

Instructions for Using Digital Signature

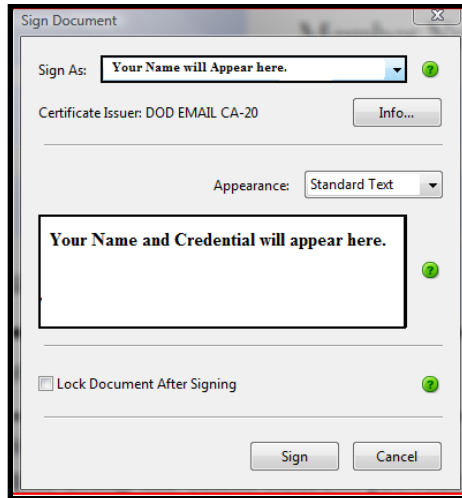
CAC enabled computers

****If you are not using a CAC enabled computer go Page 2.****

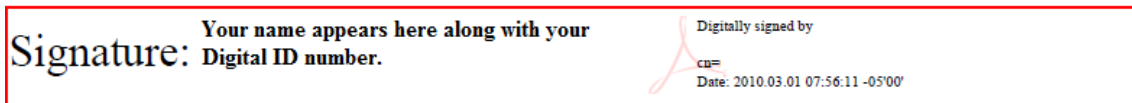
1. Click the Signature box on the document you want to digitally sign.



2. If you are using a CAC enabled computer your CAC credentials will appear in the sign document box.



3. Click on the **Sign** button.
4. You will be prompted to Save the Form. Select the location on your PC to Save the SIGNED form.
5. Enter the PIN for your CAC card when prompted then click OK.
6. The form is now digitally signed and in most cases cannot be changed.



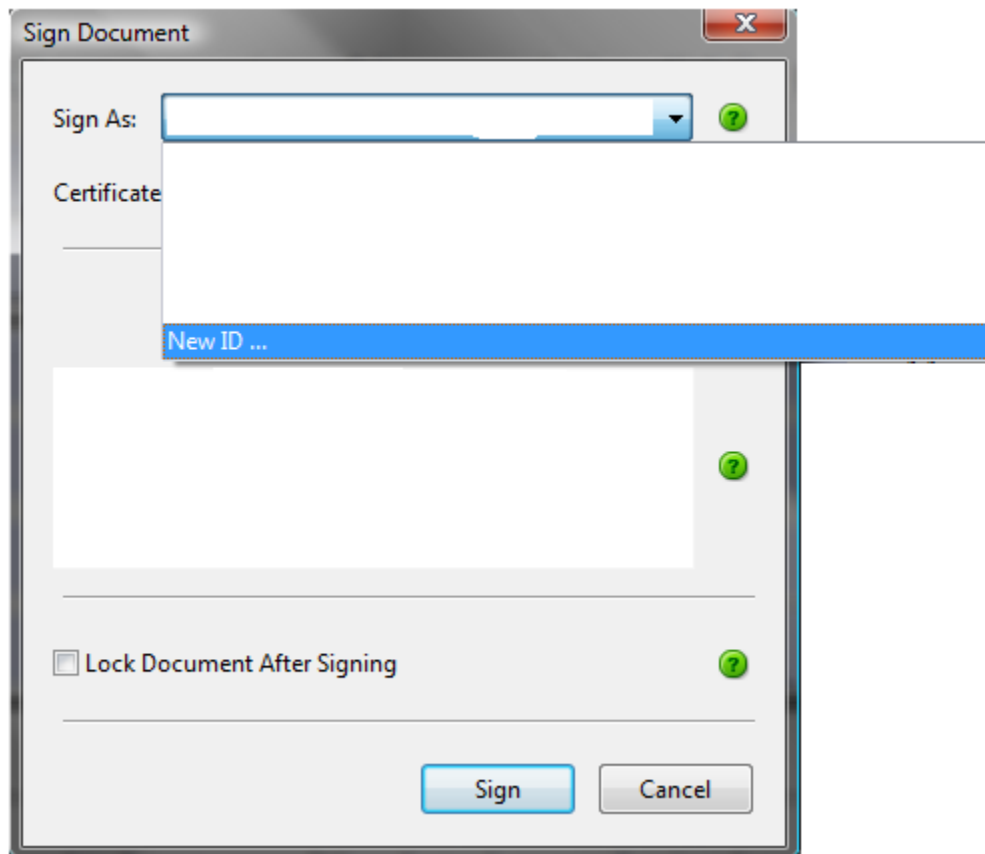
Instructions for Using Digital Signature

NON-CAC enabled computers

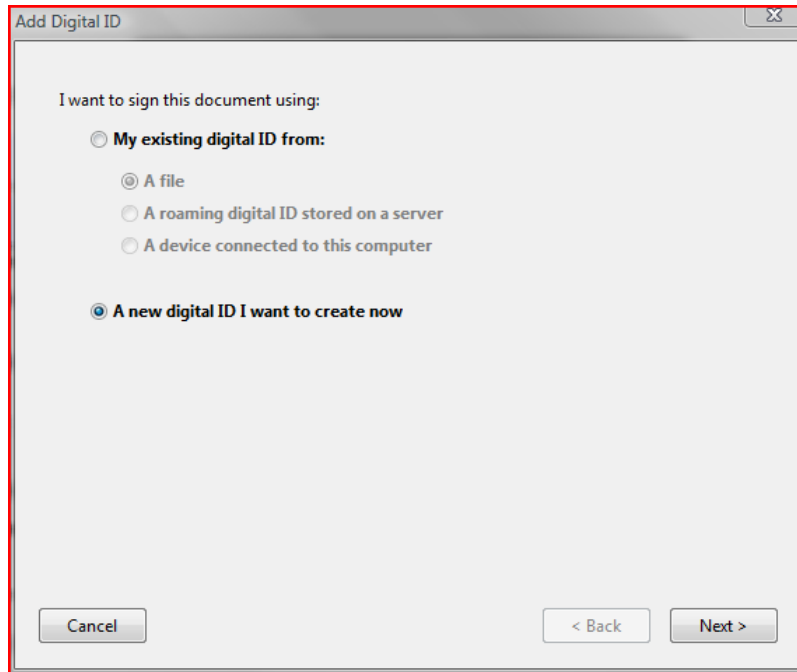
1. Click the Signature box on the document you want to digitally sign.



2. A Sign Document will appear. Click the **Drop down** arrow in the **Sign As** box & select **NEW ID**.

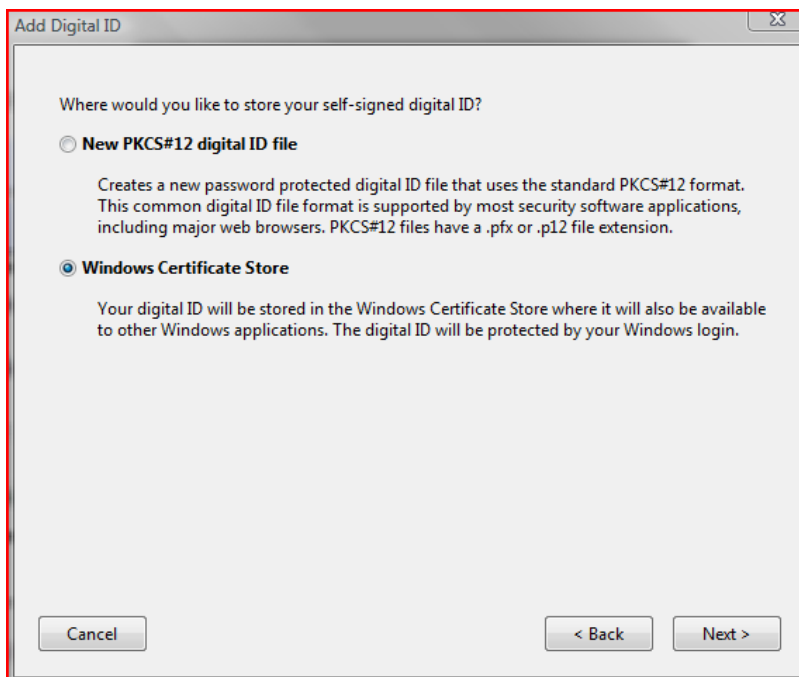


3. The Add Digital ID box will appear. Select “**A New Digital ID I want to create now**” button.



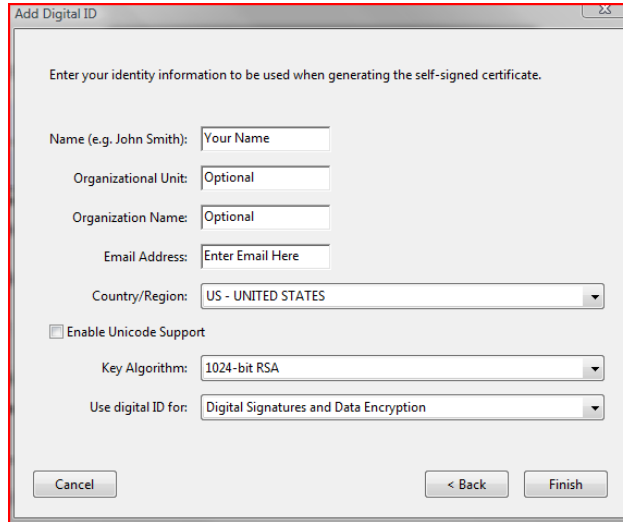
Click **Next**.

4. Select **Windows Certificate Store** in the next window.



Click **Next**.

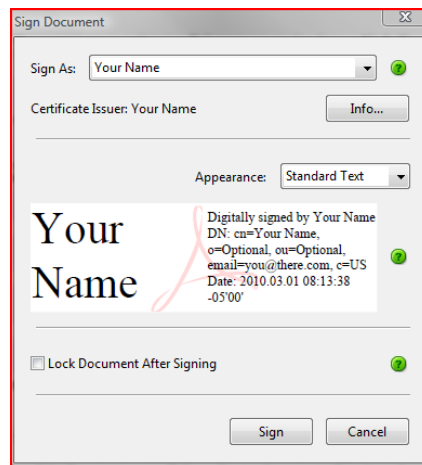
5. Fill in the selected Fields appearing the next window.



Click **Finish**.

6. Your newly created digital signature will appear in the Sign Document box.

Click on the sign button.



This digital signature will be stored on your PC.

When you want to digitally sign a document, in the future, using the digital signature you created, perform the same procedures but in step 2 select your digital signature instead of New ID.

7. You will be prompted to **Save** the Form. Select the location on your PC to Save the SIGNED form.
8. The form is now digitally signed and in most cases cannot be changed.

