



# Clovis Municipal Schools

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## Instructions for Digital Signature of Documents Using Adobe Reader XI

**\*\*IMPORTANT:** Electronic forms will not work if opened in a web browser or Preview. To function correctly, forms must be saved to your computer and opened in Adobe Reader. To open in Adobe, right-click (or hold control and click) on the file, select "Open With: Adobe Reader".

1. Click on the signature line of the form to open the digital ID signature window.
2. If you have an existing signature, select the appropriate option under "*My existing digital ID from:*" and click "*Next.*"  
Locate the file using the "*browse*" option and enter your digital ID password.  
Confirm the digital ID you want to use and click "*Finish.*" Skip to step 6 to complete the signature.
3. If you do not have a digital ID or wish to create a new digital ID, select "*A new digital ID I want to create now*" and click "*Next*"
4. Enter your identity information you want included in your self-signed certificate in the top four areas of the form and click "*Next*"
5. Select a location where your digital ID will be stored on your computer or on an external storage device. Enter a password of your choosing and confirm the password, then click "*Finish.*"  
*\*Please note: Passwords cannot be recovered. If you forget your password, you will need to create a new signature.*
6. A window will appear prompting you to sign the application. To sign the document, enter the password you just created in the provided space and click "*Sign.*"