



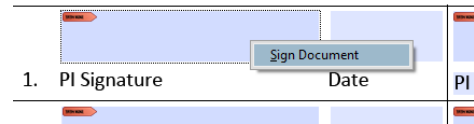
## Instructions on how to sign the Proposal Routing Form electronically

Log on to the Chapman VPN network or use any computer on the Chapman VPN, before starting this process. Open the proposal routing form using **Adobe Acrobat X Pro** or **Adobe Reader X version 10.1.3** or later.

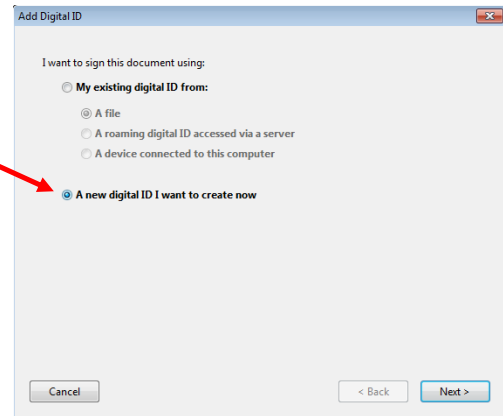
If you need assistance with the Chapman VPN or Adobe, contact IS&T's Service Desk at (714) 997-6600 or see Adobe's [digital ID instructions](#) for more information.

### NEW digital ID

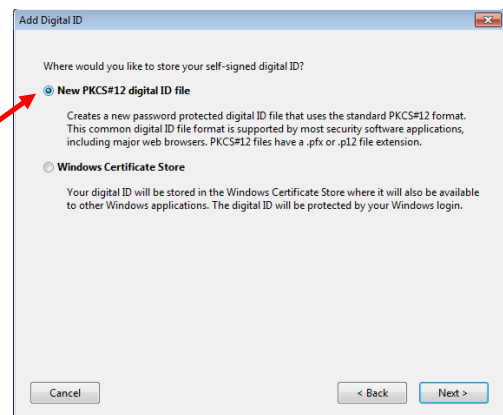
1. Open the PDF and click on the appropriate field indicated by a red arrow.
  - A dialog box labeled "Sign Document" should appear.



2. Select "A new digital ID I want to create now."
  - *If you have already created a digital ID go to step 7 and sign the document.*



3. Two options will appear New PKCS #12 digital ID OR Windows Certificate Store.
  - Choose "New PKCS #12 digital ID" if you are unsure of which one to pick.



4. Type your name, Chapman e-mail address, and other personal information for your digital ID.
  - Leave the “Key Algorithm” at the default setting (1024-bit RSA).
  - From the “Use digital ID for” drop-down list, choose whether you want to use the digital ID for signatures, data encryption, or both. *Choose both if you are unsure.*

5. If you chose the “New PKCS #12” for your type of digital ID, the password strength meter evaluates your password and indicates the password strength with each keystroke. Confirm your password.
  - Leave the default file location of where your password will be stored. This way, your digital ID will be accessible on any computer on the Chapman VPN network

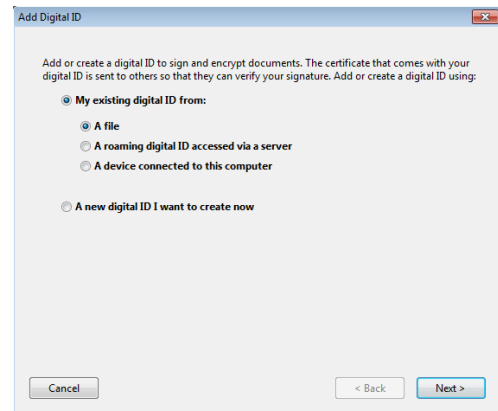
6. Click Finish.

7. Type your password and click “Sign”
  - Make sure the correct name and information appears; go to step 10 if the information is incorrect

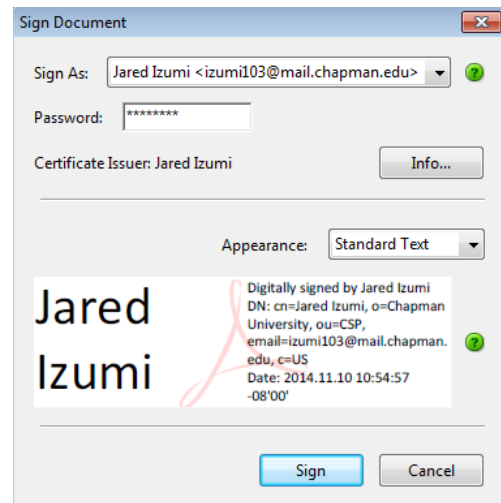
**Important:** After setup, you should make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add signatures.

## EXISTING digital ID

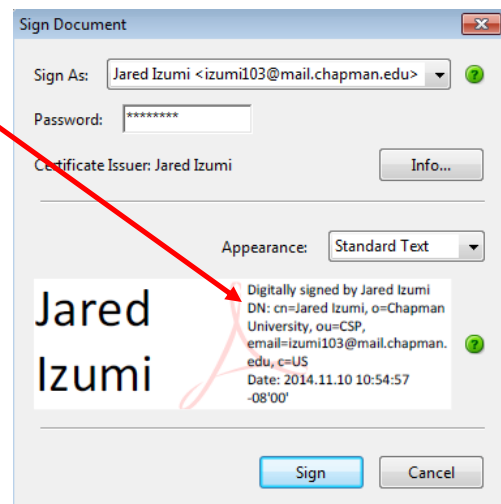
8. If you already created a digital ID, and the window to the right appears, either:
- You saved your digital ID in a location **NOT** on the Chapman VPN; go to step 11
  - You are **NOT** logged on to the Chapman VPN; log on to the Chapman VPN
  - You have **NOT** created a digital ID; go to step 1



9. If the wrong name appears in the “Sign As” tab:
- Ensure sure you are logged in to the computer using your personal Chapman ID. If you are not logged on to the computer using your Chapman username and password, log off the computer and log back on using your information.
  - If you are logged on to the computer using your Chapman username and password, someone else has created a digital ID on your Chapman login and password; go to step 10

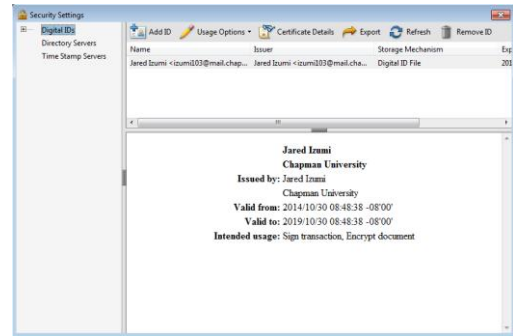


10. If you already created a digital ID, and the information in your signature is incorrect then:
- **In Acrobat**, choose Tools > Protection > More Protection> Security
  - **In Reader**, choose Edit > Protection > Security Settings
  - Select Digital IDs on the left, and then select the digital ID to remove (see picture in step 11)
  - Click Remove ID, and click OK; go to step 1 to recreate your digital ID



11. If you created a digital ID and it was not saved on the Chapman VPN then:

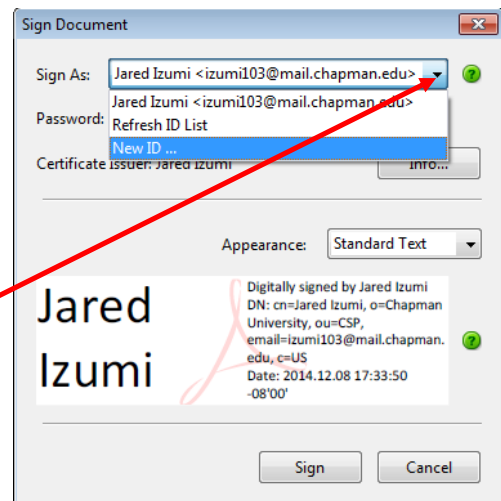
- Make sure your computer has access to the Chapman VPN
- In Acrobat, choose Tools > Protection > More Protection> Security
- In Reader, choose Edit > Protection > Security Settings
- Select Digital IDs on the left, and then select the digital ID to remove
- Click Remove ID, and click OK; go to step 1 to recreate your digital ID on the Chapman VPN



### **PROCURATION (Designated individuals ONLY)**

12. If you have been designated as an individual that can sign on behalf of someone else then:

- Make sure the correct name and information appears
- OR select the correct name from drop down menu
- OR select “New ID ...” from the drop down list to create a new digital ID; go to step 1 to create a new digital ID



***Important:*** You must receive permission to sign on behalf of the designated individual; procuration without permission is fraud.