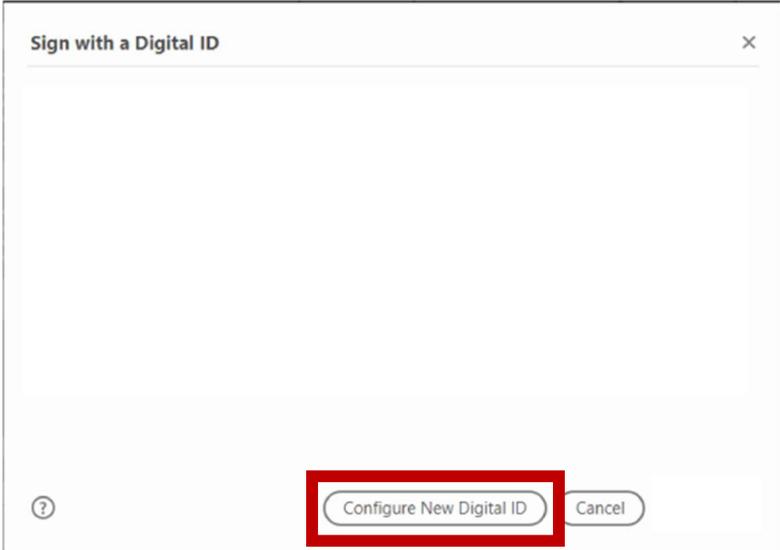




Creating an Adobe Acrobat eSignature

The EPSDT fillable PDF now allow you to add your digital signature to the document. Follow the steps below to create your digital signature.

Steps	Screenshots
<p>1. After completing the fillable PDF</p> <p>Once you have completed your fillable PDF and are ready to digitally sign, you will need to click on the Digital Signature box. Located at the bottom of the form.</p>	<p>* Signature</p> 
<p>2. Sign with a Digital ID</p> <p>You will need to create a digital signature by clicking on CONFIGURE NEW DIGITAL ID.</p>	

Steps

3. Configure a Digital ID for signing.

You will see three (3) options. Select the radio button next to **Create a new Digital ID**, then hit **Continue**.

Screenshots

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

4. Select the destination of the new digital ID

You will select **Save to File** and then click **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

5. Complete your information

Enter in your Name and Email address. You can also add in your Provider name.

For the last three options you will leave it as you see on the screen.

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.

Name: Enter Name...

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: Enter Email...

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

Steps

Screenshots

6. Save your Digital ID

Click on Browse and save this Digital ID. You can use this on other devices as well.

7. Password

Make sure to remember your password you created. This will be **required** each time you digitally sign.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". It contains a text area with instructions: "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 it or back it up." To the right, there is a text field for the file path, currently showing "C:\Users\cassi\Downloads\CuriousGeorge.pfx", and a "Browse" button. Below that, there are two password input fields labeled "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom, there are "Back" and "Save" buttons.

8. Once you hit save, you will see your digital signature listed.

Select your digital signature by clicking on the radio button and click **Continue**.

The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:" with a "Refresh" button. A list of digital IDs is shown, with "Curious George (Digital ID file)" selected, indicated by a radio button. Below the name, it says "Issued by: Curious George, Expires: 2026.10.11" and a "View Details" link. At the bottom, there are buttons for "Configure New Digital ID", "Cancel", and "Continue".

9. Sign as "...."

You will need to enter your **password** for your digital signature and then click **Sign**.

The screenshot shows a dialog box titled "Sign as 'Curious George'". It has an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main area displays a digital signature: "Curious George" in a large font, with a red scribble over the name. To the right, it says "Digitally signed by Curious George" and "Date: 2021.10.11 13:53:34 -10'00'". Below this, there is a "View Certificate Details" link. At the bottom, there is a "Review document content that may affect signing" section with a "Review" button, and a password input field labeled "Enter the Digital ID PIN or Password...". At the very bottom, there are "Back" and "Sign" buttons.

Steps

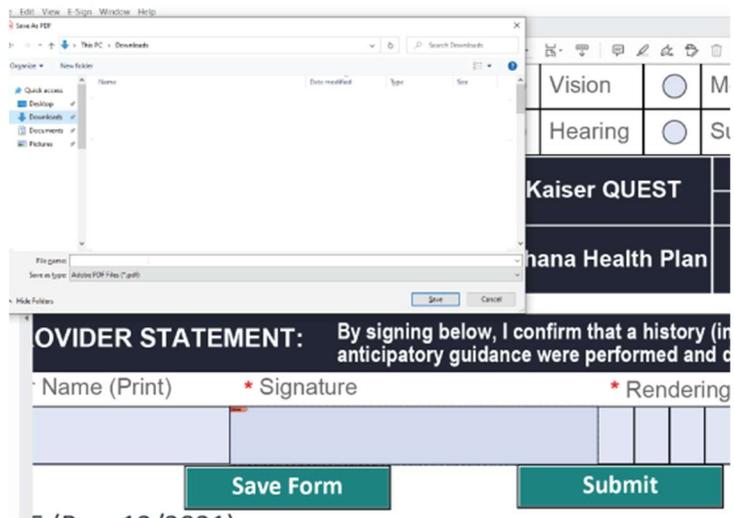
10. You will need to save your file

Before you can continue, you will need to save your file.

NOTE: We recommend you create a folder to save all your digitally signed fillable PDF forms.

Also, naming conventions is key. So naming the file with the patients name and date of appointment is recommended (i.e. Big_Bird_10112021)

Screenshots



11. Digital signature has been completed.

You will now see your digital signature on the form.

