



# CIAM

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## Instructions to create and save an electronic signature for CIAM electronic forms.

1. Download the newest version of the free Adobe Reader program.  
<https://get.adobe.com/reader/>
2. Open the PDF document that you want to sign and double click on the Student Signature box
3. In the following window click on the button marked “A new digital ID I want to create now.” Click Next.
4. A new window will appear, click on the button marked “New PKCS #12 digital ID file. Click Next.
5. In the following window, please enter your name and your email address in the fields provided. Click Next.
6. Please enter a password and confirm the password in the respective fields provided in the window that appears. Click on Finish.
7. On the next window to sign the document, please enter the password in the field provided. You will be able to see your electronic signature in the center of the window. Click on Sign to complete.
8. Your computer will ask you to save the file for your records. Save the File somewhere on your computer.
9. Your electronic signature will appear on your form.
10. Now that this is saved on your system, you will be able to sign all CIAM forms automatically by clicking on the Student Signature box and following steps 7-8 again.