## **Electronically Signing the Participation Agreement**

Add Digital ID	×
Sign As: New ID	
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Certificate issuer: April	
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After you have completed the fields in the Participation Agreement, double-click on the Signature field. In the "Add Digital ID" box, select "New ID" from the "Sign As:" dropdown.

Digital ID	
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	
A new digital ID I want to create now	
A new digital ID I want to create now	
A new digital ID I want to create now	

When prompted with "I want to sign this document using:" select "A new digital ID I want to create now." Click "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 >

On the next "Add Digital ID" screen, click "Next."

Add Digital ID		×
Enter your identity inform	ation to be used when generating the self-signed certificate.	
Name (e.g. John Smith):		
Organizational Unit:		
Organization Name:		
Email Address:		
Country/Region:	US - UNITED STATES	•
Enable Unicode Suppo	rt	
Key Algorithm:	1024-bit RSA	•
Use digital ID for:	Digital Signatures and Data Encryption	•
Cancel	< Back Next >	$\mathbf{>}$

Complete the first four fields in this box and then click "Next."

Enter a file location and password for your new digital ID file. You will need the j you use the digital ID to sign or decrypt documents. You should make a note of so that you can copy this file for backup or other purposes. You can later chang file using the Security Settings dialog.	password when the file location e options for this
File Name:	
$\label{eq:c:Users} C:\Users\afaulkner\AppData\Roaming\Adobe\Acrobat\10.0\Security\TestSign\Barbox\Constraints\Co$	Browse
Password:	
Cancel	Finish

Add Digital ID

Adobe will automatically store your digital signature on your computer. If you wish to change the location of where your signature will be stored, click the "Browse" button and select a file location.

Next, choose a password. This password will need to be entered each time you sign a document using your digital signature. After you enter and confirm your password, click "Finish."

Sign Document	x
Sign As: Test Signature <afaulkner@wvmi.org></afaulkner@wvmi.org>	2
Password.	
Certificate Issuer: Test Signature	
Appearance: Standard Text	•
Test Signature DN: cn=Test Signature, o=Quality Insights Quality Innovation Network, ou=Communications Department, email=afaulkner@wvmi.org, o=US Date: 2014.08.29 10:19:11 -04'00'	7
<u>Sign</u> Cancel	

Now you are ready to sign the Participation Agreement. Enter your password and click "Sign."

You will be prompted to save the file – after you select a file location, click "Save." After you have completed all fields in the form, please send it to your Quality Insights Quality Innovation Network contact.