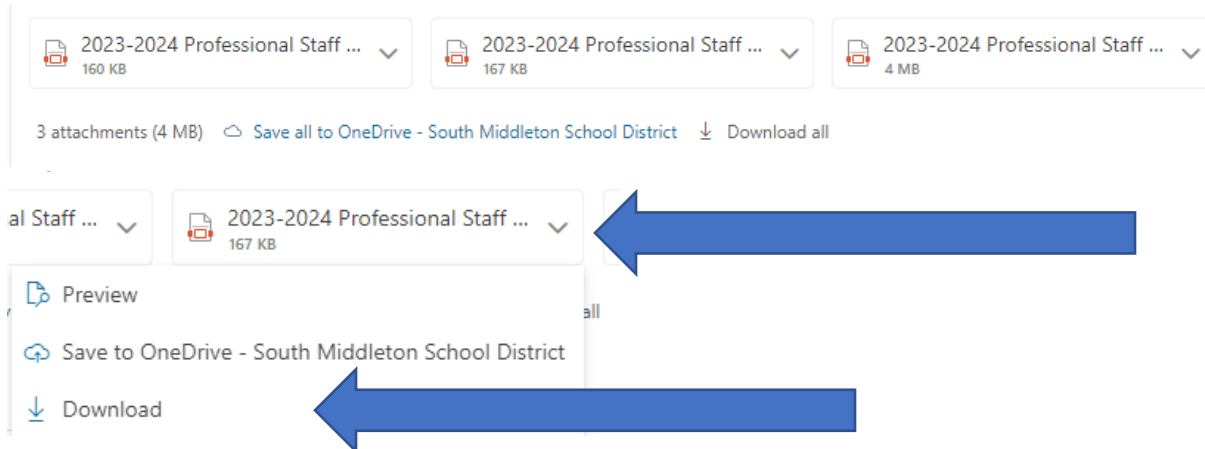
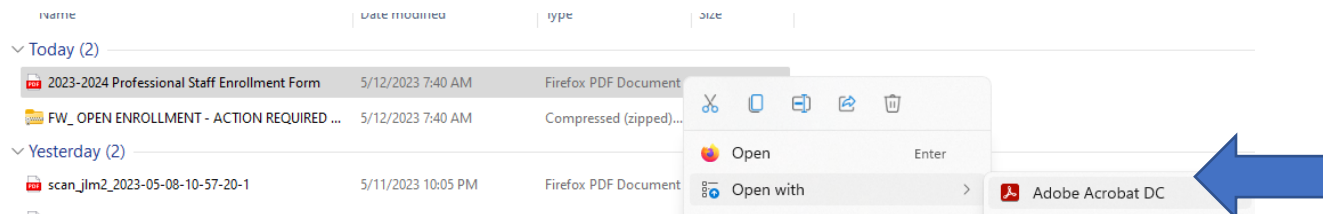


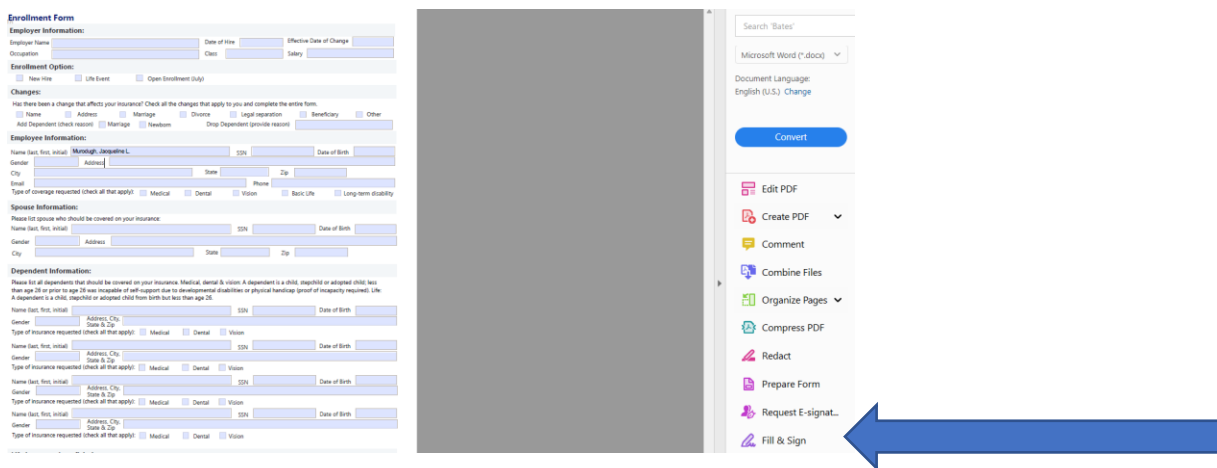
1: Download each document from the email. This will put them in your download folder. **Click on the down arrow and Download.**



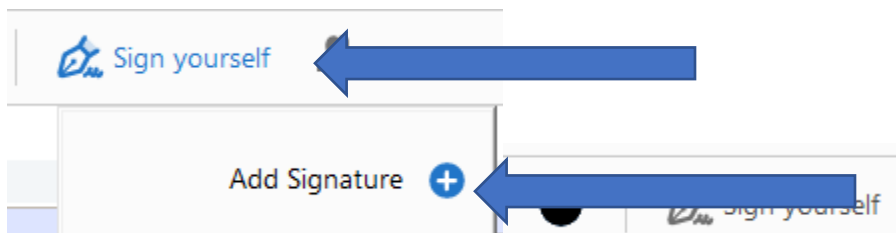
2: For the document you want to fill out, go to the Downloads folder (yellow file folder at bottom middle of screen) and **right click, Open with...Adobe Acrobat DC**



3: Fill out the document and then **click Fill and Sign.**



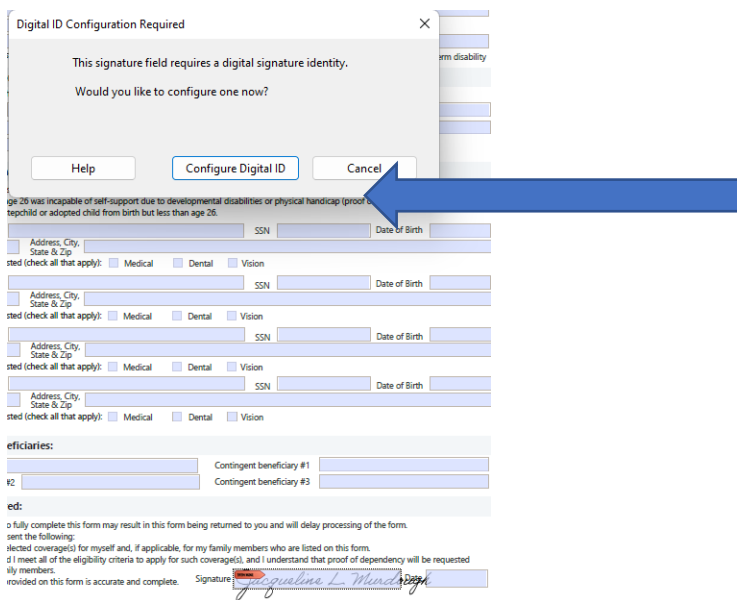
4: When done, click **Sign yourself** at the top. **Add Signature**



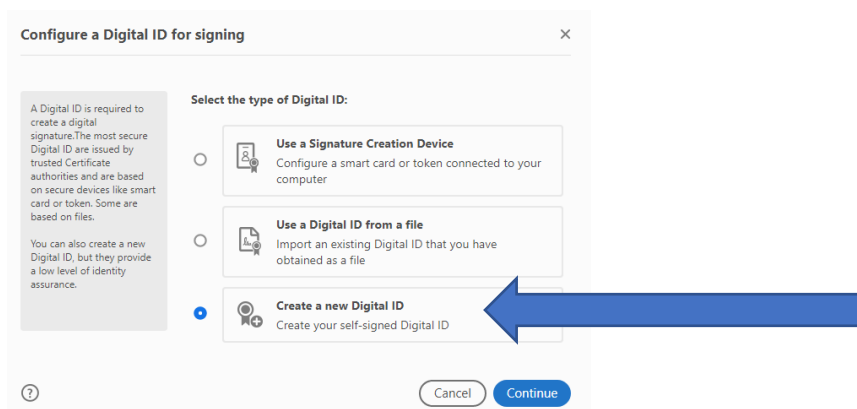
5: Type your name and **Apply**.



6: Move signature down in the document to your field. Select **Configure Digital ID**.



7. **Create a new Digital ID. Continue.**



8. Enter your information. (DO NOT CHANGE other fields) **SAVE.**

**Create a self-signed Digital 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.

Consult with your recipients if this is an acceptable form of authentication.

Name	Jacqueline Murdough
Organizational Unit	SMSD
Organization Name	SMSD
Email Address	jlm2@smsd.us
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

9. **Save to Windows Certificate Store. Continue**

**Select the destination of the new Digital ID**

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.

☐ **Save to File**  
Save the Digital ID to a file in your computer

☒ **Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

9. **Continue**

**Sign with a Digital ID**

Choose the Digital ID that you want to use for signing:

Refresh

☒ **Jacqueline Murdough (Windows Digital ID)**  
Issued by: Jacqueline Murdough, Expires: 2028.05.12 [View Details](#)

Configure New Digital ID Cancel Continue

10. Sign document after it is filled out.

Sign as "Jacqueline Murdough" X

Appearance: Standard Text Create

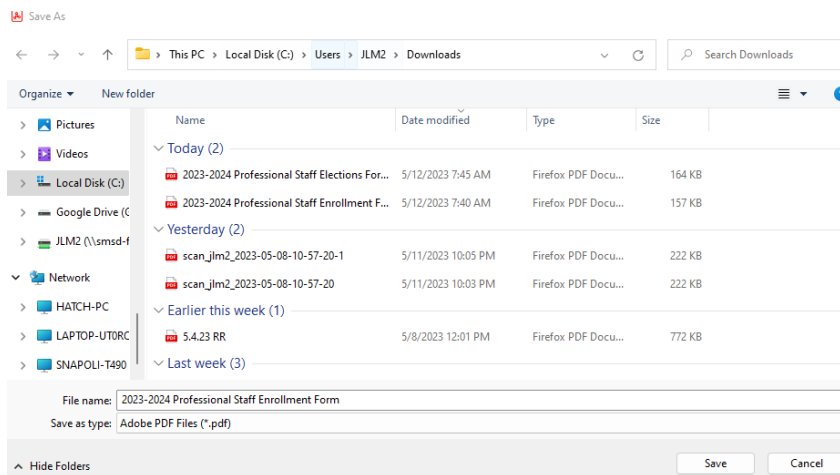
Digitally signed by  
Jacqueline Murdough  
Date: 2023.05.12 07:55:08 -04'00'

☐ Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

11. **Save document to your desktop and then upload to the drop folder.** The form should be completed electronically and uploaded to the virtual confidential drop box found here: [New 2023-24 Open Enrollment Forms.](#) :



12. If all else fails, fill out the form, print and sign and scan to your email and then drop it to the folder. [New 2023-24 Open Enrollment Forms.](#)