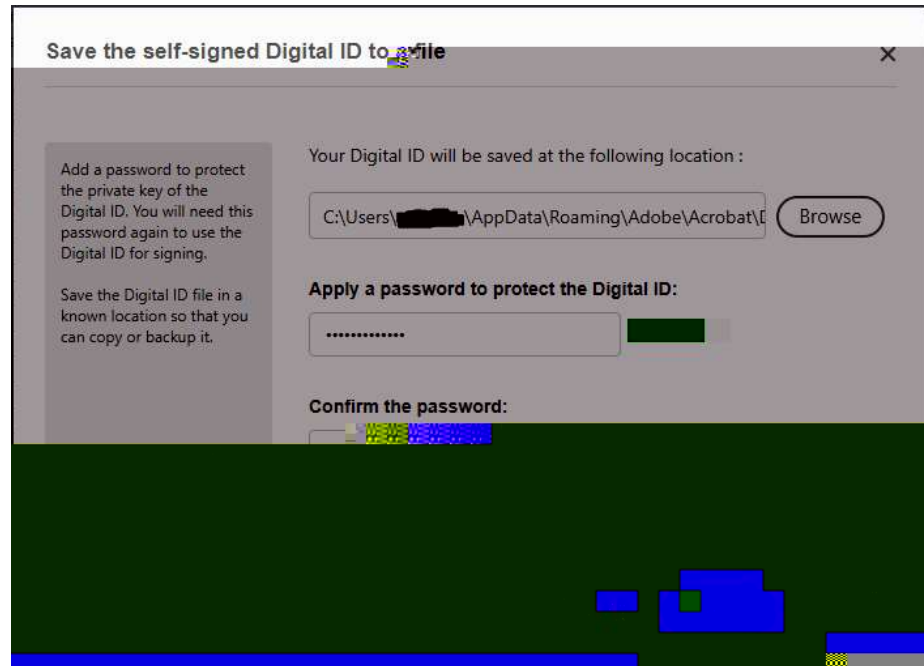




**4 Select the option Save to File and click Continue**

**5 Fill out the information needed to create your personal digital ID. Enter your full name, Organizational Unit (Department), Organization Name (Company/Institution), full email address, Country (leave it as US- UNITED STATES), Key Algorithm (select RSA), Key Length (select 2048), and Key Usage (select All)**

**6 Next, add a password for your Digital ID. You will need this password each time you sign a document. Do not share with others**



**7 Select the ID you just created in order to apply the signature to the form and click Continue**

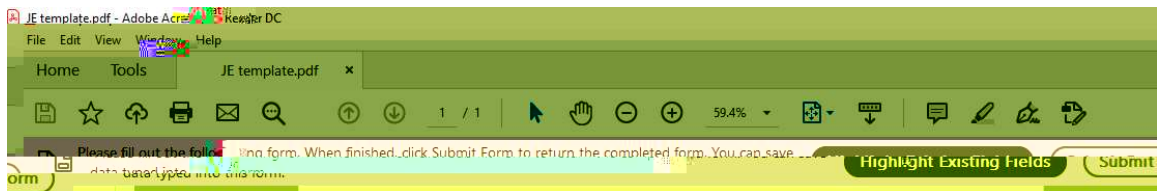




## 12 To remove your signature, right click on your digital ID and say "Clear signature"



## 13 If your form has a "Submit Form" button at the top



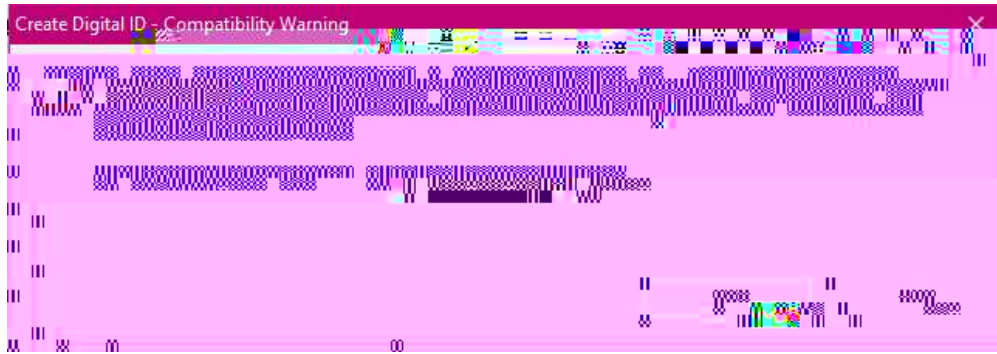
**This process is suitable for a PDF form already containing a signature field (e.g. Template or Accounts Payable Voucher Form Example)**

**The red line on the top left corner of the field indicates the field is a signature field**

- 1. Click the Signature field requiring your signature**
- 2. Two scenarios may occur depending on your system settings**
  - a.**

**3 Select "New HCS#2 Digital File" then click Next.**

**5 You may receive a compatibility warning. Click Yes. If not, go to step 7.**



**6 Copy what is in the Unicode column and paste into the ASCII. Any characters that are symbols, such as an ampersand sign, should be removed under the ASCII column.**

**7 Enter a password for your digital ID. You will need this password each time you sign a document. Don't share with others.**



**8 Click Finish.**



**9 You will now be asked to sign the document. Enter your password and click Sign. Depending on the form, and which part of the form you add your signature, this loads prior fields for editing**

**11. Your signature should now appear in the field. To remove your signature, right click on your digital ID in the signature line within the form and say "Clear signature"**

**12. If a message pops out stating "This form is in a data collection workflow.", check the box "Do not show this message again" and click OK**

**13. If your form has a "Submit Form" button at the top**