

Membership Agreement - How to Digitally Sign Your Form For Acrobat DC

If you **DO NOT** already have an electronic signature, the following steps will help to create a new signature. All signatures on the form can follow the same directions:

To sign electronically (Digital ID) your SCOW Membership application/renewal using Adobe Acrobat Reader DC:

1. After completing page 1 of your application with information for the primary member, on **page 2**, enter the **member's full name**, check the box to **verify the member is 18 years** of age or older.
2. **Check the "I Accept" box**, enter the **date** and **click** in the **signature block** to **sign electronically**, indicating you have read and understand the Membership Agreement and are bound by its terms.
3. After clicking in the **Signature** block, choose one of the following:
 - a. Select an existing ID (continue with step 11) **or**;
 - b. Select "**Configure New Digital ID**" (This option is also used when **additional** members need to sign)
4. After selecting the option to "**Create a New Digital ID**", click **Continue**.
5. Choose the option "**Save to File**", click **Continue**.
6. Enter the **identity information** to be used when generating the self-signed digital ID. **Full Name** and **Email Address** are sufficient for SCOW purposes, click **Continue**.
7. Determine a locator where you want to save the Digital ID; use the default location or Browse to a new one.
8. **Apply a password to protect the Digital ID**: enter a password of your choice (passwords must be at least 6 characters long and are case sensitive; green indicates a strong password).
9. **Confirm the password** by entering it again.
10. Click **Save**.
11. **Choose your Digital ID** for signing, then click **Continue**.
12. **Enter the Digital ID Password** at the bottom of the screen, then click **Sign**.
13. After each signature, choose a **location** and enter a **file name**. You can save the document with a new name or use the default and add your family name. (*When **adding** family members, you may keep the file name the same, and choose to **REPLACE** the existing file.*)
14. Select **Save**.

NOTES:

- Repeat steps 1 through 14 to add family members and their digital IDs.
- You **MUST** save the document each time you add a new digital ID.
- **Steps may vary based on your version of Acrobat DC and computer OS**