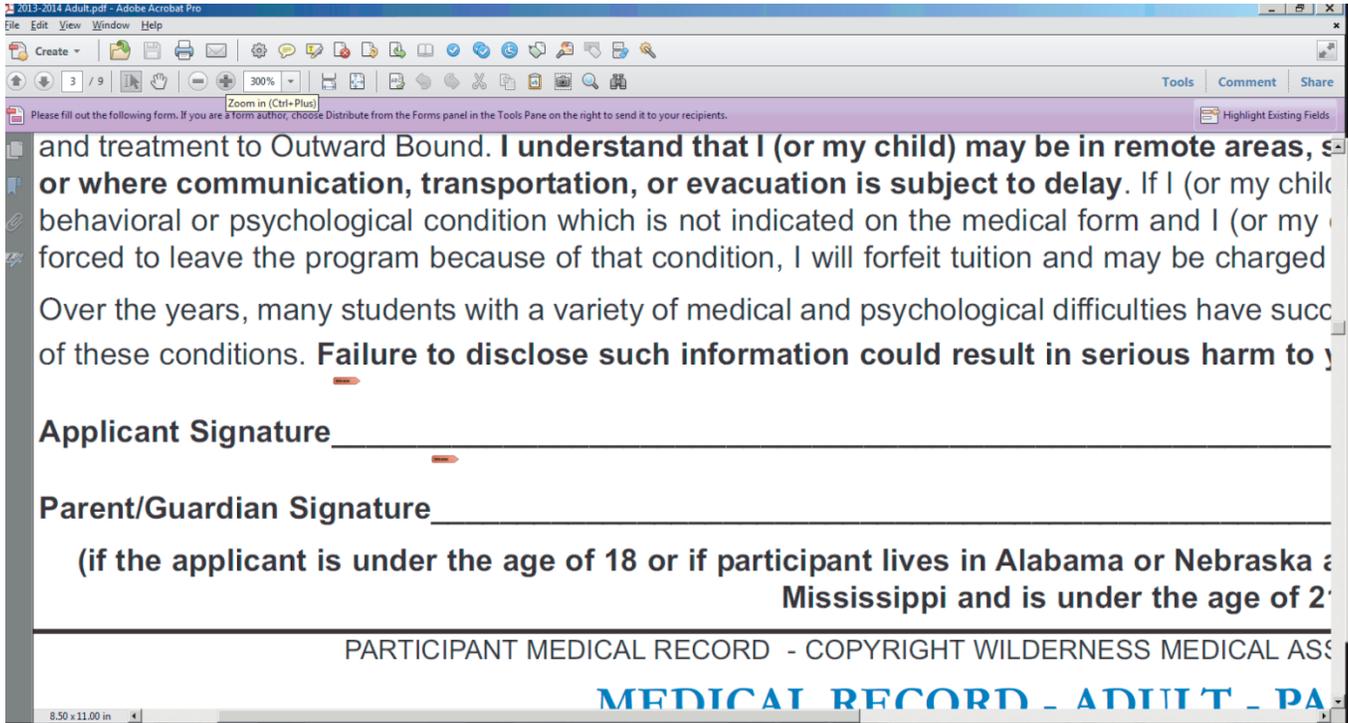




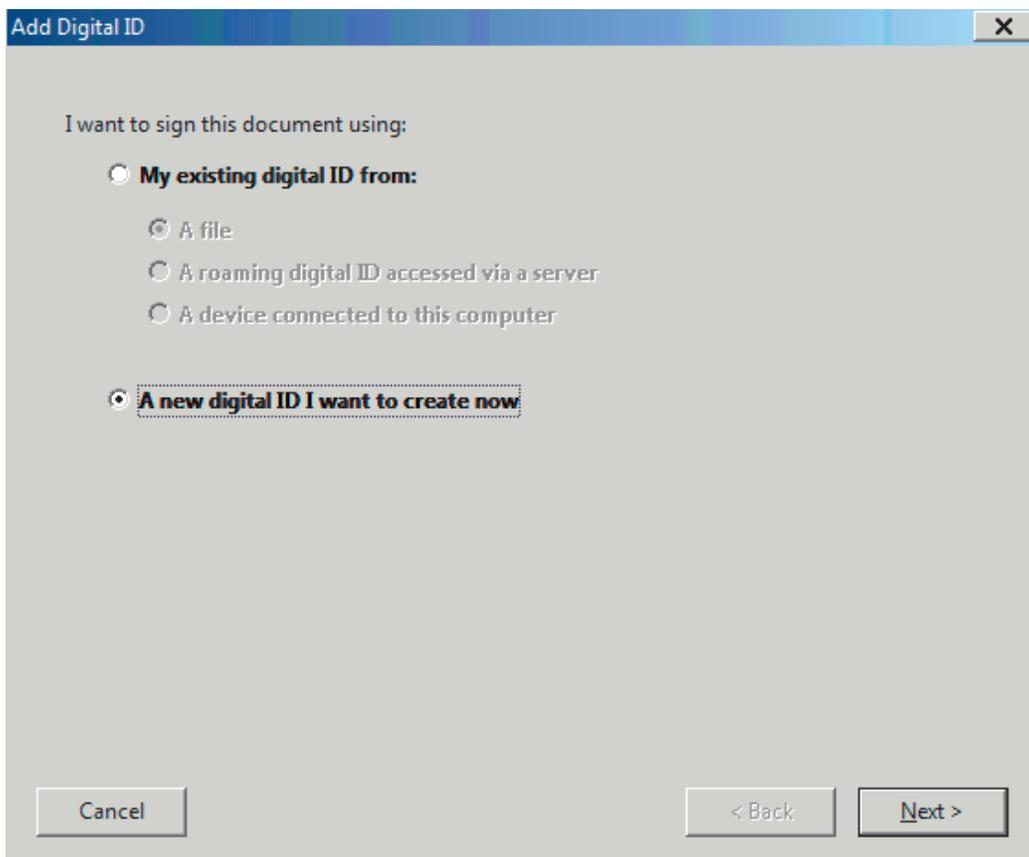
You can electronically sign all NCOB forms with the exception of the Participant Acknowledgement and Assumption of Risks and Liability Release and Indemnity Agreement.

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”)



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



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:

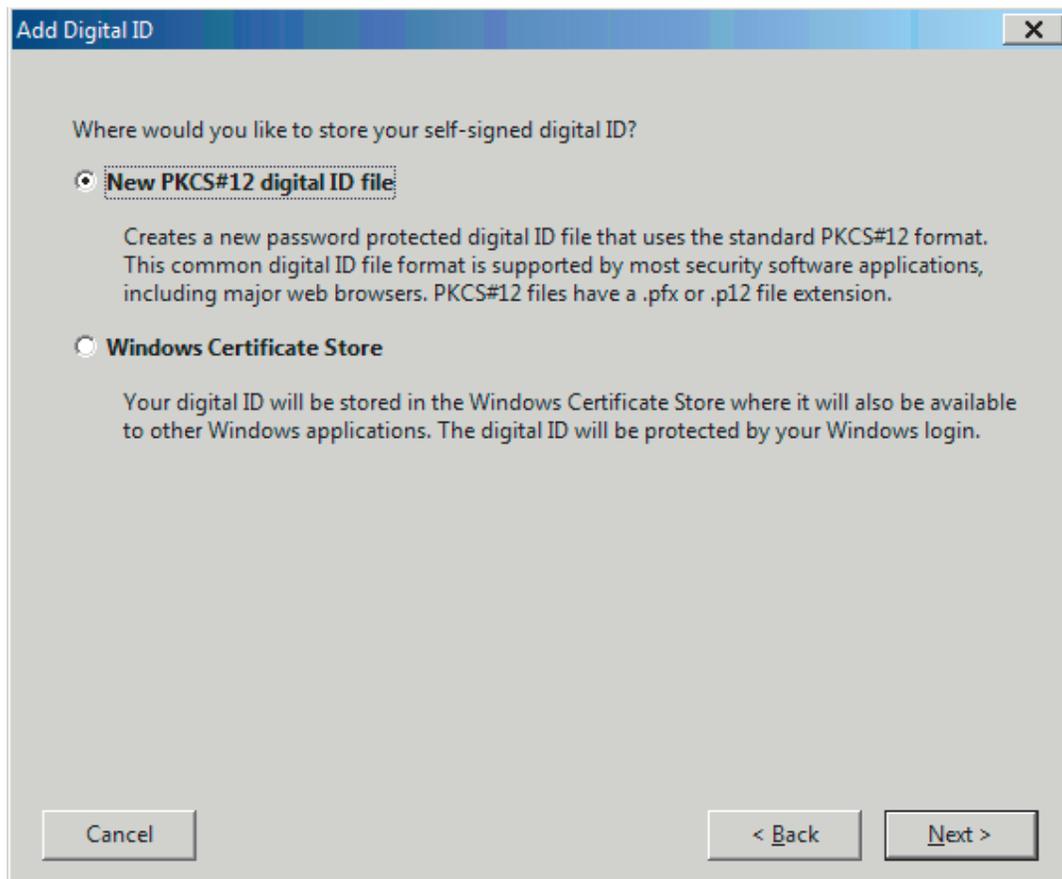
- Choice 1. “New PKCS#12 digital ID file” or
- Choice 2. “Windows Certificate Store digital ID file”.

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

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:

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

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:

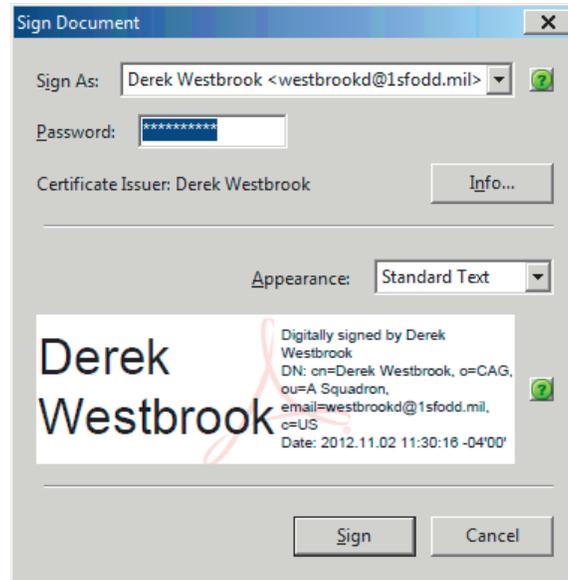
Password:

Medium

Confirm Password:

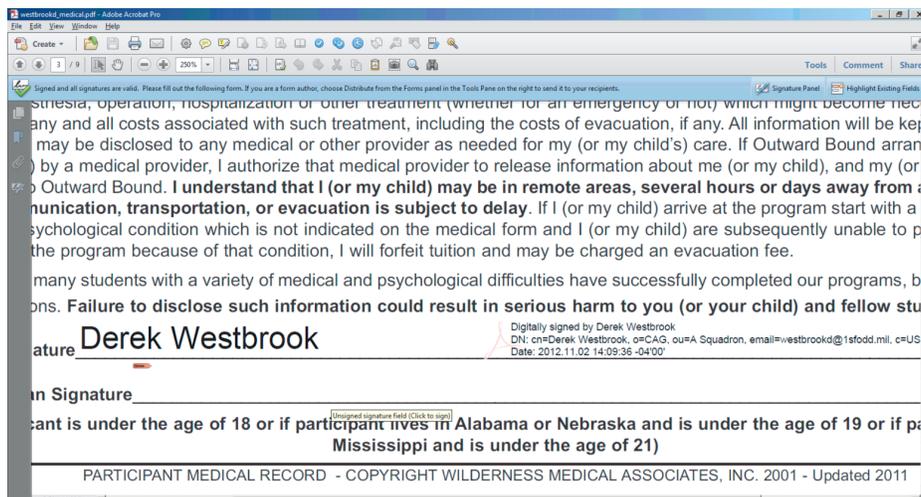
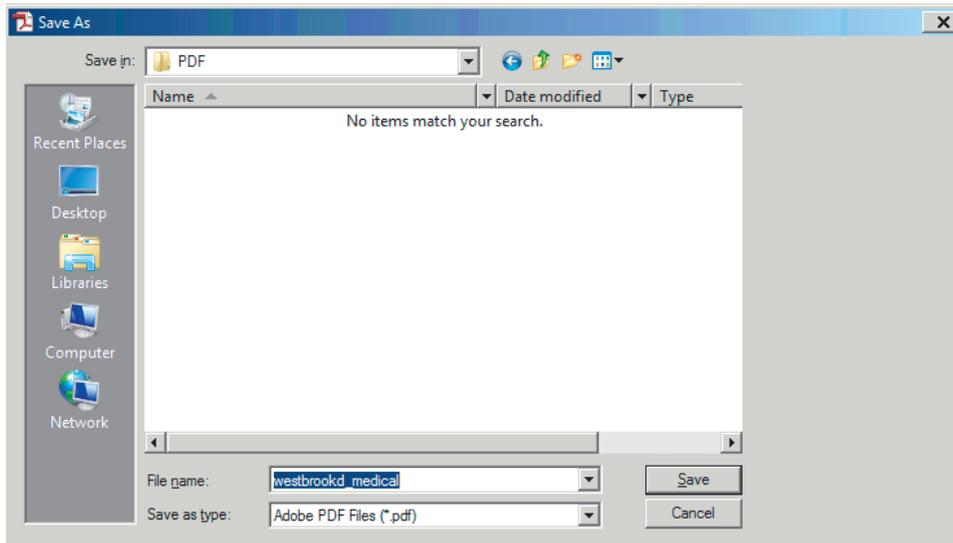
The screen shot on the previous page also shows the filename and folder where your signature is stored. This is the default folder. You can choose to save this file in another folder if you do not want to use the default folder.

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.

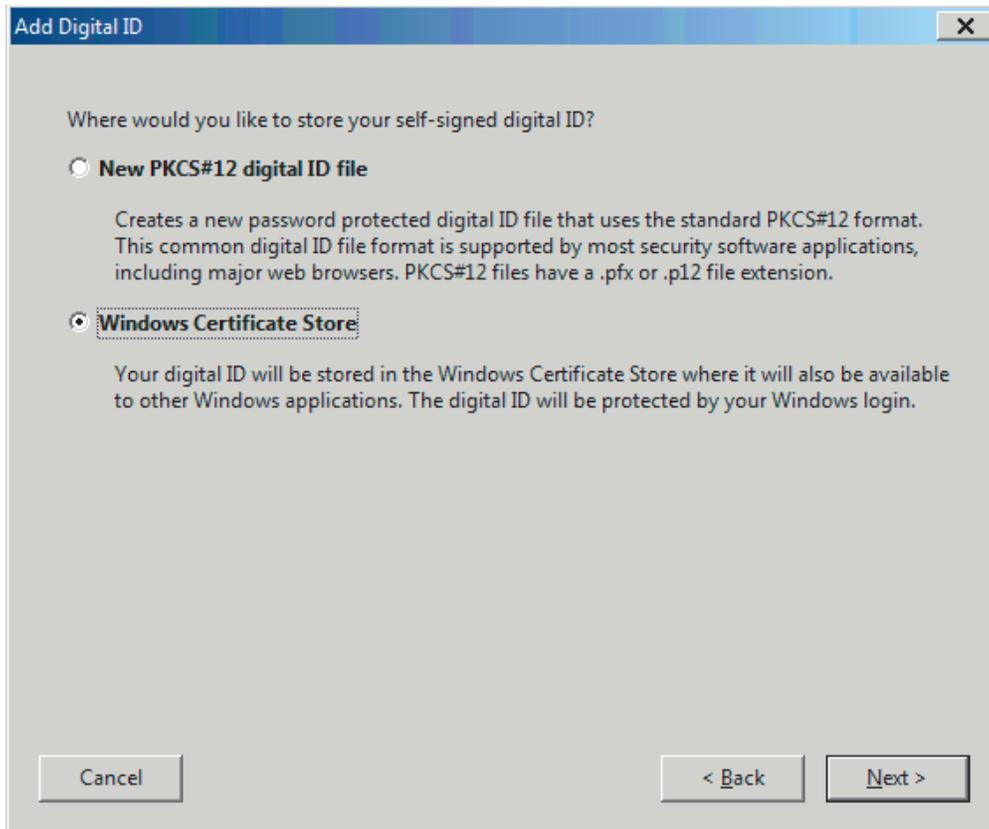
You can use this Digital ID to sign in all other required spaces and in other documents. Click the “sign here” arrow, enter your password and your signature will be appended to the form.



Choice 2 Windows Certificate Store

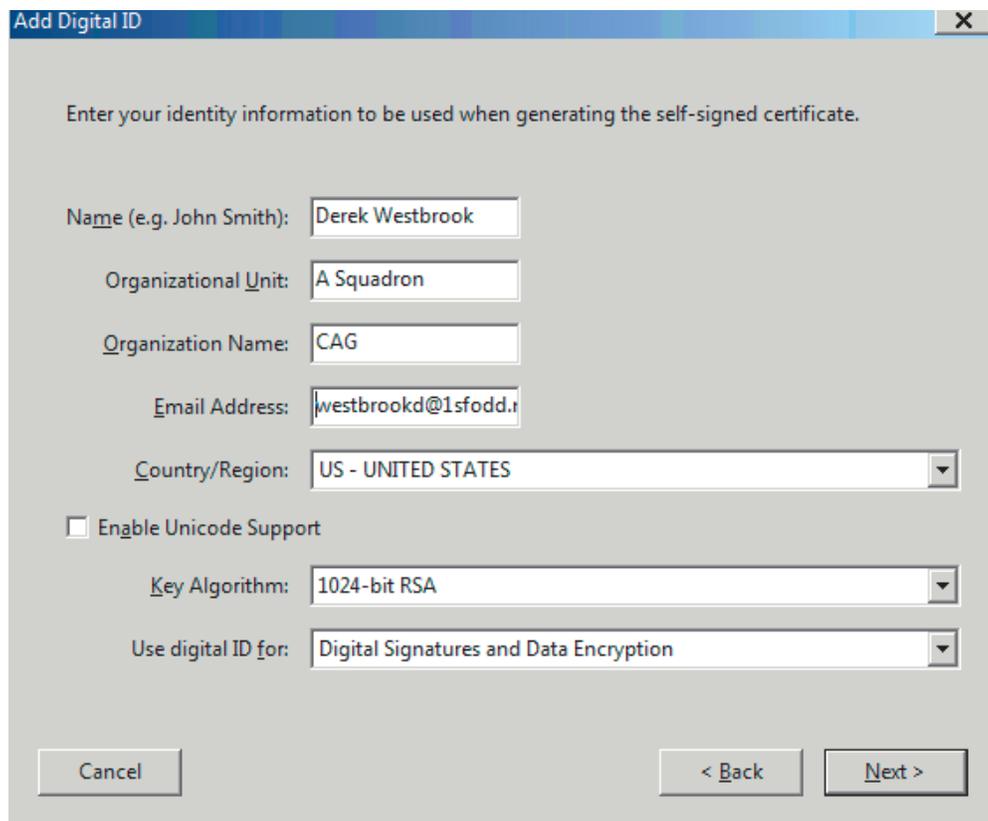
The second choice is to create your signature using the Windows Certificate Store. When the digital ID is created, it is authenticated with your Windows password and can be used with other Windows applications. If you are logged into your Windows account, you will not have to enter the password when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

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



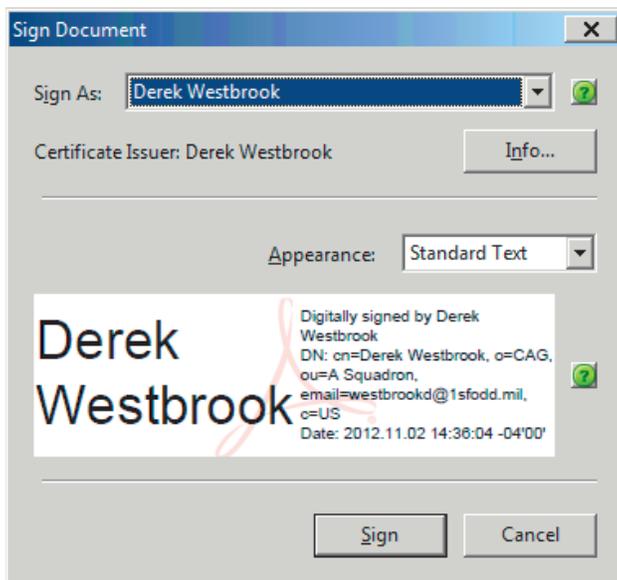
The screenshot shows the 'Add Digital ID' dialog box. The title bar is blue with the text 'Add Digital ID' and a close button. The main area is light gray. The question 'Where would you like to store your self-signed digital ID?' is at the top. There are two radio button options: 'New PKCS#12 digital ID file' and 'Windows Certificate Store'. The 'Windows Certificate Store' option is selected and highlighted with a dashed border. Below each option is a descriptive paragraph. At the bottom, there are three buttons: 'Cancel', '< Back', and '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 with the title bar 'Add Digital ID' and a close button. The main area is light gray. The instruction 'Enter your identity information to be used when generating the self-signed certificate.' is at the top. Below are several fields: 'Name (e.g. John Smith):' with the value '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 for 'Enable Unicode Support' which is unchecked. Below that 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 >'.

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.

