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 ID and PIN# (not vhabalxxxxxx). Your ID 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 AVGGeneral 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 hortmeyer@grecc.umaryland.edu

Figure 1