

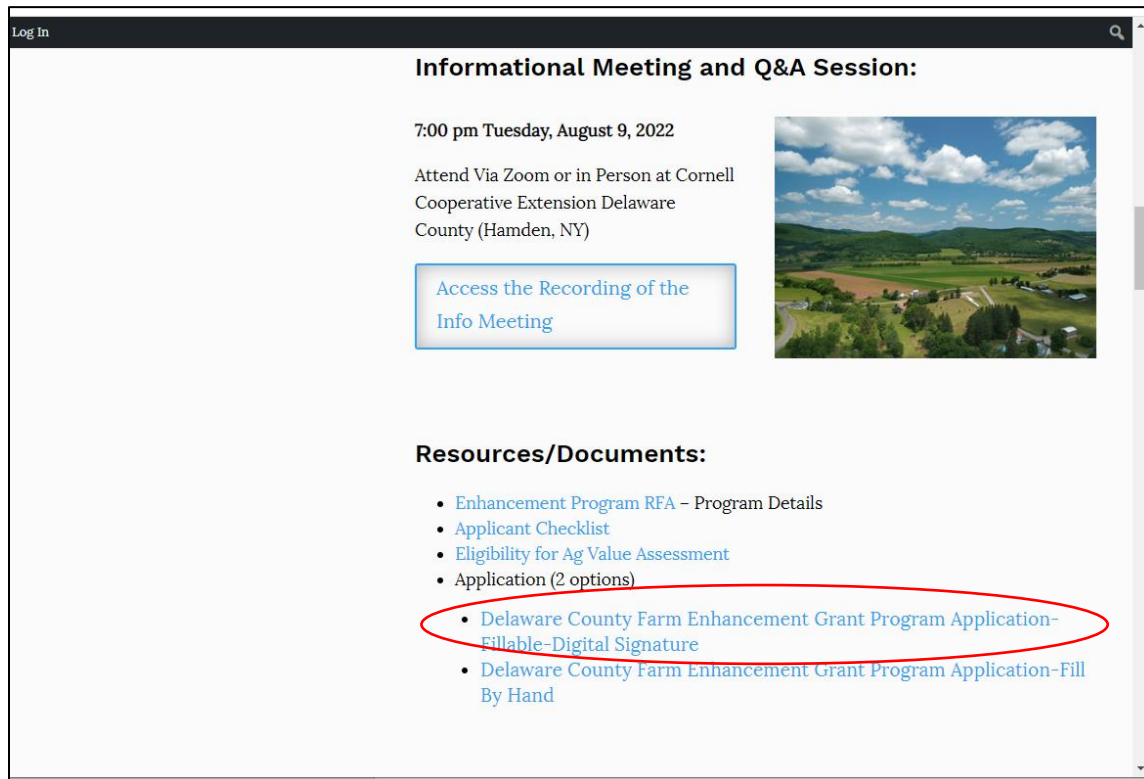
# Step-by-Step Tutorial

## for Using the Fillable PDF Application and Creating a Digital Signature

### for the Delaware County Farm Enhancements Grants Program.

1. Download the Fillable PDF Grants Application to your computer from the program website. Do not simply open the fillable PDF in a web browser. While the PDF can be filled out in a browser, the digital signature feature will not work unless the PDF is downloaded and open in Adobe Acrobat Reader (which is free software from Adobe; see link on web page to download it if you need it)

**Go to Web Site: - Click on Fillable PDF Grant Application:**




**Informational Meeting and Q&A Session:**

7:00 pm Tuesday, August 9, 2022

Attend Via Zoom or in Person at Cornell  
Cooperative Extension Delaware  
County (Hamden, NY)

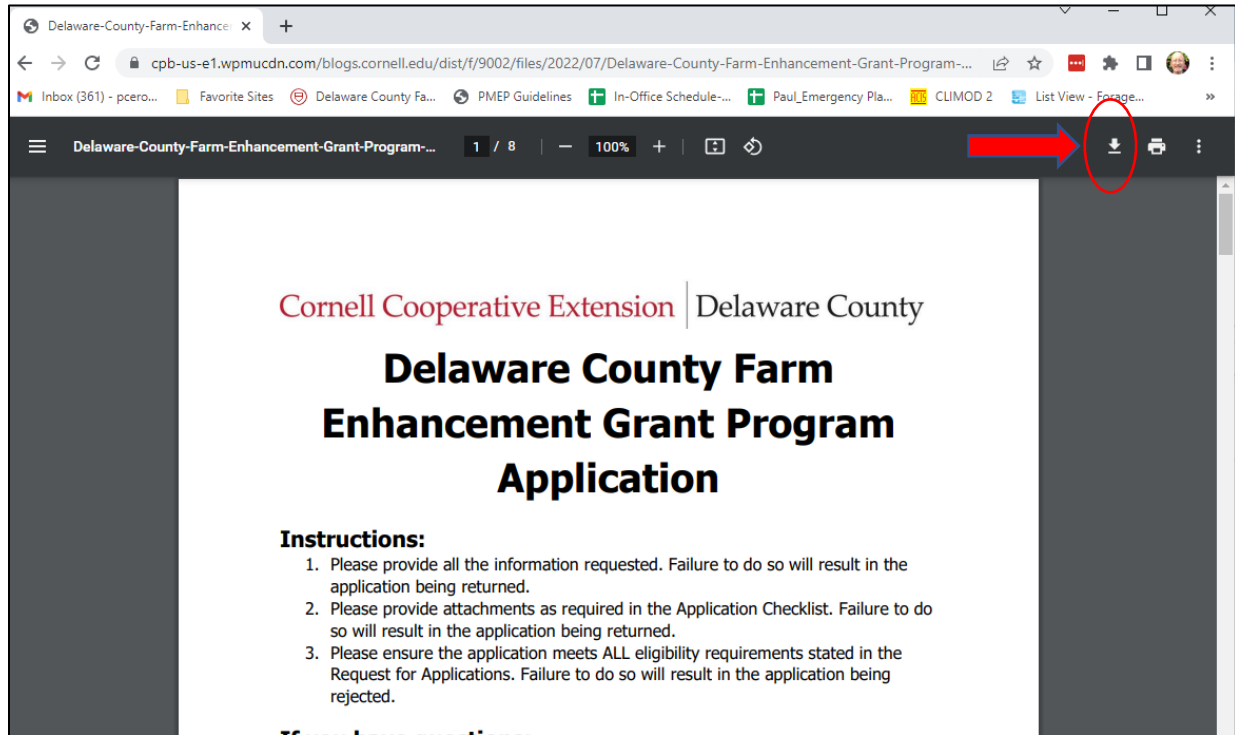
[Access the Recording of the Info Meeting](#)



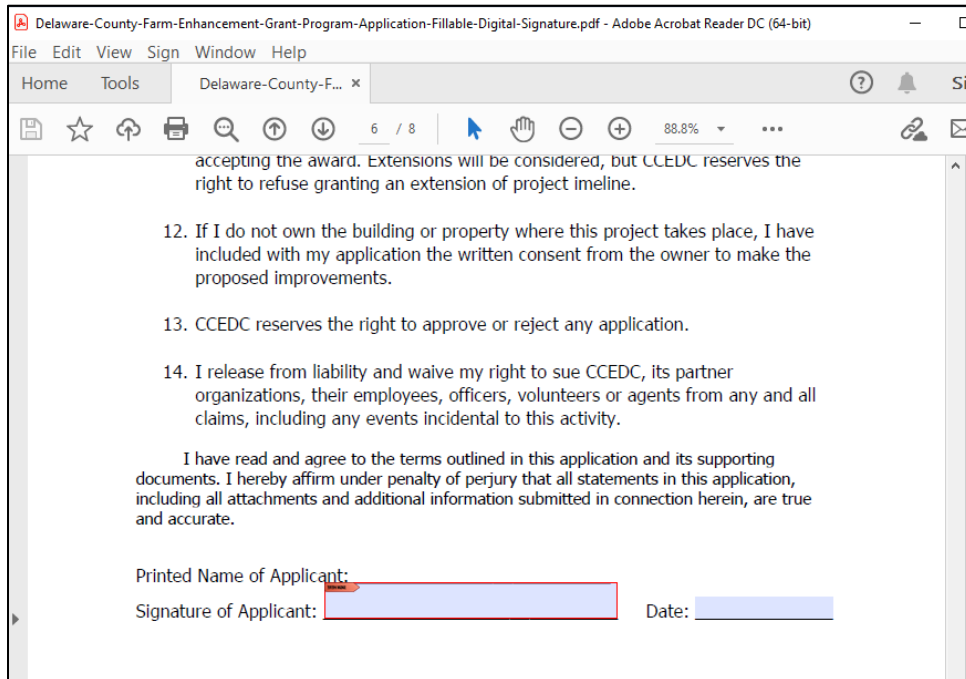
**Resources/Documents:**

- [Enhancement Program RFA - Program Details](#)
- [Applicant Checklist](#)
- [Eligibility for Ag Value Assessment](#)
- [Application \(2 options\)](#)
- [Delaware County Farm Enhancement Grant Program Application-Fillable-Digital Signature](#)
- [Delaware County Farm Enhancement Grant Program Application-Fill By Hand](#)

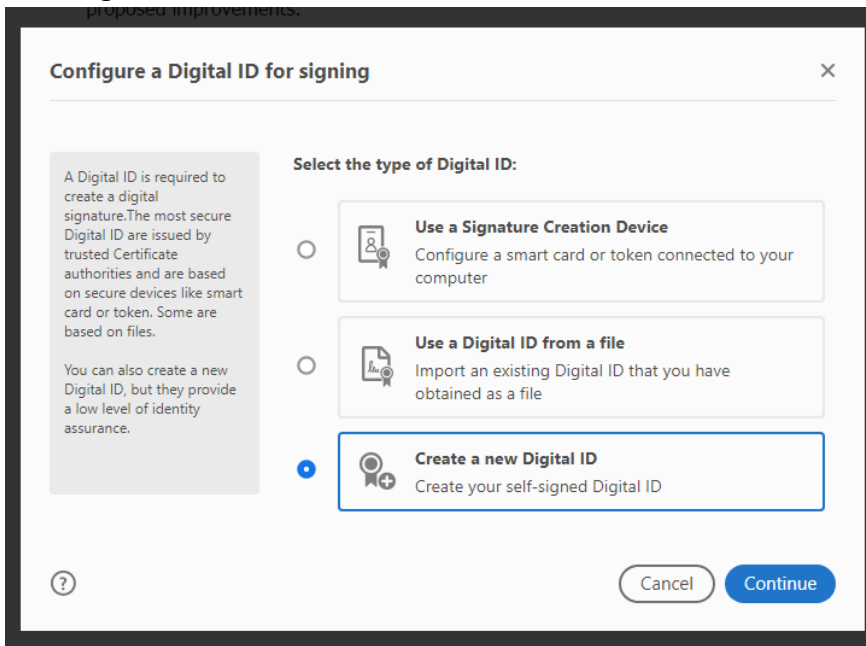
Once PDF open in Browser – click on download arrow to download it to computer:



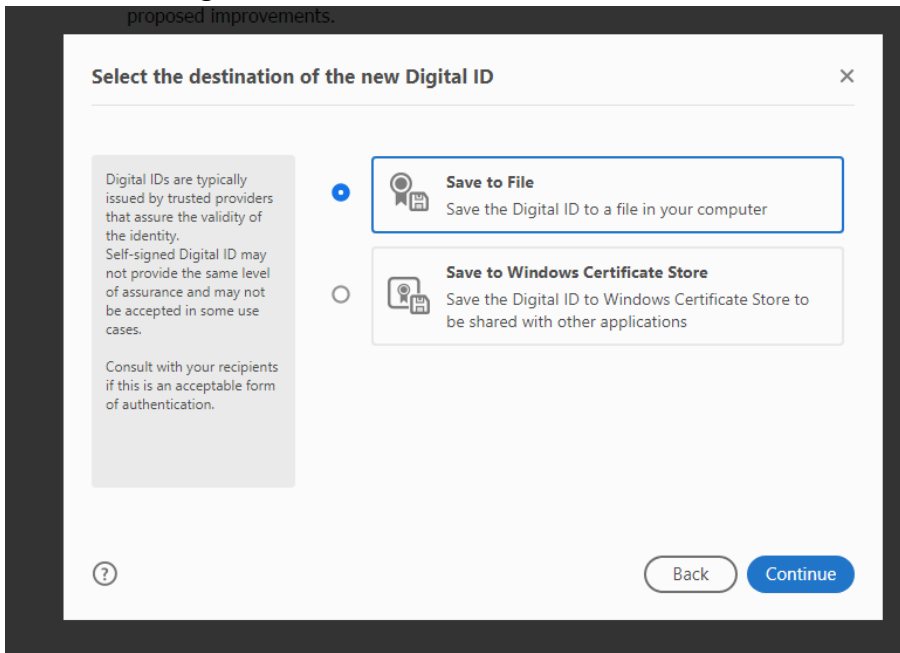
2. Once PDF is downloaded to Computer, open it Adobe Acrobat, and proceed to fill out sections of the application. Once completed double-click in the Digital Signature Block



3. Once the Digital Signature block window is opened by double clicking, select “Create New Digital ID” and Click “Continue”



4. Select “Save Digital ID to File” and click “Continue”



5. Enter the necessary identification fields in the Digital ID Screen and click “Continue”

proposed improvements.

### Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Ima Farmer"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="ImaFarmer@gmail.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

6. Create and confirm a password to protect your digital ID, and click “Save”

### Save the self-signed Digital ID to a file

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.

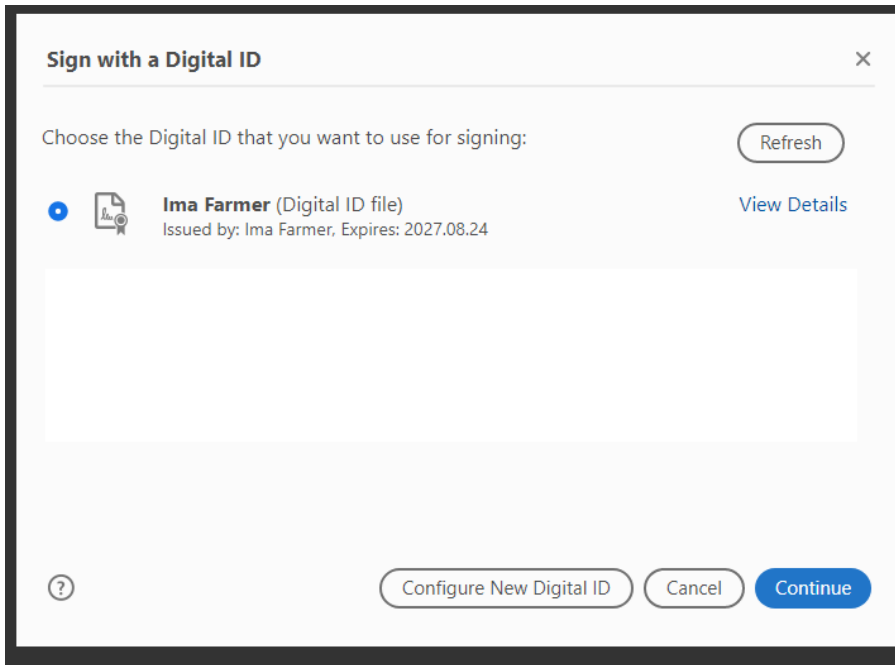
Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

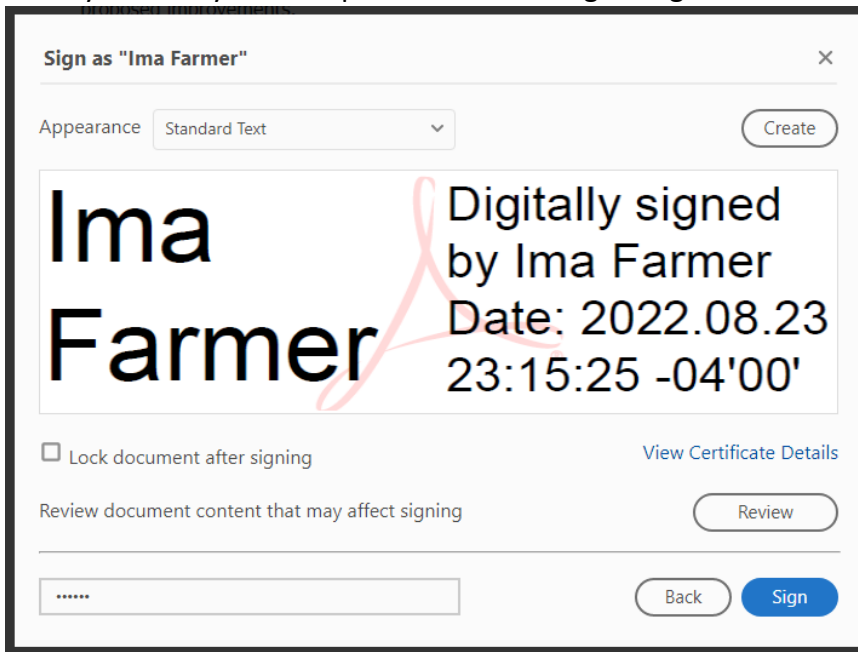
**Apply a password to protect the Digital ID:**

**Confirm the password:**

7. Select the Digital ID you just created and click “Continue”



8. Enter your newly created password in the Digital Signature window and then click “Sign”



9. Congratulations you are done! Save the completed and signed document to your computer and then email it with other required documents to [delaware@cornell.edu](mailto:delaware@cornell.edu). Other required documents can be scanned and attached to your email separately. You may choose to mail copies of required attached documents with a printed version of your filled PDF application, **but you must also email a copy of your filled PDF as well so that reviewers can read all of the text that you have typed into the text boxes.** Your digitally signed PDF should look like this:

14. I release from liability and waive my right to sue CCEDC, its partner organizations, their employees, officers, volunteers or agents from any and all claims, including any events incidental to this activity.

I have read and agree to the terms outlined in this application and its supporting documents. I hereby affirm under penalty of perjury that all statements in this application, including all attachments and additional information submitted in connection herein, are true and accurate.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: Ima Farmer Digitally signed by Ima Farmer  
Date: 2022.08.23 23:21:30 -0400'

Date: 8/24/2022