



## Directions for Digital Signature

C.O.P.S. has adopted the ability to do a digital signature on the C.O.P.S. forms instead of requiring them be notarized. Keep in mind, if you don't utilize the digital signature, you must have them notarized. Forms that now have digital signature: Chapter Application for new chapters, Chapter roster, Conf./Nom. Pledge Information Policy and Financial Ethics & Accountability.

Step 1: Download/save form to computer.

Step 2: Fill out form completely.

Step 3: Double click on digital signature field.



Step 4: If you are a new user, select Create a Digital ID. If you have previously used digital ID, select Use a Digital ID from a file.



## Step 5: Select Save to File

### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

[?](#) [Back](#) [Continue](#)

## Step 6: Fill out Name, Organization Unit (if applicable), Organization Name and Email Address.

### Create a self-signed Digital ID

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.

Name: Laurie Putnam

Organizational Unit: Chapter & Survivor Support

Organization Name: C.O.P.S.

Email Address: laurie\_putnam@nationalcops.org

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

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## Step 7: Enter a password.

### Save the self-signed Digital ID to a file

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. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

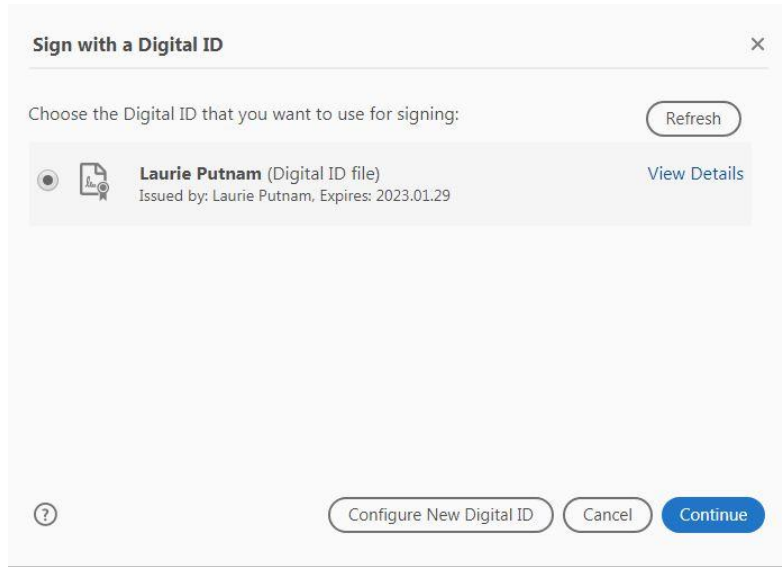
C:\Users\laurie\_putnam\AppData\Roaming\Adobe\Acro... [Browse](#)

**Apply a password to protect the Digital ID:**

**Confirm the password:**

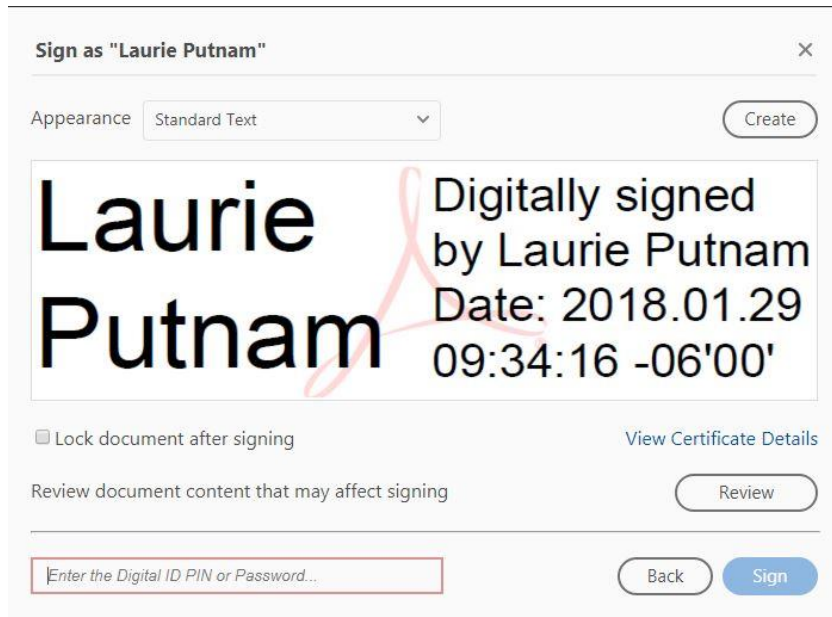
[?](#) [Back](#) [Save](#)

## Step 8: Select Continue



The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. A list of digital IDs is shown, with the first one selected: "Laurie Putnam (Digital ID file)" with a subtext "Issued by: Laurie Putnam, Expires: 2023.01.29" and a "View Details" link. At the bottom, there is a help icon (?), a "Configure New Digital ID" button, a "Cancel" button, and a blue "Continue" button.

## Step 9: Enter your password.



The screenshot shows a dialog box titled "Sign as 'Laurie Putnam'" with a close button (X) in the top right corner. It features an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. A large preview area displays the signature "Laurie Putnam" in a large font, with a red scribble over it. To the right of the signature, it says "Digitally signed by Laurie Putnam" and "Date: 2018.01.29 09:34:16 -06'00'". Below the preview, there is a checkbox for "Lock document after signing" and a "View Certificate Details" link. A "Review" button is also present. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password...", a "Back" button, and a blue "Sign" button.

Step 10: Once you select SIGN on Step 9, it will prompt you to save the document.