

How to Quickly Create a Self-signed Adobe Digital Signature to Sign your JadeFX Forms that require Signatures.

Note: You only need to create it once so that every time you click SUBMIT button on the JadeFX Forms a window will pop up asking for the password you created to sign your documents.

Completely fill out the Applications forms online . Once you are done click SUBMIT button located in the Form .

1. If this is the first time you click Submit button . The window below will pop up, Select “ a New Digital ID I want to create now “ and click NEXT.

If this is not the first time then another window will pop up asking for a password. If you forgot your password you can create a new Digital Signature by selecting New ID when that window appears

Add Digital ID

I want to sign this document using:

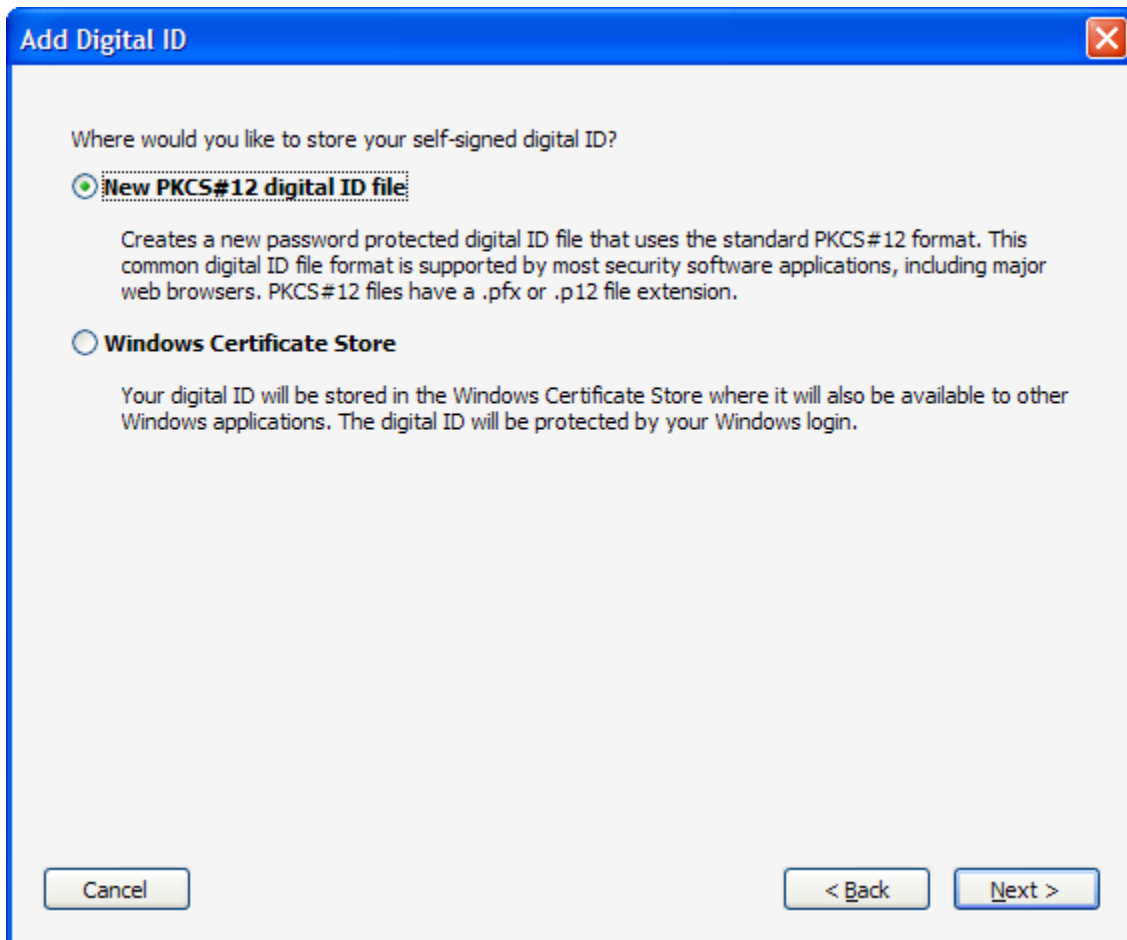
My existing digital ID from:

- A file
- A roaming digital ID stored on a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

2. Select “ New PKCS# 12 digital ID File “ and then click NEXT



3. Fill in your Details on all other fields and leave the Key algorithm & Use digital ID for fields as shown below and click next . DO NOT check “ Enable Unicode Support”

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

4. Enter your own password that you want to use to Digitally sign your JadeFX Forms and Click Finish. Note: The Digital Signature File Name will have .pfx extension

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:
ments and Settings\Myname\Application Data\Adobe\Acrobat\9.0\Security\JohnSmith.p

Password:

Confirm Password:

5. The window below will pop up asking for a Password you just entered above. Enter the password and click Sign. It will now open your email Client e.g Outlook with the PDF Attached and all you need to do is email it

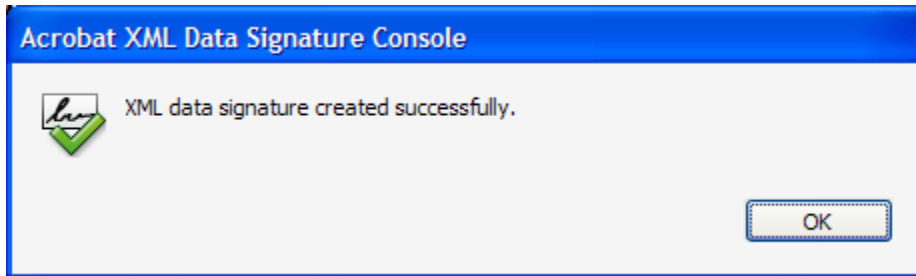
Sign Data

Sign As: John Smith <JohnSmith@ [v] ?

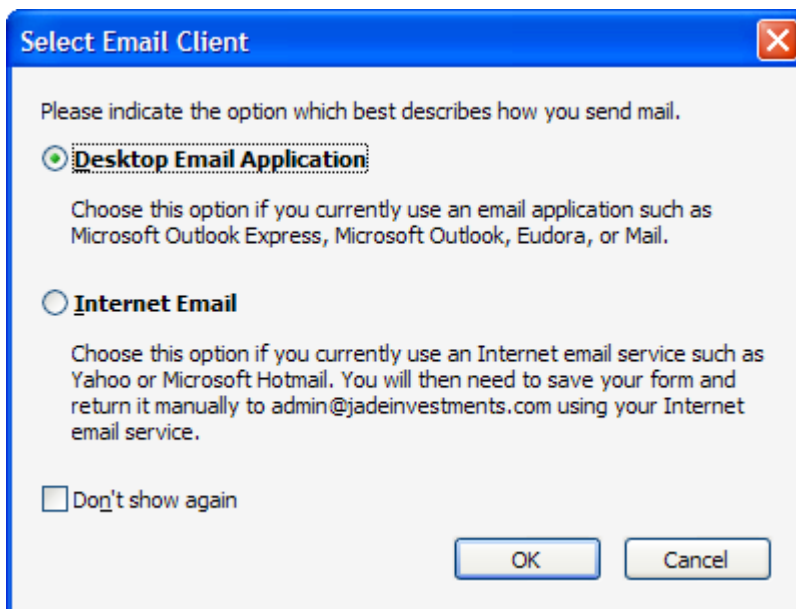
Password: ||

Certificate Issuer: John Smith

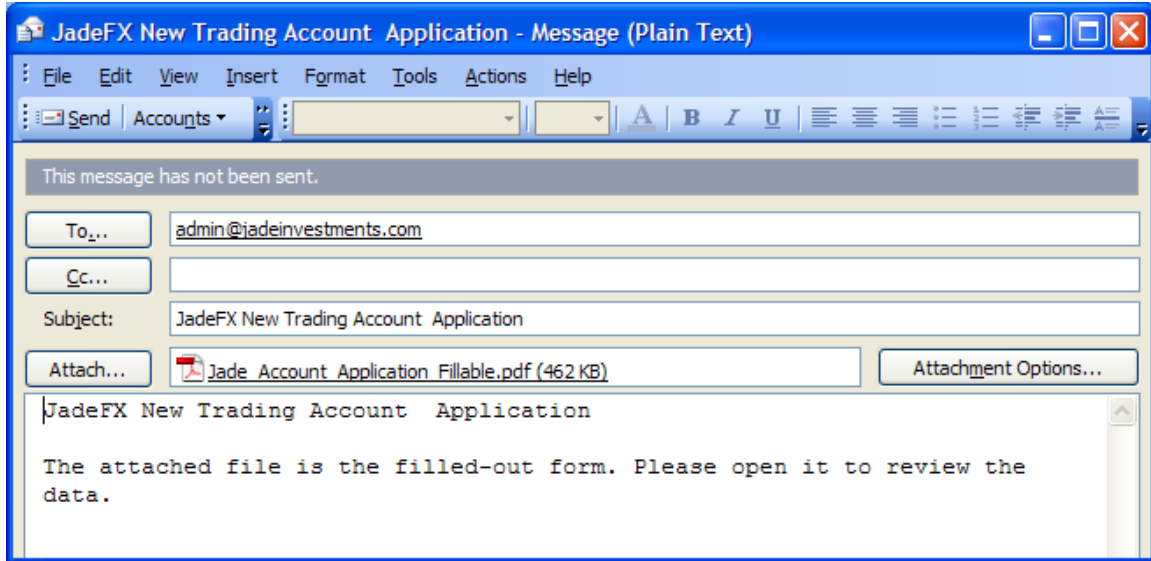
6. The following will appear indicating a success in creating a Digital signature. Click OK



7. The window below will pop up. Select an option which is applicable to you. And click OK.



8. Your Email client will pop up with the PDF attached .



Note: if you selected “ Internet Email” it will give you an option to save your Filled PDF and after saving the PDF on your hard drive you can just Login into your yahoo or gmail or hotmail and then attach the PDF and email it.

