

How to Create a Digital Signature

1. Download Adobe Reader for free at: <http://get.adobe.com/reader/>
2. Once all of the required fields have been completed, click on the **Signature Field**. A dialog window will open (See Figure 1).

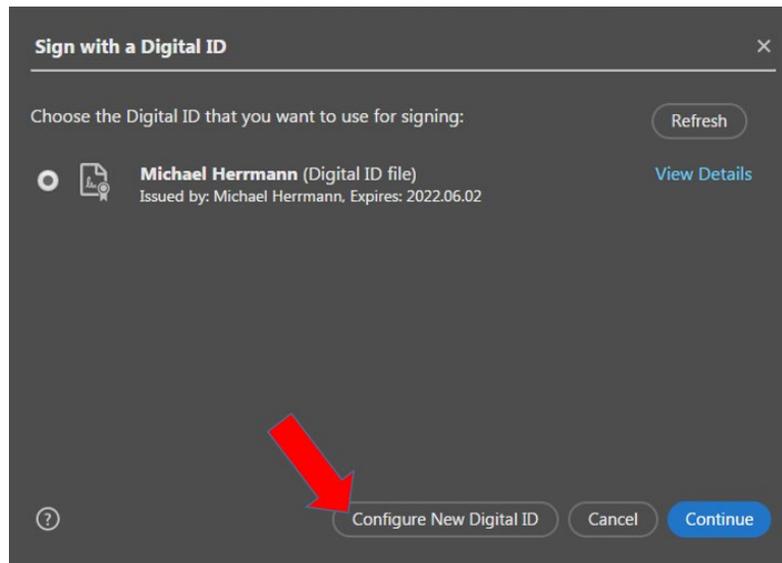


Figure 1

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

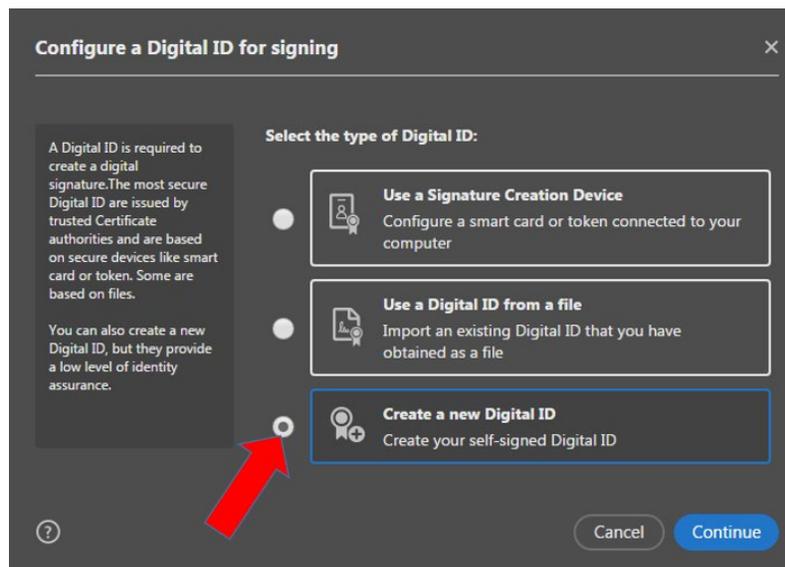


Figure 2

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

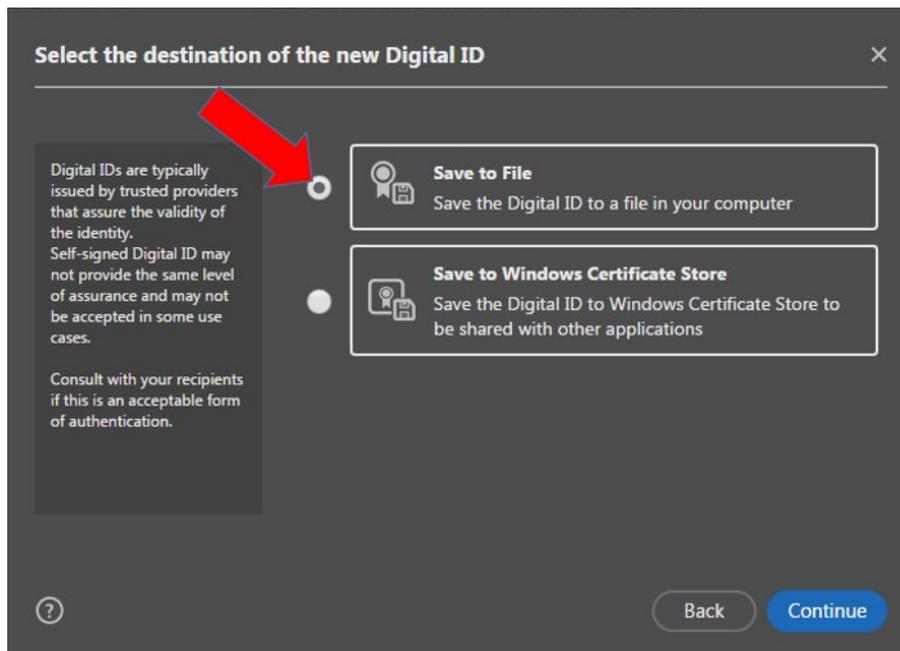


Figure 3

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

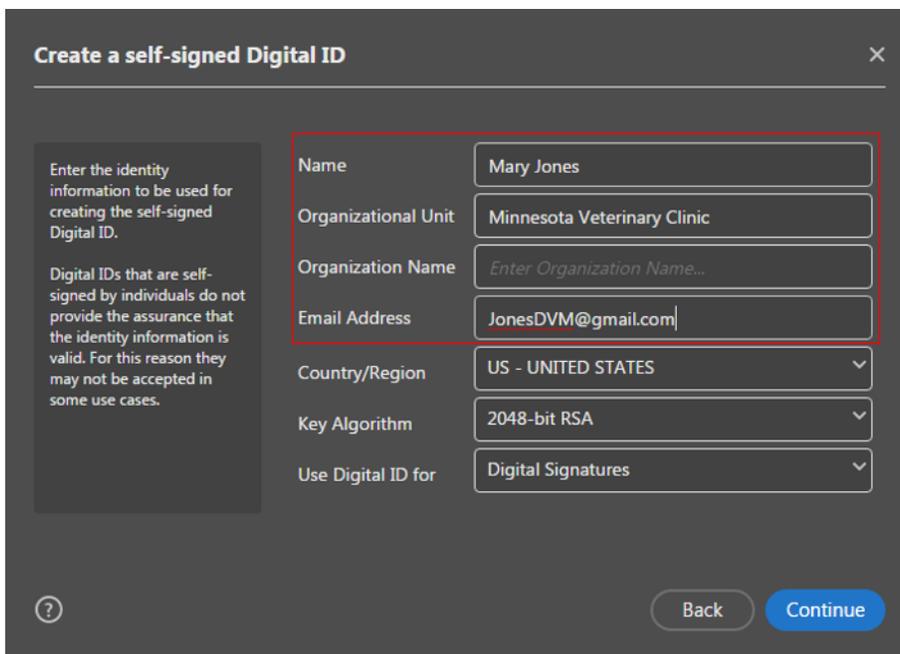


Figure 4

9. 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).
10. Select 'Continue'.

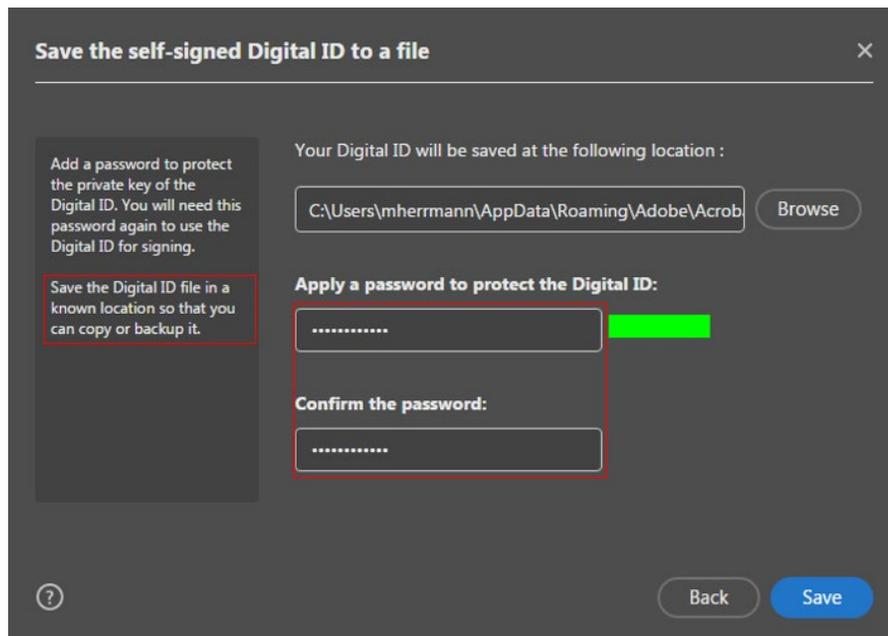


Figure 5

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'

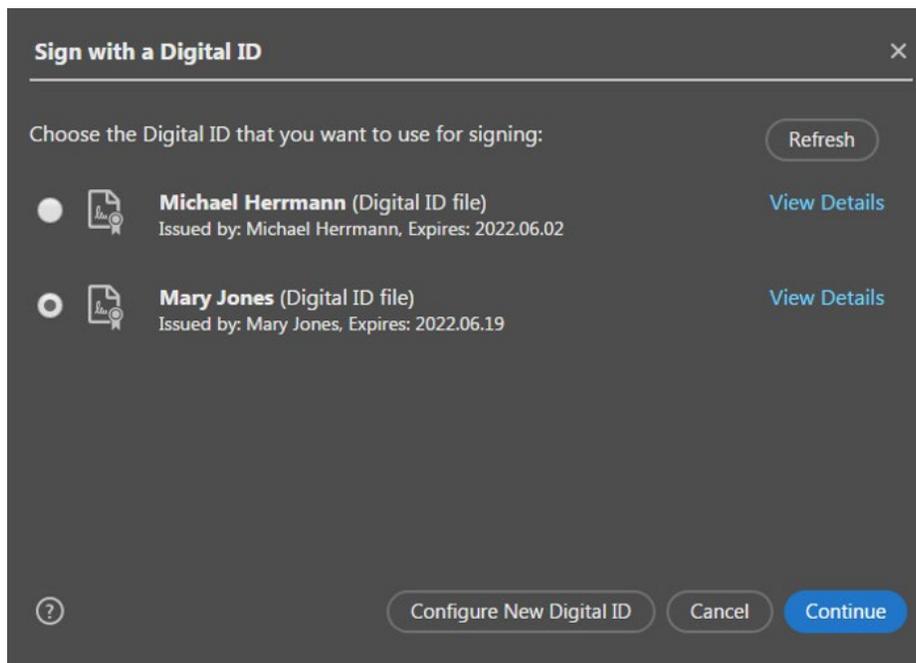


Figure 6

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'.

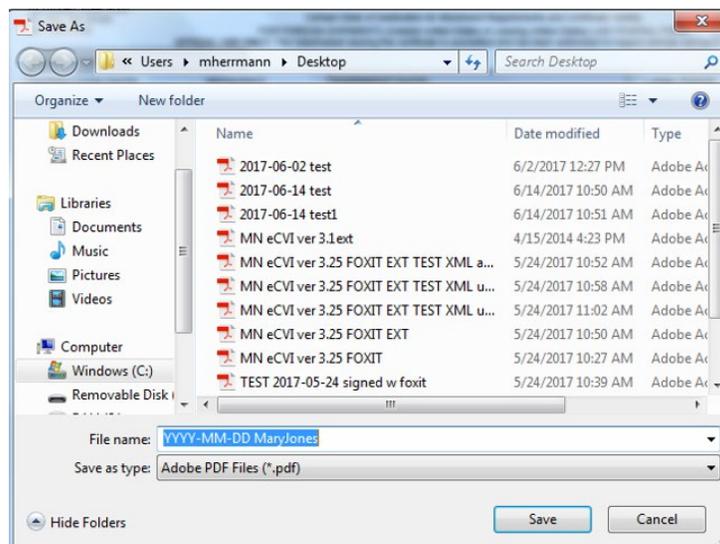


Figure 8

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