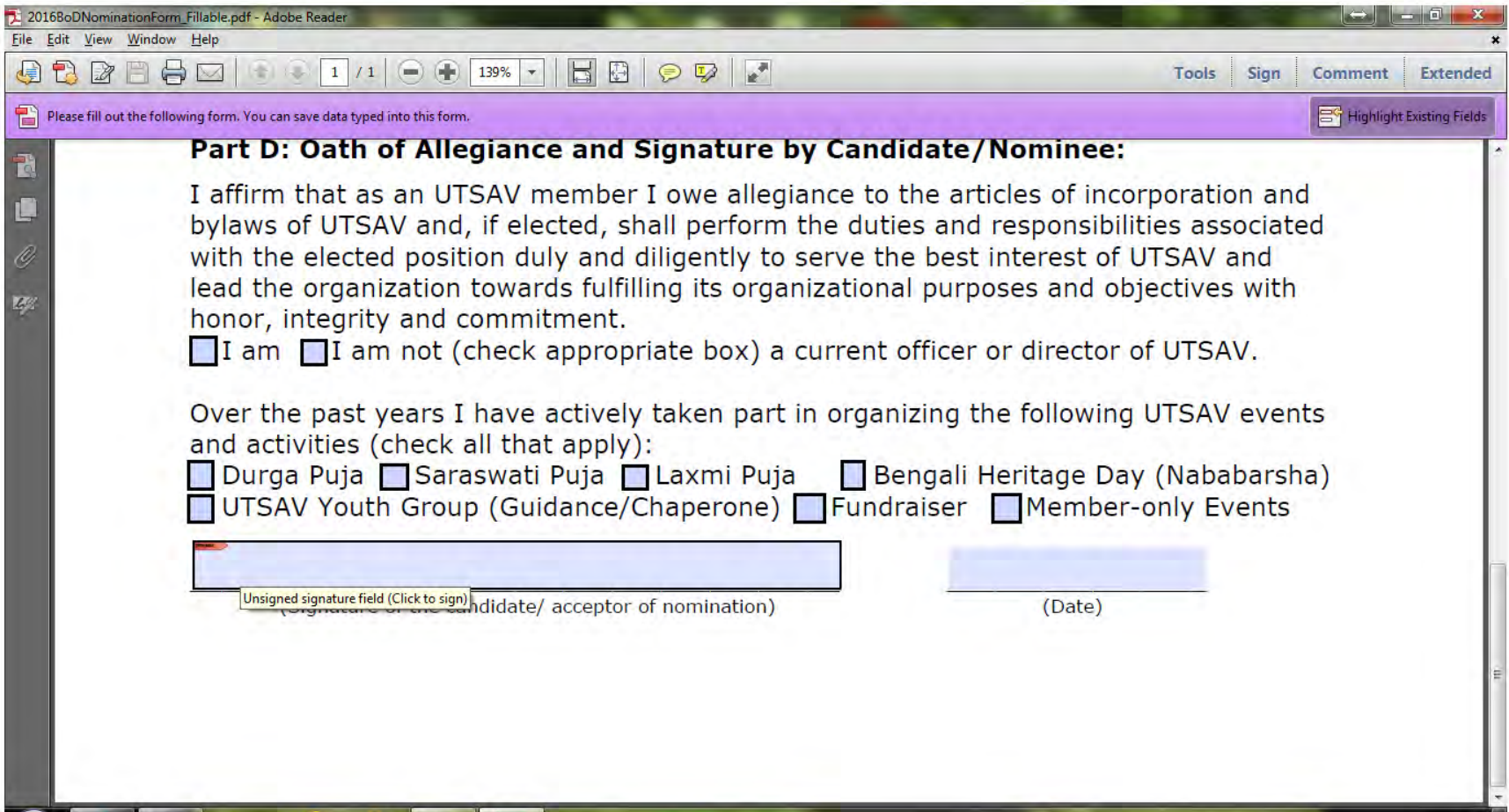


# Adding Digital Signature to a Signature filed

A step-by-step guide

# Click on the Signature Field



2016BoDNominationForm\_Fillable.pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

**Part D: Oath of Allegiance and Signature by Candidate/Nominee:**

I affirm that as an UTSAV member I owe allegiance to the articles of incorporation and bylaws of UTSAV and, if elected, shall perform the duties and responsibilities associated with the elected position duly and diligently to serve the best interest of UTSAV and lead the organization towards fulfilling its organizational purposes and objectives with honor, integrity and commitment.

I am  I am not (check appropriate box) a current officer or director of UTSAV.

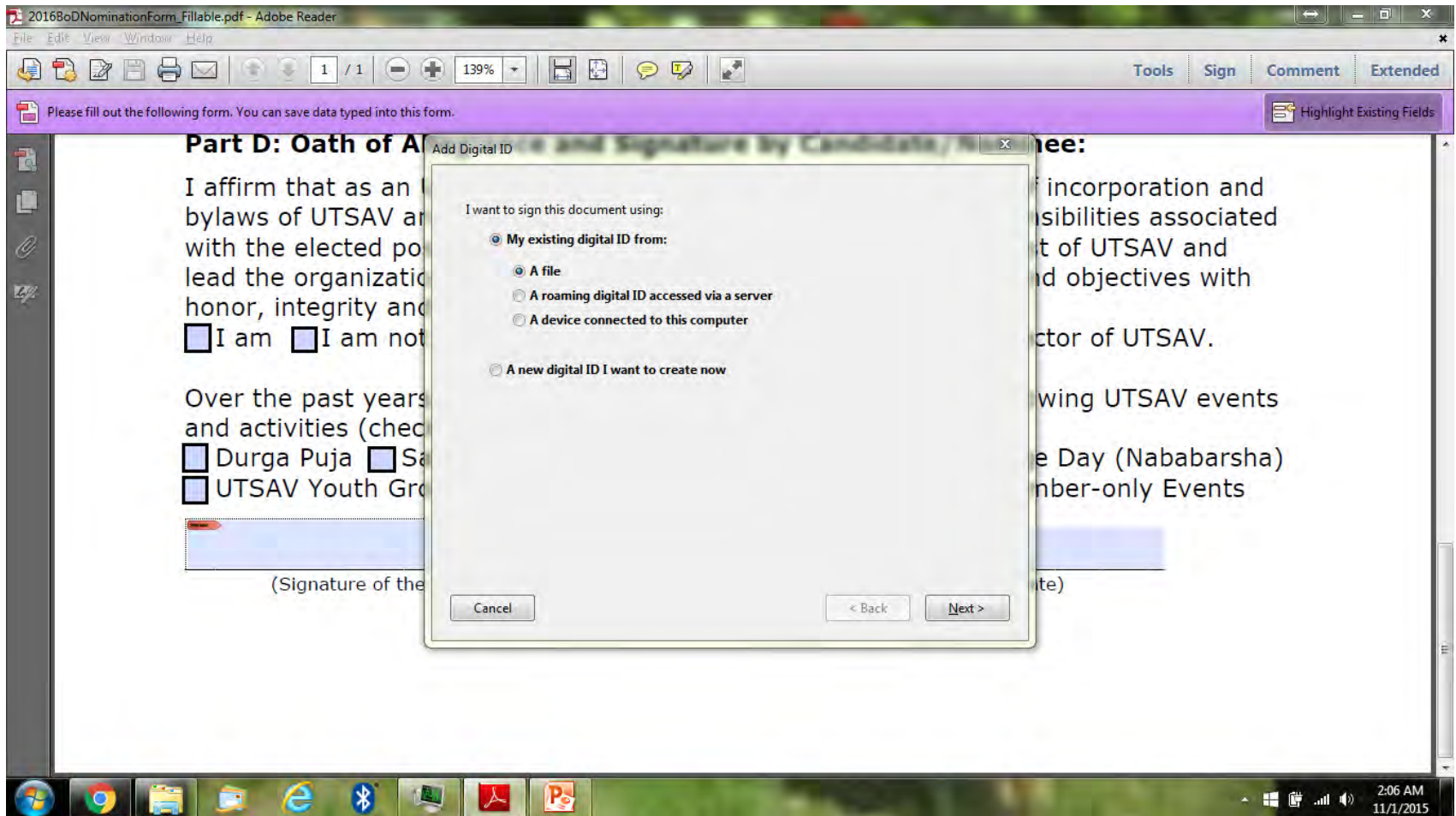
Over the past years I have actively taken part in organizing the following UTSAV events and activities (check all that apply):

Durga Puja  Saraswati Puja  Laxmi Puja  Bengali Heritage Day (Nababarsha)  
 UTSAV Youth Group (Guidance/Chaperone)  Fundraiser  Member-only Events

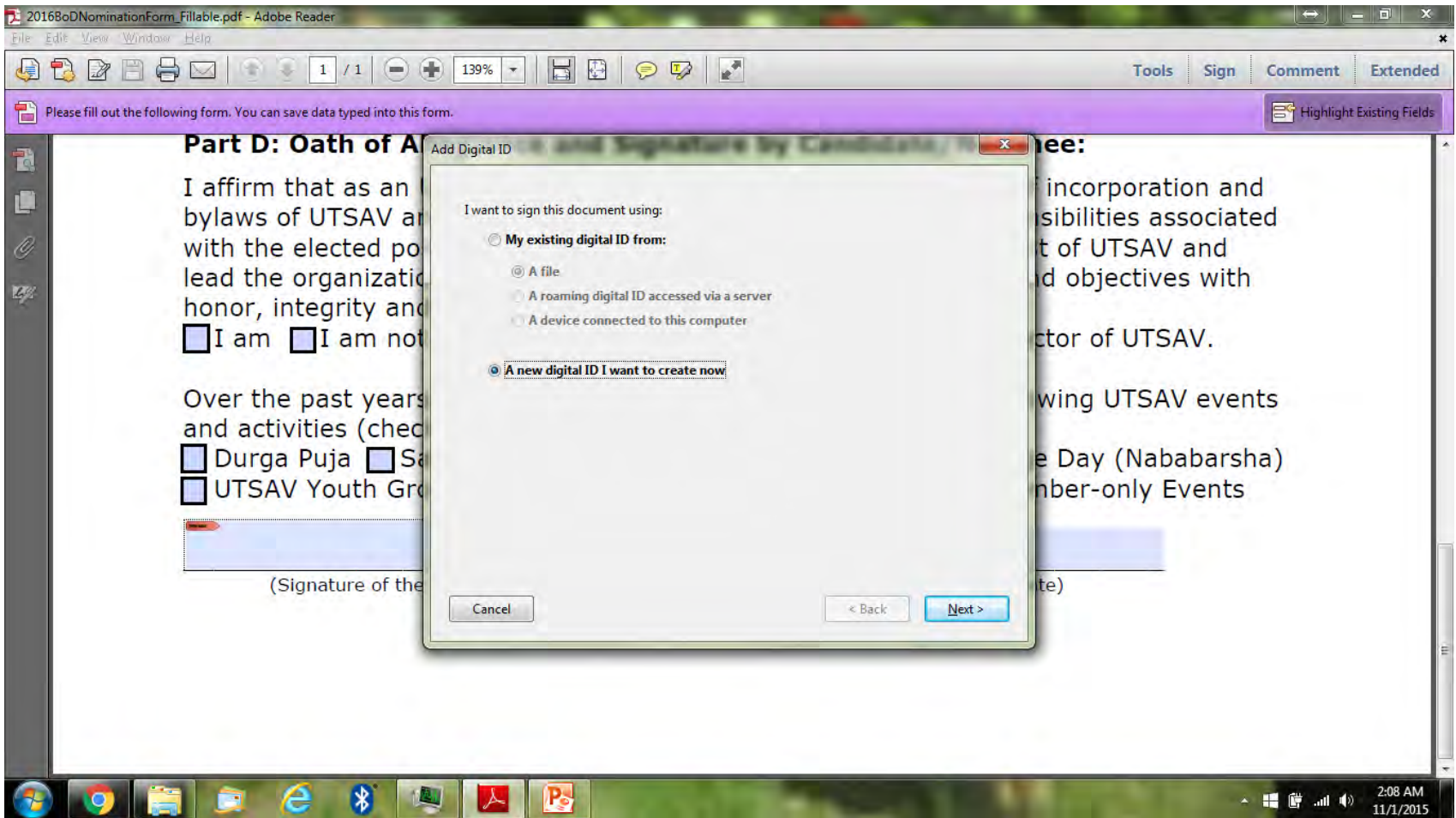
(Signature of the candidate/ acceptor of nomination)

(Date)

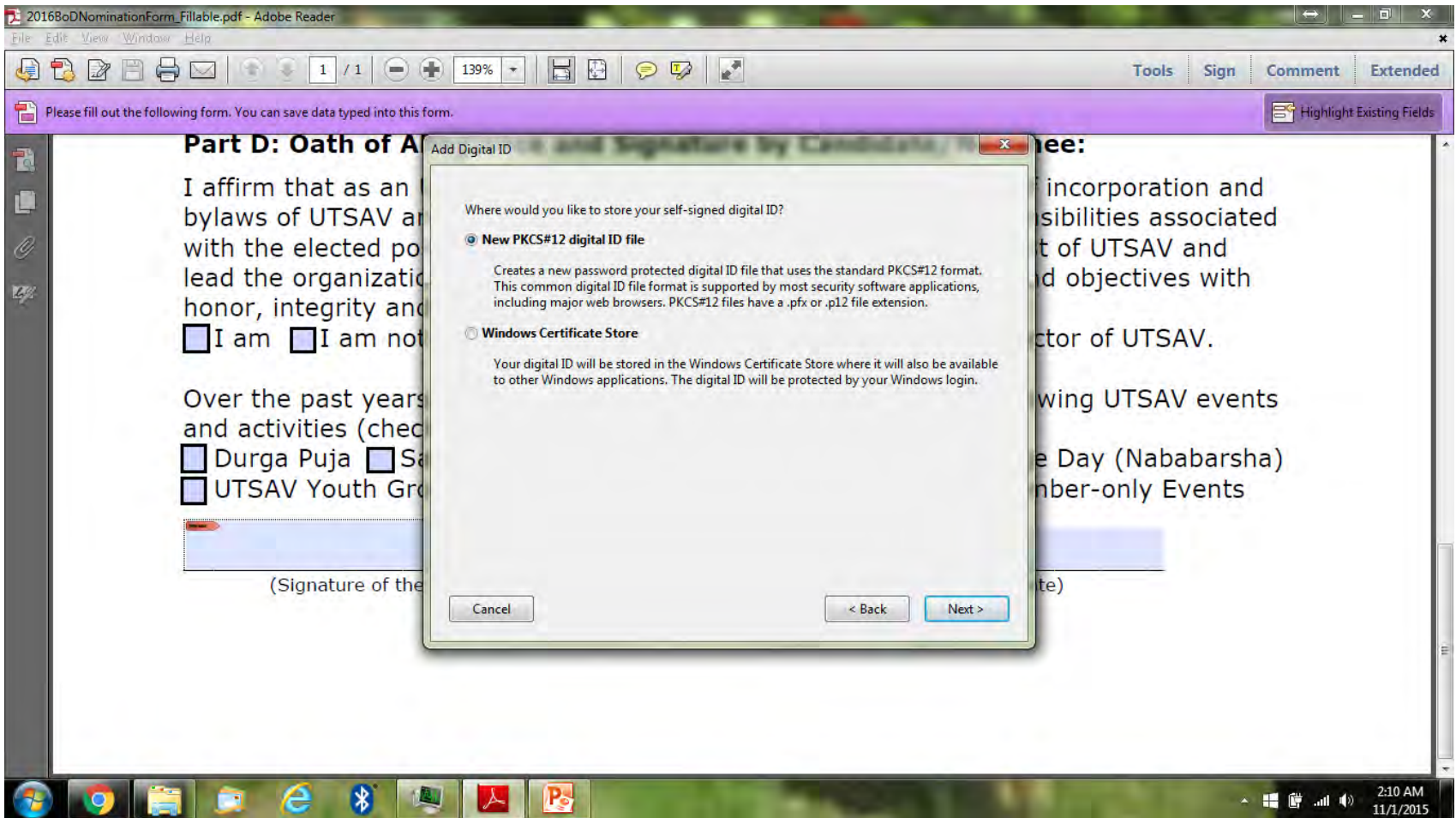
# Opens “Add Digital Id” pop-up window



# Select “A new digital ID I want to ...” and click “NEXT”



# Click "NEXT" (Default selection "New PKCS#12 ...")



# Fill NAME, EMAIL and click NEXT

The screenshot shows a Windows desktop with Adobe Reader open. The main window displays a PDF form titled '2016BoDNominationForm\_Fillable.pdf'. The form is at page 1 of 1, zoomed to 139%. A purple status bar at the top of the form area says 'Please fill out the following form. You can save data typed into this form.' and includes a 'Highlight Existing Fields' button.

The visible text on the form includes:

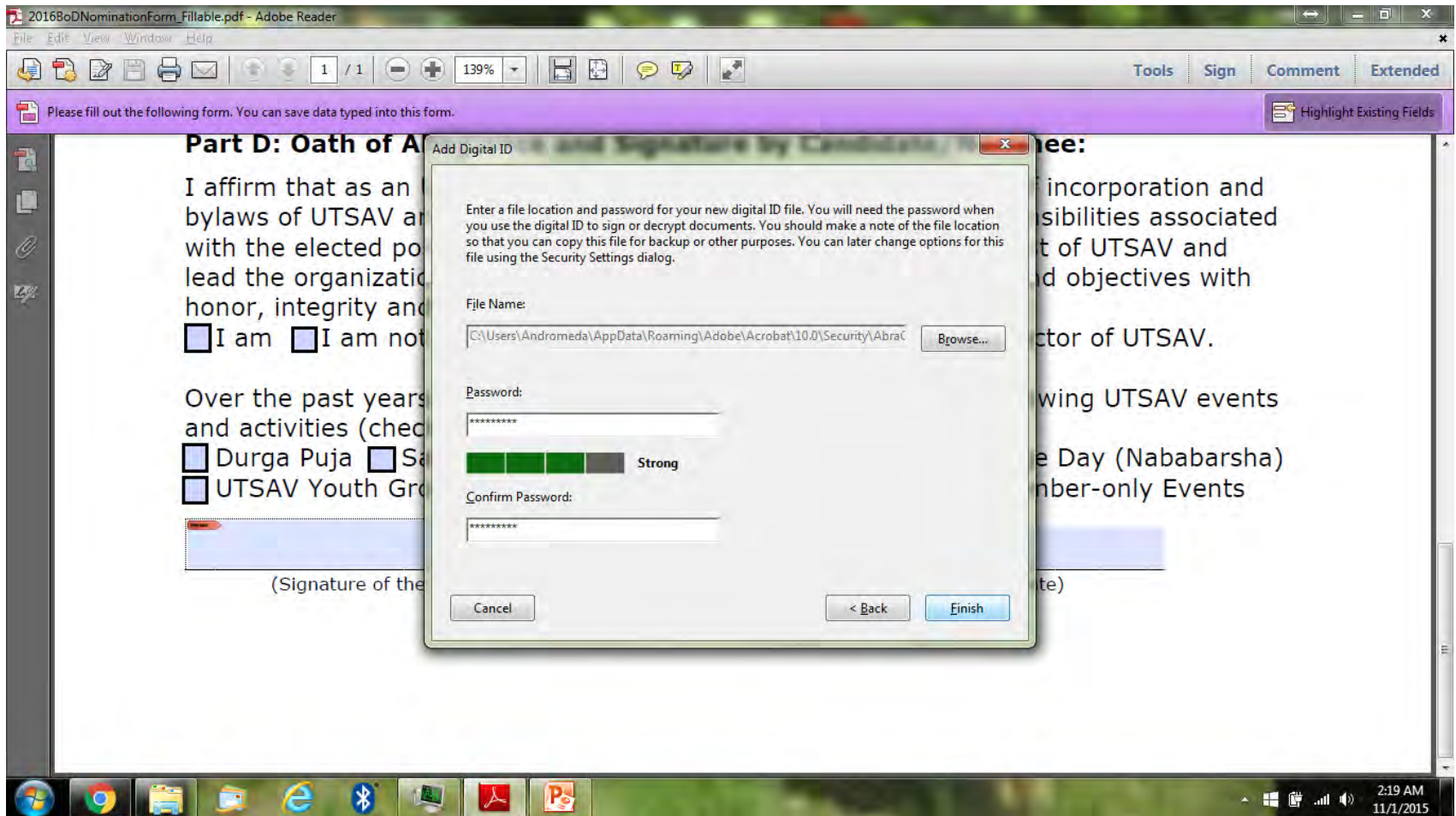
- Part D: Oath of Affirmation**
- I affirm that as an elected member of the bylaws of UTSAV and with the elected position, I will lead the organization with honor, integrity and respect.
- I am a member of UTSAV and I agree to the responsibilities associated with the position of UTSAV and its objectives with honor and integrity.
- I am not a member of UTSAV.
- Over the past year, I have participated in the following UTSAV events and activities (check all that apply):
- Durga Puja  Sankranti
- UTSAV Youth Group
- (Signature of the member)

An 'Add Digital ID' dialog box is overlaid on the form. It contains the following fields and options:

- Enter your identity information to be used when generating the self-signed certificate.
- Name (e.g. John Smith):
- Organizational Unit:
- Organization Name:
- Email Address:
- Country/Region:
- Enable Unicode Support
- Key Algorithm:
- Use digital ID for:
- Buttons: Cancel, < Back, Next >

The Windows taskbar at the bottom shows the Start button, taskbar icons for Chrome, File Explorer, Internet Explorer, Bluetooth, and Adobe Reader. The system tray shows the time as 2:37 AM on 11/1/2015.

# Fill PASSWORD, CONFIRM PASSWORD and click FINISH



# Fill the PASSWORD (as set in last step) and click SIGN

The screenshot shows the Adobe Reader interface with a PDF document titled "20168oDNominationForm\_Fillable.pdf". The document content includes a section titled "Part D: Oath of Allegiance and Signature by Candidate/Nominee:" with the following text:

I affirm that as an UTSAV member I owe allegiance to the articles of incorporation and bylaws of UTSAV and, if elected, shall discharge the responsibilities associated with the elected position duly and conscientiously in accordance with the objectives of UTSAV and lead the organization towards fulfilling its mission with honor, integrity and commitment.

I am  I am not (check appropriate)

Over the past years I have actively participated in the following UTSAV events and activities (check all that apply)

Durga Puja  Saraswati Puja  UTSAV Youth Group (Guidance/Counselor)

\_\_\_\_\_  
(Signature of the candidate/ acceptor)

The "Sign Document" dialog box is open, showing the following fields and options:

- Sign As: Abra Cadabra <aa@bb.net>
- Password: [Empty field]
- Certificate Issuer: Abra Cadabra
- Appearance: Standard Text
- Digitally signed by Abra Cadabra
- DN: cn=Abra Cadabra, o=UTSAV, ou, email=aa@bb.net, c=US
- Date: 2015.11.01 02:20:12 -05'00'
- Lock Document After Signing

The dialog box has "Sign" and "Cancel" buttons at the bottom.



# Click SAVE

The screenshot shows the Adobe Reader interface with a PDF document titled "2016BoDNominationForm\_Fillable.pdf". The document content includes a section titled "Part D: Oath of Allegiance and Signature by Candidate/Nominee:" with the following text:

I affirm that as an UTSAV member I owe allegiance to the articles of incorporation and bylaws of UTSAV and, if elected, shall perform the duties and responsibilities associated with the elected position duly and diligently to serve the best interest of UTSAV and lead the organization towards fulfilling its mission, vision, and objectives with honor, integrity and commitment.

I am  I am not (check appropriate box)

Over the past years I have actively taken part in the following activities (check all that apply):

- Durga Puja  Saraswati Puja  Laxmi Puja
- UTSAV Youth Group (Guidance/Chaperone)

Below the text is a blue highlighted area for a signature, with the label "(Signature of the candidate/ acceptor of nomination)".

A "Save As" dialog box is open over the document, showing the file name "2016BoDNominationForm\_Fillable.pdf" and the file type "Adobe PDF Files (\*.pdf)". The dialog box also shows the "Save in" location as "2016" and a list of recent places including Desktop, Libraries, Computer, and Network.

The Windows taskbar at the bottom shows the time as 2:24 AM on 11/1/2015.

# Click YES on “Confirm Save As”

The screenshot shows the Adobe Reader interface with a PDF document titled "2016BoDNominationForm\_Fillable.pdf". The document content includes a section titled "Part D: Oath of Allegiance and Signature by Candidate/Nominee:" with the following text:

I affirm that as an UTSAV member I owe allegiance to the articles of incorporation and bylaws of UTSAV and, if elected, shall perform the duties and responsibilities associated with the elected position duly and diligently to serve the best interest of UTSAV and lead the organization towards fulfilling its ~~missional purposes and objectives with~~ honor, integrity and commitment.

I am  I am not (check appropriate box)

Over the past years I have actively taken ~~part in~~ and activities (check all that apply)

Durga Puja  Saraswati Puja  
 UTSAV Youth Group (G)

(Signature of the candidate/ acceptor of nomination)

Two dialog boxes are overlaid on the document:

- Save As:** A file explorer window showing the file "2016BoDNominationForm\_Fillable.pdf" in the "2016" folder. The file name and type are "2016BoDNominationForm\_Fillable.pdf" and "Adobe PDF Files (\*.pdf)" respectively.
- Confirm Save As:** A warning dialog box with a yellow triangle icon, stating "2016BoDNominationForm\_Fillable.pdf already exists. Do you want to replace it?" with "Yes" and "No" buttons.

The Windows taskbar at the bottom shows the time as 2:25 AM on 11/1/2015.

# Digital Signature will be populated

20168oDNominationForm\_Fillable.pdf - Adobe Reader

File Edit View Window Help

1 / 1 139%

Tools Sign Comment Extended

Signed and all signatures are valid. Please fill out the following form. You can save data typed into this form. Signature Panel Highlight Existing Fields

### Part D: Oath of Allegiance and Signature by Candidate/Nominee:

I affirm that as an UTSAV member I owe allegiance to the articles of incorporation and bylaws of UTSAV and, if elected, shall perform the duties and responsibilities associated with the elected position duly and diligently to serve the best interest of UTSAV and lead the organization towards fulfilling its organizational purposes and objectives with honor, integrity and commitment.

I am  I am not (check appropriate box) a current officer or director of UTSAV.

Over the past years I have actively taken part in organizing the following UTSAV events and activities (check all that apply):

Durga Puja  Saraswati Puja  Laxmi Puja  Bengali Heritage Day (Nababarsha)  
 UTSAV Youth Group (Guidance/Chaperone)  Fundraiser  Member-only Events

**Abra Cadabra** Digitally signed by Abra Cadabra  
DN: cn=Abra Cadabra, o, ou, email=aa@bb.net, c=US  
Date: 2015.11.01 02:26:56 -05'00'

(Signature of the candidate/ acceptor of nomination) (Date)

Windows taskbar: 2:27 AM 11/1/2015