

## **Create a Digital ID**

### **Create a Digital ID Signature**

- Open form
- Click on 'Signature Line' within form

### **Create/Sign with a Digital ID**

- Click Configure New Digital ID

### **Configure a Digital ID for signing**

- Click "Create a new Digital ID"
- Click Continue

### **Select the destination of the new Digital ID file**

- Choose "Save to file"
- Click Continue

### **Create a self-signed Digital ID**

- Complete the fields below:
  - Name
  - Organizational Unit
  - Organizational Name
  - Email Address
- Click Continue

### **Save the self-signed Digital ID to a file**

- Click Browse (to specify location - i.e. desktop)
- Click Save
- Enter "Apply a password to protect the Digital ID:"
- Enter "Confirm the password"
- Click Save

### **Sign with a Digital ID**

- Choose your Digital ID signature
- Click Continue
- Enter your Digital ID PIN or Password
- Click Sign
- Click Save

### **To remove signature from form**

- Right-click on signature line

- Click Clear Signature