

## **Digital Signatures**

The documents that you will complete may require a digital signature. When you move the mouse pointer over a digital signature field you will see the instructions, "Unsigned signature field (Click to sign)." When you click, the Sign Document dialog will appear. If you have already created one or more digital signatures, they will appear in the "Sign As" list box. If you have not created a digital signature, or you would like to create a new one, select "New ID..." Select "A new digital ID I want to create now," and then click "Next."

You will next be asked where you wish to store your self-signed digital ID. The default is "New PKCS#12 digital ID file, which provides password protection to your encrypted ID. Alternatively you may wish to save your digital ID in the Windows Certificate Store where it will be protected by your Windows login. The latter has the advantage of being available to other Windows applications on your computer. Click "Next."

Provide the information requested on the Identity Information dialog. There should be no need to change the default information provided at the bottom of the dialog. Click "Next." If you selected the password protected PKCS#12 digital file ID (in the previous step) you will be prompted to enter and confirm your password. Click "Finish."

Your newly created digital signature is now ready for use. If you wish, you may import a graphic image as a part of your digital signature. To do this, select "Create new appearance" in the Appearance list box. Select "Import graphic" in the Configure Graphic section of the Configure Signature Appearance dialog and then click "Import Graphic from" button to locate the image file on your computer. You may also wish to configure the text that will appear in your digital signature.

Click "Sign" to apply your digital signature to the signature field of the document. You will be prompted to save the document at this time.