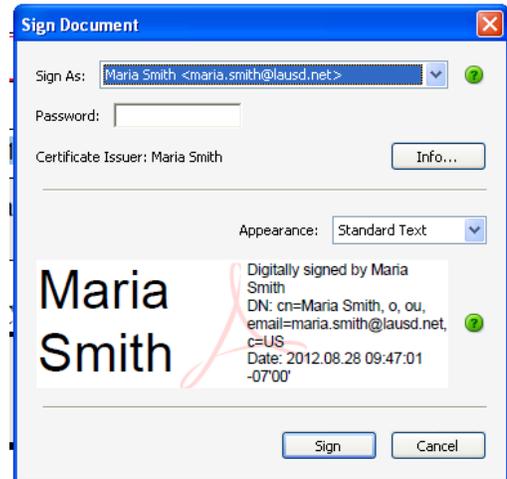
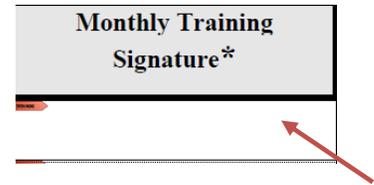
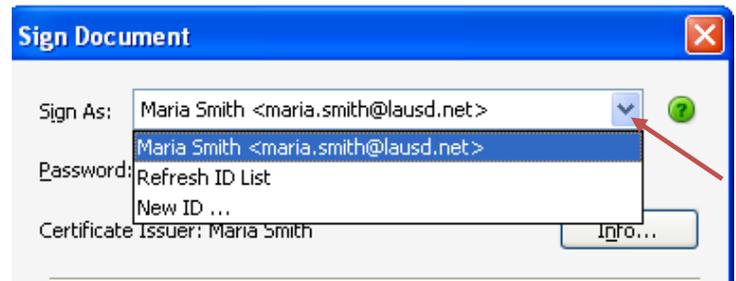


1. Click on the signature part of the document.



2. Click on the Down arrow by your signature.



3. Select "New ID".

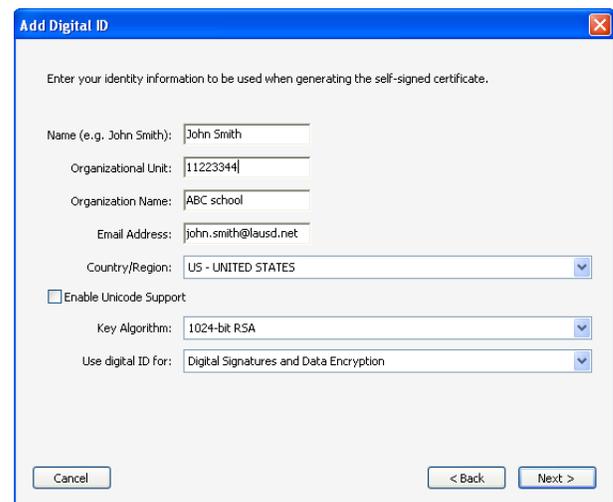
4. Select "A new digital ID I want to create now." Click Next.



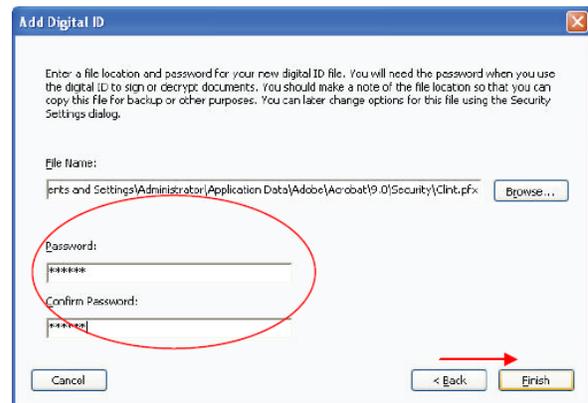
5. Select either a New PDCS#12 or a Windows Certificate Store ID. Both essentially work the same way. Click Next.



6. Enter your identity information. Click next.



7. Create a password for the digital ID. The password will be used every time you sign a document. Click Finish.



8. You have now created a digital ID.