

In order to digitally sign a document, select the red tag in the Signature field.

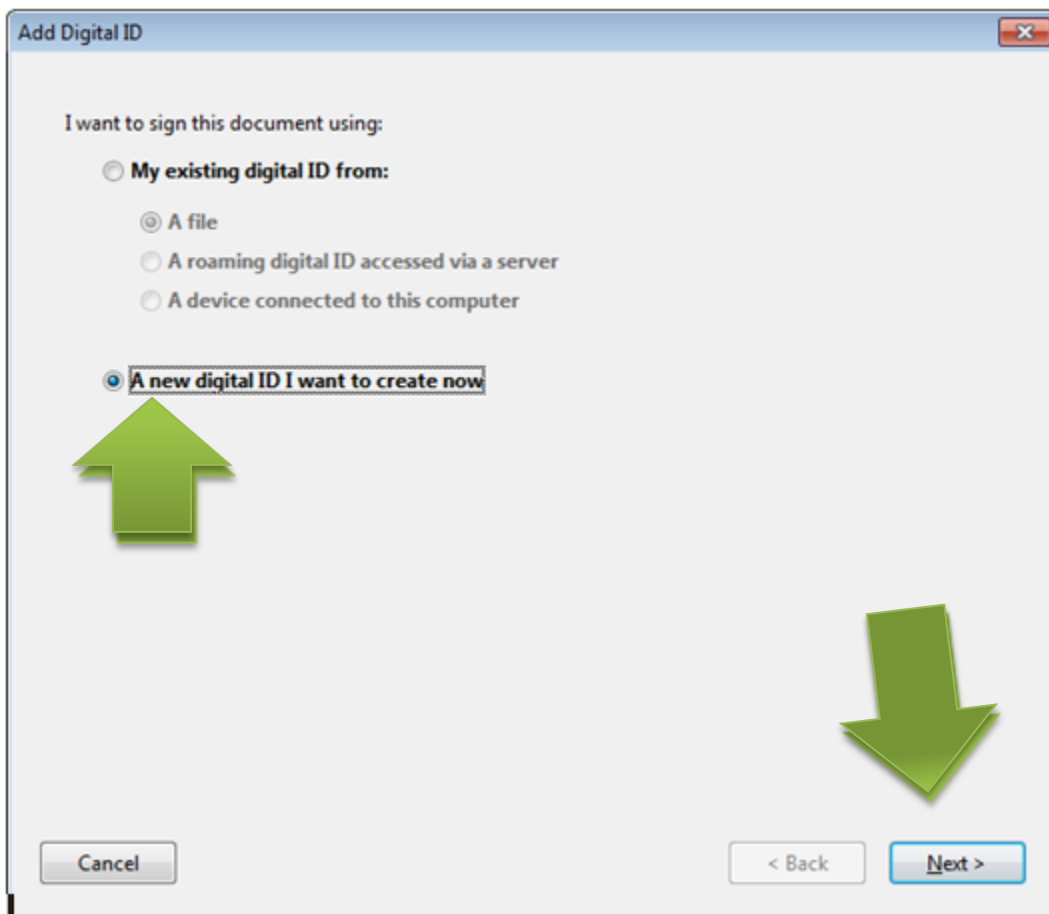
I declare under penalty of perjury that the statements made above are true and correct.

Date _____ Signature 

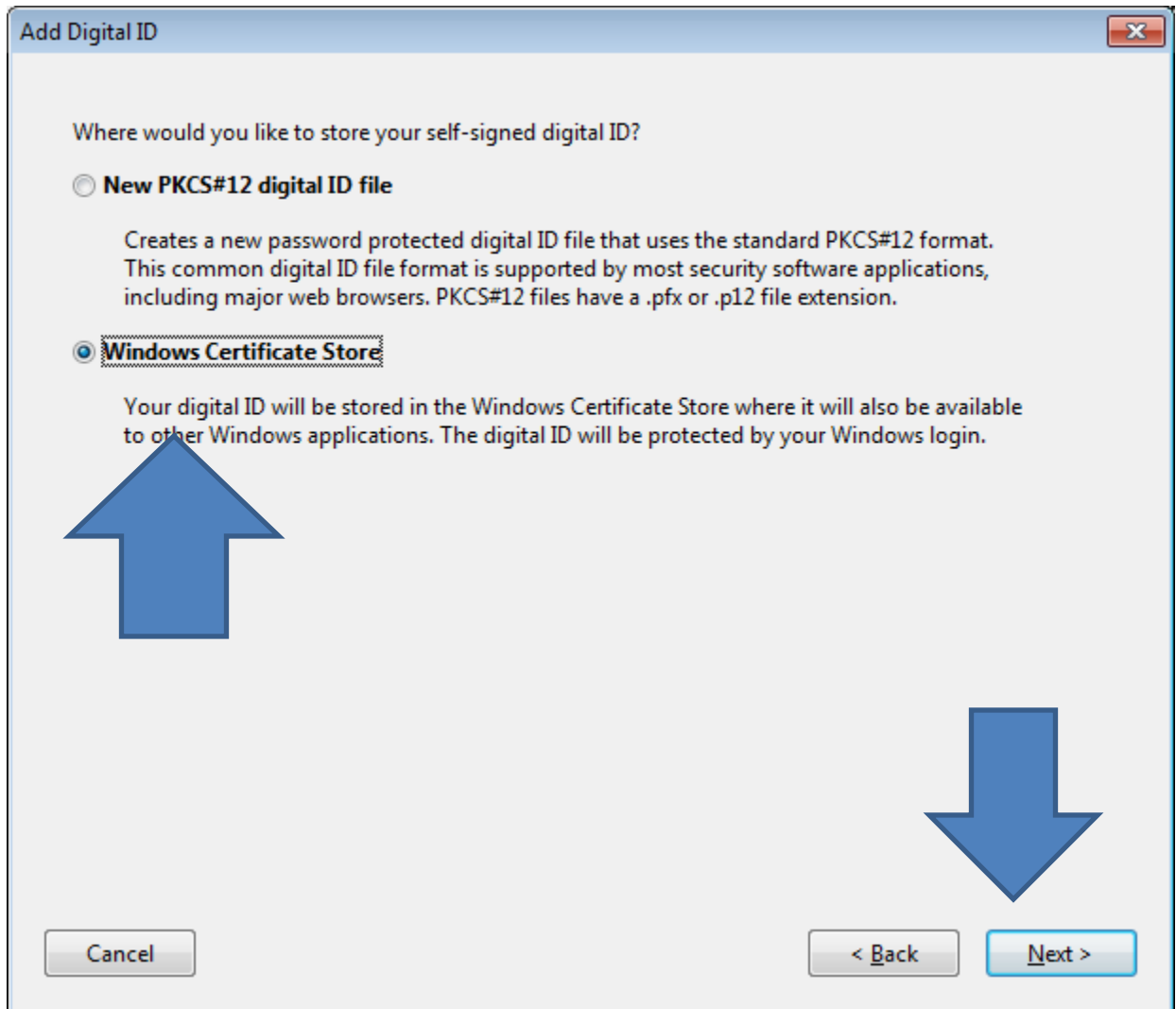


If you have not previously created a digital ID, you will need to create a new digital ID.

Select "A new digital ID" then NEXT.




You will need to decide if you want to create the PKCS or Windows Certificate ID. These instructions will create a Windows Certificate ID.



Enter your name and email address. The organization fields are optional. Select NEXT.


Add Digital ID ✕

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

Name (e.g. John Smith): 

Organizational Unit:


Organization Name:

Email Address: 

Country/Region: ▼

Key Algorithm: ▼

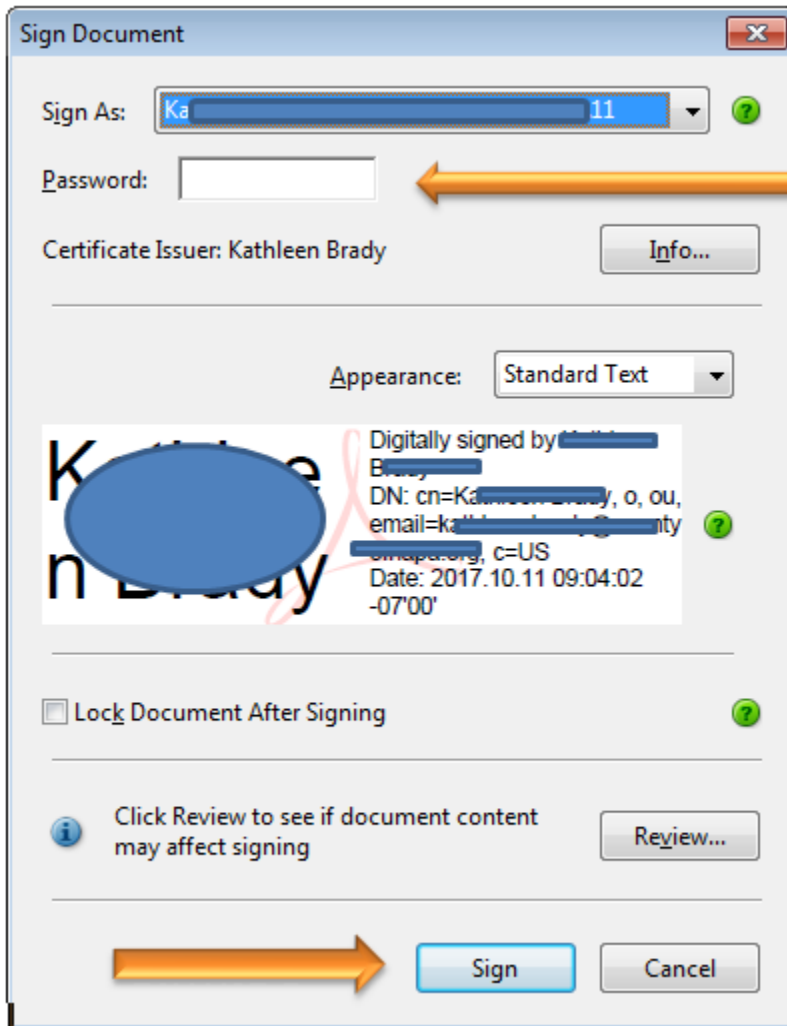
Use digital ID for: ▼



It will create a file name and location. You only need to browse if you want to save the file in another location. Create a password, re-enter the password in the Confirm Password field, then select FINISH.

The image shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog." Below this text are three input fields: "File Name:" with a text box containing "BR" and ".pfx" and a "Browse..." button to its right; "Password:" with a text box and a strength indicator showing four dark squares and the text "Not Rated"; and "Confirm Password:" with a text box. At the bottom are three buttons: "Cancel", "< Back", and "Finish". Four large orange arrows are overlaid on the dialog: one points down to the "Browse..." button, two point left towards the "Password:" and "Confirm Password:" fields, and one points down to the "Finish" button.

Enter your password that you just created, then select SIGN.



Your name will now appear in the signature box on the document along with the digital signature.

