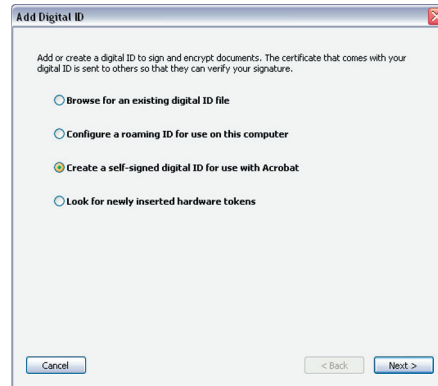


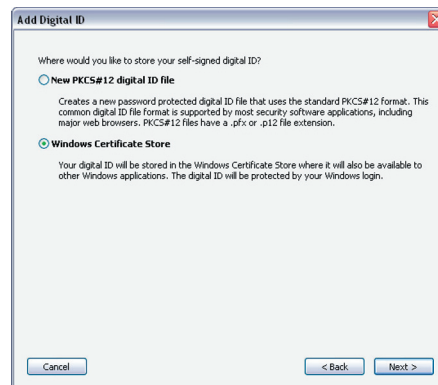
Creating a digital Signature:

In order to create a digital signature that can be used to sign documents such as PDF forms, please complete the following steps:

Click the signature field in the form you wish to sign. The following window will pop up.



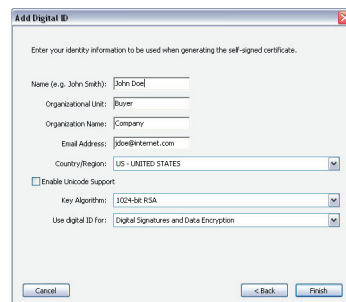
When this window opens, choose the third option, or “Create a self-signed digital ID...”. Click the Next button.



A new window opens.

Choose the second option, “Windows Certificate Store”. Click Next.

Enter your personal information, such as name, organization, email, etc. These will make up your digital signature when the process is complete. Hit Next.



You will now see your finished signature. Click the “Sign” button to sign the document. It can then be sent to the recipient.