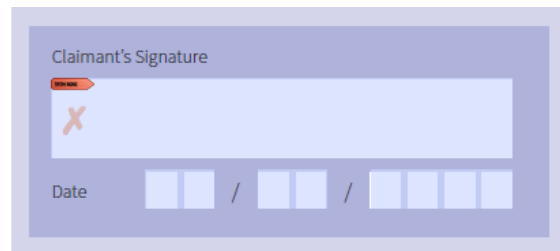


Digitally signing a PDF for the first time

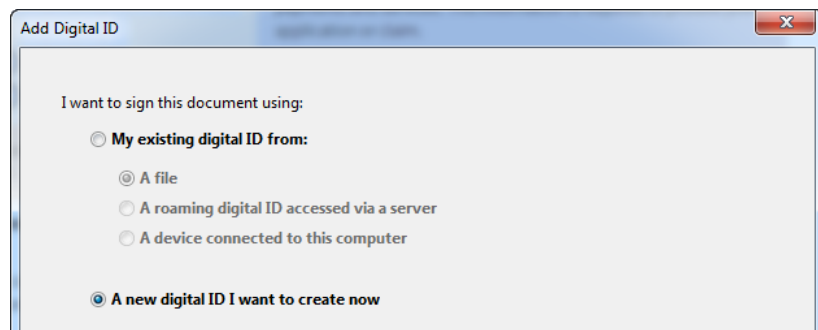
To improve the security of our digitally fillable PDF forms, we have recently added an encrypted signature function to our forms. This new functionality means you will not need to print our form, scan and email or fax it back us – you can complete the form right on the screen.

If you have never signed a form using Adobe’s Digital ID functionality before, you can follow the following steps to create a new ID and sign the document.

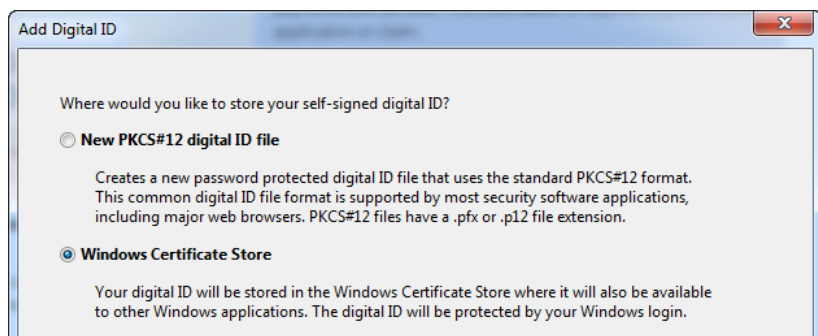
Step 1 - Whenever you encounter a signature panel such as below, click anywhere in the signature area to begin the Digital ID signing process.



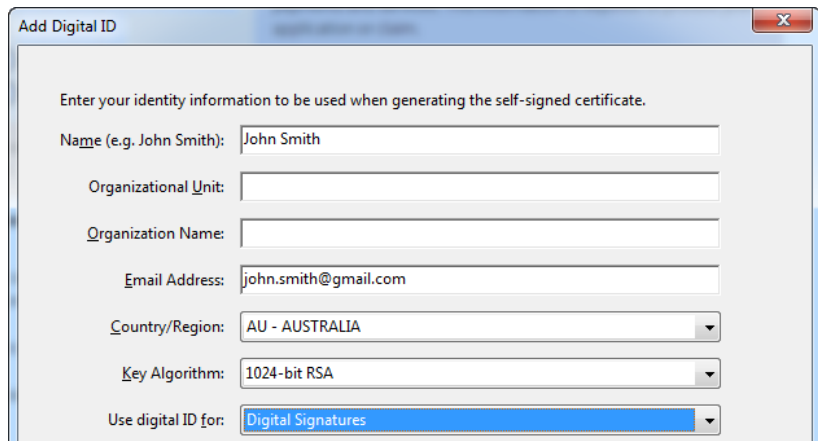
Step 2 – If this is the first time using the Digital ID functionality, the following box will appear; Select “A new digital ID I want to create now” and then *Next*. If this isn’t your first time, skip to Step 5



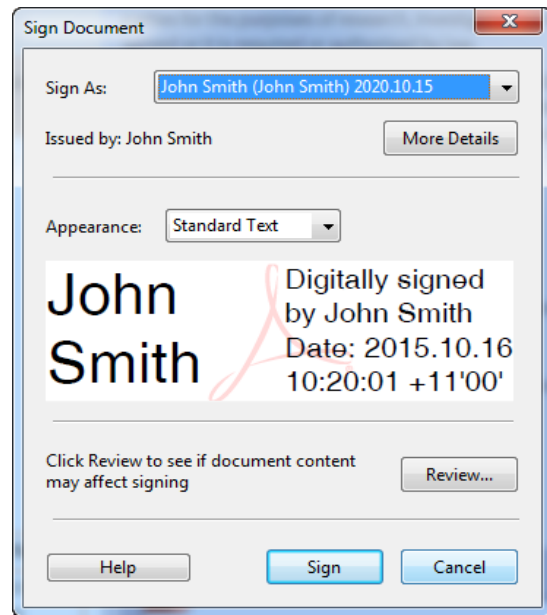
Step 3 – Select “Windows Certificate Store” and then *Next*.



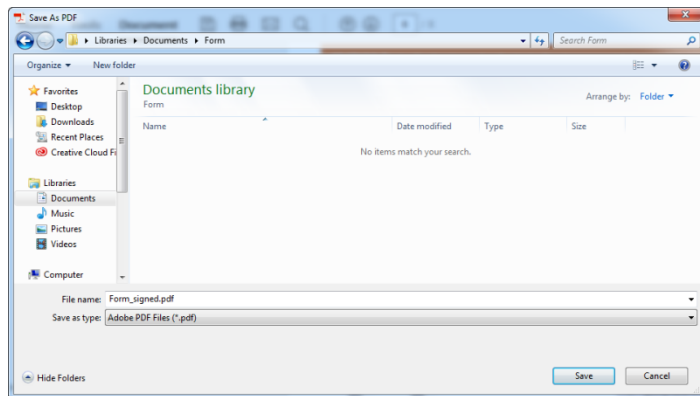
Step 4 – Enter your details – Full name, email address and country are compulsory, you can also choose to only use this Digital ID for ‘Digital Signatures’ in the selected pulldown box. Click *Next*.



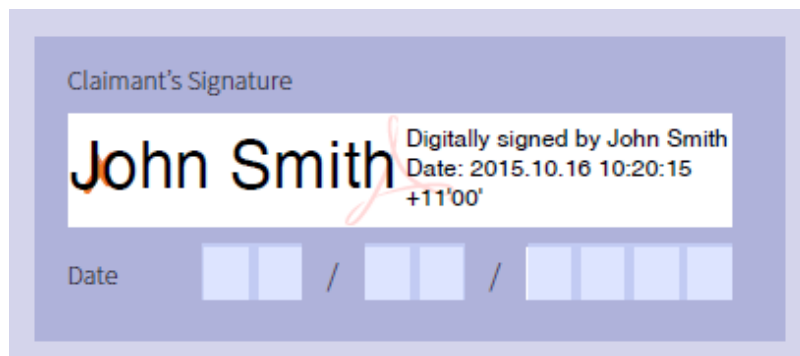
Step 5 – When this box appears, your Digital ID is ready to be used to sign the document. Select your Digital ID in the “Sign As” pulldown box and click *Sign*.



Step 6 – After each time you use the Digital ID, Adobe will ask you to save the file, you can safely save the file and continue to make changes to the form until you are finished. Some of our forms will ask you to sign several times – such as for a Rebate application, Direct Debit and Membership Application.



Step 7 – After you have completed the Digital signature, the box will be filled out with your details similar to the screenshot, below.



If you have any questions about digital signing, please contact CBHS' Member Care team at help@cbhs.com.au or by phone on 1300 654 123.