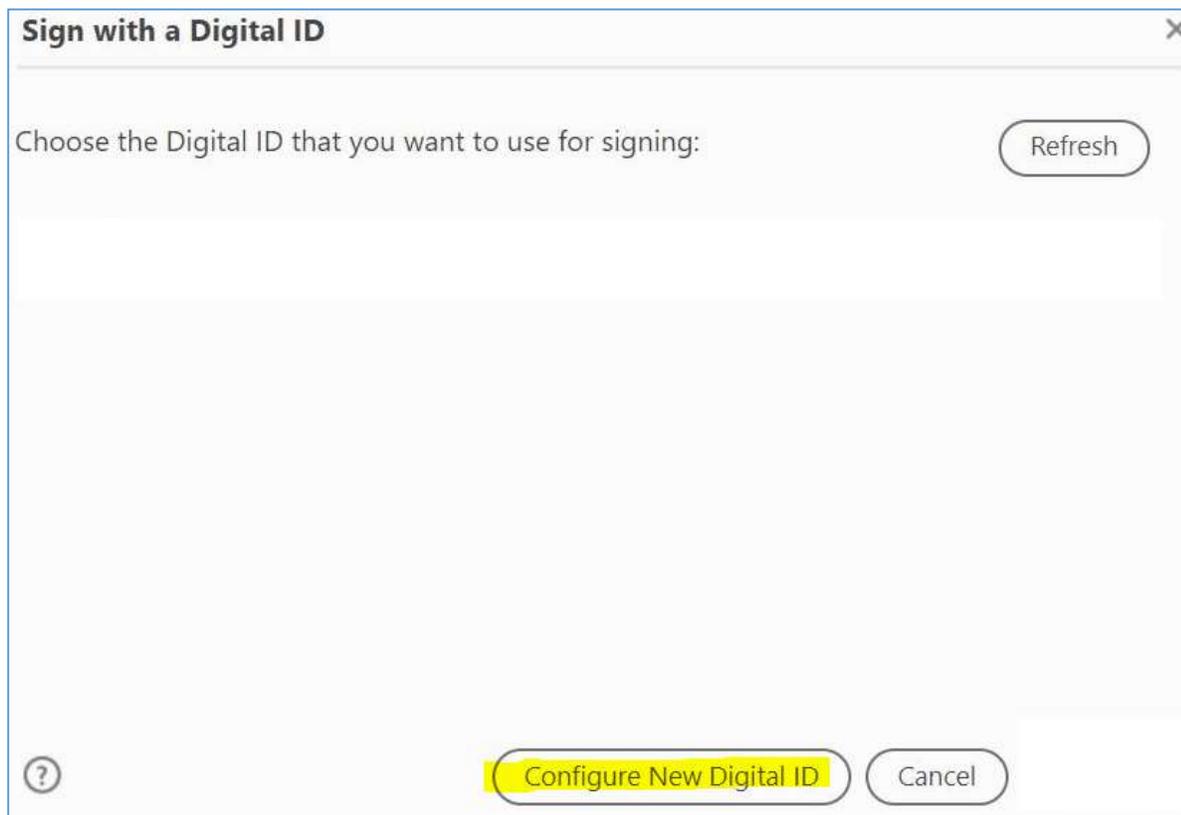
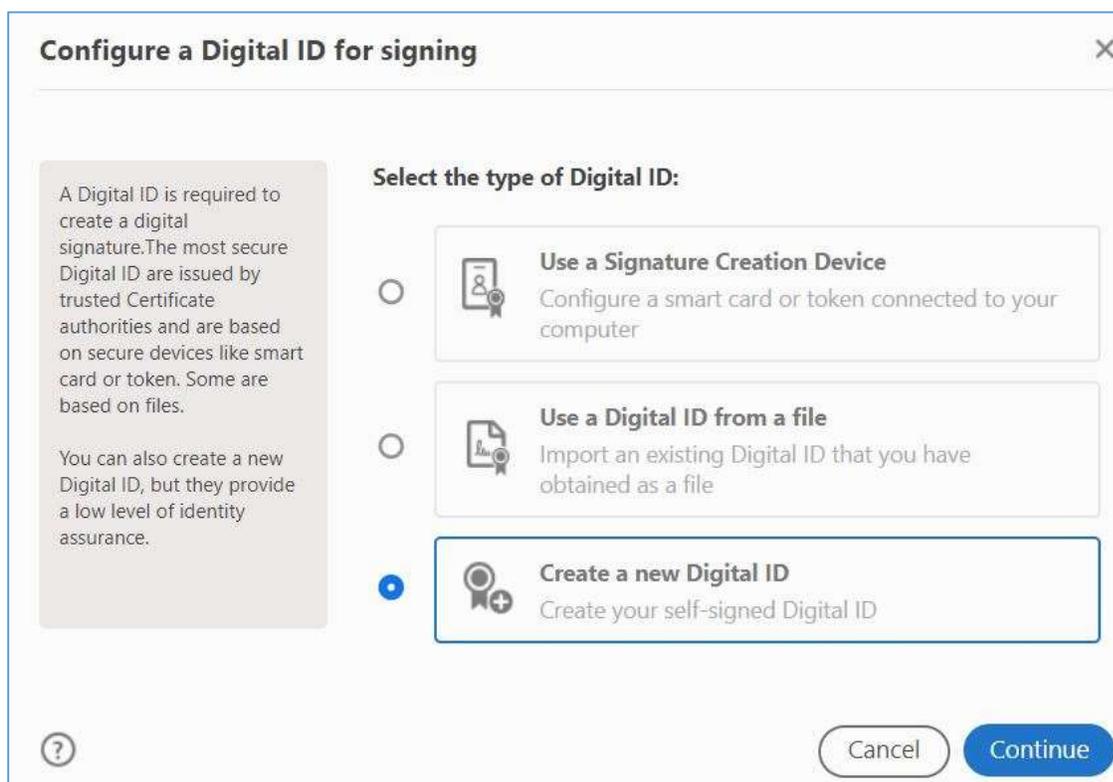


To create a Digital ID for e-signing a document:

Click the Employee Signature field and you will be prompted to supply a signature...to create one, follow these steps.



Select Configure New Digital ID. If you already have one, it will be listed above.



Create a new Digital ID and click Continue

Choose either option. If you choose your computer, then you are limited to only being able to supply it while on that computer.

### Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Save to File**  
Save the Digital ID to a file in your computer

**Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

Enter details for your signature and click Save.

### 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	<input type="text" value="Tracy Holbert"/>
Organizational Unit	<input type="text" value="Human Resources"/>
Organization Name	<input type="text" value="Winthrop University"/>
Email Address	<input type="text" value="holbertt@winthrop.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Save

On the next screen you will be prompted with the list of available signatures to use and then required to save the PDF.