

1. When you click the signature text box to sign, click “Configure Digital ID”
2. Three options will appear, click “Create a new Digital ID” and continue
3. Two more options will appear, click “Save to File” and continue
4. Create your self-signed Digital ID by entering this information:
 - a. Name (first and last)
 - b. Organizational Unit (Department/Unit)
 - c. Organization Name (UofL)
 - d. Email Address (UofL email)
 - e. All other boxes will fill in for you
 - f. Click “Continue”
5. Browse and find the location you would like to save your signature (Digital ID)
 - a. Create a secure password to protect your electronic signature
 - b. Click “Save”
6. Your new signature name will be selected, click “Continue”
7. If you don’t want the standard signature, click “Edit” to the right of the appearance box.
 - a. A new window will appear that allows you to customize your signature (text, draw, image)
 - i. You can also uncheck all the boxes so only your signature shows when you sign
 - b. If you change the type of signature used, click “Apply” then click “Save”
 - c. Enter the secure password you created in step 5
 - d. Click “Sign”
 - e. Save the document to your computer and you are finished!