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1. Click in the Signature Field of the PDF document.

Once you click in the field a window should open. If you have already created a digital signature, it will be displayed. If you do not already have one, it will display the option to create one.

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ii. Next it gives you the option to save the ID locally on your compute or on the Windows Certificate store. Select your preference then click Continue.



iii. Next enter your information and then click Save.



3. You have now created your Digital ID and can electronically sign the PDF.