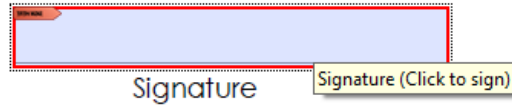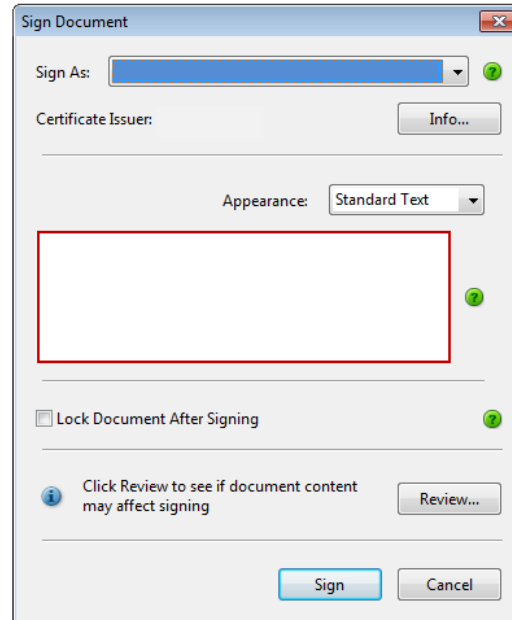1. Click on Signature field to create a digital signature.
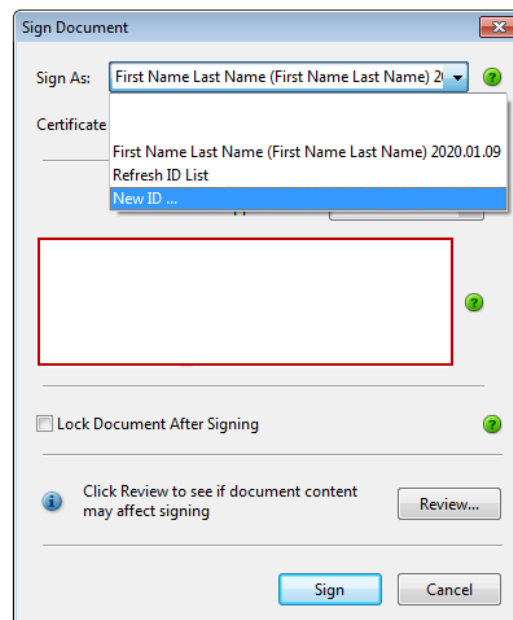
2. If you already have a digital signature on your computer, this window will appear.

   Click **Sign** to proceed with your existing digital signature.
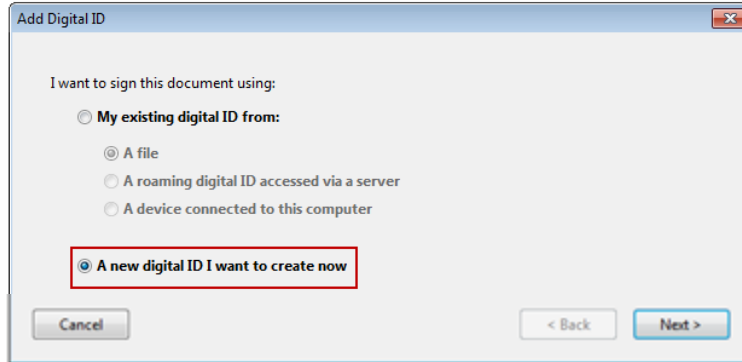
   do NOT check "Lock Document After Signing" box

3. If you already have a digital signature on your computer, however for another user, and wish to set up a new signature, select "New ID" from drop down menu.

4. If you do not have a digital signature on your computer, this screen will appear. Select "new digital ID" and click
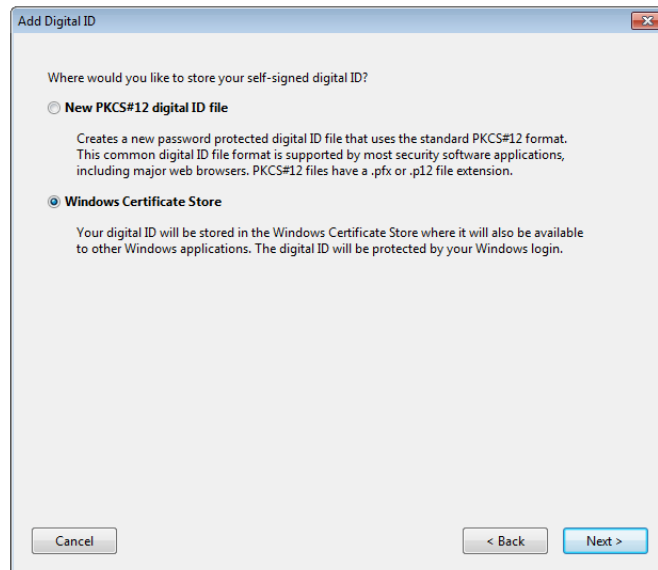
Next >

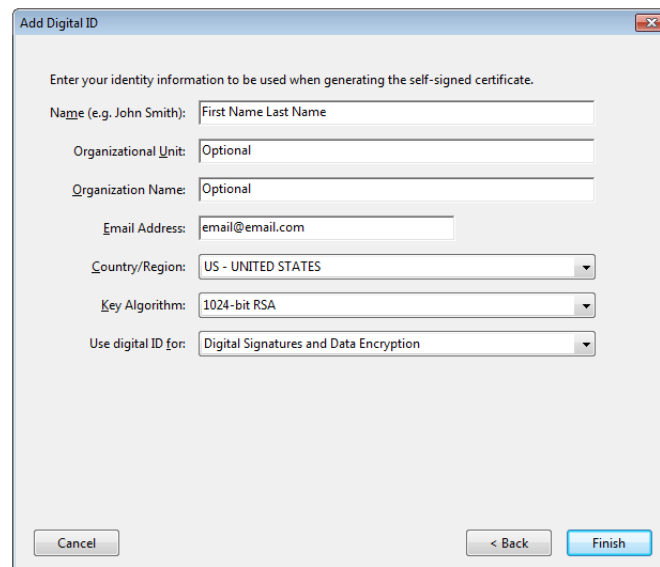5. You will have the choice of creating a new digital ID file, or a Windows Certificate ID. Select one and click Next > and follow the instructions to create your digital ID.

6. Input your name and email address, as well as other optional organization/company information.

7. After all required fields are completed, save the PDF file and draft a new email to attach the document to.