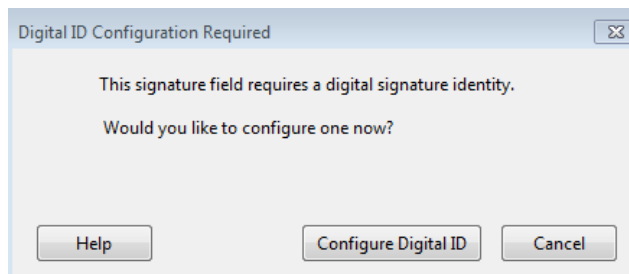
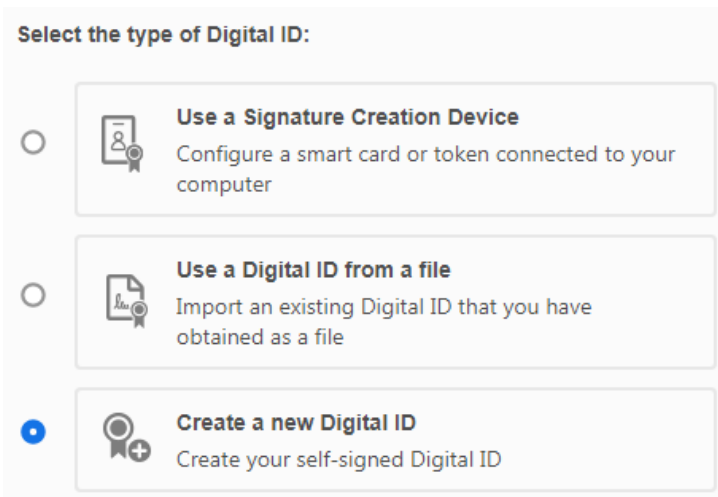


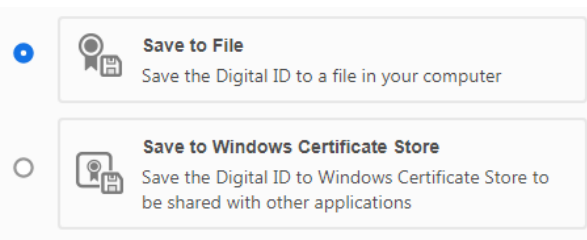
1. Double click the signature field and select “configure digital ID.”



2. Choose “create a new digital ID.”



3. Choose “save to file.”



4. Fill out the required fields.

Name	Michelle
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	mfolk@thehealthplan.com
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

5. Choose a place on your computer to save your digital ID. Create a password.

Your Digital ID will be saved at the following location :


C:\Users\mlfolk\AppData\Roaming\Adobe\Acrobat\DC

Apply a password to protect the Digital ID:

Confirm the password:

6. Your digital ID is ready to use! Choose the ID you just created and click “continue.”

Choose the Digital ID that you want to use for signing:

 **Michelle** (Digital ID file)
Issued by: Michelle, Expires: 2024.05.06

7. This is what your digital ID will look like on your signed document. Type in your password and click “sign.”

Sign as "Michelle"

Appearance

Michelle Digitally signed by Michelle
Date: 2019.05.06 11:04:39 -04'00'

Lock document after signing [View Certificate Details](#)

Review document content that may affect signing

8. Save the signed file in a place you will remember.