

HOW TO DIGITALLY SIGN DOCUMENTS

Never signed a document digitally before? ... No problem!
It is easier than you might think. Here is one simple way:

1. Click on the **orange arrow** in the digital signature box you want to sign.
2. A box will pop up: **Add Digital ID**
Click: **A New Digital ID I want to create now**, then **Next**.
3. A new box will pop up. Just click **Next**.
4. Another box: Fill in your **NAME** and **EMAIL**, then **Next**.
5. Almost done! Click **Browse** and navigate to where you want to store the digital signature on your computer, e.g. **My Documents**, then click **Save**.
6. Enter a **password** and confirmation, then click **Finish**.
7. A **Sign Document** box will appear. Enter your **password** and click **Sign**. **YOU ARE DONE!!**

Your Next Digital Signature will only require that you do Step 7.