**Instructions to Create an Electronic Signature**

**To create an electronic signature, please follow these steps:**

1. **IN THE FILLABLE FORM, CLICK THE SIGNATURE FIELD.**



1. **CLICK “CONFIGURE DIGITAL ID” IN THE POPUP WINDOW.**



1. **SELECT “CREATE A NEW DIGITAL ID” AND CLICK “CONTINUE”.**



1. **SELECT “SAVE TO WINDOWS CERTIFICATE STORE” AND CLICK “CONTINUE”.**



1. **FILL IN THE FIRST FOUR FIELDS (NAME, ORGANIZATIONAL UNIT, ORGANIZATION NAME, EMAIL ADDRESS) AND CLICK “SAVE”.**



1. **WHEN THE DIGITAL ID SIGNATURE IS CREATED, CLICK “CONTINUE”.**



1. **TO SIGN THE FORM WITH A PRINTED NAME, CLICK “SIGN” IN THE POPUP BOX.**

**IF YOU PREFER TO USE AN ACTUAL SIGNATURE INSTEAD OF A PRINTED NAME, PLEASE REFER TO STEPS 8-11 BELOW.**



1. **TO CREATE A SIGNATURE, CLICK “CREATE”.**



1. **CLICK “DRAW”.**



1. **DRAW YOUR SIGNATURE USING YOUR MOUSE. ONCE FINISHED, CLICK “APPLY”, THEN CLICK “SAVE”.**



1. **YOU CAN NOW SEE THE TWO SIGNATURE OPTIONS IN THE “APPEARANCE” DROPDOWN MENU. TO SIGN THE FORM, SELECT THE SIGNATURE YOU WOULD LIKE TO USE, THEN CLICK “SIGN”.**



**To clear all signatures and create new ones, please follow these steps:**

1. **OPEN INTERNET EXPLORER**
2. **SELECT “TOOLS” FROM THE MENU BAR**
3. **SELECT “INTERNET OPTIONS”**



1. **IN THE POPUP WINDOW, CLICK “CERTIFICATES”**



1. **SELECT THE SIGNATURE YOU WANT TO DELETE AND CLICK “REMOVE”**



1. **IN THE POPUP BOX, CLICK “YES” TO DELETE THE SIGNATURE**

