

Creating an Electronic Signature to Sign PDF Documents

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 CC 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.**