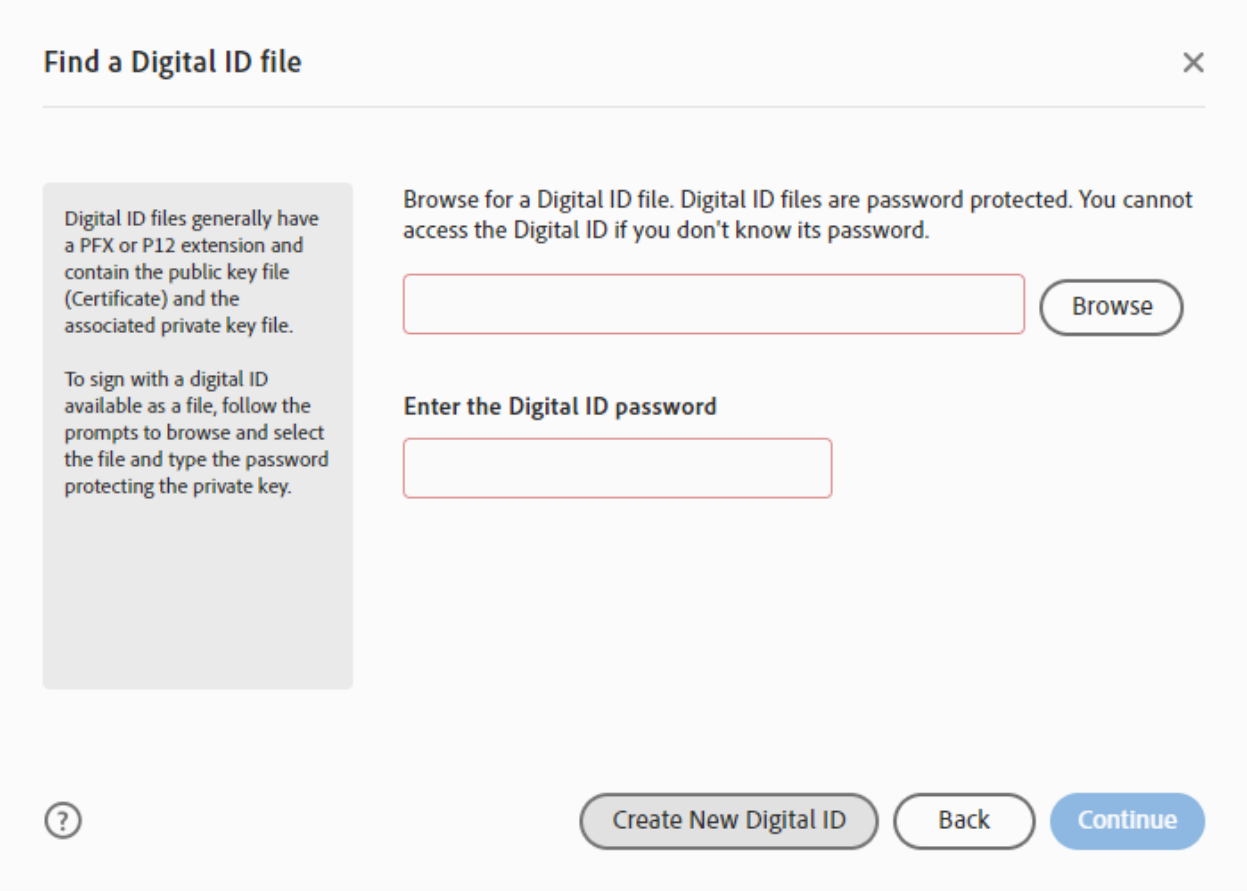
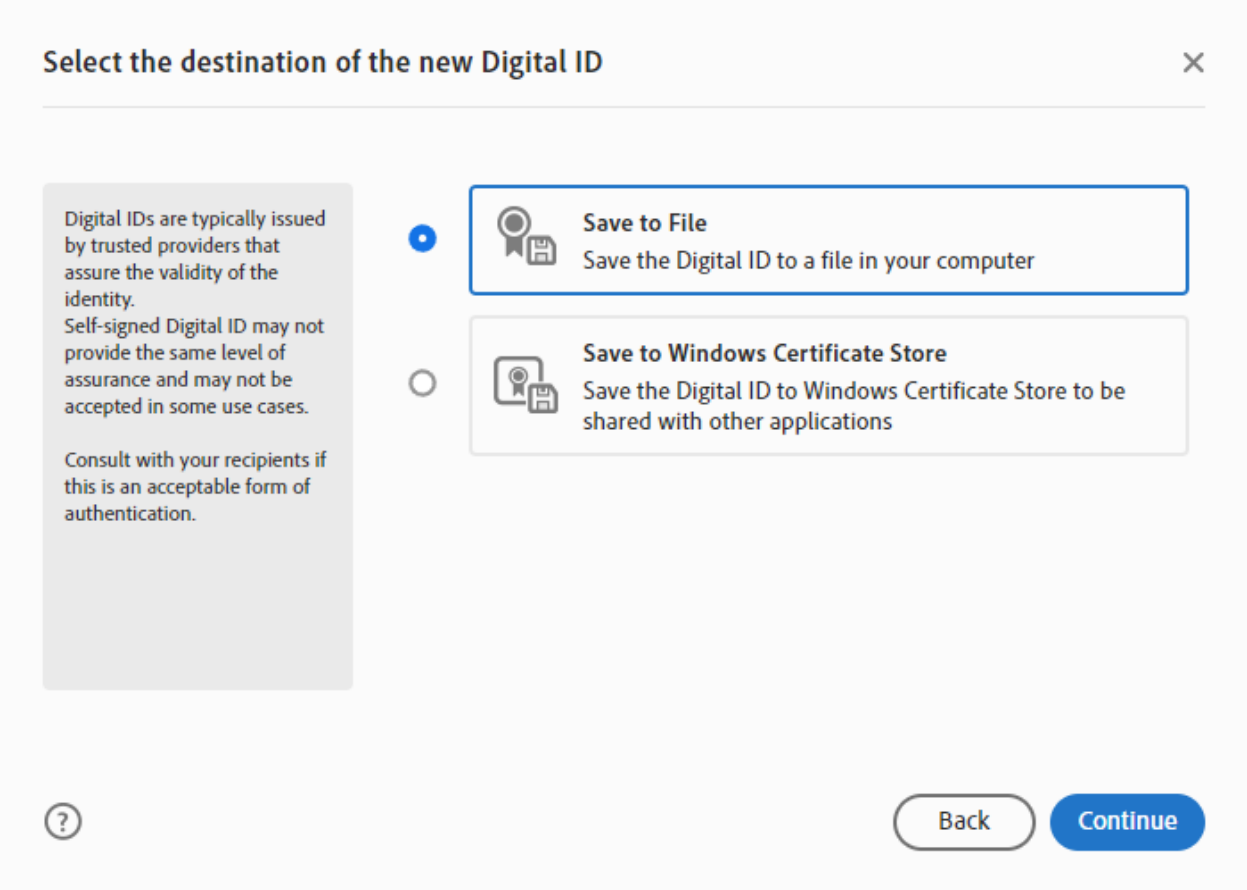
The Electronic Signature Act – ESA, was passed by the Florida Legislature in 1996. The Florida Statute states that electronic signatures have the same legal force as written signatures unless otherwise provided by law.

In Adobe Acrobat Reader if you double-click on a signature field the application should allow you to select a existing digital certificate or create a new certificate.



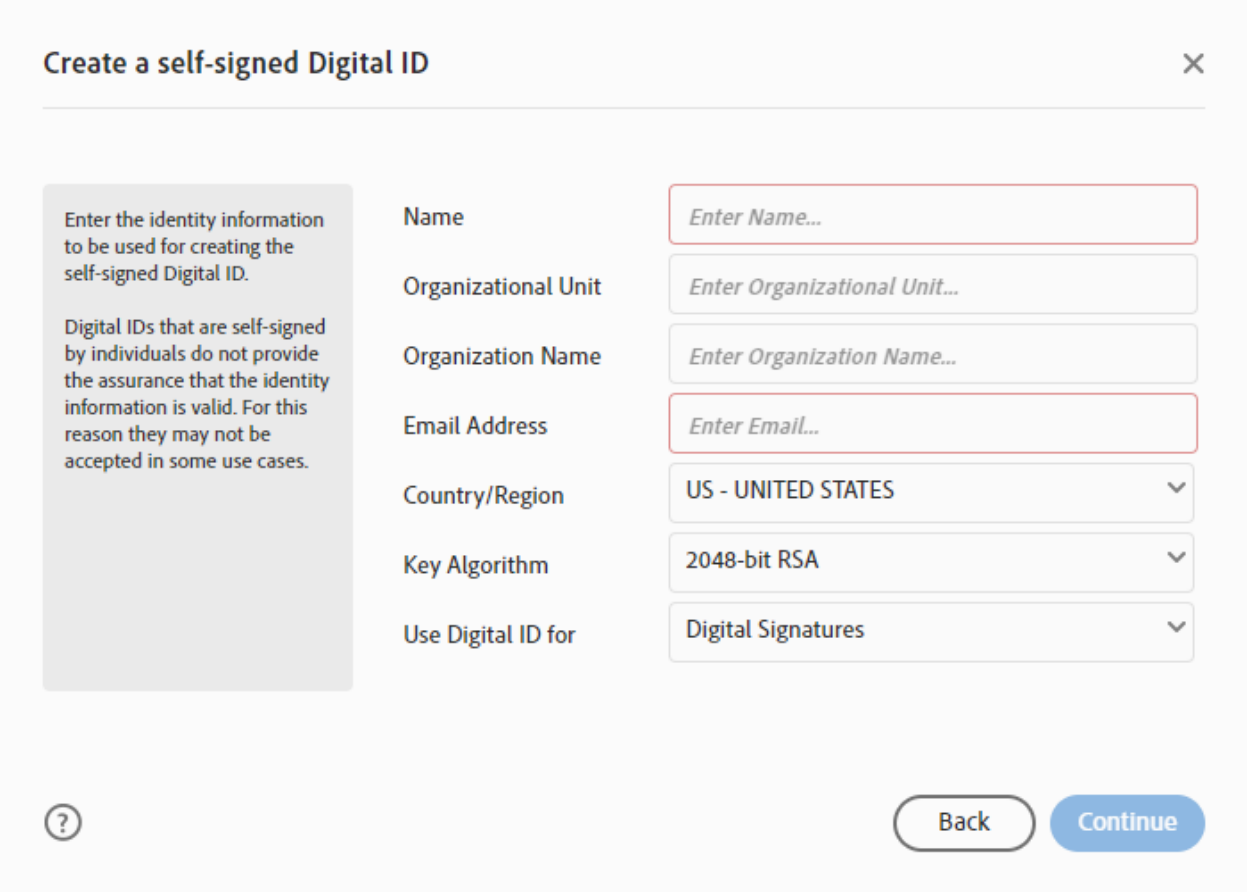
Select “Create a new Digital ID” and press **CONTINUE**

I would suggest that you save your certificate to a file. You can save your certificate store if you prefer, but if you save it to a file you can later export it to other computers.



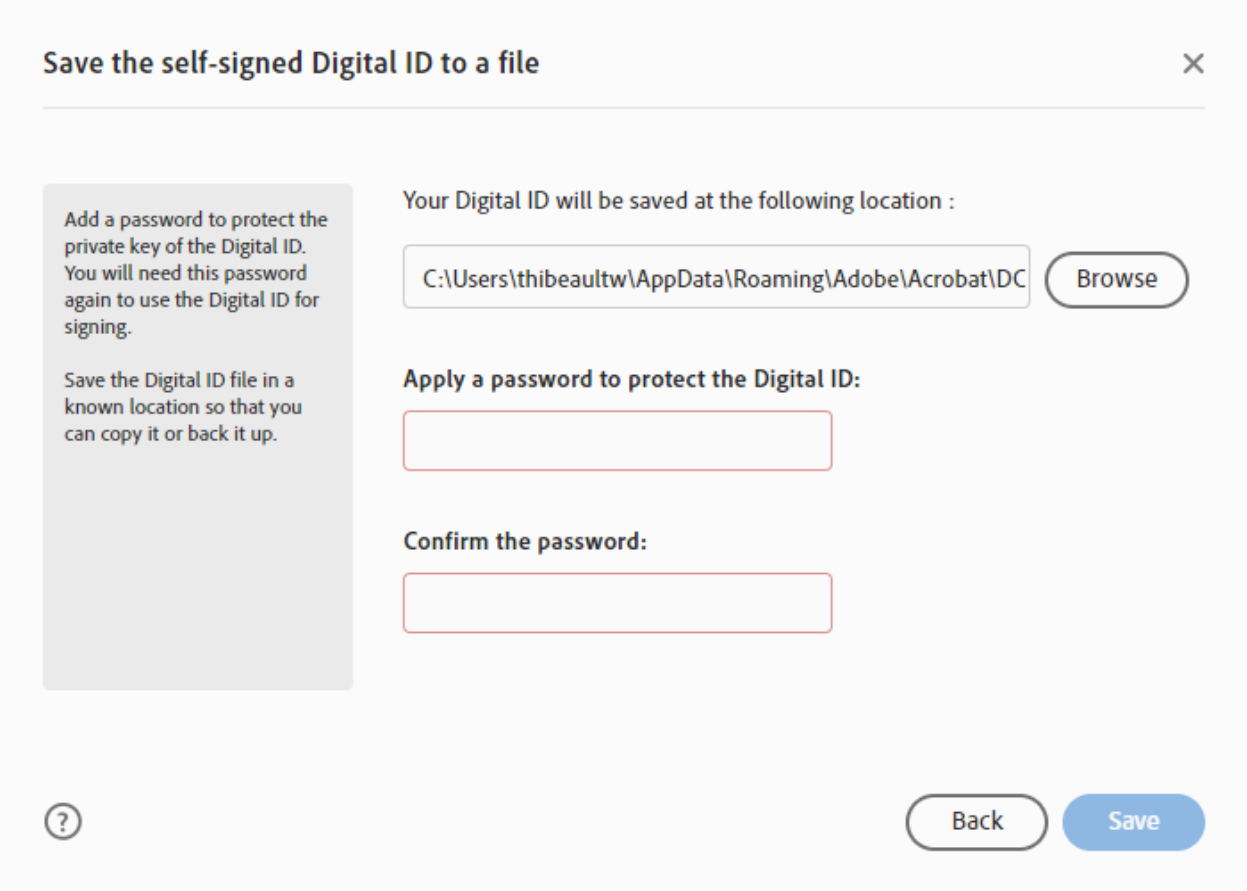
Once you have made your selection, and press **CONTINUE**

Enter your name as you would if you were legally signing a document.



Enter your name and Email address, and press **CONTINUE**

I would STRONGLY suggest that you password protect you certificate. This will somewhat ensure that only you can use this certificate. I would suggest that you write down and save the address of your password file in case you might need it in the future.



Add a STRONG Password and press **Save**

Password security starts with creating a strong password. A strong password is: At least 12 characters long but 14 or more is better. A combination of uppercase letters, lowercase letters, numbers, and symbols. Not a word that can be found in a dictionary or the name of a person, character, product, or organization.