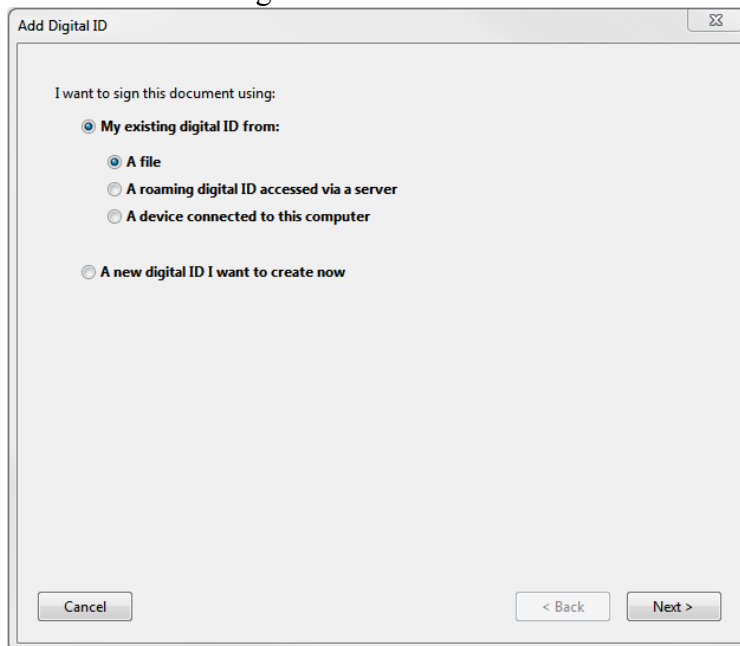




To minimize additional paperwork and scanning, a digital signature is required. You will need to create a unique digital signature for the first use and the signature will be available each time you need to digitally sign any Adobe form. If you already have a digital signature, you do not need to follow these instructions:

#### Procedures for Setting up a “Digital Signature”

1. Click on the “Signature” Box. You should see a small red tab in the upper left corner. A pop up will appear.
2. Click on “A new digital ID I want to create now”





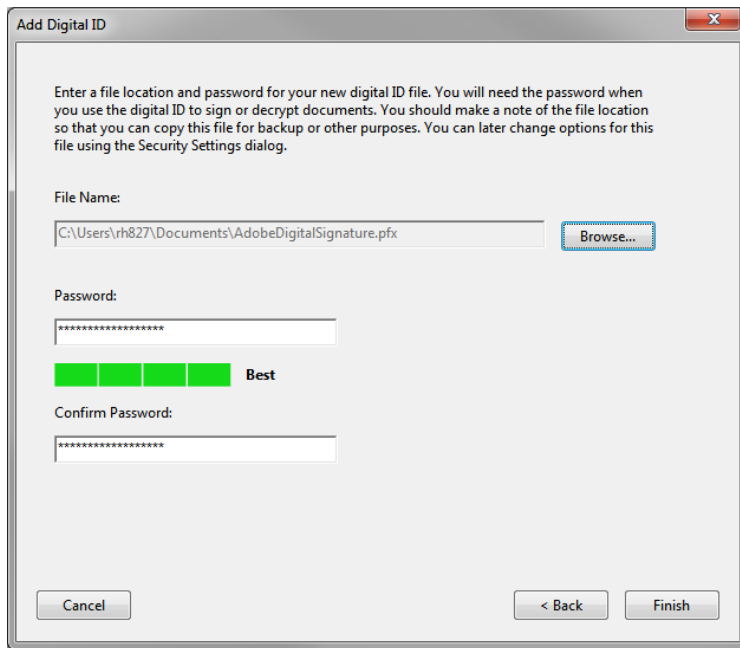
3. Click on "New PKCS#12 digital ID file"

A Windows-style dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options. The first option, "New PKCS#12 digital ID file", is selected and includes 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, "Windows Certificate Store", is unselected and includes a description: "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 of the dialog are three buttons: "Cancel", "< Back", and "Next >".

4. Enter your information

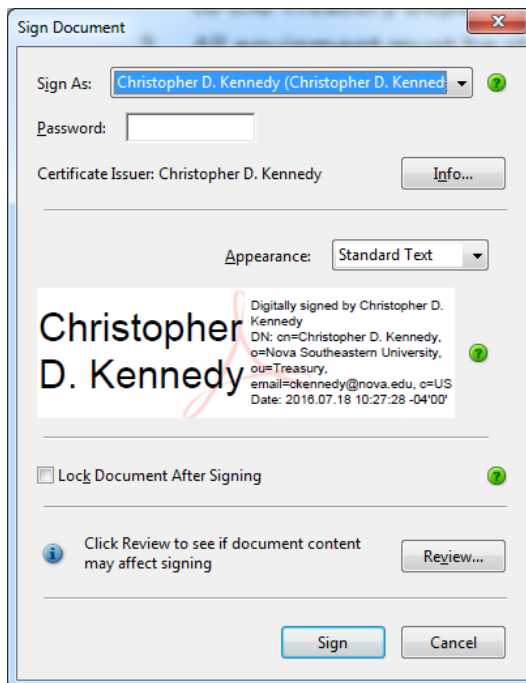
A Windows-style dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text asks, "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", and "Email Address:", each followed by a text input box. Below these are three dropdown menus: "Country/Region:" with "US - UNITED STATES" selected, "Key Algorithm:" with "1024-bit RSA" selected, and "Use digital ID for:" with "Digital Signatures and Data Encryption" selected. At the bottom of the dialog are three buttons: "Cancel", "< Back", and "Next >".

5. Create a password



6. Click “Finish”

7. Go back to the original document and click on the signature line and the following should appear.





8. Enter the password and click “Sign”.
9. It will prompt you to save the file. Please use the following naming convention to allow for ease of searching documents:  
  
Year-Month-Date Wireless CC Rental Agreement – (Insert Division). For example:  
“2016-07-18 Wireless CC Rental Agreement – Treasury”
10. Email the document to [Treasury@nova.edu](mailto:Treasury@nova.edu) and the Merchant Services department will coordinate the pick up of the machines.

*If there are any questions, please contact Ava Davis or Nancy Condemi at extension 25298 or 25294.*