

## Instructions for Modifying your VA Computer in order to sign and save electronic PDFs

### (e.g. SRS RPSS and Update forms) using Adobe Reader

**Notes:** You must sign on to your computer with your PIV card and PIN# (not vhabalxxxxx). Your PIV card needs to be in the smart card reader in order for you to sign and save PDFs. Follow these instructions *before* opening the PDF file. Once you have completed steps 1-11 you will not need to repeat these steps in order to save and sign electronic PDFs in the future.

1. Type “regedit” in “Search programs and files” box (Figure 1).
2. You are now in the Registry Editor (Figure 2).
3. Click on “HKEY-CURRENT-USER” (Figure 3).
4. Click on “Software” (Figure 4).
5. Click on “Adobe” (Figure 5).
6. Click on “Acrobat Reader” (Figure 6).
7. Click on “11” (Current version) (Figure 7).
8. Click on AVGeneral” folder, not drop-down menu (Figure 8).
9. Click on bFIPSMODE icon (blue) (Figure 9).
10. Change “(1)” to “(0)” (Figures 10 and 11).
11. Make sure the Date column reads “0x00000000 (0)” as in Figure 11 and not “0x00000000 (1)” as in Figure 10 *before* opening the PDF file.

If you are still having difficulty, please contact SRS Chair Heidi Ortmeyer, Ph.D. at 410-605-7000 x5419 or Heidi.Ortmeyer@va.gov

**Figure 1**

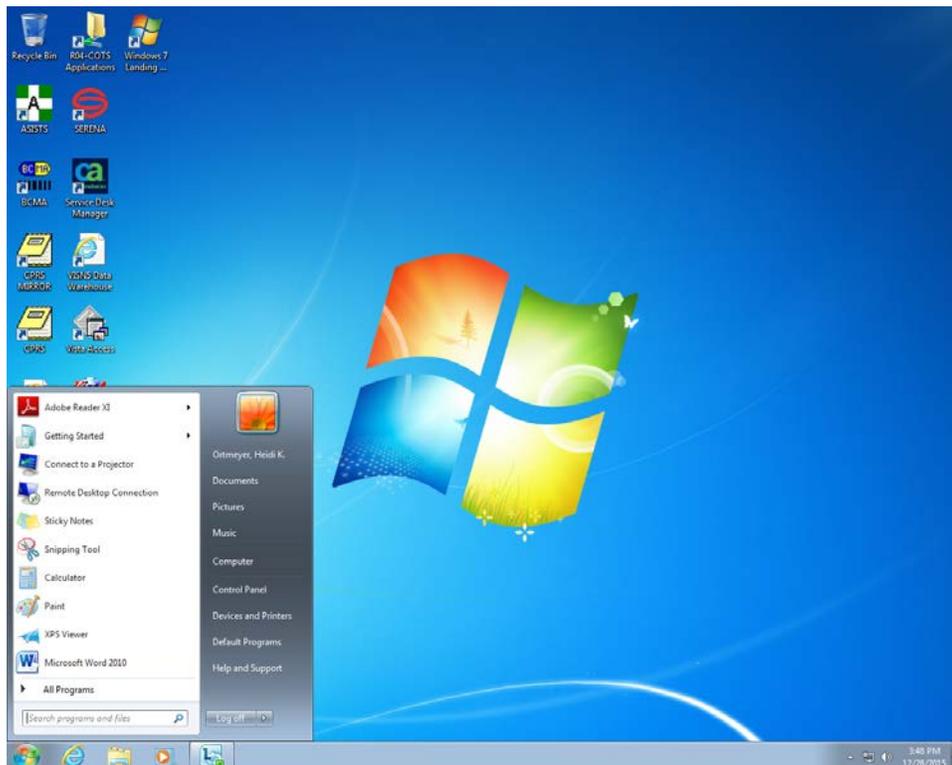




Figure 4

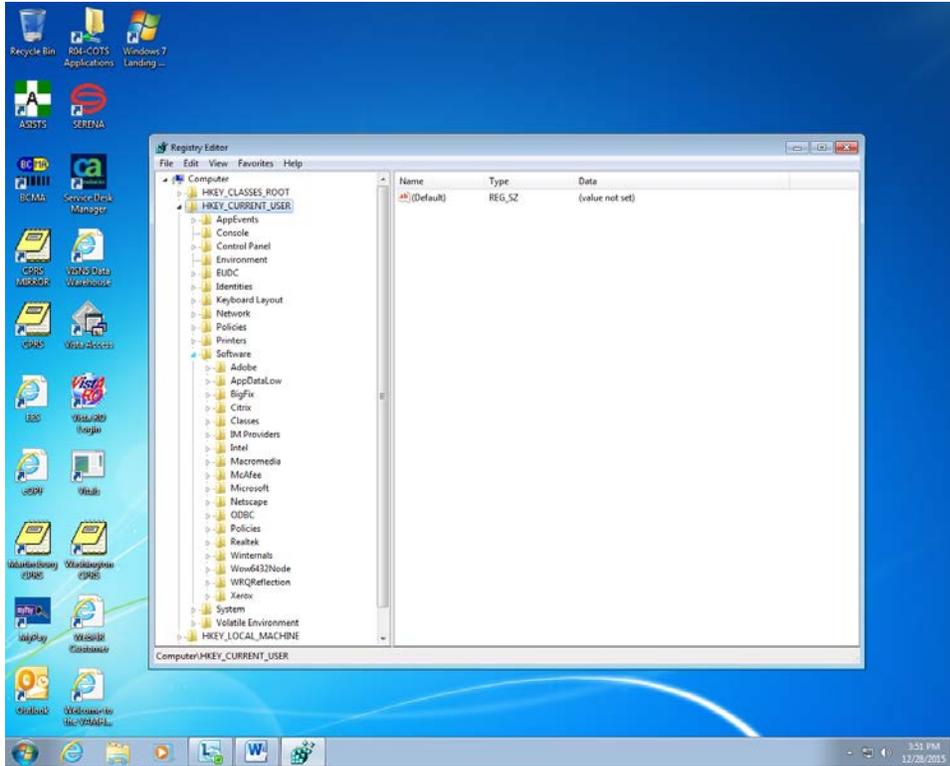


Figure 5

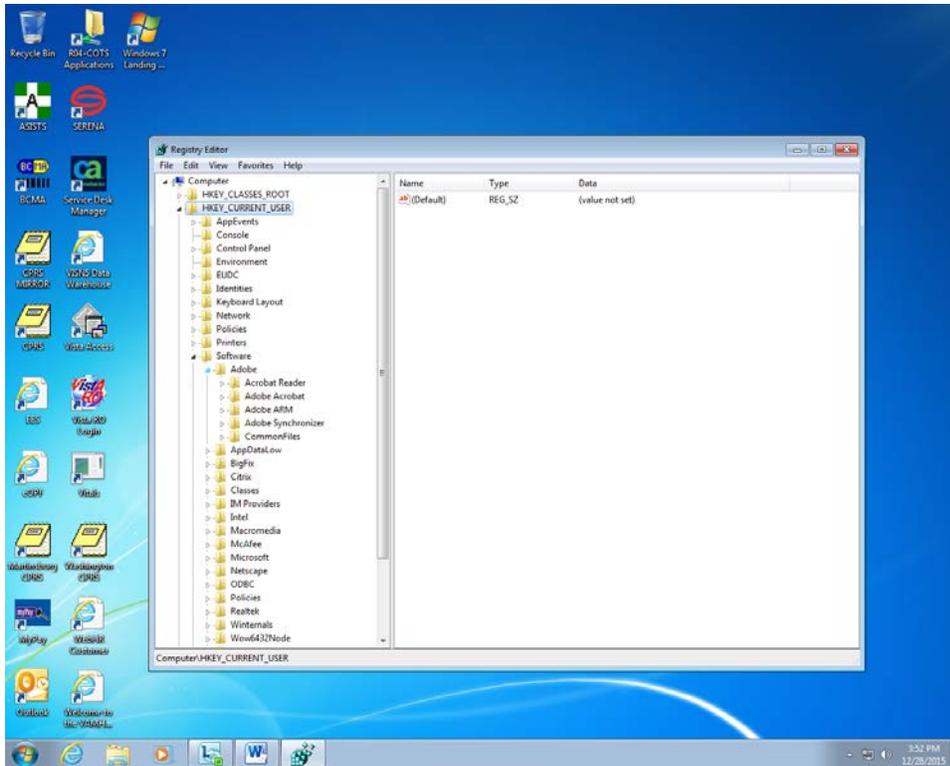


Figure 6

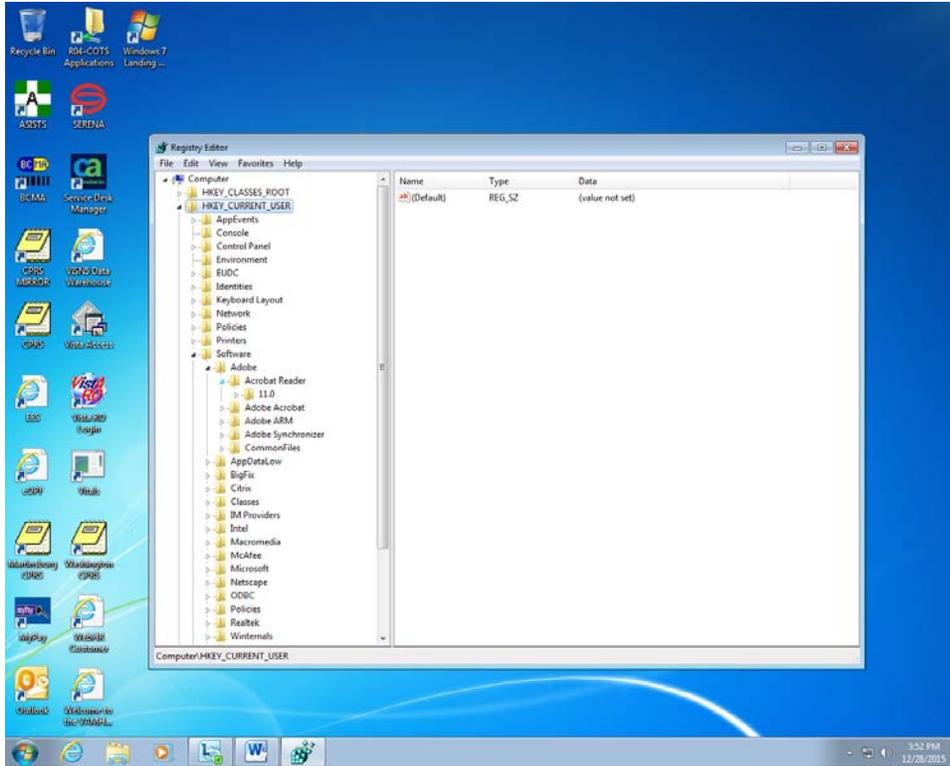


Figure 7

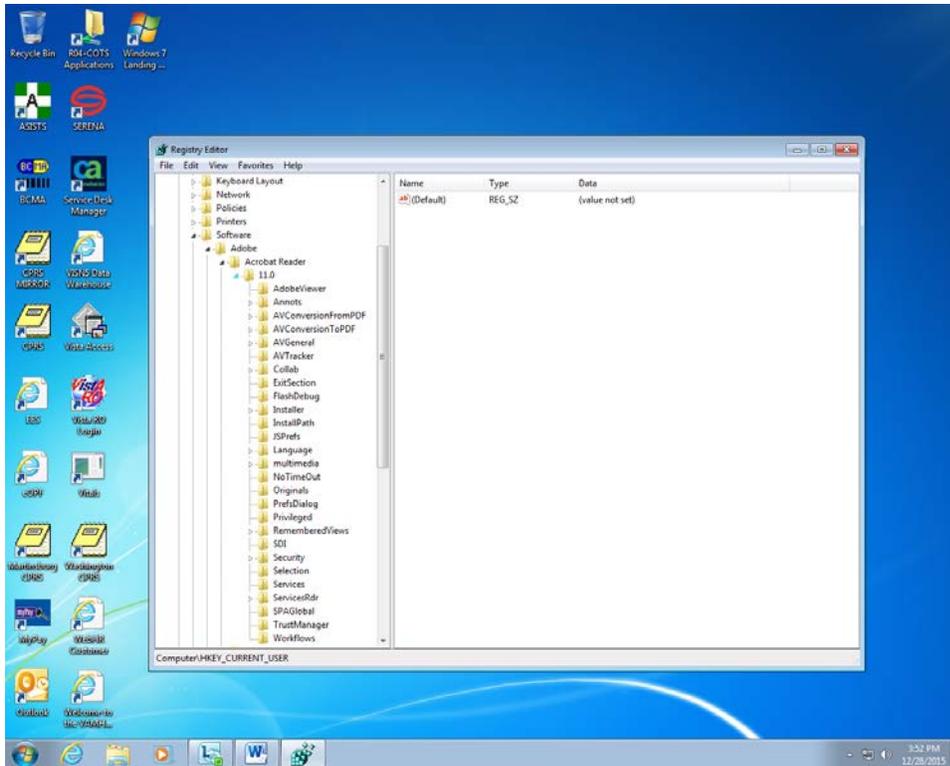


Figure 8

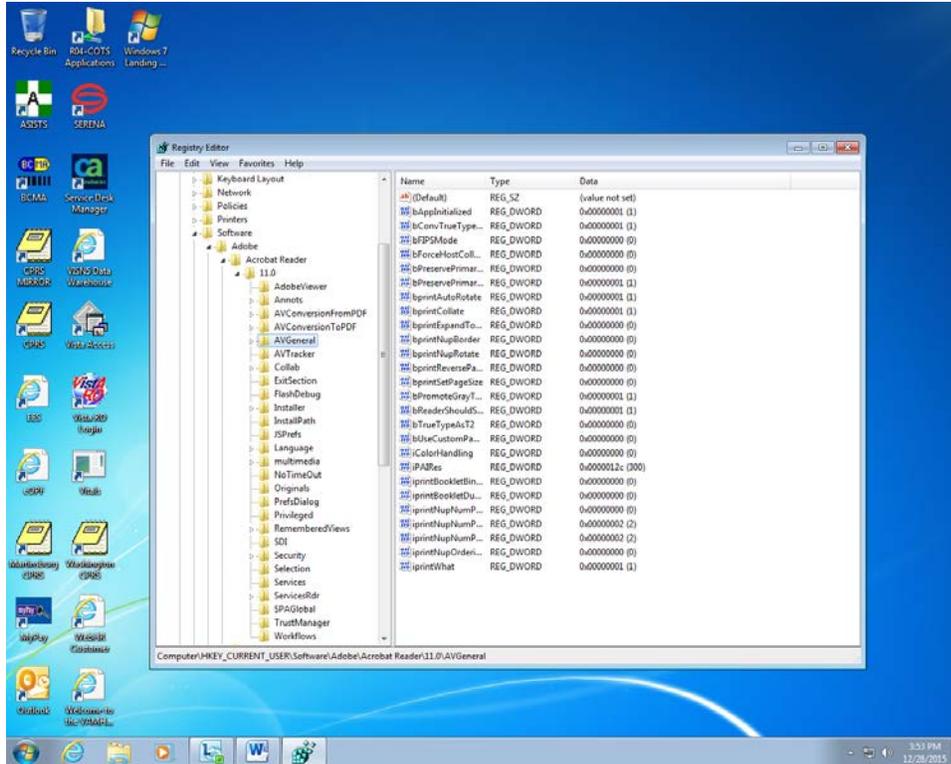


Figure 9

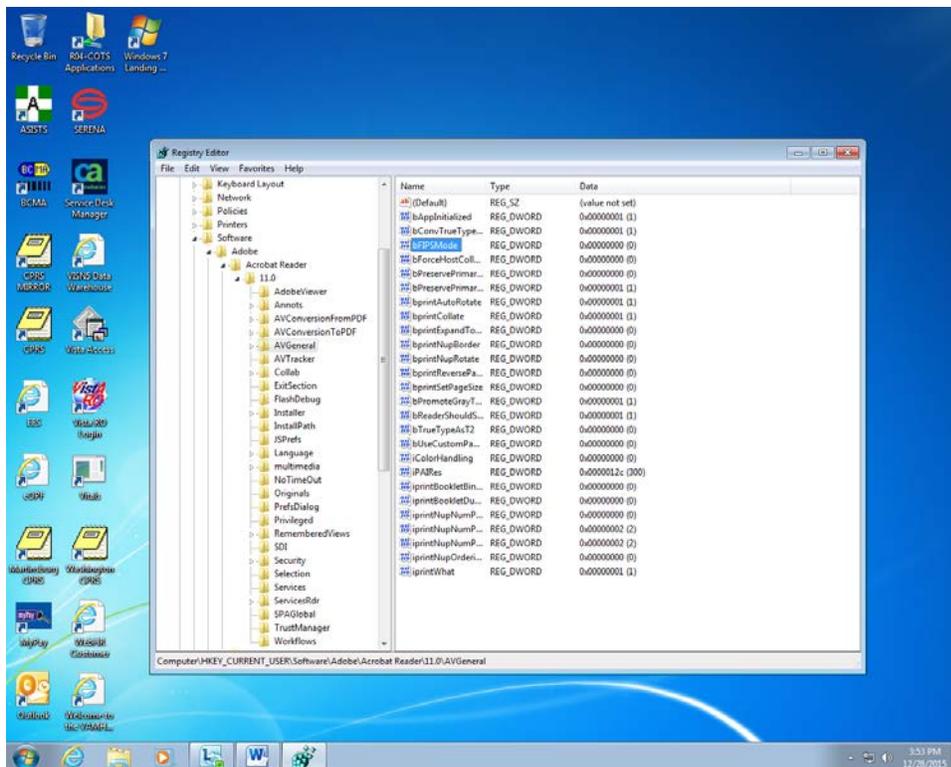


Figure 10

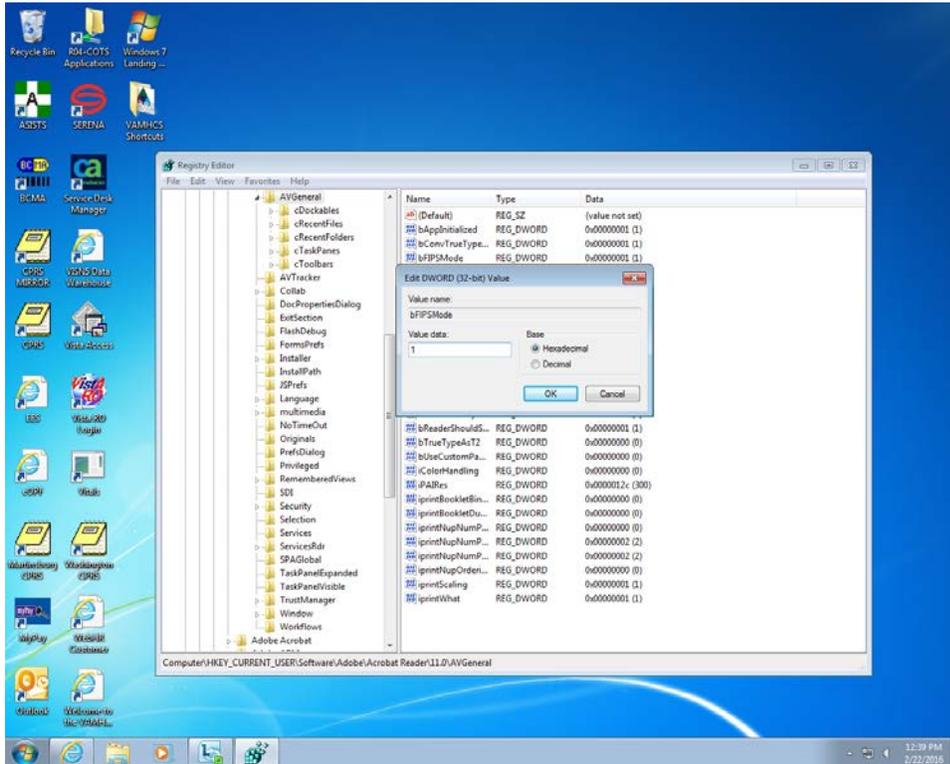


Figure 11

