If you do not have Adobe Reader, then it needs to be installed in order to use the digital signature capability. A free version is available at the following link. Just scroll to bottom, select 'Free Download', and follow the prompts. You may be asked to reboot your system so make sure you have everything saved prior to doing this.

https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

- 2. Open CGF in Adobe Reader.
- 3. Complete the Paper Title, Author and Copyright Owner section.

Work (Paper Title):	 	 	
Author(s):			
Copyright Owner(s):			

4. Complete Author signatory page. Author's name, company and title must be typed in. There will be a section for each author to enter their information.

Author(s)—ALL AUTHORS MUST SIGN (include additional pages if necessary)

Name of Author #1 (please type or print)	Company Name	
Signature	Title	
Date		

5. Click on the red arrow above the Signature line. If you have already have a digital ID, then you can select the digital ID and enter your password (skip to step 7). If you do not have a digital ID, then the following steps need to be done in order to create one (Step 6).

- 6. Create a digital ID:
  - a. Select new digital ID and click Next

Add Digital ID	×
Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:	
○ My existing digital ID from:	
○ A file	
○ A roaming digital ID accessed via a server	
○ A device connected to this computer	
A new digital ID I want to create now	
Cancel < Back Next >	]

b. New PKCS#12 digital ID file and click Next

Add Digital ID	$\times$
Where would you like to store your self-signed digital ID?	
New PKCS#12 digital ID file	
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.	
O Windows Certificate Store	
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.	
Cancel < <u>B</u> ack <u>N</u> ext >	

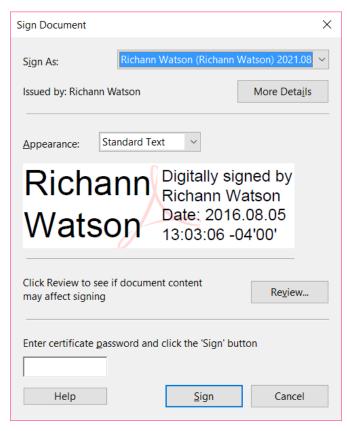
c. Type in at a minimum your name and email address. If paper is written within a company and/or organization unit within the company, then those should also be completed. Click Next

Add Digital ID					×
Enter your identity inform	nation to be used when generating the self-signed certificate.				
Na <u>m</u> e (e.g. John Smith):					
Organizational <u>U</u> nit:					
Organization Name:					
<u>E</u> mail Address:					
<u>C</u> ountry/Region:	US - UNITED STATES	$\sim$			
<u>K</u> ey Algorithm:	1024-bit RSA	$\sim$			
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	$\sim$			
Cancel			< <u>B</u> ack	Next >	]

d. Create a password associated with the digital ID (make it something easy to remember because this will not be retrievable) and click Next. Note if you forget your password you have to complete the process again.

Add Digital ID			×
Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a note so that you can copy this file for backup or other purposes. You can later cha file using the Security Settings dialog.	of the file location		
F <u>i</u> le Name:			
$\label{eq:c:Users} C: Users \gonza \AppData \Roaming \Adobe \Acrobat \DC \Security \Richann \Adobe \Acrobat \Barbox $	Browse		
Password:			
Not Rated			
<u>C</u> onfirm Password:			
Cancel		< <u>B</u> ack	<u>E</u> inish

7. Sign the document by selecting the appropriate digital ID and entering the password. Click Sign.



8. After clicking Sign, you will be prompted to save the signed form. Browse to location of where you would like to save the form and save the form with the appropriate naming convention.

