

## Instructions on Creating an Electronic Signature

Step-by-step instructions for creating a new electronic signature used to sign PDF documents:

- Click on the **red flag** on the signature line of the PDF document.
- Add Digital ID box will appear. Click on **A new digital ID I want to create now**.
- Click **Next**.
- Click on **Windows Certificate Store**.
- Click **Next**.
- Complete the Name and Email Address only on the Enter your identity information page. ***\*\*MUST USE MJC STUDENT EMAIL OTHERWISE IT WILL NOT BE ACCEPTED FOR PROCESSING!\*\****
- Click **Finish**.
- Click the **Sign** button.
- Save a Copy box will appear on the screen.
- Click on **Desktop** on the left side of the screen.
- Click **Save**.