



July 7, 2020

# Creating a Digital Signature

Contractor Certification

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

Single Left click the signature box

Add Digital ID

I want to sign this document using:

**My existing digital ID from:**

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

**A new digital ID I want to create now**

Cancel      < Back      Next >

Add Digital ID ✕

Where would you like to store your self-signed digital ID?

**New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

**Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Add Digital ID ✕

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

Fill in the fields

This will be your signature

## Add Digital ID



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.

File Name:

Browse...

Password:



Not Rated

Confirm Password:

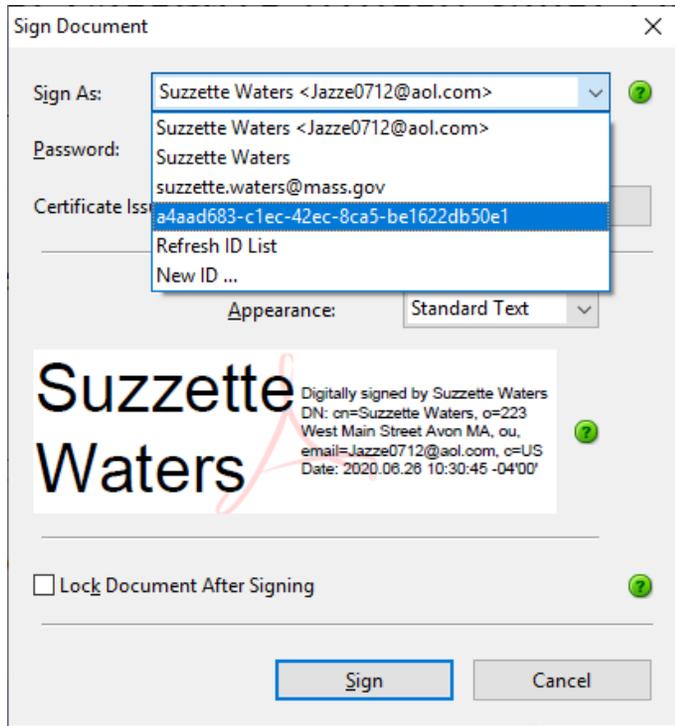
Cancel

< Back

Finish

This will be your password for your signature.

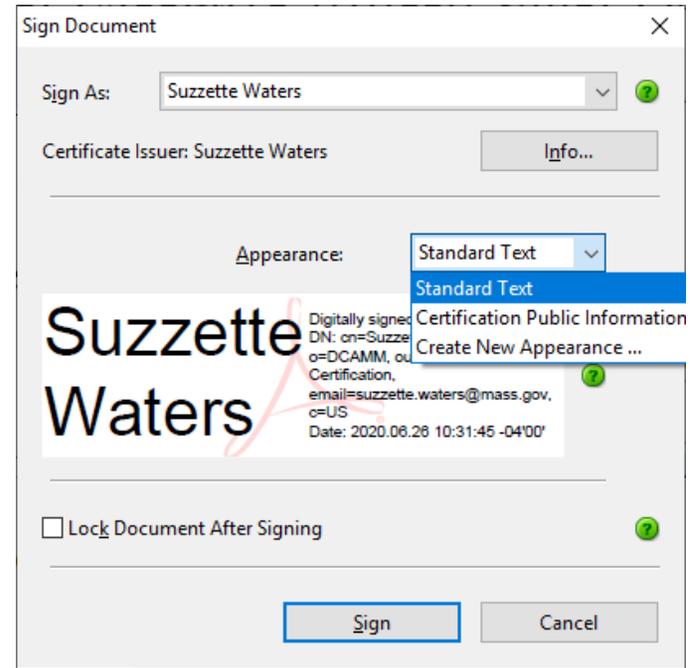
If you forget it there is no way to get it back



You can create many signatures.

You can use the DCAMM Logo

The signature on the right, when I select Certification Public Information the DCAMM Logo is there.



**TADA!!**

Haven't said that in a long time

to DCAMM for each application filed.

Suzzette Waters

Signature

Digitally signed by Suzzette Waters  
 DN: cn=Suzzette Waters, o=DCAMM, ou=Contractor Certification,  
 email=suzzette.waters@mass.gov, c=US  
 Date: 2020.08.28 10:32:55 -04'00'

Date:

