

Instructions for e-signing

- Click on Signature field to create a digital signature.
- 2. If you already have a digital signature on your computer, this window will appear.

Click Sign to proceed with your existing digital signature.

do NOT check "Lock Document After Signing" box

	Signature	Signature (Click to sign)
Sign Do	ocument	×
Sign	As:	•
Certif	icate Issuer:	Info
	Appearance	s Standard Text
		۲
E Lo	ck Document After Signing	0
١	Click Review to see if document may affect signing	content Review
		Sign Cancel

3. If you already have a digital signature on your computer, however for another user, and wish to set up a new signature, select "New ID" from drop down menu.

Sign Docum	ent 💌
Sign As:	First Name Last Name (First Name Last Name) 2 🔻 🍘
Certificate	First Name Last Name (First Name Last Name) 2020.01.09 Refresh ID List New ID
	•
Lock D	ocument After Signing 📀
i Clio ma	ck Review to see if document content Review
	Sign Cancel



4. If you do not have a digital signature on your computer, this screen will appear. Select "new digital ID" and click

Add Digital ID	×
I want to sign this document using:	
My existing digital ID from:	
④ A file	
A roaming digital ID accessed via a server	
A device connected to this computer	
A new digital ID I want to create now Cancel	< Back Next >

5. You will have the choice of creating a new digital ID file, or a Windows Certificate ID. Select one

> and click Next > and follow the instructions to create your digital ID.

Add Digital ID	×		
Where would you like to store your self-signed digital ID?			
O New PKCS#12 digital ID file			
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.			
Windows Certificate Store			
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.			
Cancel < Back Next >			

 Input your name and email address, as well as other optional organization/company information.

Add Digital ID		×					
Enter your identity information to be used when generating the self-signed certificate.							
Na <u>m</u> e (e.g. John Smith):	First Name Last Name						
Organizational <u>U</u> nit:	Optional						
Organization Name:	Optional						
<u>E</u> mail Address:	email@email.com						
<u>C</u> ountry/Region:	US - UNITED STATES						
<u>K</u> ey Algorithm:	1024-bit RSA 💌						
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption						
Cancel	< Back Finis	sh					



7. After all required fields are completed, save the PDF file and draft a new email to attach the document to.

🔁 Save As									
😋 🗢 🗮 Desktop 🔸		- - - + - + - + - + - + - + + + + + + + + + +	Search Desktop	Q					
Organize ▼ New folder 🖁 🗄 ▼ 🕡									
☆ Favorites	 Name 	Size	Item type	Date modified					
📃 Desktop	🔚 Libraries								
🗼 Downloads	= 18								
🔛 Recent Places	1 Computer								
	🗣 Network								
🥃 Libraries	1	13 KB	Adobe Acrobat D	1/9/2015 12:25					
Documents	1	101 KB	Adobe Acrobat D	1/2/2015 8:49					
J Music	1	33 KB	Adobe Acrobat D	1/5/2015 4:47					
Pictures	2	1 KB	Shortcut	12/15/2014 12					
Videos									
		III		4					
File name: Question	onnaire_with_Instructions (2)	l.pdf		-					
Save as type: Adobe I	Save as type: Adobe PDF Files (*.pdf)								
Alide Folders Save to Online Account									
				.d					