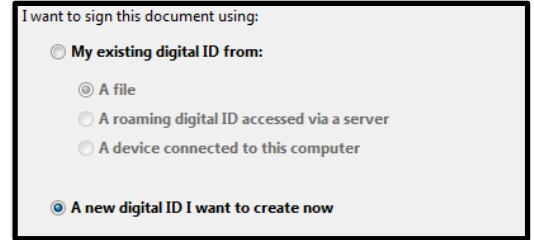# How to Create a Digital Signature Using Adobe Reader

1. Click the Signature Field

2. A window will pop up asking what signature you would like to use; new or existing. Select **"A new digital ID I want to create now"** then click next.
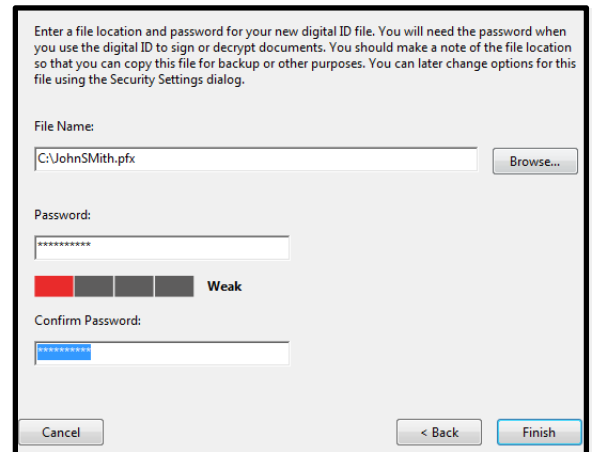
3. The next window will ask you where you would like to store your self-signed Digital ID. Select **"New PKCS#12 digital ID file"** then click next.

4. Fill out your information, including Name, Organization, and e-mail address then click next.
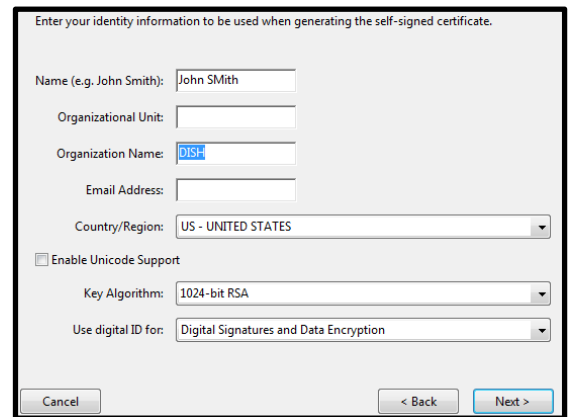
5. Choose a location to save your Digital ID and create a password. Then re-enter your password and click Finish.

6. Your digital signature is now complete. Just enter your password, click sign, and the document will ask you to save your file.

7. Once the file is saved, open the file and your digital signature is now visible on the document

Bulk Activation & Change Form Introduction

Overview

The Bulk Activation & Change form is for customers and retailers to request new activations, change to accounts, restarting existing accounts, and disconnecting accounts. It is very important that users fill out all the required information correctly to ensure that the request can be processed in a timely manner. Below is a guide that will help you understand the information that is required, and how to fill out the form properly.

What you will need

- Any internet browser except Chrome.
  - There are compatibility issues with Adobe's security software and Chrome's PDF viewer
- Adobe Acrobat Reader 10 or higher

Getting Started

The Bulk Activation & Change form is a PDF from that requires users to have Adobe Acrobat Reader 10 or higher. If you need to download Adobe Reader, or update your current version, you can do so for free at www.adobe.com/reader. This form is intended for you to type information into fields, digitally sign, and email the form to commercialoperations@dish.com.

If you need to clear the information in the form for any reason, there is a reset button located in the top left corner. This will remove any information you have put into the form. When the form has been digitally signed, simply click the submit button. This will open your default email software, with a prefilled email to be sent to DISH.
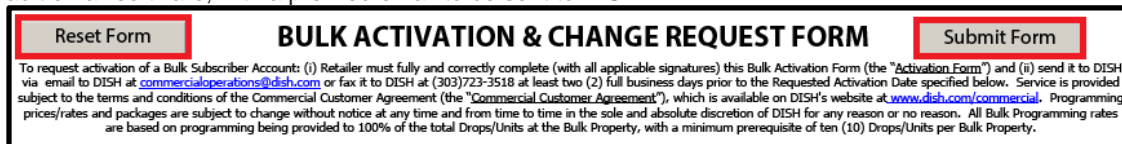
Entering Information

Request Information

This is where you will tell us what needs to be done. All of these fields are required. The Request Type, System Type, and Property Type are all drop down menu's where you can select the appropriate item while Total Drops/Units must be manually entered.

Depending on what your request type is, additional fields may appear. These Fields are also required.

For any option that has a date, the date can be selected by clicking the arrow in the box.

PLEASE TYPE THE INFORMATION IN THE FORM BELOW, SIGN, AND EMAIL TO COMMERCIALOPERATIONS@DISH.COM

Request Type Full Activation   System Type   Property Type

Total Drops/Units
Requires 100% of total units. Minimum 10 Drops/Units.
See drop description below

Requested Full Activation Date

For a disconnect, the date can be selected by clicking the arrow in the box. The reason and Future Provider fields are drop down menu's where you can select the appropriate item.

PLEASE TYPE THE INFORMATION IN THE FORM BELOW, SIGN, AND EMAIL TO COMMERCIALOPERATIONS@DISH.COM

Request Type Disconnect   System Type   Property Type

Total Drops/Units
Requires 100% of total units. Minimum 10 Drops/Units.
See drop description below

Requested Disconnect Date

Reason   Future Provider

Retailer and Customer/Property Information

Retailer information is for any property that a retailer is servicing. This information is only required if a retailer is involved.
Customer/Property Information is where the service will be provided. All of these fields are required. If the Billing Address matches the Physical Address, "Same" may be used.

Retailer Information:

Retailer OE #   Equipment Purchased From

Company Name   Phone #

Mailing Address

City   State   Zip   Email

Customer/Property information   Property Acct #
All Fields Required

Property Name   Phone #

Physical Address

City   State   Zip   Email

Billing Address
If different from physical

City   State   Zip

Contact Name   Contact Phone #

Adding Removing Programming

To request that programming be added or removed from an account, simply find the package you want listed on page two of the Form, then select Add or Remove.

Core Programming		Add	Remove
AT120 Commitment Offer (FTG only)		☒	☐
Hospitality Plus (FTG only. Requires Essentials or higher)		☒	☐
AT120		☐	☒
AT200		☐	☐
AT250		☐	☐
Add HD (available with AT package)		☐	☐
Premier (Hospitality only, G4 card required for L-Band)		☐	☒
Prime (MDU only, G4 card required)		☐	☐
DishLATINO Clasico		☐	☐
University Pack (Universities and Student Housing only)		☐	☐
Essentials		☐	☐
Locals		☒	☐
RSN FTG	Quantity	☐	☐
RSN MDU	Quantity	☐	☐

If the programming you want it not listed on the form, please type in the package name in the fields at the bottom of the form then select Add or Remove.

Additional Programming	Add	Remove
Action Pack	☐	☒
Hindi: Mega	☒	☐

Adding/Removing Receivers

Equipment to be added or removed is done on page three of the Form. There are three buttons on the top of this page. Add All will indicate that all the receivers are to be added to the account (every add box will be selected. This is normal and only the receivers you type in will be added. We will NOT add 50 receivers to the account). The remove all button will indicate that all the receivers are to be removed from the account (every remove box will be selected). The Clear All button will remove all the Add and Remove check boxes.

EQUIPMENT INSTRUCTIONS	Add All	Remove All	Clear All

Please either type out the receivers below or attach an Excel spreadsheet. If using a Smartbox, please submit through Sales Force

To add or remove a receiver from an account, simply type the Receiver Number and the Smart Card Number then select Add or Remove. The Model No., Package, and Channel columns are optional.

	Receiver Number	Smart Card Number	Model No.	Package	Channel	Add/Remove	
1	R010123456	S123456789	211k	HBO		●	☐
2	R010223456	S223456789	222	Premier		☐	●

Submitting the Form

To submit the Form, you must complete the form and sign it. Once the form is signed, you must submit using one of the following procedures:

- Use the Submit Button. This will open your email software and send and automatically generated email.
- Save the PDF and send the files as an attachment to commercialoperations@dish.com