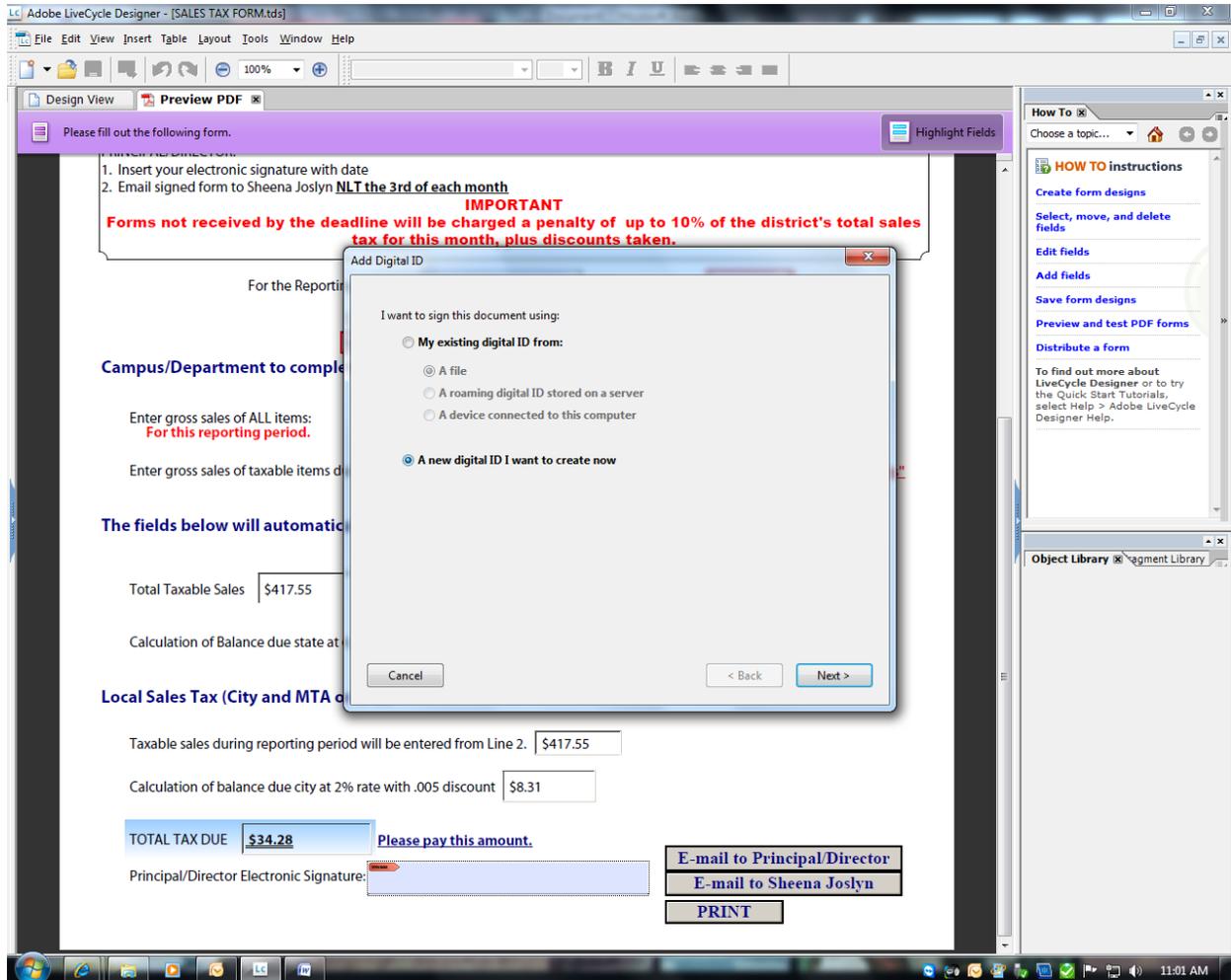


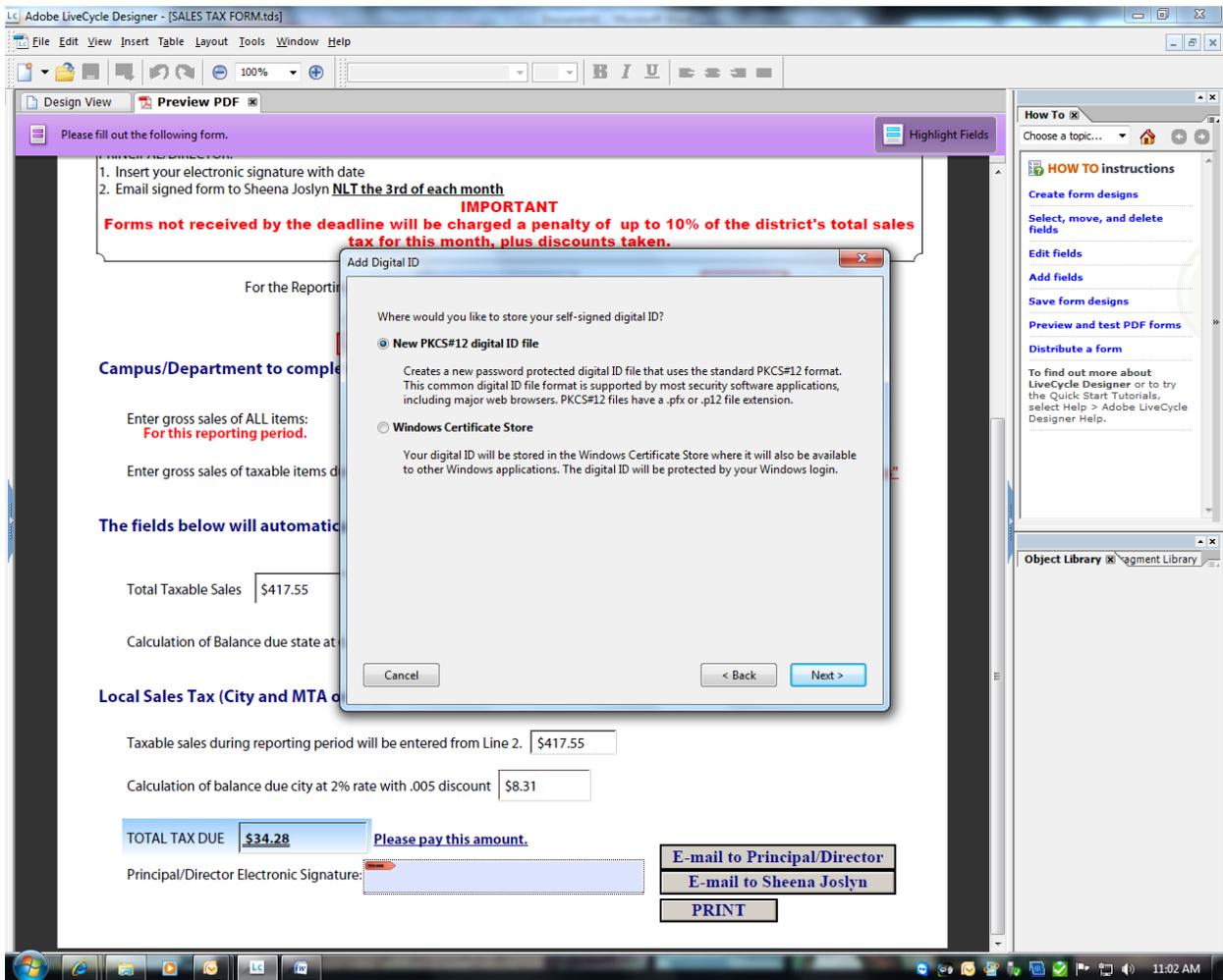
How to Create an Electronic Signature/Digital ID

You will have the donation acceptance form open (It can be blank, because you just want to create the signature)

Click the signature block to esign the document. You will select an existing signature or be prompted through these screenshots to create a new “digital ID.”

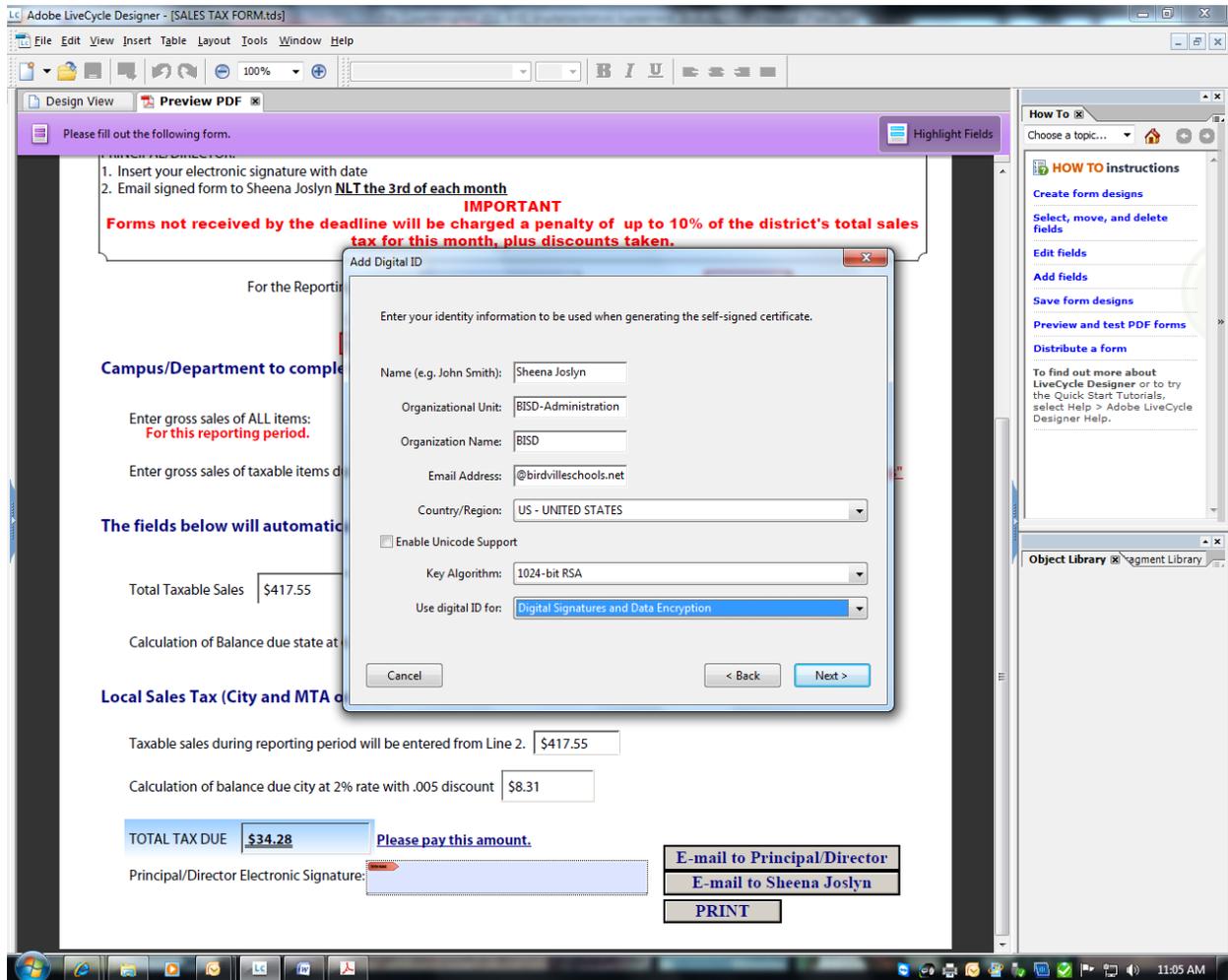


Always choose the "New PKCS#12 digital ID file option:

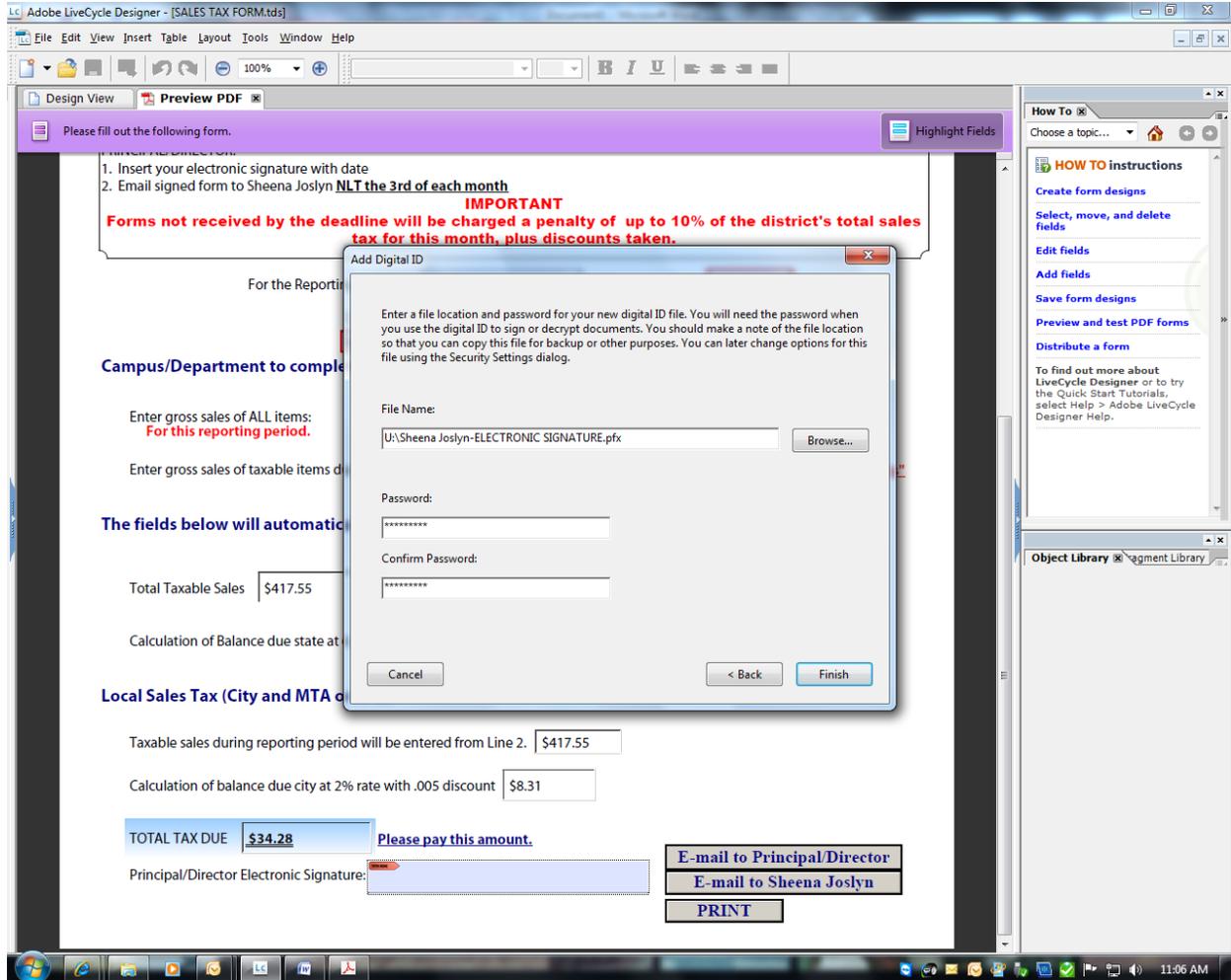


Type in your name as you want it to appear in the signature
Your org. unit can be your campus name and your title
Your org. name can be BISD-Campus Name
Your email will be your BISD email address

* Accept the default algorithm and the "Use digital ID for"



Click browse to select a location, one you will remember, to store your digital id (i.e. Desktop)
Type in a password that will access this ID, again one that you will remember



After you've created your "digital ID:"

The screenshot displays the Adobe LiveCycle Designer interface for a tax form titled "SALES TAX FORM.tds". The form contains the following elements:

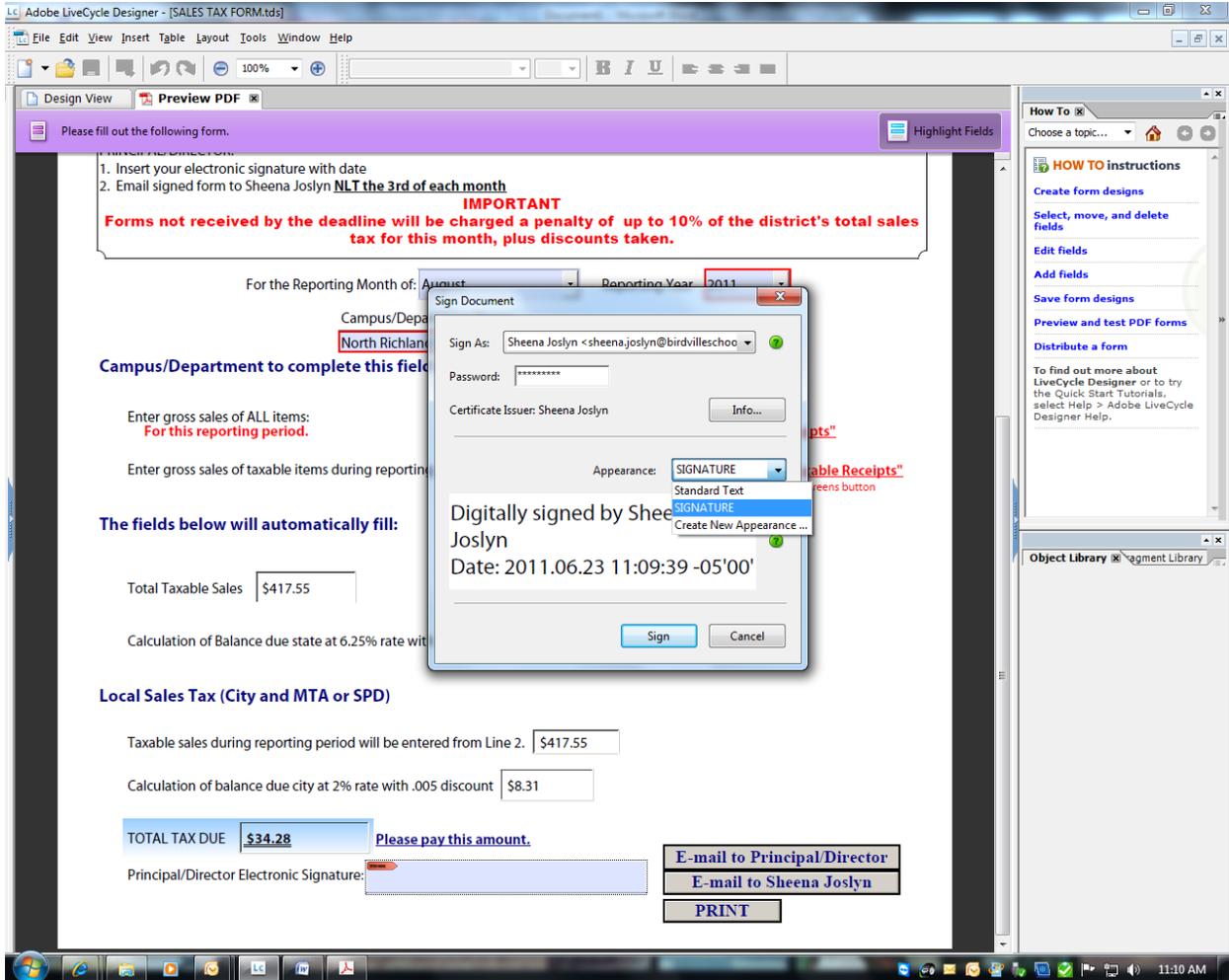
- Instructions:** "1. Insert your electronic signature with date", "2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**". A red warning states: "IMPORTANT Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken."
- Form Fields:** Reporting Month (August), Reporting Year (2011), Campus/Department (North Richland Hills), Total Taxable Sales (\$417.55), and Local Sales Tax (Total Tax Due: \$34.28).
- Buttons:** "E-mail to Principal/Director", "E-mail to Sheena Joslyn", and "PRINT".

A "Sign Document" dialog box is open, showing the user's digital signature details:

- Sign As: Sheena Joslyn <sheena.joslyn@birdvilleschoo...>
- Appearance: Standard Text
- Digitally signed by Sheena Joslyn, DN: cn=Sheena Joslyn, o=BISD, ou=BISD-Administration, email=sheena.joslyn@birdvilleschools.net, c=US, Date: 2011.06.23 11:07:02 -0500

Handwritten red annotations on the right side of the screen include "pts", "able Receipts", and "creens button".

If you want to change the appearance of your signature from the default, you can click “appearance” and “create new appearance:”



Here you can select any changes or insertions you'd like and click ok

The screenshot displays the Adobe LiveCycle Designer interface for a tax form. A 'Configure Signature Appearance' dialog box is open, allowing for customization of a digital signature. The dialog includes a title field set to 'SIGNATURE', a preview area showing 'Digitally signed by your common name here' and 'Date: 2011.06.23 11:07:47 -05'00'', and sections for configuring graphics and text. The 'Configure Text' section has checkboxes for Name, Date, Location, Reason, Distinguished name, and Labels, with Name, Date, and Labels checked. The 'Text Properties' section has radio buttons for Text Direction (Auto, Left to right, Right to left) and a Digits dropdown set to '0123456789'. The background shows a tax form with fields for 'Total Taxable Sales' (\$417.55), 'Local Sales Tax (City and MTA or SPD)', and 'TOTAL TAX DUE' (\$34.28). A 'PRINT' button is visible at the bottom right of the form area.

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Please fill out the following form.

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn NLT the

Forms not received by the deadline tax

For the Reporting Month

Campus/Department to complete the

Enter gross sales of ALL items: **For this reporting period.**

Enter gross sales of taxable items during

The fields below will automatically fill

Total Taxable Sales \$417.55

Calculation of Balance due state at 6.25%

Local Sales Tax (City and MTA or SPD

Taxable sales during reporting period will

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 Please pay this amount.

Principal/Director Electronic Signature:

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

How To instructions

Choose a topic...

HOW TO instructions

Create form designs

Select, move, and delete fields

Edit fields

Add fields

Save form designs

Preview and test PDF forms

Distribute a form

To find out more about LiveCycle Designer or to try the Quick Start Tutorials, select Help > Adobe LiveCycle Designer Help.

Object Library Management Library

11:09 AM

After you click "Sign," your signature/digital id will insert into the form

- * **If you don't need to submit the form at this time, just exit the form and don't save, but your digital id will be available when you need it, just remember where it's stored and the password**

Adobe LiveCycle Designer - [SALES TAX FORM.tds]

File Edit View Insert Table Layout Tools Window Help

Design View Preview PDF

Signed and all signatures are valid, but with unsigned changes after the last signature. Please fill out the following form. Signature Panel Highlight Fields

1. Insert your electronic signature with date
2. Email signed form to Sheena Joslyn **NLT the 3rd of each month**

IMPORTANT
Forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for this month, plus discounts taken.

For the Reporting Month of: August Reporting Year: 2011

Campus/Department Name:
North Richland Middle School

Campus/Department to complete this field only (In Whole Dollars):

Enter gross sales of ALL items: \$5,000.00 *Per database "Post Daily Receipts"*

Enter gross sales of taxable items during reporting period: \$452.00 *Per database report "Total Taxable Receipts"*
Retrieve this through the entry screens button

The fields below will automatically fill:

Total Taxable Sales \$417.55

Calculation of Balance due state at 6.25% rate with .005 discount \$25.97

Local Sales Tax (City and MTA or SPD)

Taxable sales during reporting period will be entered from Line 2. \$417.55

Calculation of balance due city at 2% rate with .005 discount \$8.31

TOTAL TAX DUE \$34.28 Please pay this amount.

Principal/Director Electronic Signature: Digitally signed by Sheena Joslyn
Date: 2011.06.23 11:30:33 -05'00'

E-mail to Principal/Director
E-mail to Sheena Joslyn
PRINT

How To instructions
Choose a topic...
HOW TO instructions
Create form designs
Select, move, and delete fields
Edit fields
Add fields
Save form designs
Preview and test PDF forms
Distribute a form
To find out more about LiveCycle Designer or to try the Quick Start Tutorials, select Help > Adobe LiveCycle Designer Help.

Object Library Management Library

11:30 AM