


Personal Information Update Form

See below the instructions for signing the Personal Information Update Form digitally using Adobe Reader.

Instructions for Signing the Form Digitally

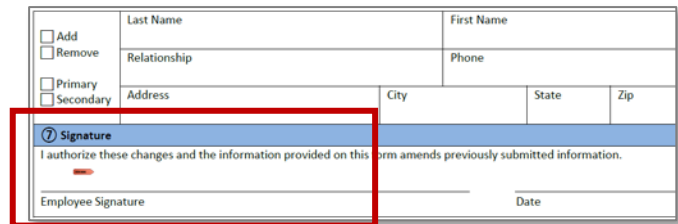
To sign the Personal Information Update Form digitally you will need to:

1. Download the form;
2. Open the form with Adobe Reader ;
3. Create a digital signature if you do not have one yet;
4. Sign the form digitally after filling it out the appropriate section;
5. Save the form;
6. Send the form to the appropriate party.

The set of instructions below refer to steps 3-5 listed above.

Creating a Digital Signature

After filling out the appropriate section of the form, click on the **Signature Line** for that section. See example on the right.



The screenshot shows a form with fields for Last Name, First Name, Relationship, Phone, Address, City, State, and Zip. Below these fields is a blue bar labeled "Signature" with a question mark icon. Below the bar is a text area for "Employee Signature" and a "Date" field. A red box highlights the "Signature" bar and the text area below it.

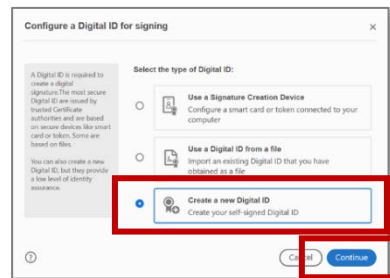
That will take you to the “Sign with a Digital ID” window.

If you do not have a digital signature, click on the “**Configure New Digital ID**” button.

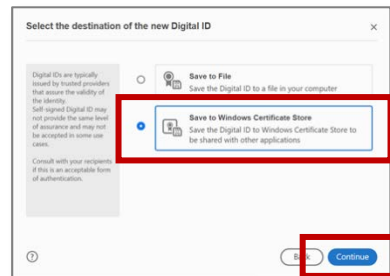
Otherwise, just select your signature and click “Continue.”



To configure a new digital ID, choose the “**Create a new Digital ID**” option and “**Continue**” to the next screen.

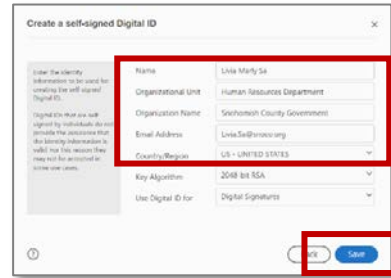


For “Select the destination of the new Digital ID,” choose the “**Save to Windows Certificate Store**” option and “**Continue**” to the next screen.



When the “Create a self-signed Digital ID” window pops-up, **enter your information**, then “Save.”

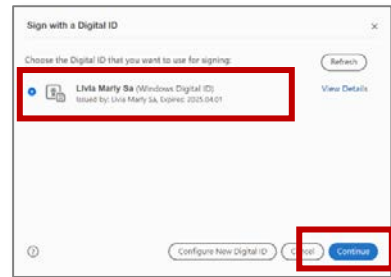
Note that the last three fields of your ID are auto-populated.



Signing the Form Digitally

The signature you created is ready for use.

Select your **Digital ID** and “Continue” to the next screen.



If you so desire, you can **edit** your signature appearance and information.

Next, click “Sign” to save a copy of your digitally signed form.

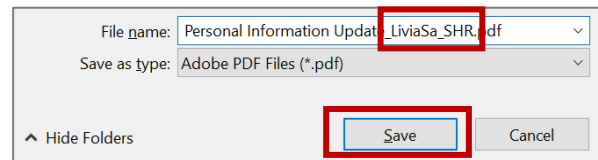


Saving the Form

You will be prompted to save the signed form.

Choose a location to save your form.

Before saving the signed form, **add your name and your department** to the title of the file.



The signature will now appear and the document is signed.

Send the form to the appropriate party.

