

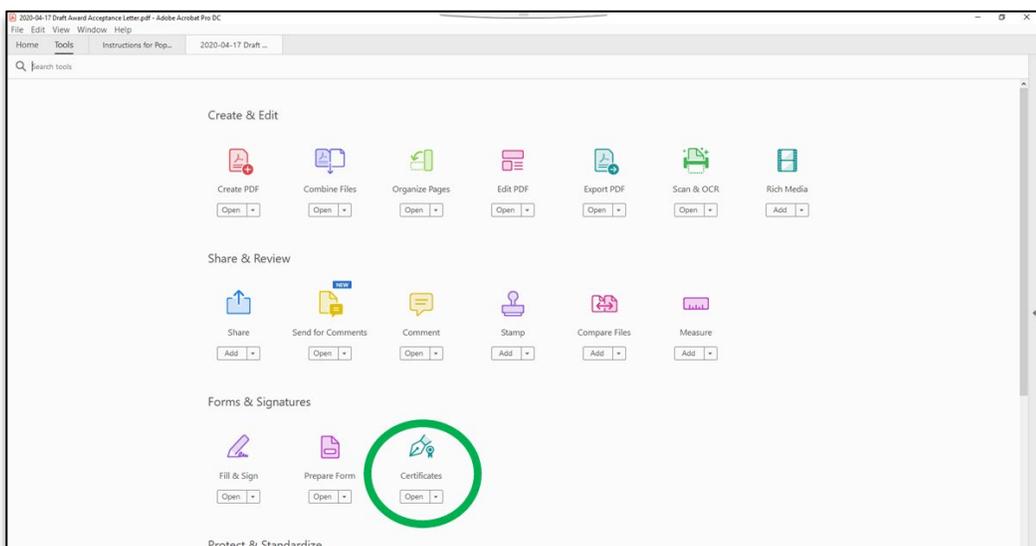


Award Acceptance Digital Certification Tutorial v.0.2

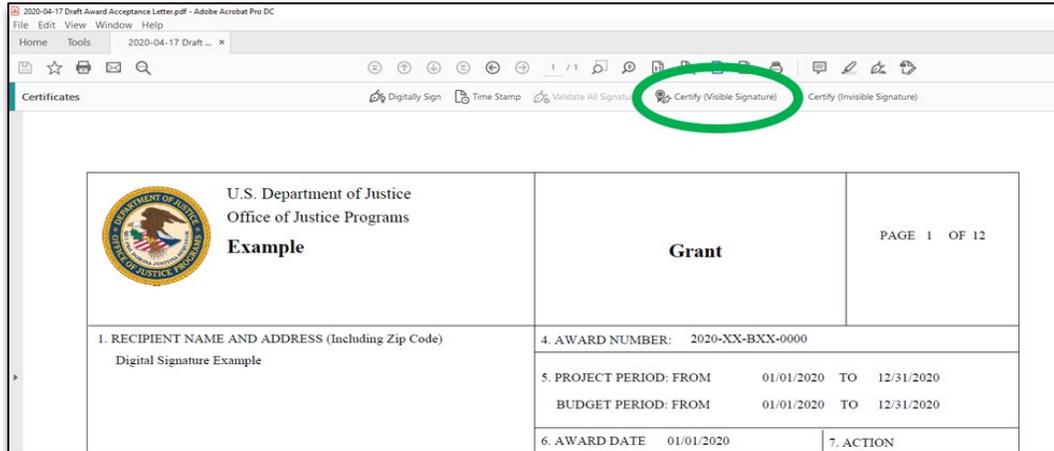
- Step 1.** Download the award acceptance letter to your hard drive.
- Step 2.** Open the Award Acceptance letter with Adobe Acrobat.
- Step 3.** Go to the toolbar at the top of the page and select the **“Tools”** option.

 U.S. Department of Justice Office of Justice Programs Example	Grant	PAGE 1 OF 12
1. RECIPIENT NAME AND ADDRESS (including Zip Code) Digital Signature Example	4. AWARD NUMBER: 2020-XX-BXXX-0000	
	5. PROJECT PERIOD: FROM 01/01/2020 TO 12/31/2020 BUDGET PERIOD: FROM 01/01/2020 TO 12/31/2020	
2a. GRANTEE IRS/VENDOR NO. 000000000	6. AWARD DATE 01/01/2020	7. ACTION Initial
2b. GRANTEE DUNS NO. 000000000	8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE Digital Signature Example	9. PREVIOUS AWARD AMOUNT	\$ 0
	10. AMOUNT OF THIS AWARD	\$0.00
	11. TOTAL AWARD	\$0.00

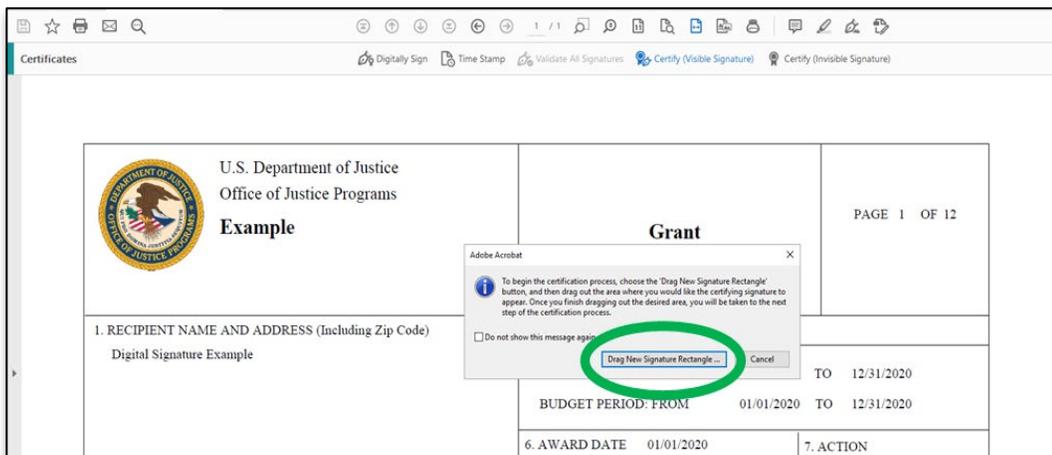
- Step 4.** Select the **“Certificates”** option.



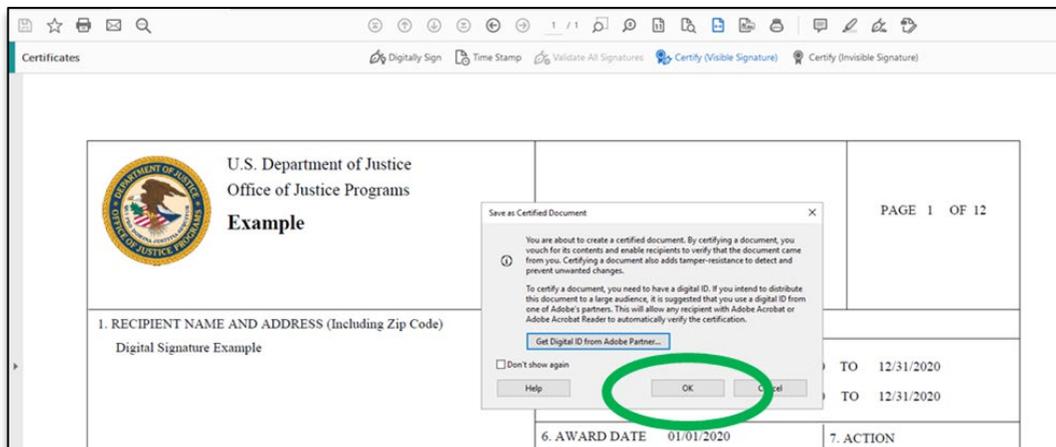
Step 5. From the toolbar on the top of the page, click the “**Certify (Visible Signature)**” icon.



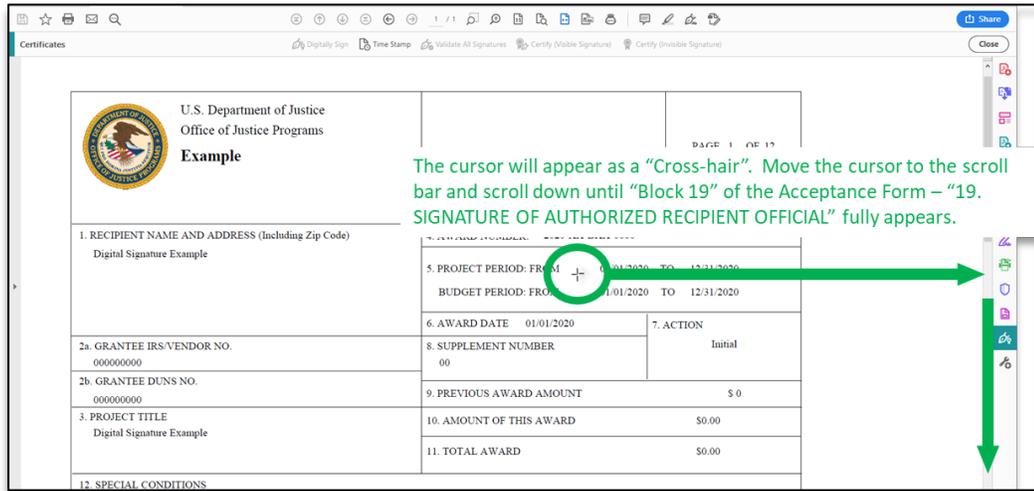
Step 6. Click “**Drag New Signature Rectangle**” in the dialog box that appears.



Step 7. Click on the “**OK**” button in the “**Save as Certified Document**” pop-up box that appears.

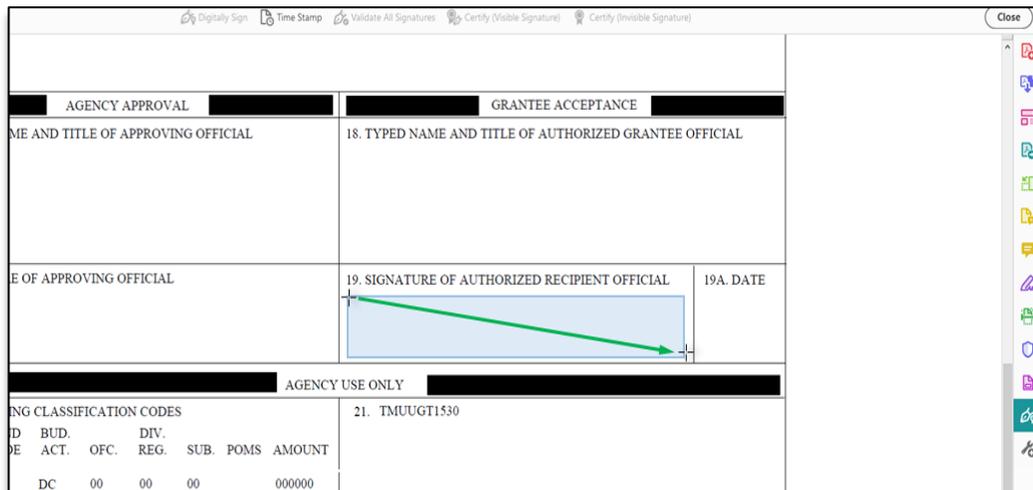


Step 8. The cursor will now appear as a “Cross-Hair.” Move the it to the scroll bar and scroll down until “Block 19” of the Acceptance Form – “19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL” fully appears.

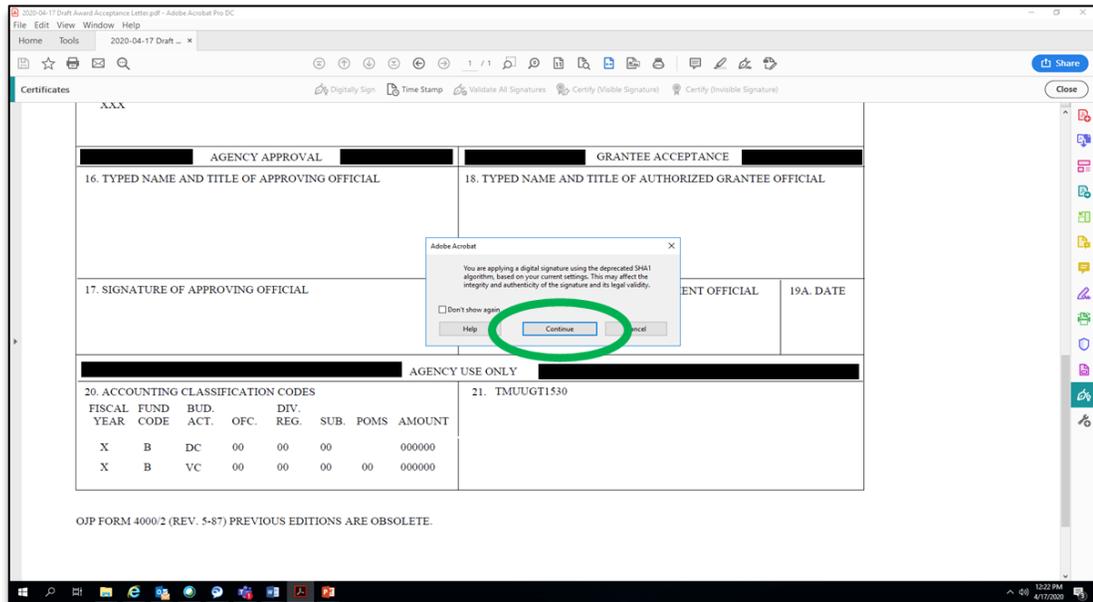


Step 9. Move the “Cross-Hair” just below the “19” of the “19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL” box.

Press and hold the left mouse button down and drag the “Cross-Hair” to the bottom right corner of the box and then release the mouse button (Note: a **BLUE BOX** will appear and grow as the “Cross-Hair” is moved).

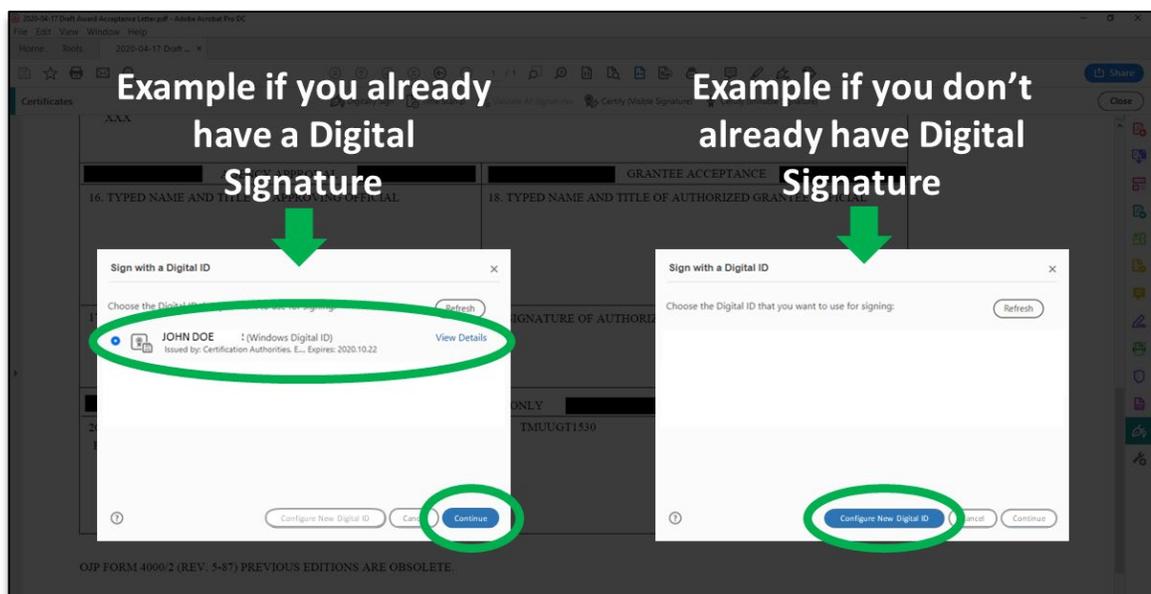


Step 10. When you release the mouse button, the **BLUE BOX** will disappear and an Adobe Acrobat pop-up box will appear. Click on the **“Continue”** button.

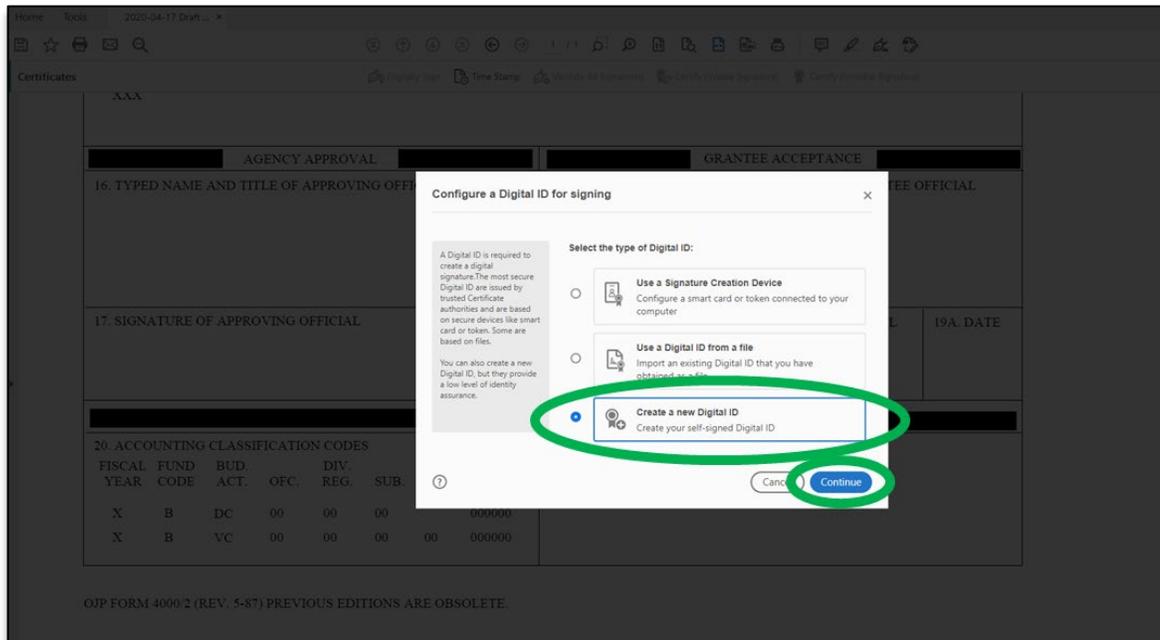


Step 11. If you already have a Digital Signature, it will appear in the “Sign with Digital ID” pop-up box. **Select it**, and click on the **“Continue”** button and skip to **Step 16** to proceed.

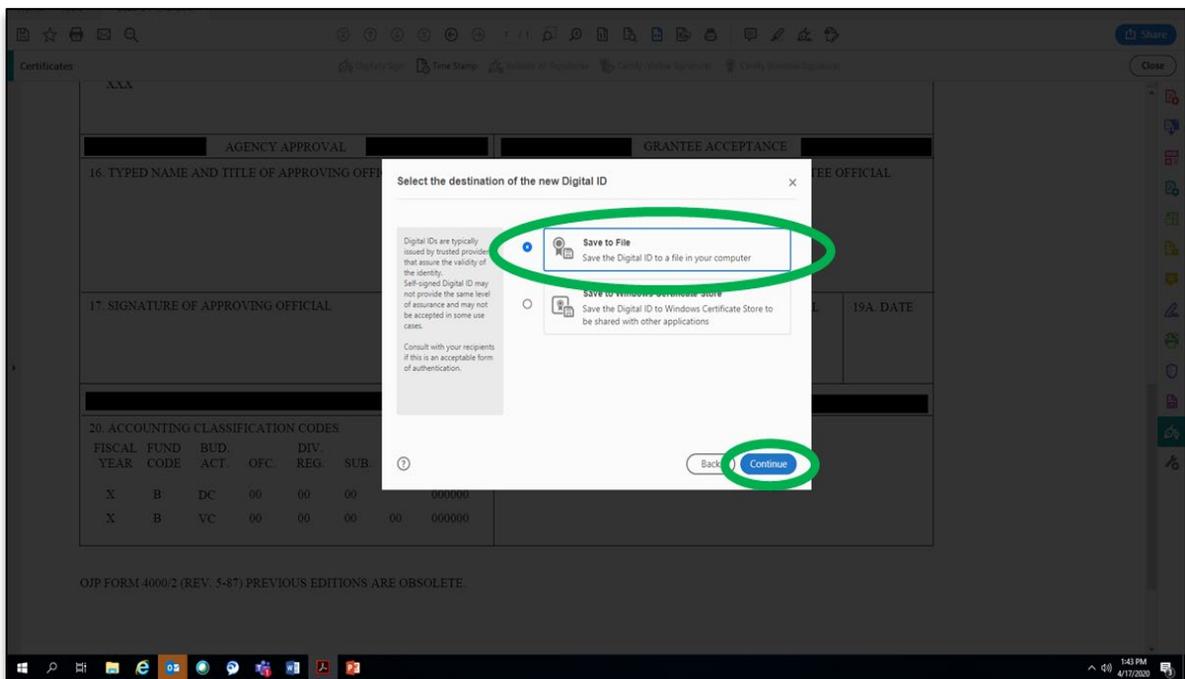
If you do not already have Digital Signature, click on the **“Configure New Digital ID”** button in the “Sign with Digital ID” pop-up box and proceed to the **Step 11**.



Step 12. Select **“Create a new Digital ID”** on the **“Configure a Digital ID for signing”** screen and then click the **“Continue”** button.



Step 13. Select **“Save to File”** on the **“Select the destination of the new Digital ID”** screen and then click the **“Continue”** button.



- Step 14.** Complete the form on the “Create a self-signed Digital ID” screen.
 Note: Only the Name and Email Address fields are required and then click the “Continue” button.

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: John Doe
 Organizational Unit: Headquarters
 Organization Name: Acme Corp.
 Email Address: john.doe@acme.com
 Country/Region: US - UNITED STATES
 Key Algorithm: 2048-bit RSA
 Use Digital ID for: Digital Signatures

Back Continue

Organizational Unit and Name are Optional

- Step 15.** In the “Save the self-signed Digital ID to a file” pop-up box, select the location on your PC or system where you want to save the file, create a password (your password must comply with the instructions listed in the pop-up box), verify your password, and then click the “Continue” button.

Your Digital ID will be saved at the following location:

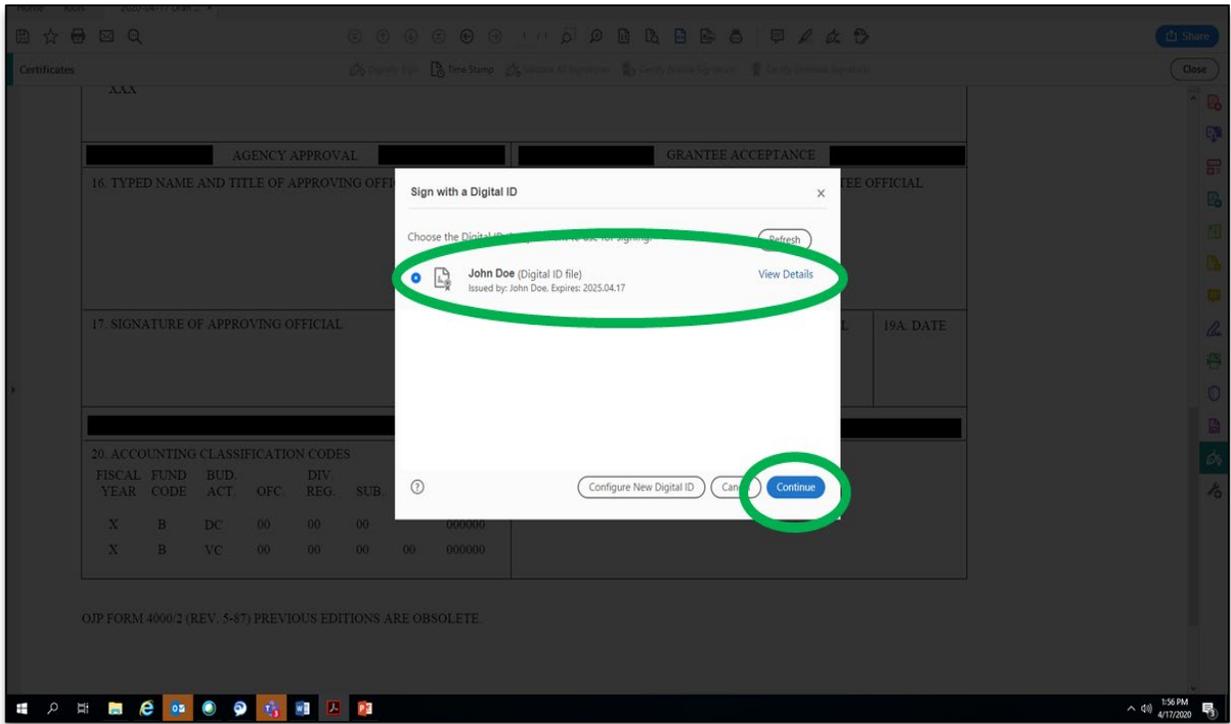
C:\DigitalSignature\JohnDoe.pfx Browse

Apply a password to protect the Digital ID:

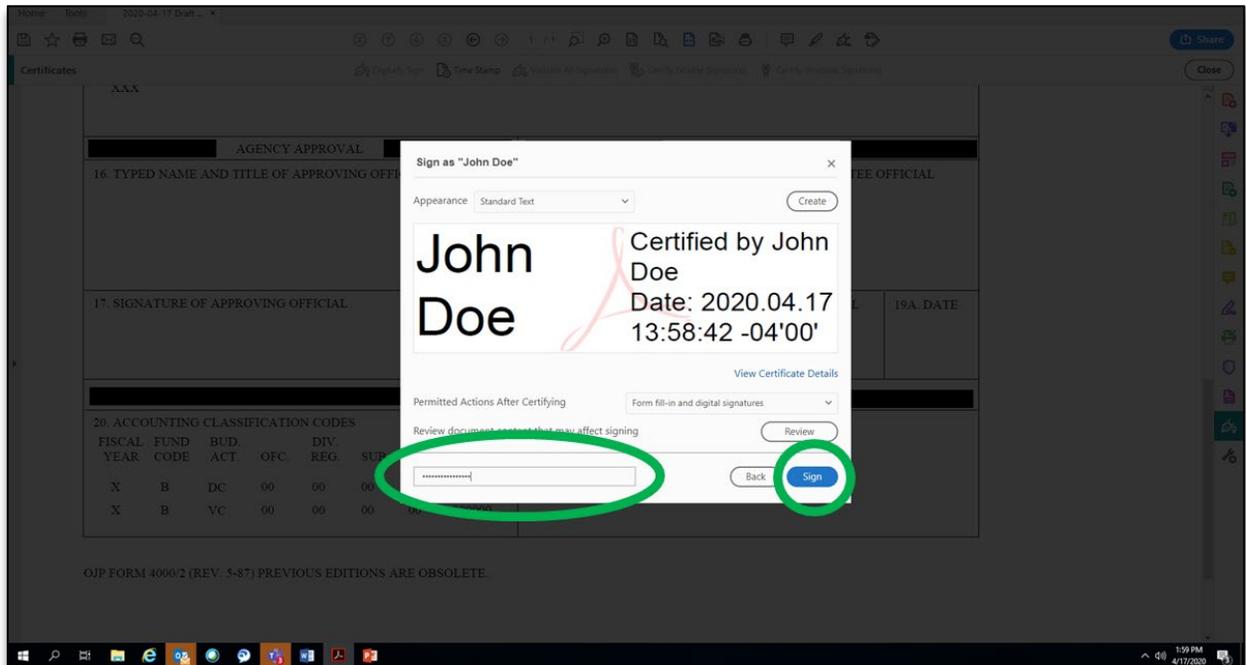
Confirm the password:

Back Save

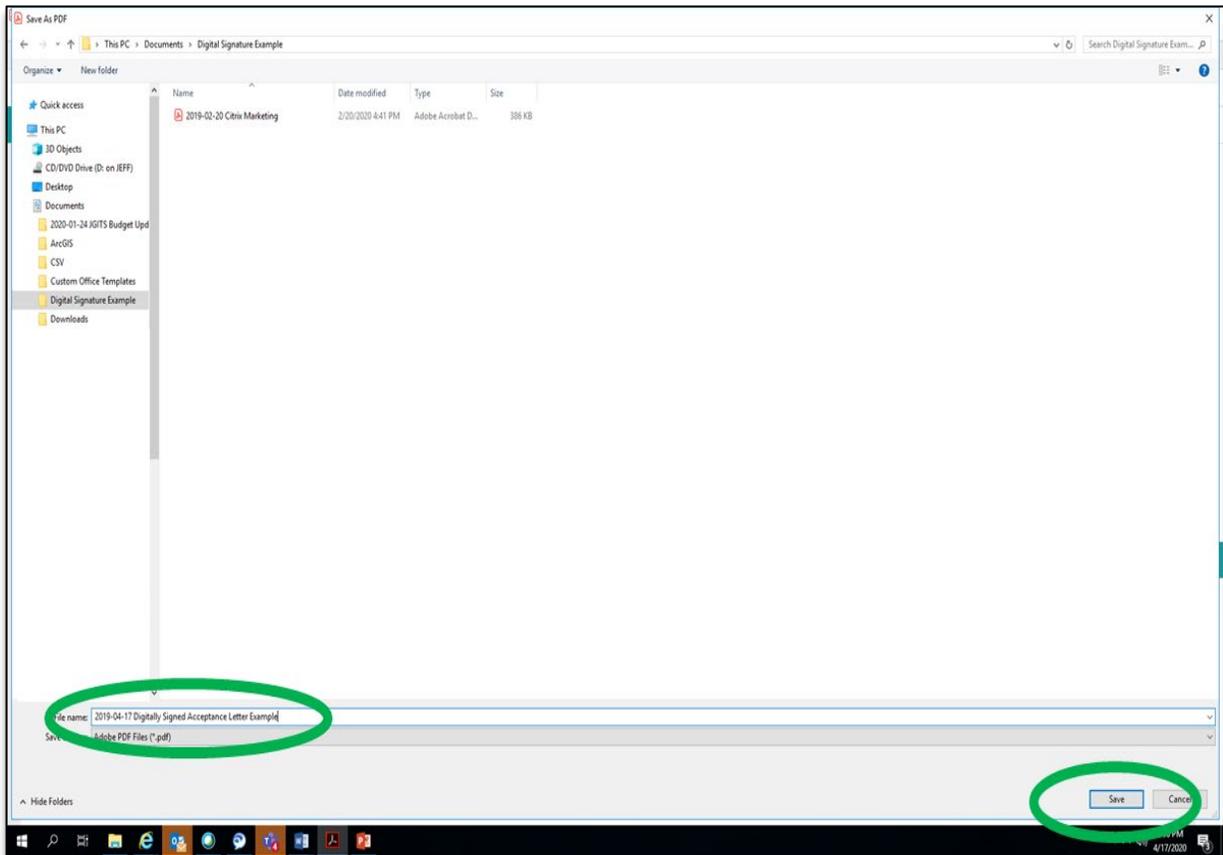
Step 16. In the “Sign with Digital ID” pop-up box, select the your Digital ID and then click the “Continue” button.



Step 17. In the “Sign as Your Name” pop-up box enter your digital signature Password and then click the “Sign” button.



Step 18. On the “Save as PDF” screen, name your file and then click the “Save” button. The process is now complete.



Example of the Digitally Signed Document

