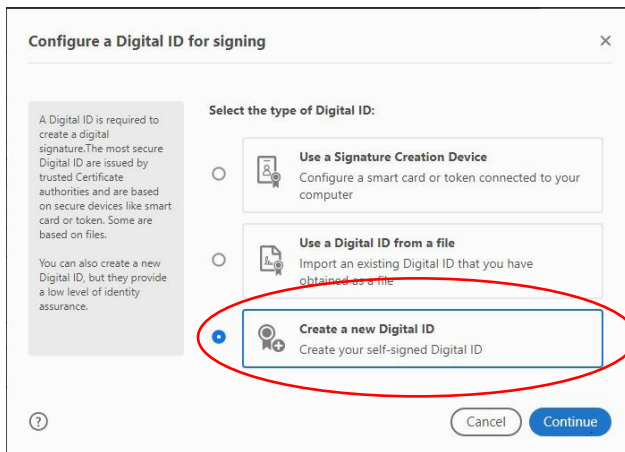
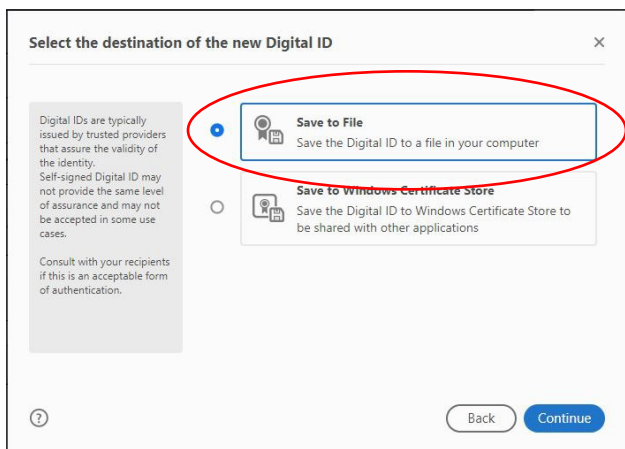




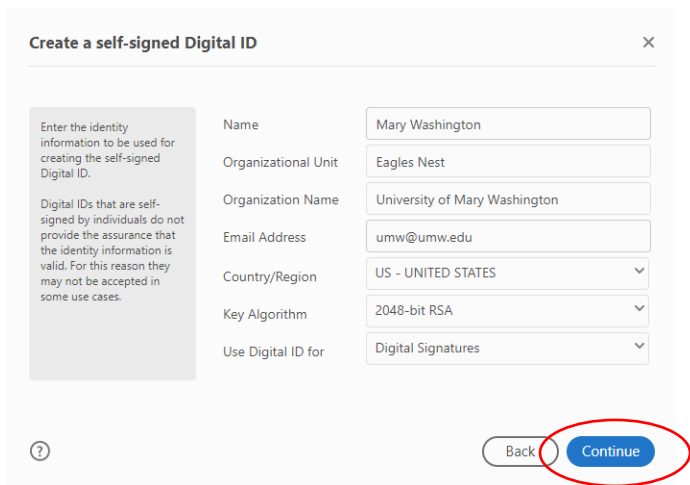
1) Click in the signature field within the PDF that requests your electronic signature. If you don't have an existing e-signature on file, you should see the following window come up. Select the *Create a new Digital ID* option and then select continue.



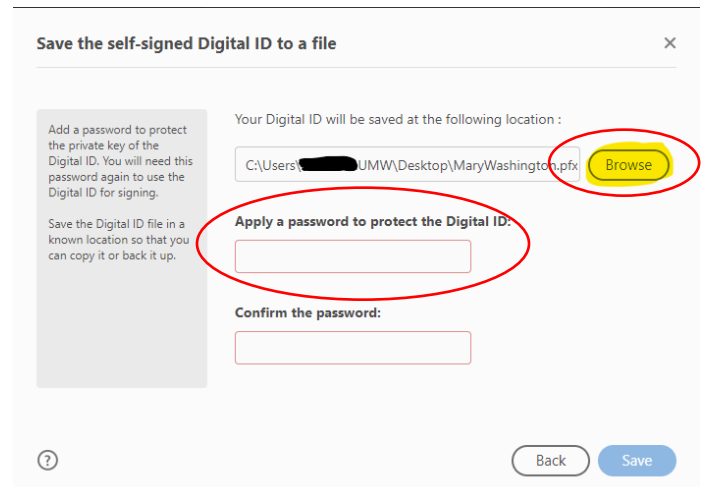
2) In the next screen select the *Save to File* option to store your e-signature on your computer for future use and then select continue.



3) Fill in the information requested in the boxes and then select continue.



4) You may store your new e-signature file in the suggested location or use the *Browse* button to select another folder on your computer. You must also create a password for your e-signature. Select *Save*.



5) You will now be able to click in the signature field of a formatted PDF and the following window will appear. Select your digital ID file, click on continue, and then enter your password. Once the password is entered you will be asked to save the PDF and it will overwrite the original file.

