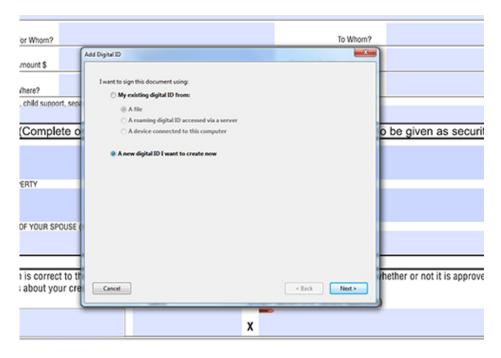
Creating Digital Signatures

There are 9 steps in creating a Digital Signature. Once this signature has been created on your computer, you will be able to use it again.

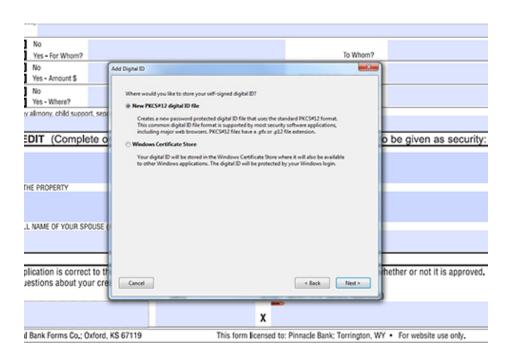
1) Click on the Digital Signature Field. Select "New ID ..." from the Sign As drop down menu. A new window will open.



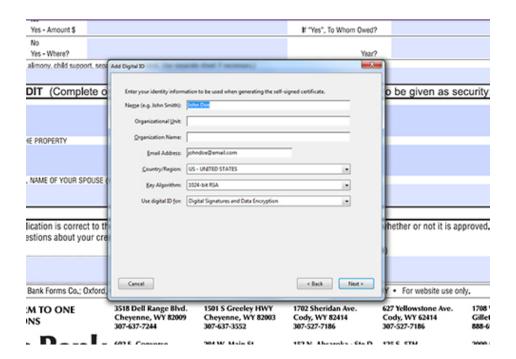
2) Choose the selection "A new digital ID I want to create now". Hit "Next".



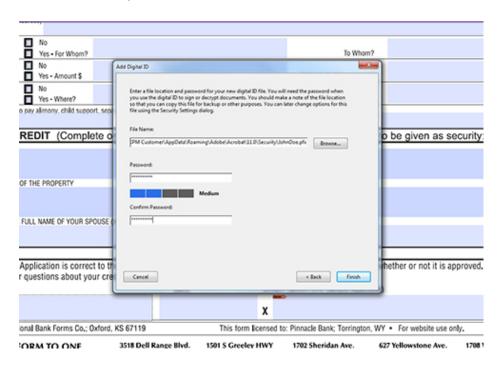
3) Select "New PKCS#12 digital ID file". Click "Next".



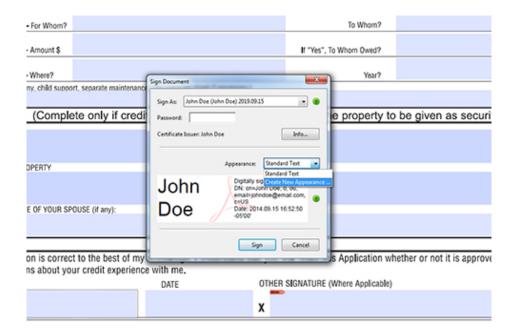
4) Fill in at least your Name and E-Mail address. Other information may be filled in, but is not neccessary. Click "Next".



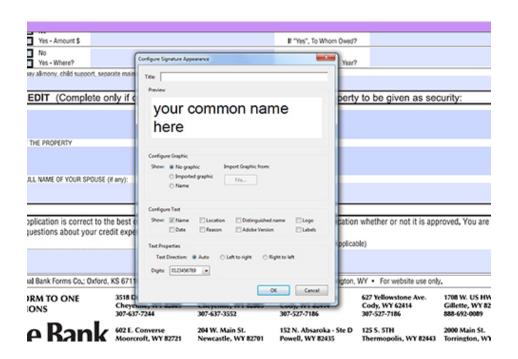
Leave the default file name. Create a password to use when you use your digital signature. Make note of the password for use in another step. Hit "Finish".



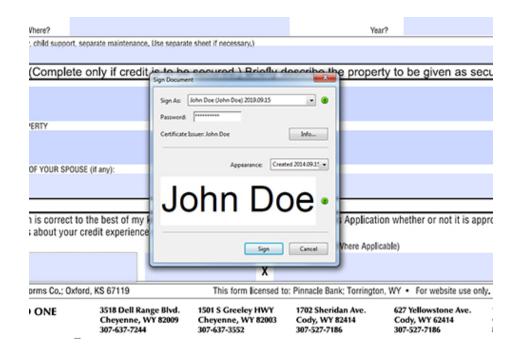
6) Select "Create New Appearance ..." from the Appearance drop down menu. A new window will open.



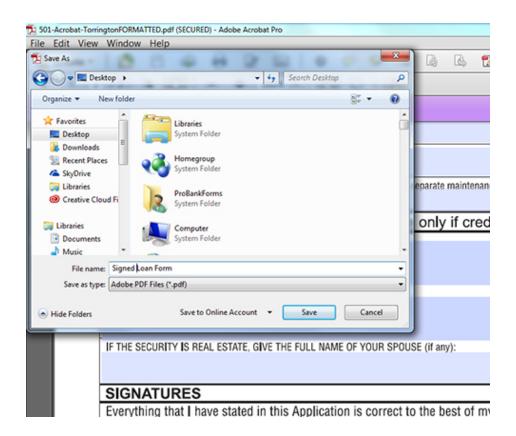
7) Uncheck all the boxes under Configure Text EXCEPT "Name". Hit "OK".



8) Enter the password you created in Step 5. Hit "Sign".



9) Give the document a name and save the file where it can be found later for attaching to an e-mail or for future printing. Hit "Save".



That's

The signature is complete and the digital verification data will be embedded into the saved form so the financial institution can authorize your signature.

