

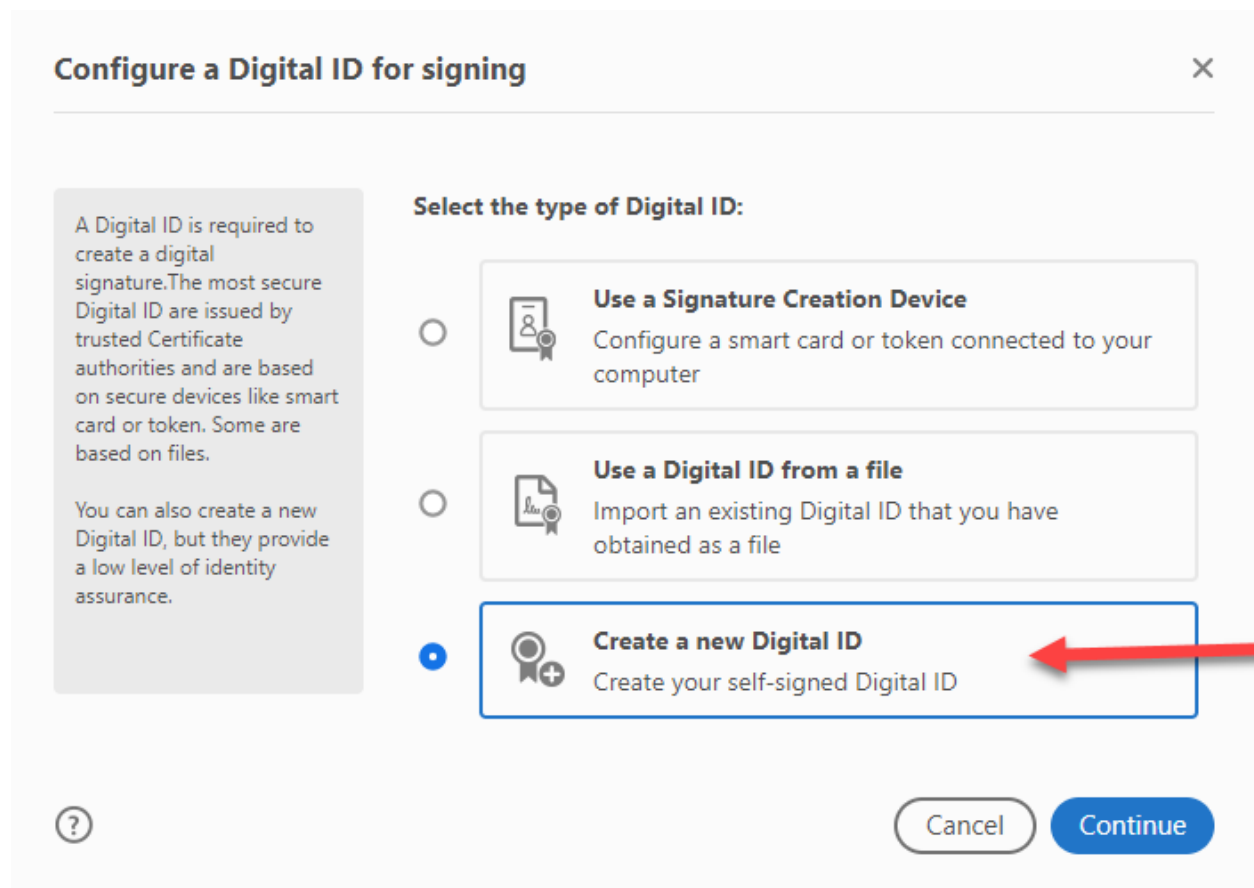
Digital signature instructions/screenshots:

1. To create a new digital signature (or if someone forgot their password to their existing digital signature)

Click on the signature box in the pdf form:



2. Select "Create a new Digital ID" and click continue



3. Click "Save to File" and click continue

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

? Cancel Continue

4. Enter your full name and email address and click continue

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

Organizational Unit

Organization Name

Email Address

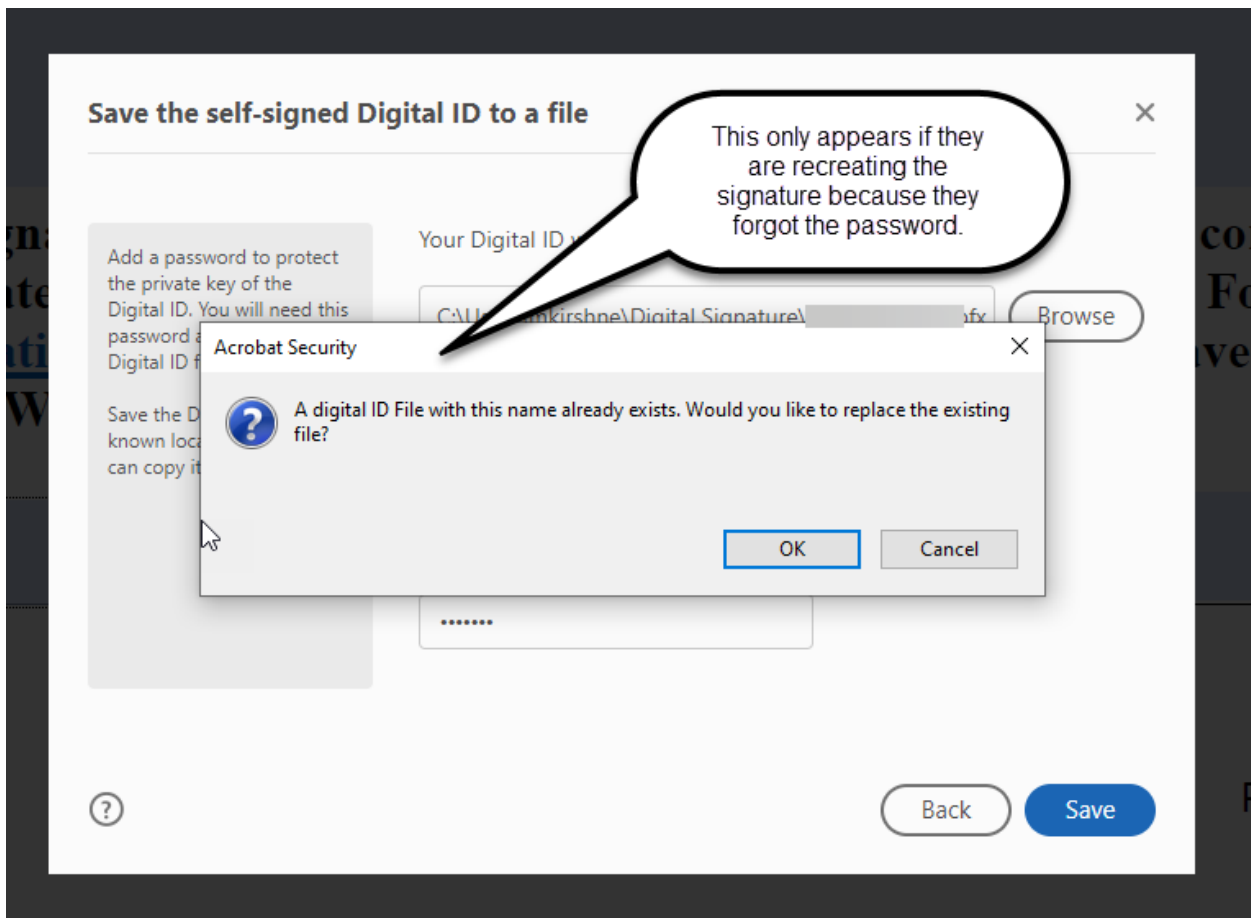
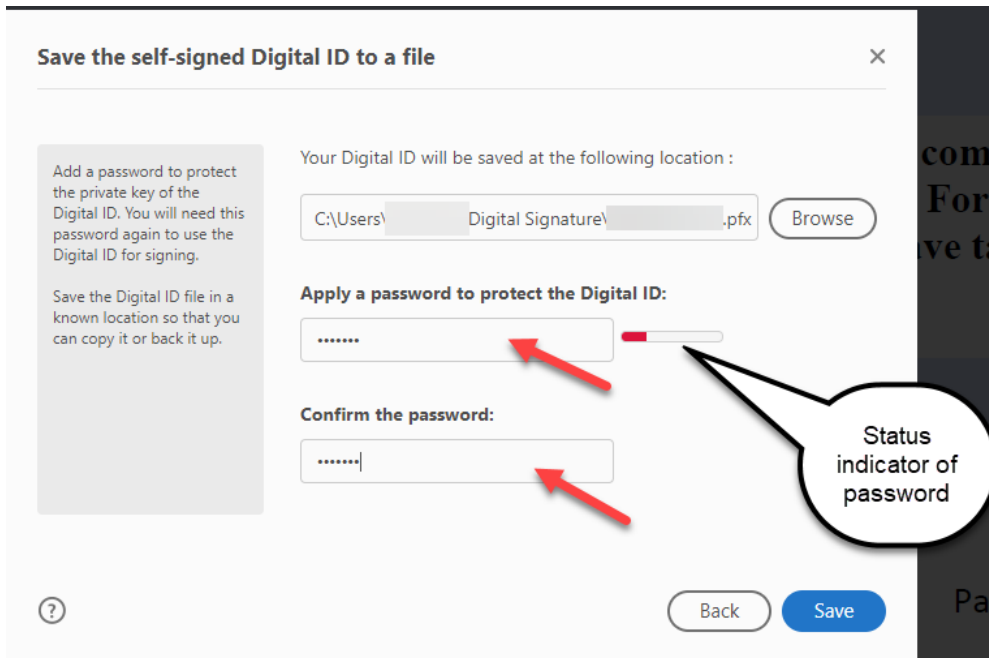
Country/Region

Key Algorithm

Use Digital ID for

? Back Continue


5. Enter a strong password (status bar will turn green when it is a strong password) and click save. If you are replacing an existing digital signature the 2nd screenshot below will appear. Click OK and Save.



6. Click Continue to use the selected Digital signature:

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

-  ██████████ (Digital ID file)
Issued by: ██████████ Expires: 2027.03.23 View Details

? Configure New Digital ID Cancel Continue

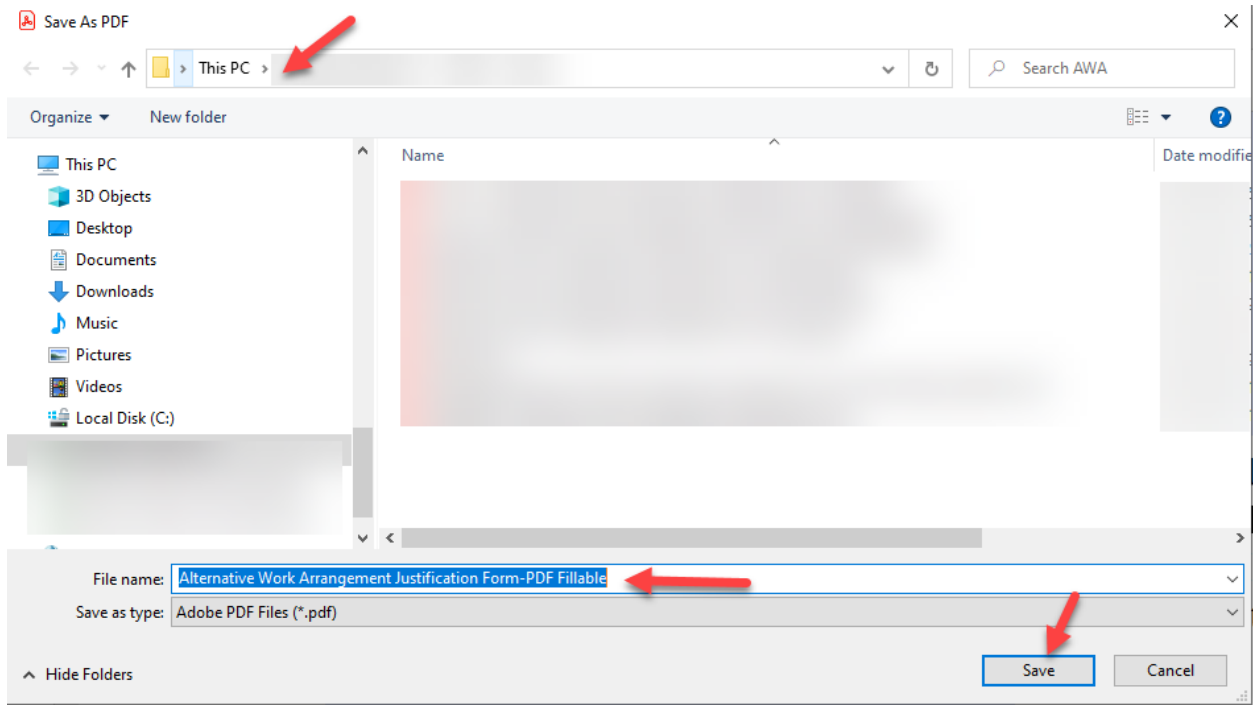
7. Enter the password created in step #5:

The screenshot shows a digital signing window titled "Sign as" with a close button (X) in the top right. Below the title is an "Appearance" dropdown menu and two buttons: "Create" and "Edit". The main content area displays a blurred signature and a date/time stamp: "2022.03.23 15:29:30 -05'00'". Below this is a link for "View Certificate Details". A section titled "Review document content that may affect signing" contains a "Review" button. At the bottom, there is a text input field with the placeholder text "Enter the Digital ID PIN or Password..." which is highlighted with a red rectangular box and a red arrow pointing to it. To the right of this field are "Back" and "Sign" buttons.

8. Click Sign:

This screenshot shows the same digital signing window as above. The password field now contains a series of dots, indicating the password has been entered. A red arrow points to the "Sign" button, which is highlighted in blue. The "Review" button is still visible above the password field. The "Back" and "Sign" buttons are at the bottom right of the window.

9. Enter a file name and indicate a folder to save the signed .pdf and click save:



10. DONE – You have just digitally signed the pdf



[Redacted] 2022.03.23 15:30:21 -05'00'

Employee's Signature

