

Open the form directly in Adobe Acrobat.

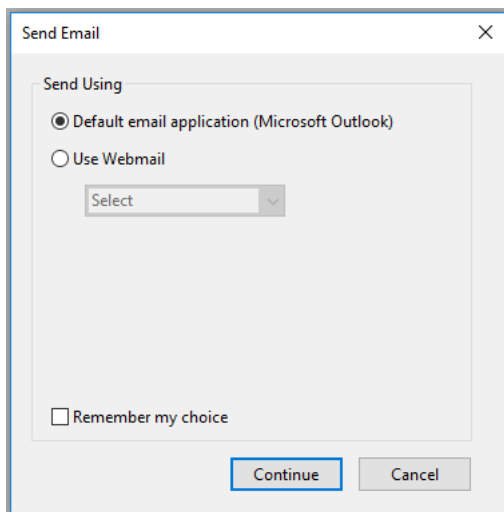
- If you choose to print, handwrite and scan the form, it cannot be digitally signed.

Complete and save to your computer.

- The 'Reset' button clears the form. You cannot undo this action.

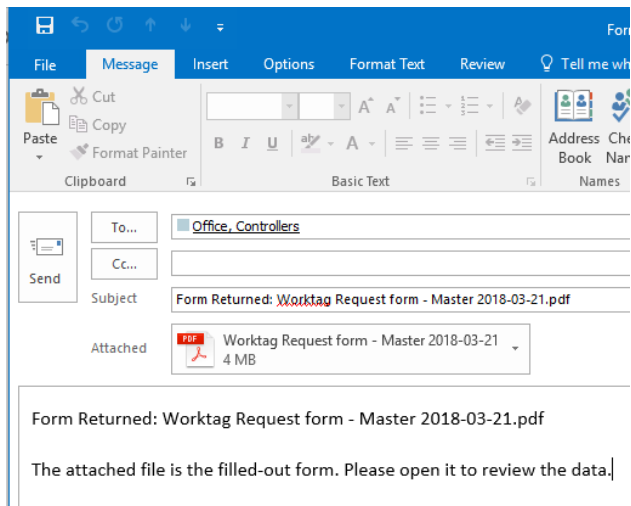
Click the 'Email' button to send the form to approver or Controller's Office.

In the Send Email dialog box, use default and then click 'Continue'. This will open an email in Outlook.



The default email address is Office, Controllers <Controllers.Office@csn.edu>.

The default email address can be removed and replaced by user in Outlook.



To sign, click on the Unsigned Signature field.

In the Add Digital ID dialog box, choose an option and then click 'Next'.

- The first time you are signing a form, you will have to create a new digital ID.

Add 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

Cancel < Back Next >

Choose a location to store your self-signed digital ID, and then 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 >

Enter your identity information to be used when generating the self-signed certificate, and then click 'Next'. Create a password, and then click 'Finish'.

Review the information in the Sign Document dialog box, enter certificate password and click the 'Sign' button. Save the form.

Sign Document

Sign As: John Smith (John Smith) 2023.03.23

Issued by: John Smith More Details

Appearance: Standard Text

John Smith Digitally signed by John Smith Date: 2018.03.23 12:47:50 -07'00'

Lock Document After Signing

Click Review to see if document content may affect signing Review...

Enter certificate password and click the 'Sign' button

Help Sign Cancel

To sign with an existing digital ID, choose which one you want to use for signing, click 'Continue', enter the Digital ID PIN or Password, sign, and save.

5. CSN President or Vice President (sign): John Smith

Digitally signed by John Smith  
Date: 2018.03.23 12:52:05 -07'00'