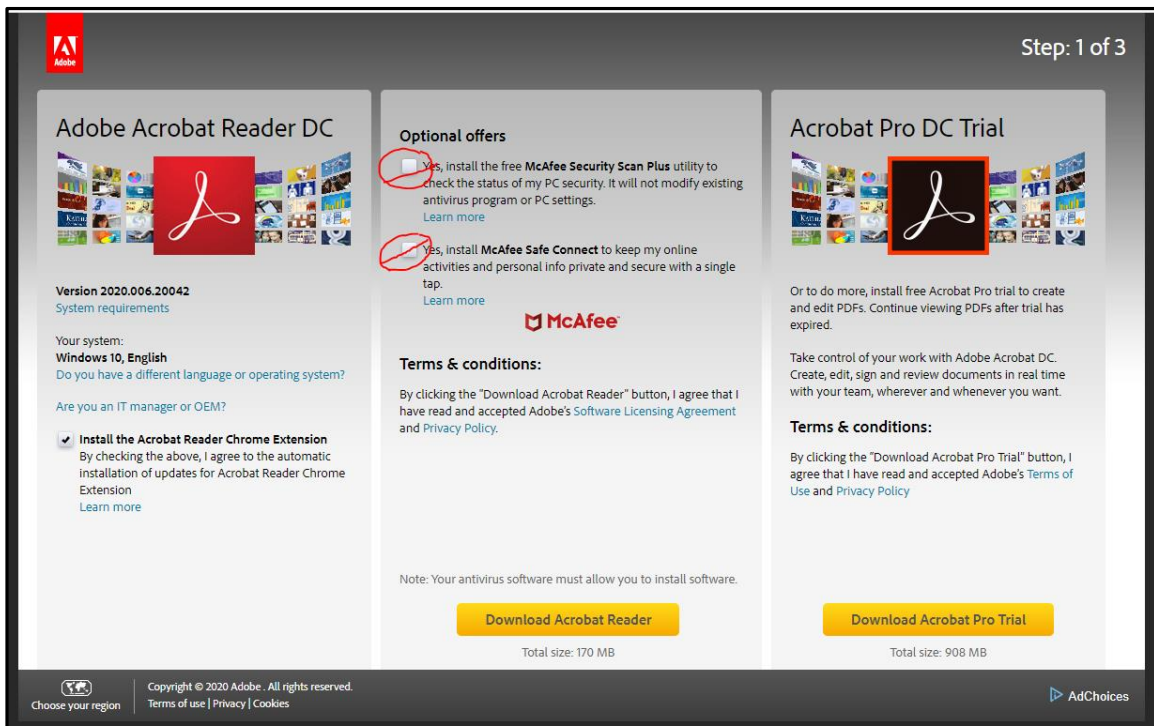


# Fillable Forms and Electronic Signature Instructions

## Downloading Adobe Reader for PCs

To fill out an electronic PDF form, you will need access to Adobe Reader. If you do not have Adobe Reader on your personal computer, you can download it for free from the [Adobe download site](http://get.adobe.com/reader/) (get.adobe.com/reader/).

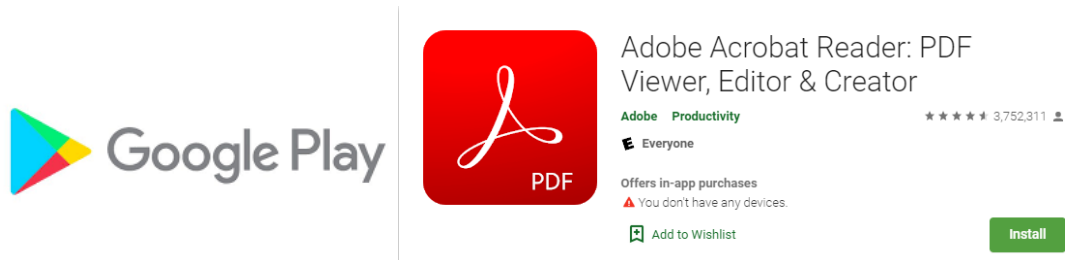
Be sure to uncheck the boxes for the McAfee Security products so this does not download onto your computer.



## Downloading Adobe Reader for Mobile Devices

If you are using a phone or mobile device, you will need to download the free Adobe Acrobat Reader, using the links below.

For Android:



[https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en\\_US](https://play.google.com/store/apps/details?id=com.adobe.reader&hl=en_US)

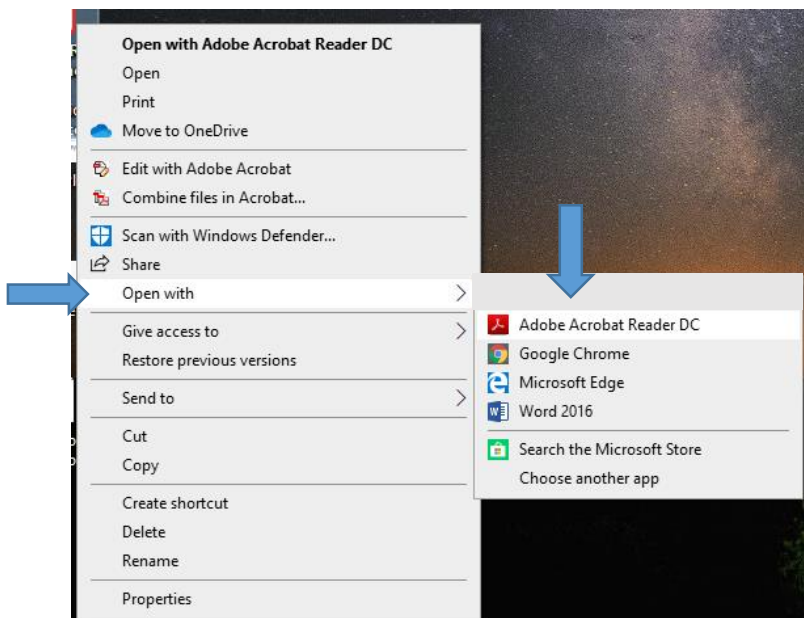
For Apple:



<https://apps.apple.com/us/app/adobe-acrobat-reader-for-pdf/id469337564>

## Completing the Form

1. Once you have installed Adobe Reader on your computer, if the fillable fields do not show up for you to enter information, you may need to save the form to your computer. Right-click on the file name (where you saved the form) and select “Open With” and “Adobe Acrobat Reader” to open the form and complete it.

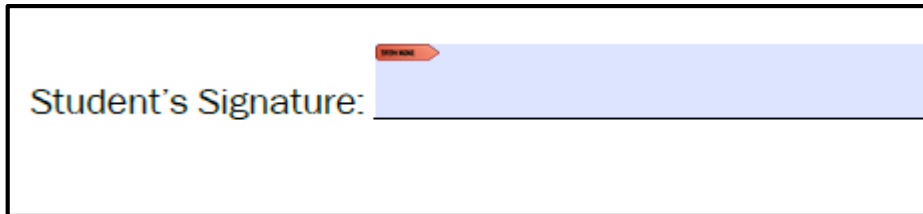


2. Complete the form by clicking in the information fields (name, address, etc.) and entering information as you normally would. Then follow the instructions below to sign your form electronically.

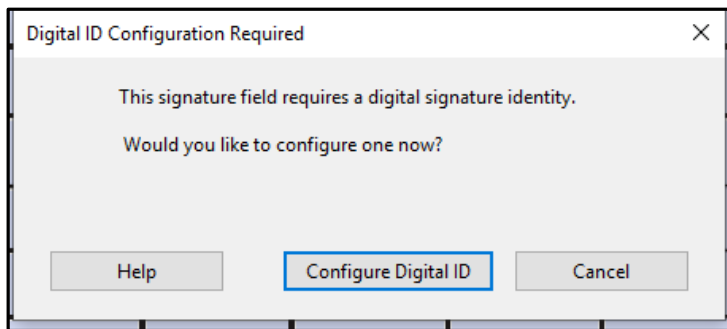
## Signing Electronically

If you have not created a digital signature, you will need to create one to sign a form before you submit it.

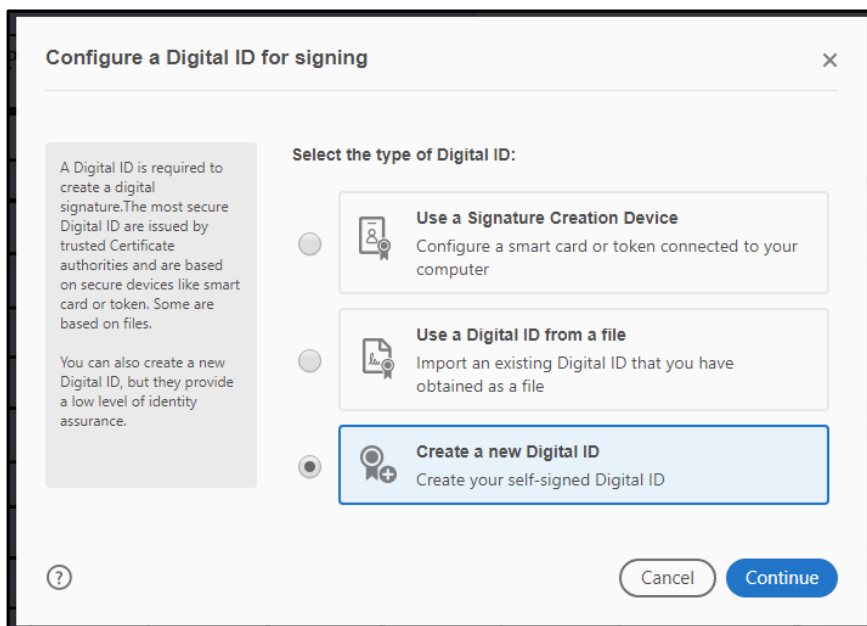
1. Click on the block for the signature field.



2. A box will appear that says "Digital ID Configuration Required", click on the button that says "Configure Digital ID."



3. On the next screen, choose the item that says "Create a new Digital ID." Then click on **Continue**.



4. Next, you will choose where you want to save your Digital ID. Then click on **Continue**.

The screenshot shows a dialog box titled "Select the destination of the new Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box containing the following text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this text is a question mark icon. On the right, there are two radio button options, each with a ribbon icon: "Save to File" (selected) with the subtext "Save the Digital ID to a file in your computer", and "Save to Windows Certificate Store" with the subtext "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom, there is a question mark icon on the left, a "Back" button, and a blue "Continue" button on the right.

5. On the next screen, fill out your name and information to create your self-signed Digital ID. Then click on **Continue**.

The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box containing the following text: "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." Below this text is a question mark icon. On the right, there are several input fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom, there is a question mark icon on the left, a "Back" button, and a blue "Continue" button on the right.

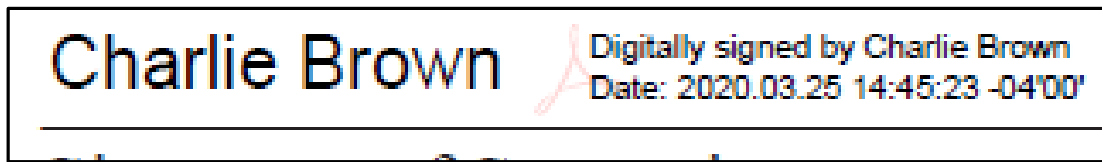
6. The next screen will prompt you for a password to protect your Digital ID. Enter your password and then enter it again in the second block to confirm. Then click on **Continue**. Remember your password for future use. You can use the same digital ID to sign all PDF documents.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box with the text: "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." and "Save the Digital ID file in a known location so that you can copy or backup it." To the right, the text "Your Digital ID will be saved at the following location :" is followed by a text input field containing "C:\Users\...AppData\Roaming\Adobe\Acro" and a "Browse" button. Below this, the text "Apply a password to protect the Digital ID:" is followed by an empty text input field. Underneath, the text "Confirm the password:" is followed by another empty text input field. At the bottom left is a help icon (?), and at the bottom right are "Back" and "Save" buttons.

7. You will then choose your Digital ID for signature and click on **Continue**.

The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. The text "Choose the Digital ID that you want to use for signing:" is followed by a "Refresh" button. Below this, there is a list of Digital IDs. The first item is selected with a radio button and a document icon, and is labeled "Your Name (Digital ID file)" with "Issued by: Your Name, Expires: 2025.03.25" below it. To the right of this item is a "View Details" link. At the bottom left is a help icon (?), and at the bottom right are "Configure New Digital ID", "Cancel", and "Continue" buttons.

8. The Signature block will populate with your Digital signature like the example in the picture below.



## Submitting Your Form

1. Once you have completed and signed your form, save it with a unique file name – for example, your name, and the Month in which you completing it. (i.e. Form Name–Your Name– April 2020)
2. Using your WCC e-mail account, attach the saved, signed form and send it to the recipient, using the e-mail address for the person or office receiving it.