

How to Sign a PDF Form in Adobe Reader

Open the form on your computer.

Usually, if you can see the form, you can simply start filling in the fields.

Signature of Client or **POA*** (Legibly print cl...)

I have **voluntarily** provided my information which will **NOT** be used for hea...
Davis will safeguard and maintain all information in a HIPAA compliant conf...
appointed with a plan I enroll in, Paul will receive a commission. I understar...
will be identical to those quoted or that all the drugs will continue to be cov...
with me and to contact me periodically to review.

Full street address

City State County

When you get to the Signature field, it's a little different.

Mymedicare.gov username Password
(LEAVE BLANK IF YOU DON'T KNOW IT)

I have updated my drug list on mymedicare.gov Medicare # (11 character version)
(OR INCLUDE COPY OF MEDICARE CARD)

I understand and agree with the instructions and information above. I authorize Paul Davis and his staff to access my mymedicare.gov account information or to set up a mymedicare.gov account in order shop my drugs.

Signature of Client or **POA*** (Legibly print client's full name) Today's date

Click in the Signature field.

The Digital ID box will pop up.

Digital ID Configuration Required

This signature field requires a digital signature identity.
Would you like to configure one now?

Help Configure Digital ID Cancel

Click on the Configure Digital ID button.

The Configure Digital ID box will appear.

The dialog box is titled "Configure a Digital ID for signing" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "A Digital ID is required to create a digital signature. The most secure Digital ID 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." To the right of this box, the text "Select the type of Digital ID:" is followed by three radio button options: "Use a Signature Creation Device" (selected), "Use a Digital ID from a file", and "Create a new Digital ID". Each option includes a small icon and a brief description. At the bottom of the dialog, there is a question mark icon on the left, and "Cancel" and "Continue" buttons on the right.

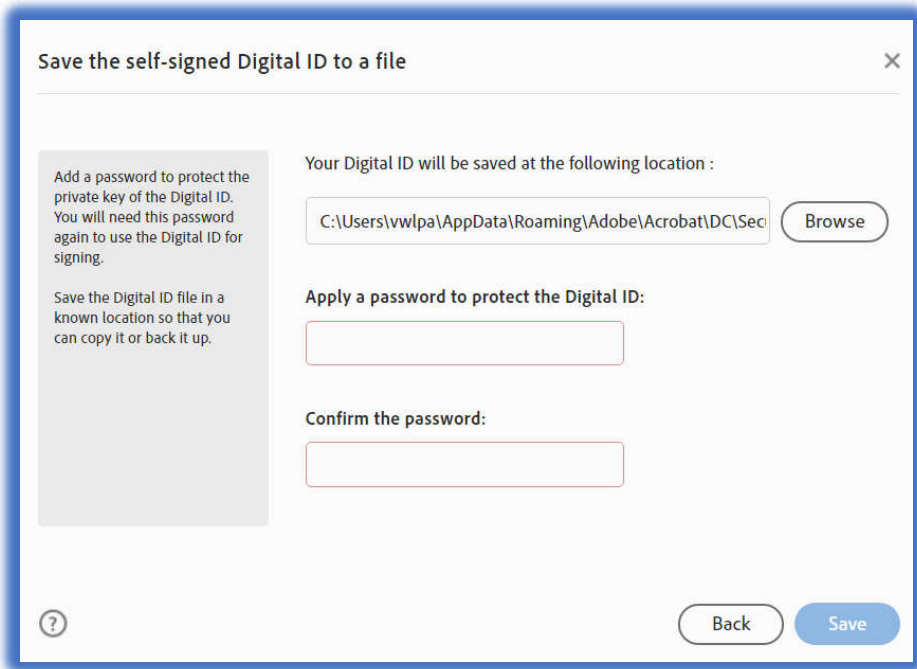
Choose Create a New Digital ID and click on the Continue button.

In the next box, choose the Save to File option and click the Continue button.

You'll see the Create a self-signed Digital ID box.

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "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." To the right of this box, there are several form fields: "Name" (text input), "Organizational Unit" (text input), "Organization Name" (text input), "Email Address" (text input), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom of the dialog, there is a question mark icon on the left, and "Back" and "Continue" buttons on the right.

Type in your name and your email address in the respective fields, then click the Continue button. You'll see the Save the self-signed Digital ID to a file box.

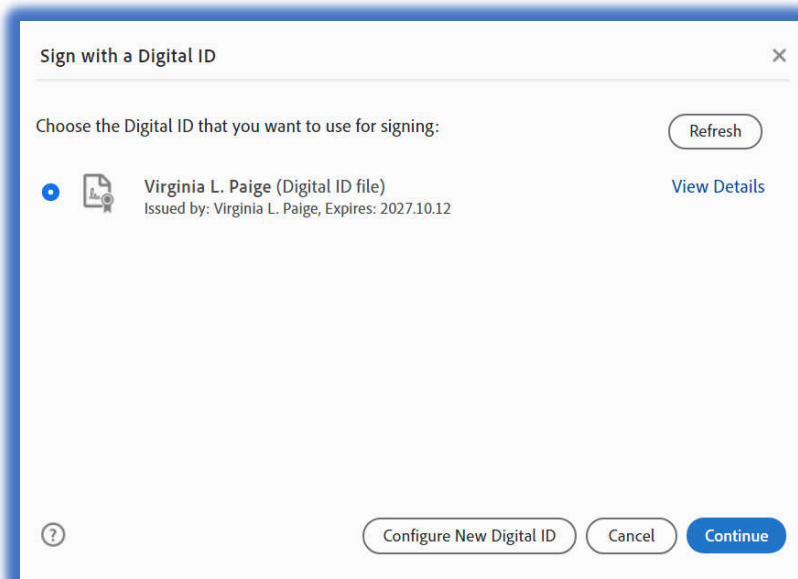


The dialog box is titled "Save the self-signed Digital ID to a file" and has a close button (X) in the top right corner. On the left, there is a grey box with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy it or back it up." Below this is a question mark icon. On the right, the text says "Your Digital ID will be saved at the following location :" followed by a text field containing "C:\Users\vwlpal\AppData\Roaming\Adobe\Acrobat\DC\Sec" and a "Browse" button. Below that, it says "Apply a password to protect the Digital ID:" followed by a text input field. Underneath is "Confirm the password:" followed by another text input field. At the bottom right, there are "Back" and "Save" buttons. A question mark icon is also present at the bottom left.

That box tells you where the software plans to save your Digital ID. You can make note of that location, or you can click on the Browse button to save your Digital ID somewhere else on your computer.

Type in a new six-character password twice and click on the Save button.

Now that you have created and saved your Digital ID, the Sign with Digital ID appears.



The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. It says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below this, there is a list item with a blue selection circle, a document icon, and the text "Virginia L. Paige (Digital ID file)" and "Issued by: Virginia L. Paige, Expires: 2027.10.12". To the right of this item is a "View Details" link. At the bottom, there are three buttons: "Configure New Digital ID", "Cancel", and "Continue". A question mark icon is located at the bottom left.

Choose the Digital ID you want to use for the current form.

Click the Continue button.

Your signature box will appear.

The screenshot shows a window titled "Sign as 'Virginia L. Paige'". At the top, there is a dropdown menu for "Appearance" set to "Standard Text" and a "Create" button. The main area displays a large signature "Virginia L. Paige" in black, with a pink ribbon graphic. To the right of the signature, it says "Digitally signed by Virginia L. Paige" and "Date: 2022.10.12 16:00:06 -07'00'". Below this, there is a "View Certificate Details" link. Further down, there is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there is a text input field labeled "Enter the Digital ID PIN or Password..." and two buttons: "Back" and "Sign".

Type in your password and click on the Sign button.

You will be given the chance to save the form containing your signature under a different name. Choose the name you want and click the Save button.

You'll see the form with your Digital Signature included.

The screenshot shows a portion of a form. At the top, there is a checkbox "I have updated my drug list on mymedicare.gov" and a field for "Medicare # (11 character version)". Below this is a bolded statement: "I understand and agree with the instructions and information above. I authorize Paul Davis and his staff to access my mymedicare.gov account information or to set up a mymedicare.gov account in order shop my drugs." A yellow arrow points to a digital signature box containing "X Virginia L. Paige" and "Digitally signed by Virginia L. Paige Date: 2022.10.12 16:01:37 -07'00'". Below the signature box are two radio buttons: "Signature of Client" and "POA*", with "(Legibly print client's full name)" and "Today's date" labels. Further down, there is another checkbox: "*I am completing for someone else and have documented Power Of Attorney. X" and a field for "PRINT NAME OF POA (IF APPLICABLE)". At the bottom, there are radio buttons for "SPOUSE", "DOMESTIC PARTNER", "SOMEONE OVER AGE 60", and "NO ONE".