

## How to Create a Digital Signature

1. Download Adobe Reader for free at: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>

2. Once all of the required fields have been completed, click on the **Signature Field**. A dialog window will open (See Figure 1).



Figure 1

- 3. Select 'Configure New Digital ID'.
- 4. Select 'Continue'.



Figure 2

- 5. Select 'Create a new Digital ID' (See Figure 2).
- 6. Select 'Continue'.



Figure 3

- 7. Select 'Save to File' to save the Digital ID to a file on your computer (See Figure 3).
- 8. Select 'Continue'.

Create a self-signed D	igital ID	×		
Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self- signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.	Name Organizational Unit Organization Name Email Address Country/Region Key Algorithm Use Digital ID for	Mary Jones         Minnesota Veterinary Clinic         Enter Organization Name         JonesDVM@gmail.com         US - UNITED STATES         2048-bit RSA         Digital Signatures		
0		Back Continue		

Figure 4

Enter your name. The Organization Unit is your practice/clinic name. Enter your email address. Leave the other fields in their default settings (See Figure 4).
 Select (Centinue)

10. Select 'Continue'.

	Save the self-signed D	igital ID to a file	×
	Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Your Digital ID will be saved at the following location : C:\Users\mherrmann\AppData\Roaming\Adobe\Acrob Browse Apply a password to protect the Digital ID: Confirm the password:	
1	0	Back Save	
		Figure 5	

11. Select 'Browse' to select where you want to store your Digital ID file if you will be using the Digital ID on more than one computer. The Digital ID can be copied or retrieved on other computers (works well with shared network folder or cloud). Otherwise, leave the default location.

12. Enter and confirm your password. Remember not to share this with others; this is equal to your written signature that you put on paper CVIs (See Figure 5).

13. Select 'Save'



14. If there are multiple Digital ID's available on your computer, select your Digital ID (See Figure 6). 15. Select 'Continue'.



Figure 7

- 16. Enter your password (See Figure 7).
- 17. Select 'Sign'.

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- 18. After selecting 'Sign' you will be prompted to save the document (For example, see Figure 8). You cannot sign the form without saving it. It is important to rename the file here with your chosen naming convention, e.g., client's last name & date.pdf. You want to change the name of the document (if you haven't already) so you do not overwrite your original blank file.
- 19. In the future, when you click on the signature field, only the screen in Figure 6 will appear and you simply select your Digital ID and 'Continue'. Follow steps 13-17 to sign.
- 20. *Note*: Clinics with multiple veterinarians to add multiple veterinarians, open the blank User Agreement, fill out the information, click on the signature field, select 'Configure New Digital ID', and repeat entire process as documented.

For assistance, contact 651-296-2942, TTY: 800-627-3529, or trace@state.mn.us