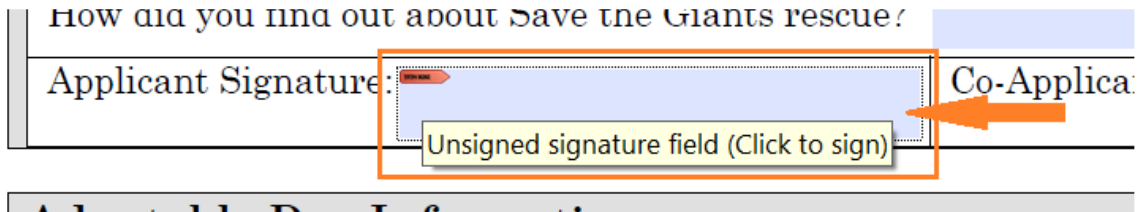
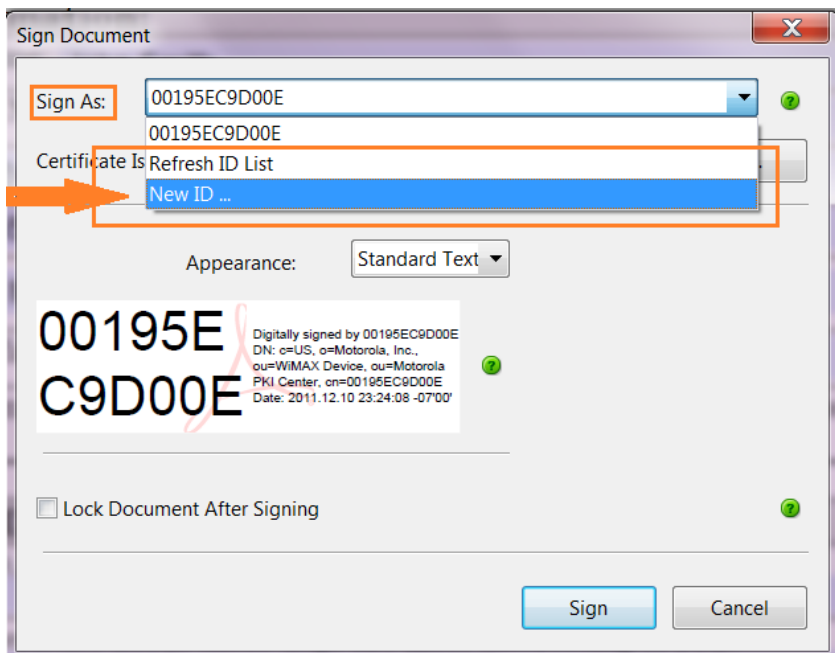


To sign a digital signature:

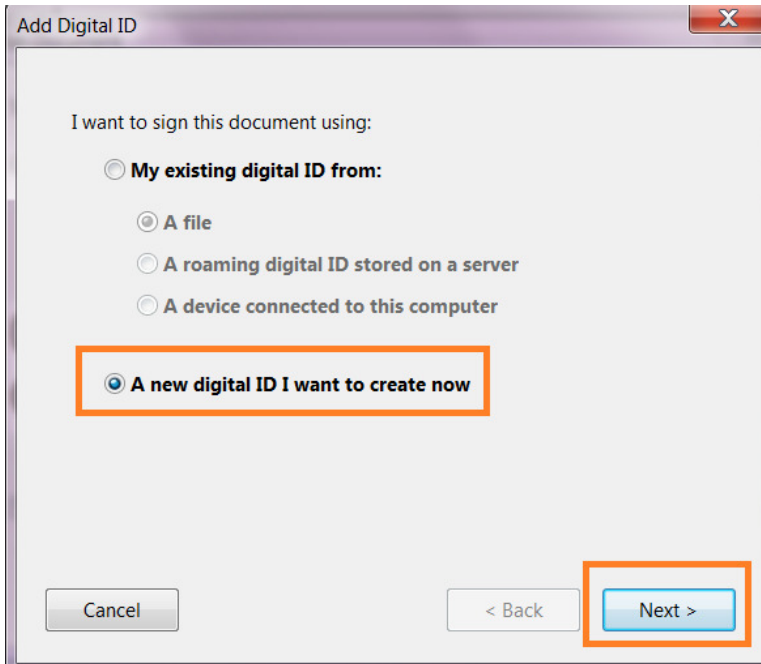
1. Position mouse over unsigned signature field and click to sign.



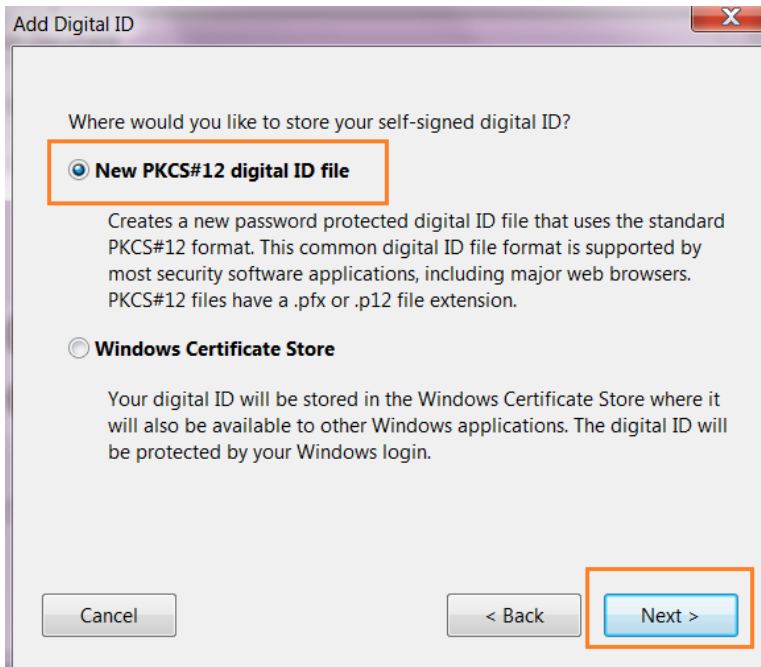
2. The "Sign Document" window will appear. In the "Sign As" menu, select "New ID..."
3. From the dropdown list.
4. Click the "Sign" button.



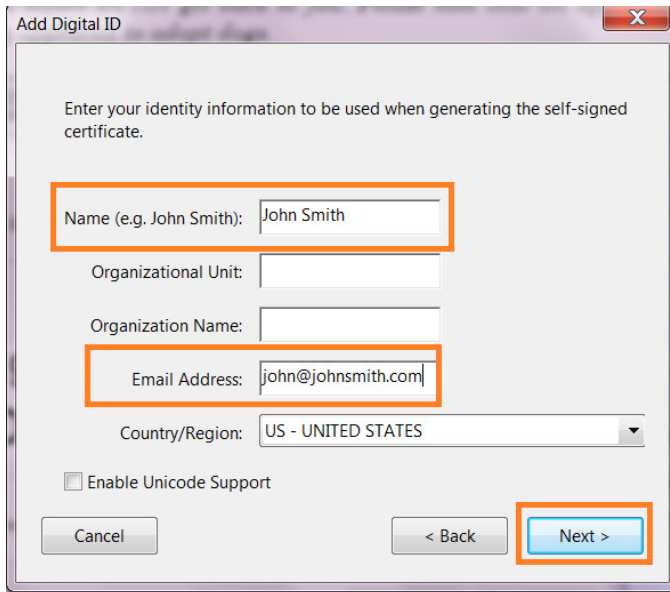
5. The "Add Digital ID" window will appear. Select the "A new digital ID I want to create now" radio button.
6. Click "Next".



7. Select the "New PKCS#12 digital ID file" radio button.
8. Click "Next".

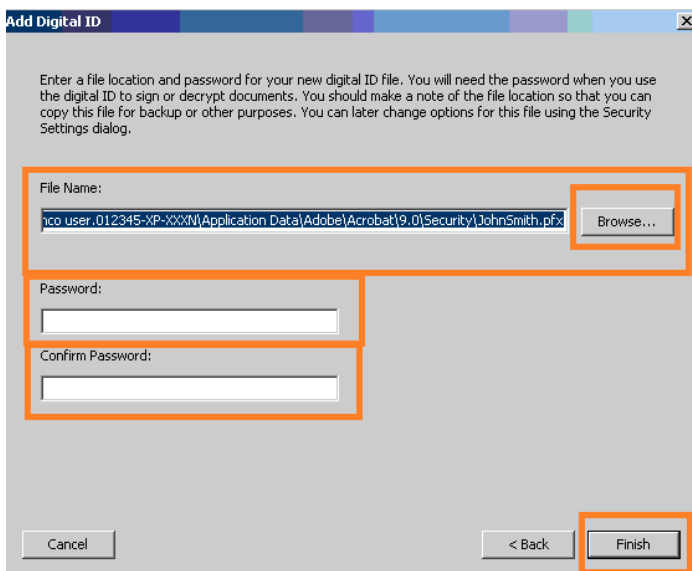


9. Enter your legal first & last name to the "Name" field.
10. Enter your valid email address into the "Email Address" field.
11. Click "Next"



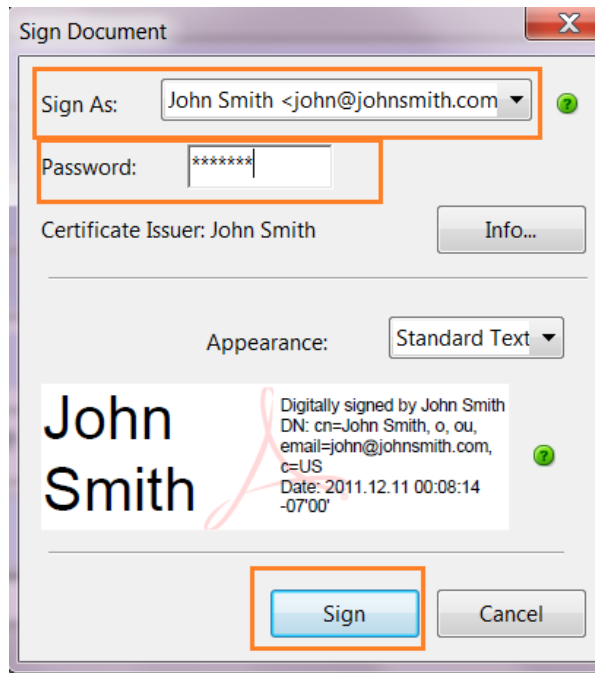
The screenshot shows a dialog box titled "Add Digital ID" with a close button (X) in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields: "Name (e.g. John Smith):" with the value "John Smith", "Organizational Unit:" (empty), "Organization Name:" (empty), "Email Address:" with the value "john@johnsmith.com", and "Country/Region:" with a dropdown menu showing "US - UNITED STATES". There is also a checkbox labeled "Enable Unicode Support" which is unchecked. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

12. Select the file path (location you will store the file) where you'd like to save the digital signature.
13. Enter and confirm your password.
14. Click "Finish".



The screenshot 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, there are several input fields: "File Name:" with a text box containing a file path and a "Browse..." button, "Password:" with a text box, and "Confirm Password:" with a text box. At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

15. If not already listed, select the signature you just created from the "Sign As:" field.
16. Enter your password.
17. Click the "Sign" button.



18. You will be prompted to re-save the file.
19. Save the file, and when the document refreshes, your digital signature will appear.



Voila!