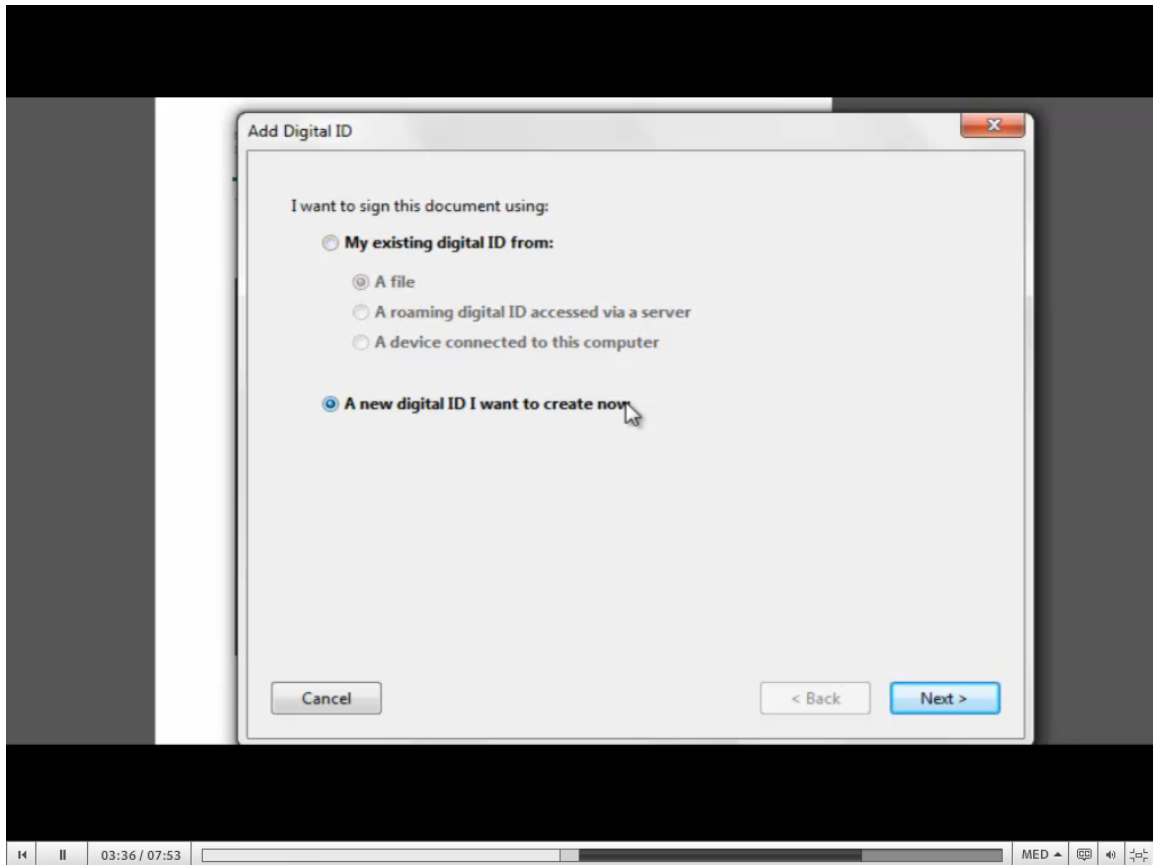


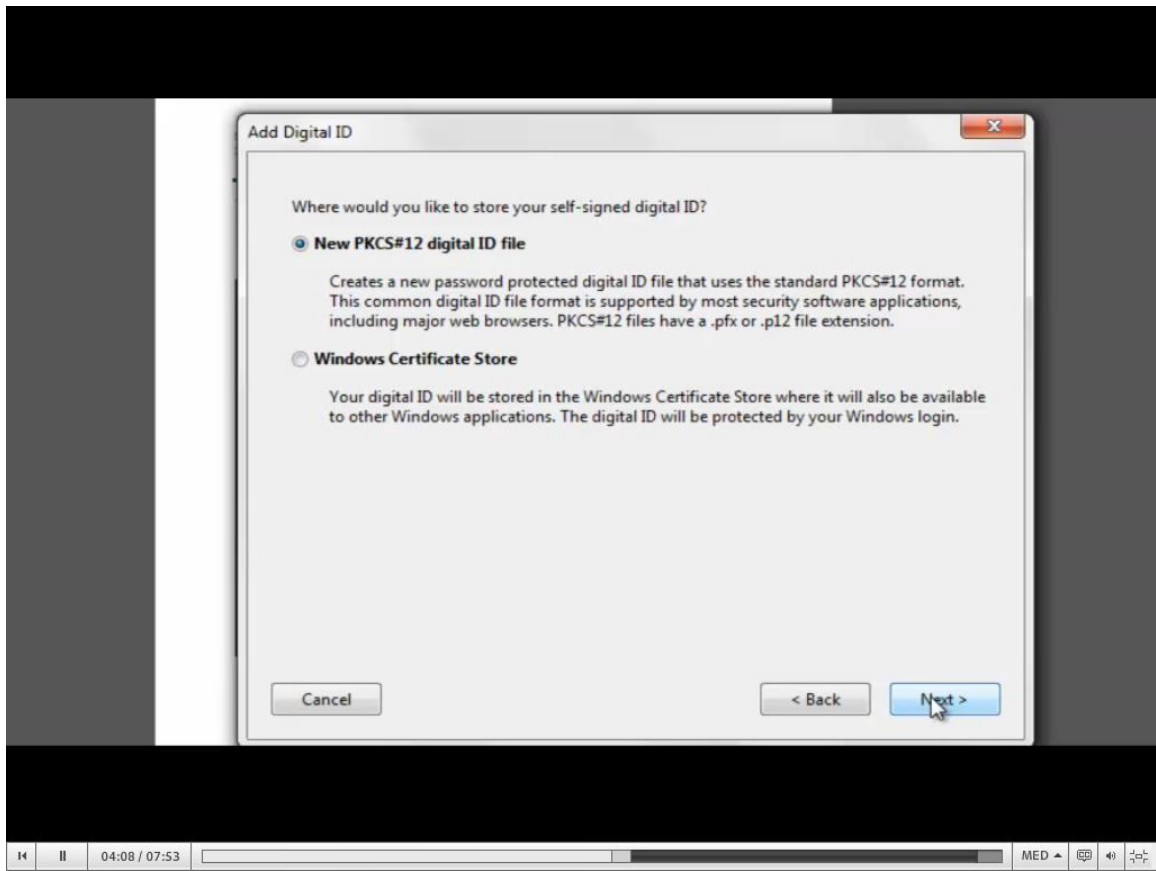
Creating a Digital Signature

In a PDF with a red signature flag, you need a digital ID in order to sign the form electronically.



After clicking on the red flag, click on 'A new digital ID I want to create now.'

Click Next.



Make sure the 'New PKCS#12 digital ID file' is chosen.

Click Next.

The screenshot shows a 'Add Digital ID' dialog box with the following fields and values:

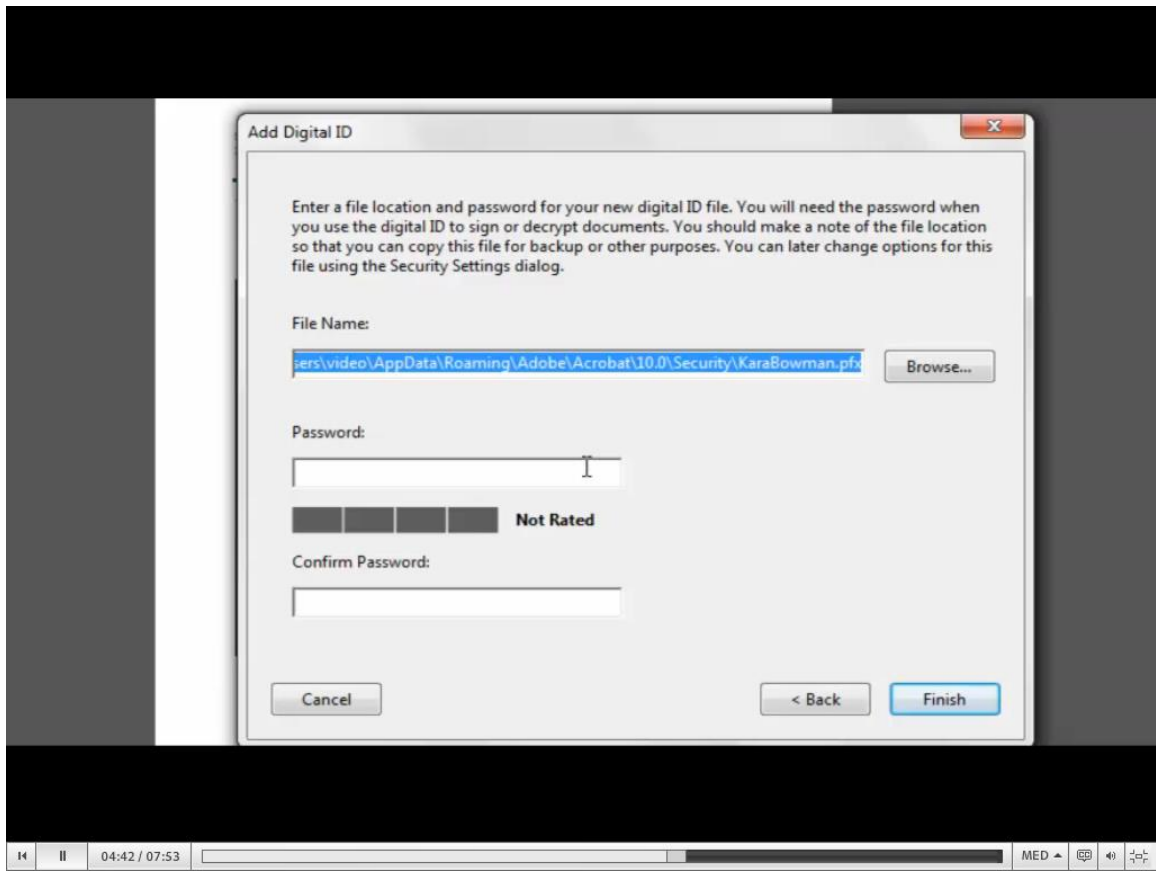
- Name (e.g. John Smith): Kara Bowman
- Organizational Unit: Facilities
- Organization Name: Local
- Email Address: man@local-mag.com
- Country/Region: US - UNITED STATES
- ☐ Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Next > (highlighted with a mouse cursor).

Fill in your information on this page. At the very least, you need your full name and your work email address.

Make sure that the 'Key Algorithm' is '1024-bit RSA' and the 'Use digital ID for' says 'Digital Signatures and Data Encryption.'

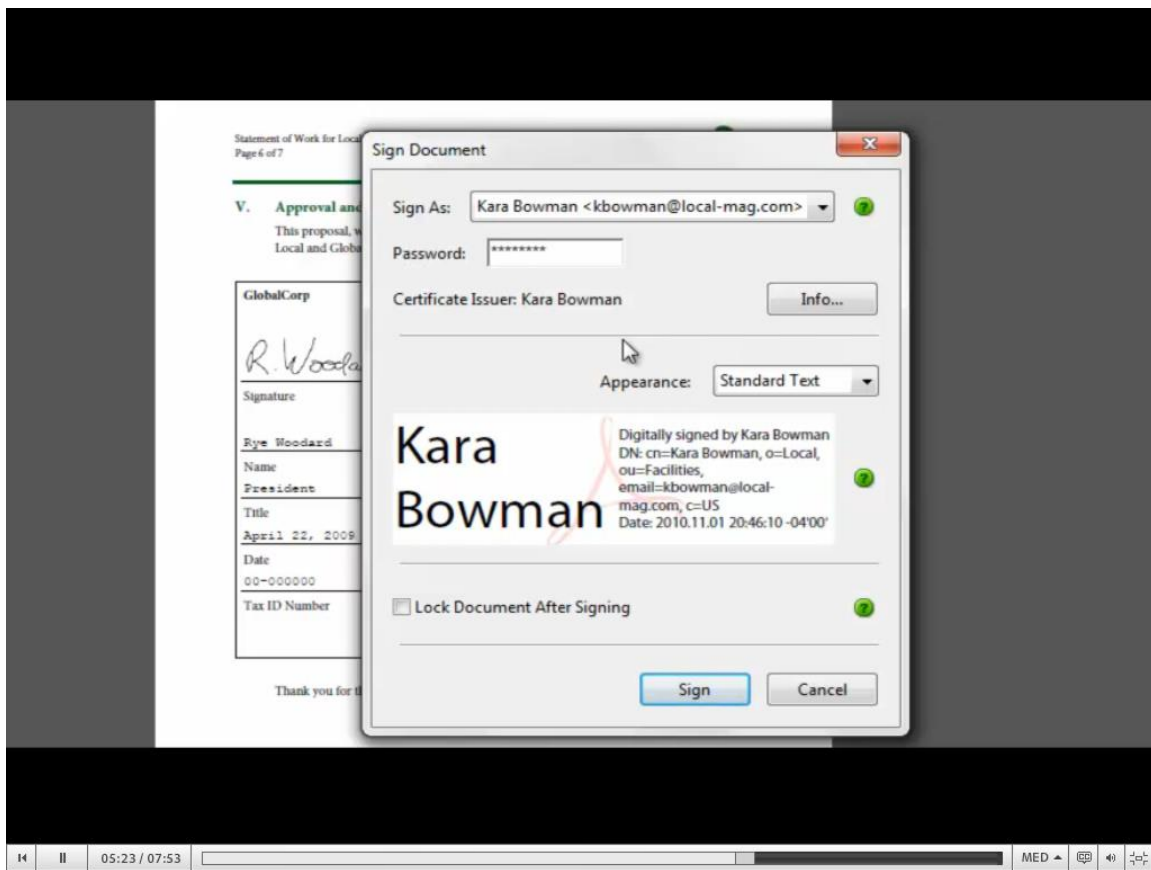
Click Next.



The program will save the new digital ID in a file. You can change the default if you like.

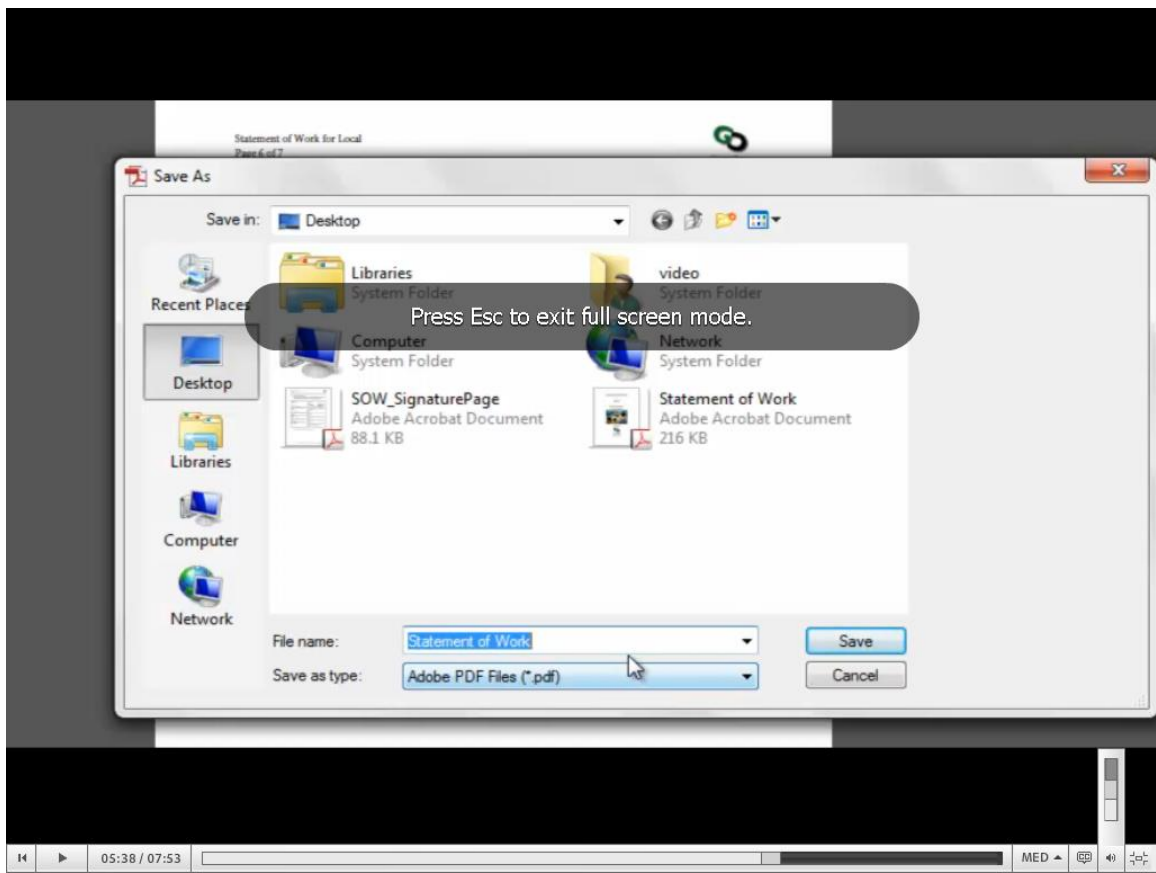
Enter a password that is at least 6 characters long. Confirm the password.

Click Finish.



You are ready to sign the document. This is the box that you will see from now on when you are ready to sign.

Enter your password and click Sign.



The program will ask you to save the file. You can save this wherever you choose – it is your copy to keep.

You do not need to print the form for yourself since you have saved a digital copy.



shall constitute a basic agreement between understanding between the parties.

Local
Kara Bowman <small>Corporate Counsel 10000 Corporate Blvd Suite 1000 Dallas, TX 75243 Phone: 214-728-4441 Email: kara.bowman@globalcorp.com</small>
Signature
Name
Title
Date
Purchase Order Number

is proposal.

globalcorp.com www.globalcorp.com

Your signature will appear on the page as it appears here.

If you electronically sign a document, you can send the file to the recipient via email instead of printing. This can be done by attaching the PDF to an email.

If you have any questions, please contact Cynthia at 513-728-4441 or cstubenvoll@methcs.org.