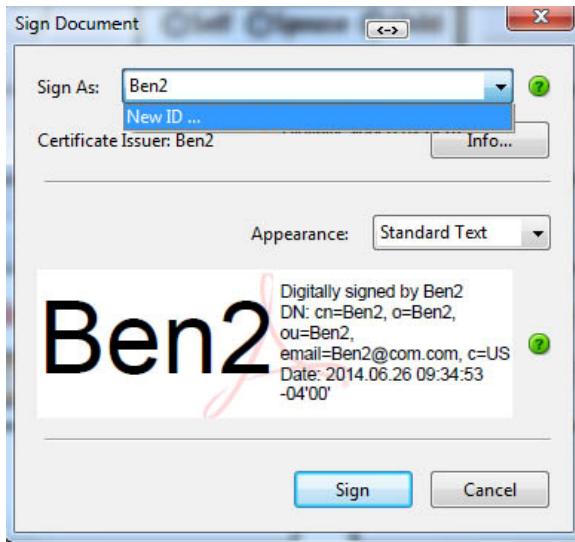


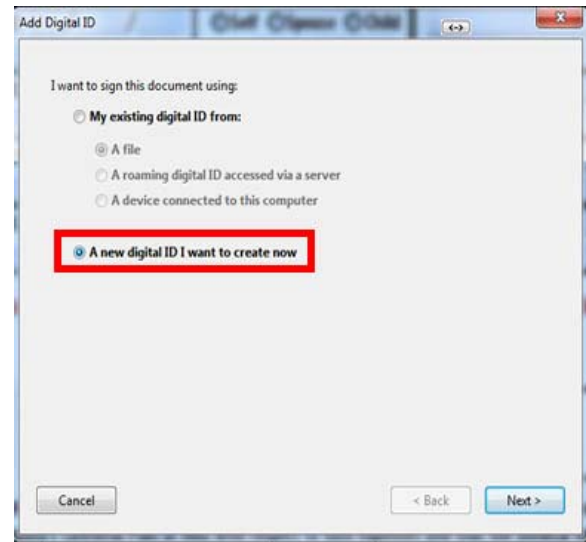
# How to digitally sign a PDF

**Step 1:** When you click the digital signature box, the sign document window (pictured below) will appear. If you already have a digital ID created, select it, and click sign.

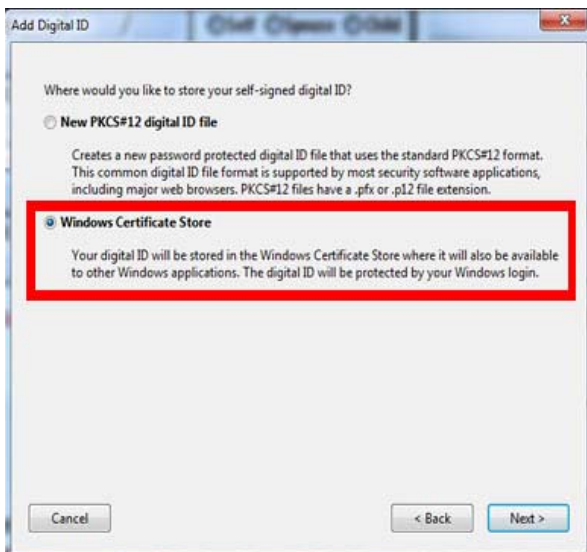
If you do not yet have a digital ID, select “New ID...” from the drop down list.



**Step 2:** A new window will appear. Select “A new digital ID I want to create now”, then click Next.



**Step 3:** You will then be asked where you would like to store your self-signed digital ID. Select “Windows Certificate Store”, then click Next.



**Step 4:** Enter your information into the first 4 boxes. You can leave the rest of the information the way it is, and then click finish. Your digital ID has now been created. You'll be taken back to the screen that appears in step 1, and your new ID will already be selected. When you click Sign, you'll be prompted to save your document. It is recommended that you save it with your name and the current date. Also make sure to remember where you saved it, so you can easily locate your document when you go to send it out.

