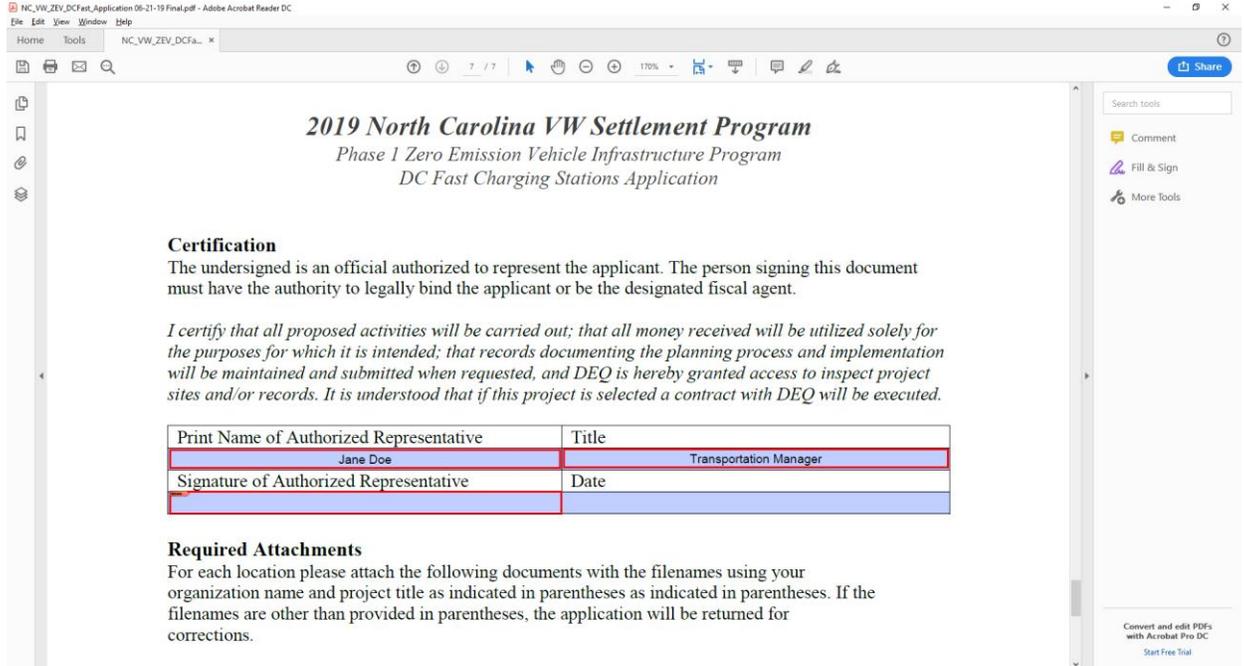
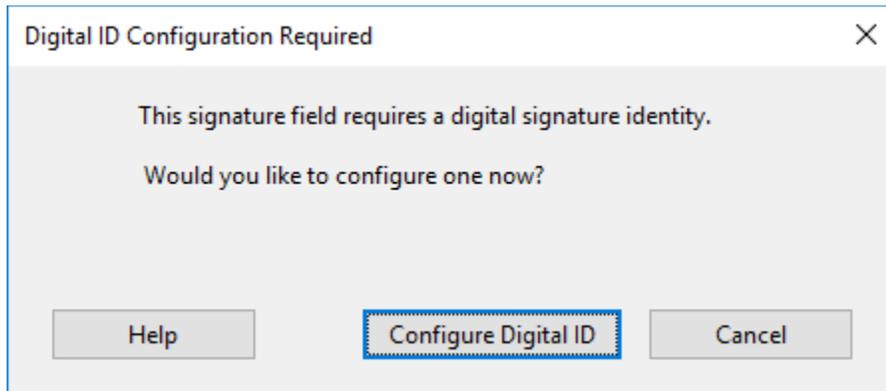


1. Type Name and Title.



2. Select “Signature of Authorized Representative”, the Sign with a Digital ID screen should appear. If you have not created a digital signature in Adobe Reader before the Digital ID Configuration Required screen should appear. Select “Configure Digital ID”.



1. The Configure a Digital ID for signing screen should appear. Select “Create a new Digital ID” and then click “Continue”.

The screenshot shows a dialog box titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance." Below this box is a question mark icon. The main area is titled "Select the type of Digital ID:" and contains three radio button options: "Use a Signature Creation Device" (with a smart card icon), "Use a Digital ID from a file" (with a document icon), and "Create a new Digital ID" (with a plus sign icon). The "Create a new Digital ID" option is selected. At the bottom right, there are "Cancel" and "Continue" buttons.

2. Select “Save to Windows Certificate Store” and then click “Continue”.

The screenshot shows a dialog box titled "Select the destination of the new Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this box is a question mark icon. The main area contains two radio button options: "Save to File" (with a document icon) and "Save to Windows Certificate Store" (with a certificate icon). The "Save to Windows Certificate Store" option is selected. At the bottom right, there are "Back" and "Continue" buttons.

3. Enter your information in the fields on the screen and then click “Save”.

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	Jane Doe
Organizational Unit	Wonderville Transit
Organization Name	City of Wonderville
Email Address	jane.doe@wonderville.nc.gov
Country/Region	US - UNITED STATES ▼
Key Algorithm	2048-bit RSA ▼
Use Digital ID for	Digital Signatures ▼

[Back](#) [Save](#)

4. The “Sign with a Digital ID” screen will appear. Select the signature you just created and then select “Continue”.

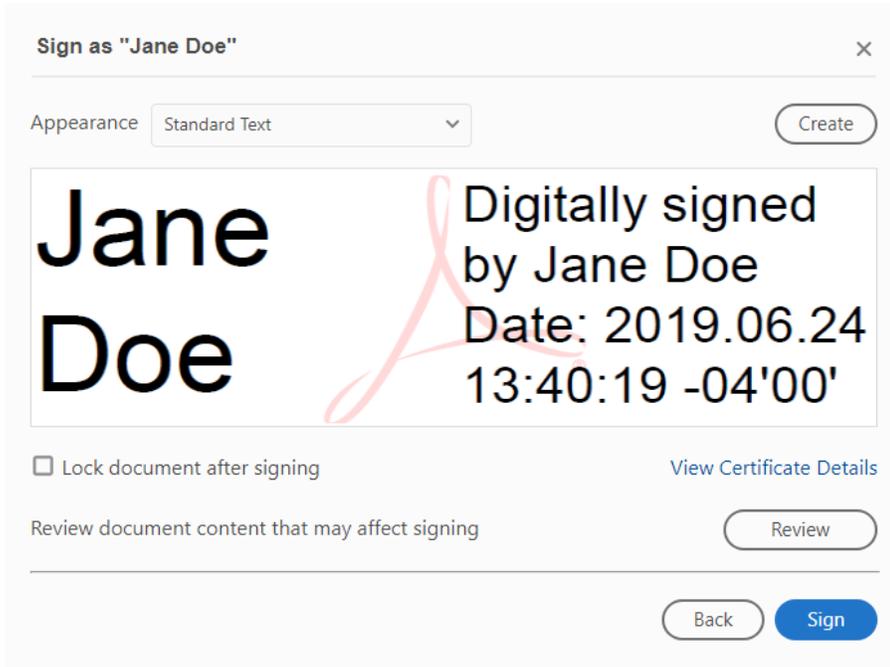
Sign with a Digital ID ✕

Choose the Digital ID that you want to use for signing: [Refresh](#)

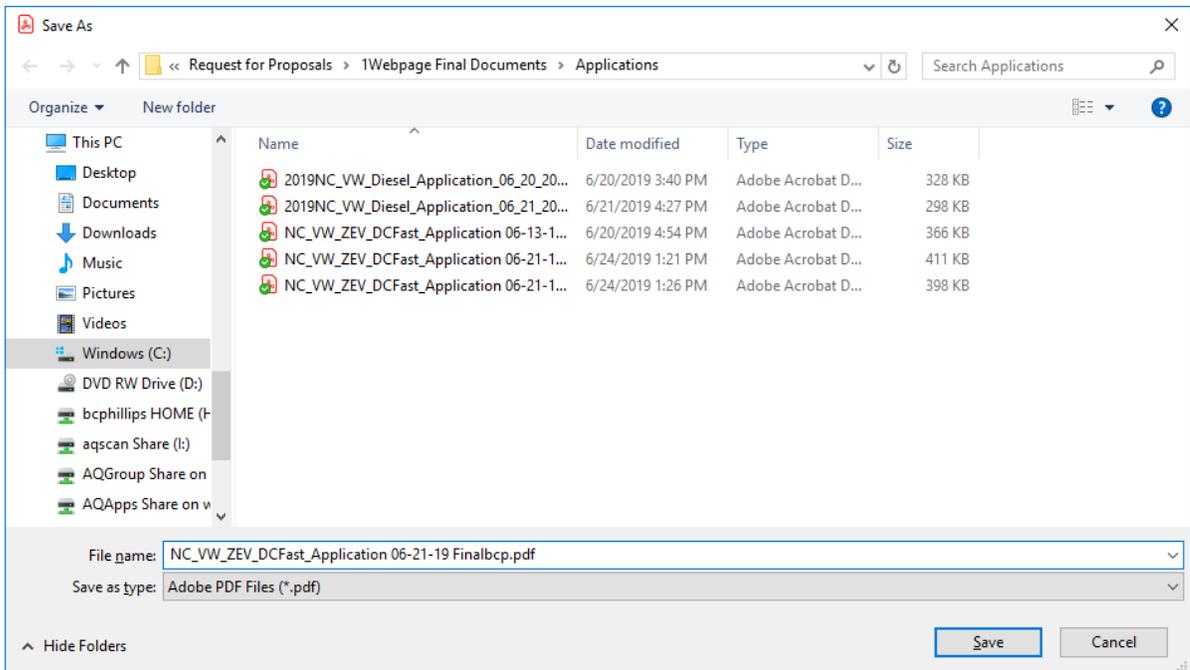
 **Jane Doe** (Windows Digital ID)
Issued by: Jane Doe, Expires: 2024.06.24 [View Details](#)

[?](#) [Configure New Digital ID](#) [Cancel](#) [Continue](#)

5. The Sign as “Your Name” screen should appear. Select the “Lock document after signing” option and then select “Sign”.



6. You will then be prompted to save your application. Save according to the directions in the RFP.



7. Your application will be saved and signed with the current date.

The screenshot shows the Adobe Acrobat Reader DC interface. The document title is "2019 North Carolina VW Settlement Program" with the subtitle "Phase 1 Zero Emission Vehicle Infrastructure Program DC Fast Charging Stations Application". The document contains a "Certification" section with a paragraph of text and a table. The table has two columns: "Print Name of Authorized Representative" and "Title". The first row contains "Jane Doe" and "Transportation Manager". The second row contains "Signature of Authorized Representative" and "Date". The signature row shows "Jane Doe" and a digital signature date of "06/24/2019". The "Required Attachments" section follows, with a paragraph of text. The Adobe Acrobat interface includes a top menu bar, a toolbar, and a right-hand sidebar with options like "Comment", "Fill & Sign", and "More Tools".

2019 North Carolina VW Settlement Program
Phase 1 Zero Emission Vehicle Infrastructure Program
DC Fast Charging Stations Application

Certification
The undersigned is an official authorized to represent the applicant. The person signing this document must have the authority to legally bind the applicant or be the designated fiscal agent.

I certify that all proposed activities will be carried out; that all money received will be utilized solely for the purposes for which it is intended; that records documenting the planning process and implementation will be maintained and submitted when requested, and DEQ is hereby granted access to inspect project sites and/or records. It is understood that if this project is selected a contract with DEQ will be executed.

Print Name of Authorized Representative	Title
Jane Doe	Transportation Manager
Signature of Authorized Representative	Date
Jane Doe <small>Digitally signed by Jane Doe Date: 2019.06.24 13:43:19 -0400</small>	06/24/2019

Required Attachments
For each location please attach the following documents with the filenames using your organization name and project title as indicated in parentheses as indicated in parentheses. If the filenames are other than provided in parentheses, the application will be returned for corrections.