

Creating an Electronic Signature

Once you click the Signature field on the document, the digital ID wizard will begin. Follow the instructions on the screen:

1. I want to sign this document using:

Select *A new digital ID I want to create now*

Click Next>

2. Where would you like to store your self-signed digital ID?

Select *New PKCS#12 digital ID file*

Click Next>

3. Enter your identity information to be used when generating the self-signed certificate.

Name (as it will appear on the document), Organization Unit, Organization Name, and Email Address

Click Next>

4. You must set up a password for your digital signature.

Choose a file location, file name, and a password to setup and use your digital ID.

Click Finish

Using an Electronic Signature

If you have previously created your digital signature....

1. Click the signature field you would like to digitally sign and a Sign Document pop-up window will appear.
2. Enter your password and Click Sign.
3. A Save As PDF will appear to save the file.

NOTE: Always create the file with a new file name.

For example: if the file name is Budget Revision, you may want to save your new file as Budget Revision Signed.

4. Once you have saved the file, you are now ready to email it to the next appropriate person.