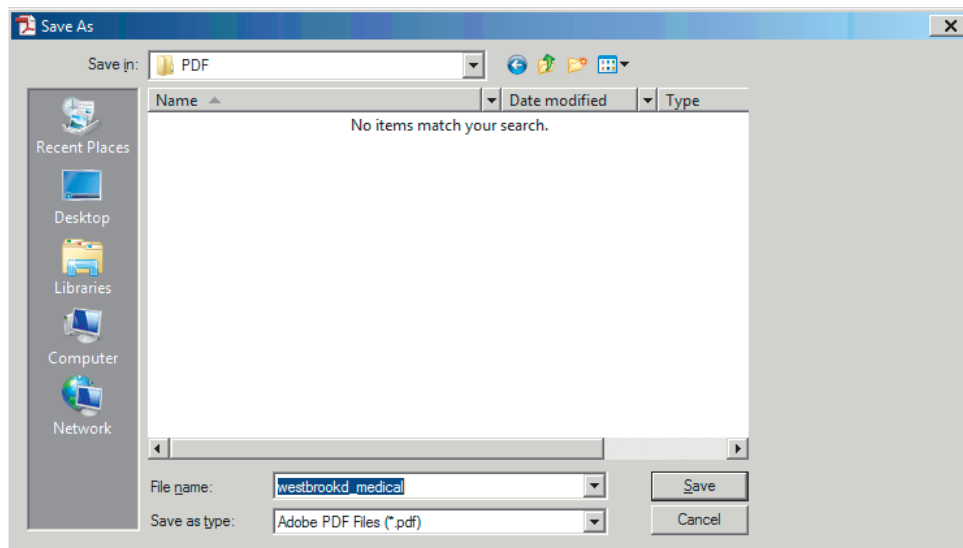
The screen shot on the previous page also shows the filename and folder where your signature is stored. This is the default folder. You can choose to save this file in another folder if you do not want to use the default folder.

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”.

The screenshot shows the 'Add Digital ID' dialog box. The title bar is blue with the text 'Add Digital ID' and a close button. The main area is light gray. The text 'Where would you like to store your self-signed digital ID?' is centered. There are two radio button options. The first is 'New PKCS#12 digital ID file' with a description: 'Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.' The second option is 'Windows Certificate Store', which is selected. Its description is: 'Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.' At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Add Digital ID

Where would you like to store your self-signed digital ID?

☐ New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☒ Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

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

The screenshot shows the 'Add Digital ID' dialog box, Step 2. The title bar is blue with the text 'Add Digital ID' and a close button. The main area is light gray. The text 'Enter your identity information to be used when generating the self-signed certificate.' is centered. There are five text input fields: 'Name (e.g. John Smith):' with 'Derek Westbrook', 'Organizational Unit:' with 'A Squadron', 'Organization Name:' with 'CAG', 'Email Address:' with 'westbrookd@1sfodd.r', and 'Country/Region:' with a dropdown menu showing 'US - UNITED STATES'. There is a checkbox 'Enable Unicode Support' which is unchecked. There are two dropdown menus: 'Key Algorithm:' with '1024-bit RSA' and 'Use digital ID for:' with 'Digital Signatures and Data Encryption'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Add Digital ID

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

Name (e.g. John Smith): Derek Westbrook

Organizational Unit: A Squadron

Organization Name: CAG

Email Address: westbrookd@1sfodd.r

Country/Region: US - UNITED STATES

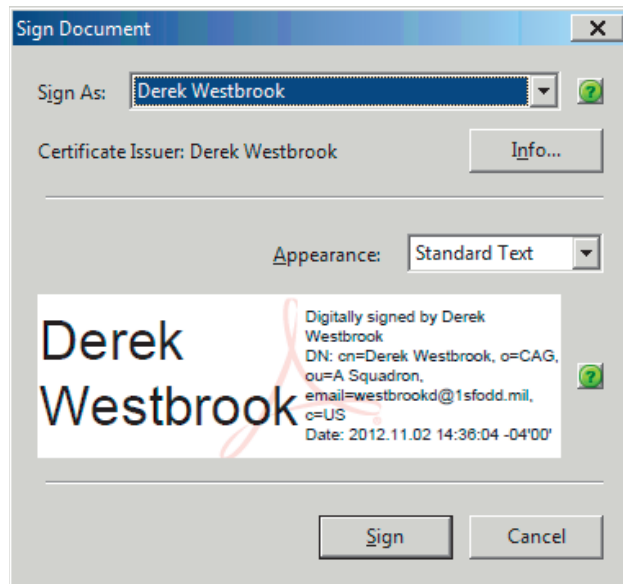
☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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.

