## FAQ: How to Digitally Sign your Contract

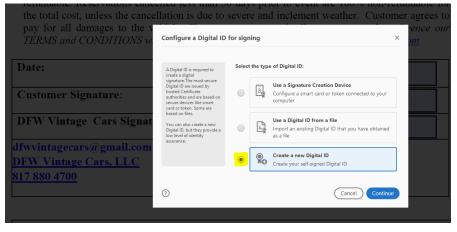
You will need a free recent copy of Adobe Reader (or similar PDF program) you can download it from: <u>https://get.adobe.com/reader/</u> (always uncheck the "Optional Offers" section on the website) Most PC's come with Adobe Reader already installed although you need at least a 2015 version or later.

- 1) Download the document from the DFW Vintage Cars Website to your Computer.
- 2) Install Adobe reader if you do not already have it (or similar PDF program) installed
- Open the downloaded files with Adobe Reader(may have to right click the file and select "Open With")
- 4) Scroll Down to the Customer Signature section and when you click the field you will see the following popup: Select Configure Digital ID

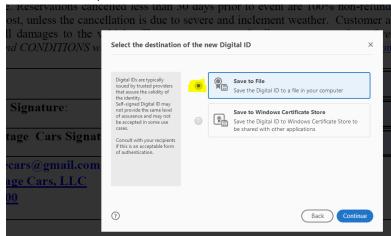
days in advance of your event date, and are subject to approval. Deposits are nonrefundable. Reservations cancelled less than 30 days prior to event are 100% non-refundable for the total cost, unless the cancellation is due to severe and inclement weather. Customer agrees to pay for all damages to the vehicle. *This agreement specifically incorporates by reference our TERMS and CONDITIONS which can be found at our website www.DFWVintageCars.com* 

e field requires a digital signature identity. ke to configure one now? Configure Digital ID Cancel
Configure Digital ID Cancel

5) Select the 3<sup>rd</sup> option and click continue



6) Select the 2<sup>nd</sup> option and click continue



7) Fill in the first 4 fields and click continue

	Enter the identity	Name	John Smith	
	creating the self-signed Digital ID.	Organizational Unit	JS	
	Digital IDs that are self- signed by individuals do not	Organization Name	JS	
	provide the assurance that the identity information is	Email Address	johnsmith@email.com	
nat	valid. For this reason they may not be accepted in some use cases.	Country/Region	US - UNITED STATES	~
		Key Algorithm	2048-bit RSA	~
com		Use Digital ID for	Digital Signatures	~

8) Create a password and click Save

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nat om	Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID for is no known location so that you can copy or backup it.	Your Digital ID will be saved at the following location : C:\Users\TEMP\AppData\Roaming\Adobe\Acrobat\DC\ Apply a password to protect the Digital ID:  Confirm the password: 	e
	0	Back	/e

9) Click Continue

ellation i	s due to severe and inclement wea	ther. Custome
Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
۵ الم	John Smith (Digital ID file) Issued by: John Smith, Expires: 2022.02.21	View Details
?	Configure New Digital ID	Cancel Continue

10) Enter your password (make sure Lock document is unchecked) and click Sign

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	Appearance Standard Text	~	Create
nat	John Smith	by Joł Date:	lly signed nn Smith 2017.02.21 16 -06'00'
o m	Lock document after signing	10.04	View Certificate Details
-	Review document content that may	y affect signing	Review
			Back

11) Once you have filled out the form fields, save the document and email back to: <u>dfwvintagecars@gmail.com</u>