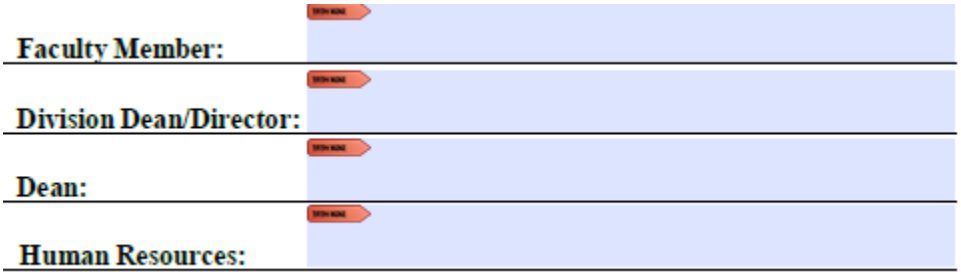
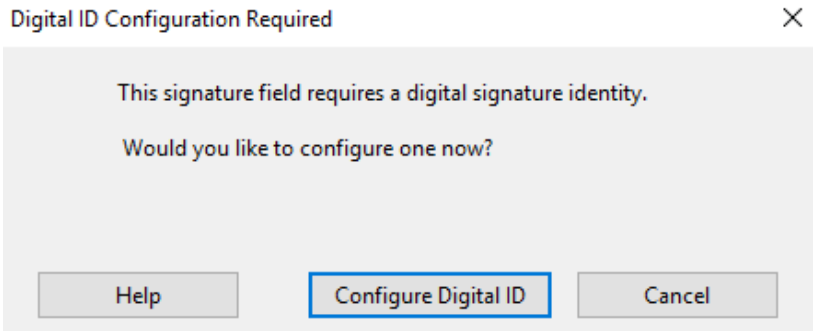
Information Technology Services

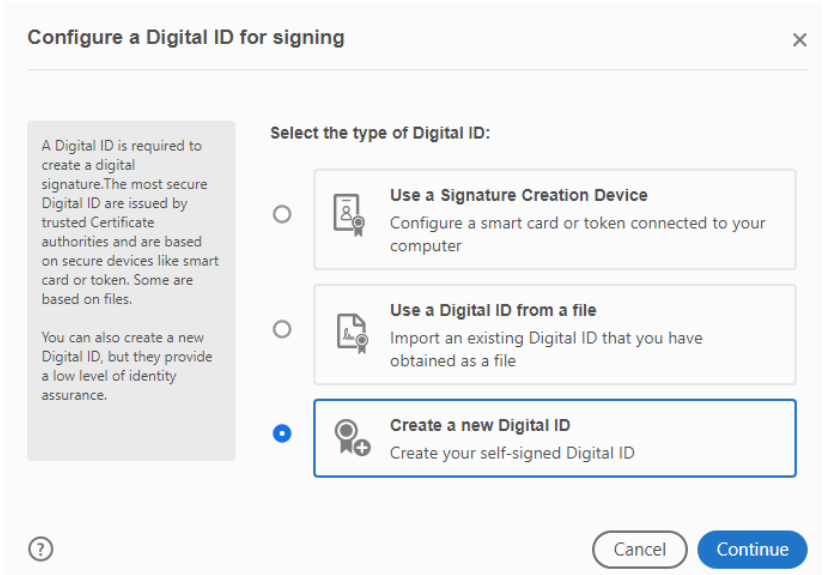
How To Create a Digital Signature (Adobe)

1. Click on the sign here form and will get a pop up this signature field requires a digital signature identity. Click on Configure Digital ID

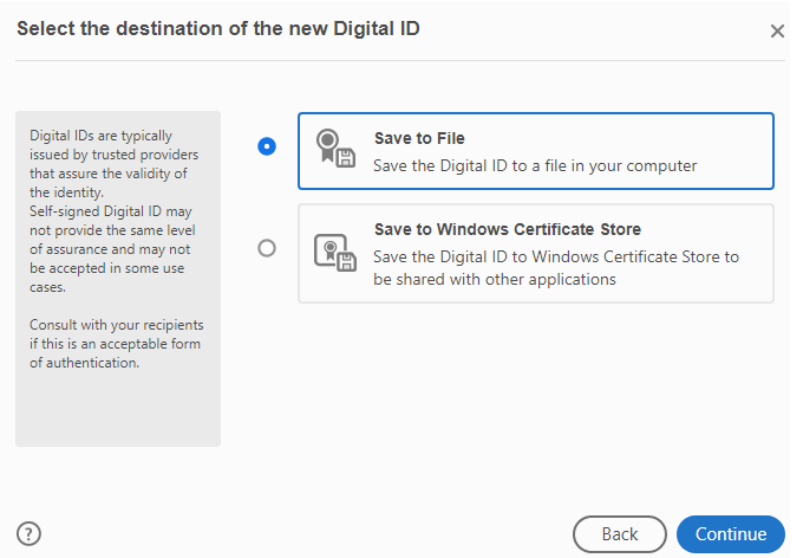




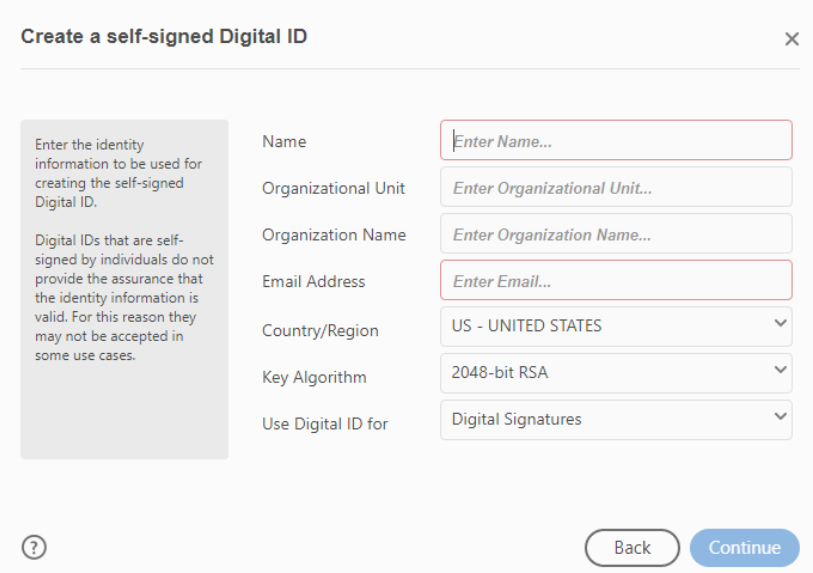
2. Click on Create a new Digital ID



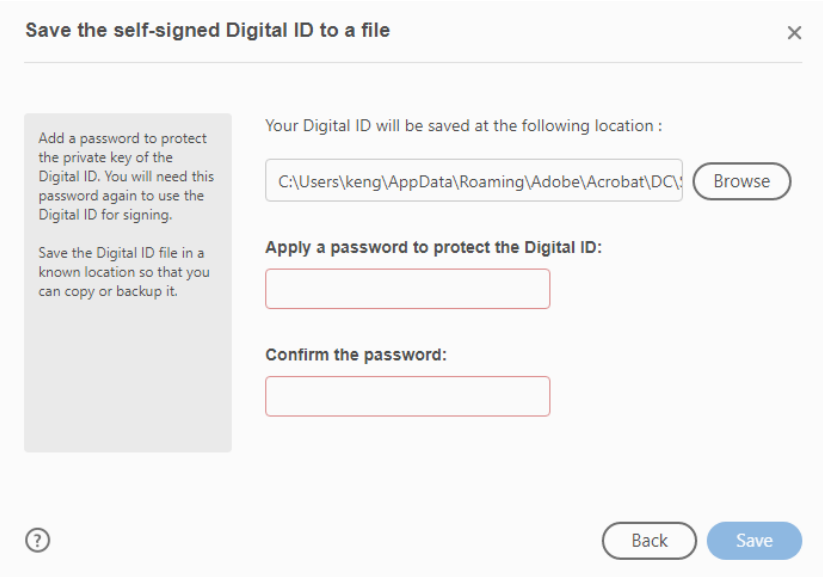
3. Click on Save to File



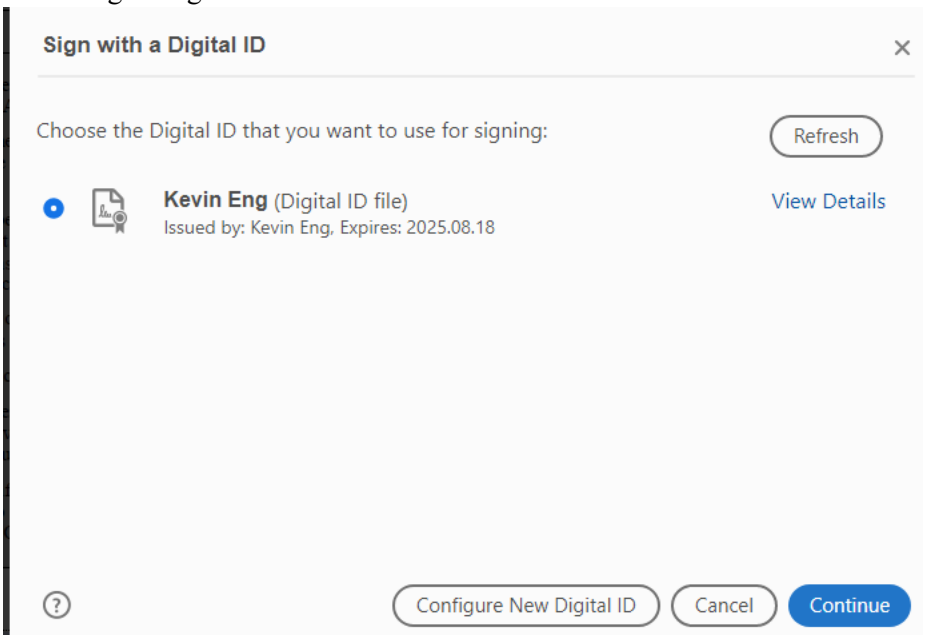
4. Fill in the information



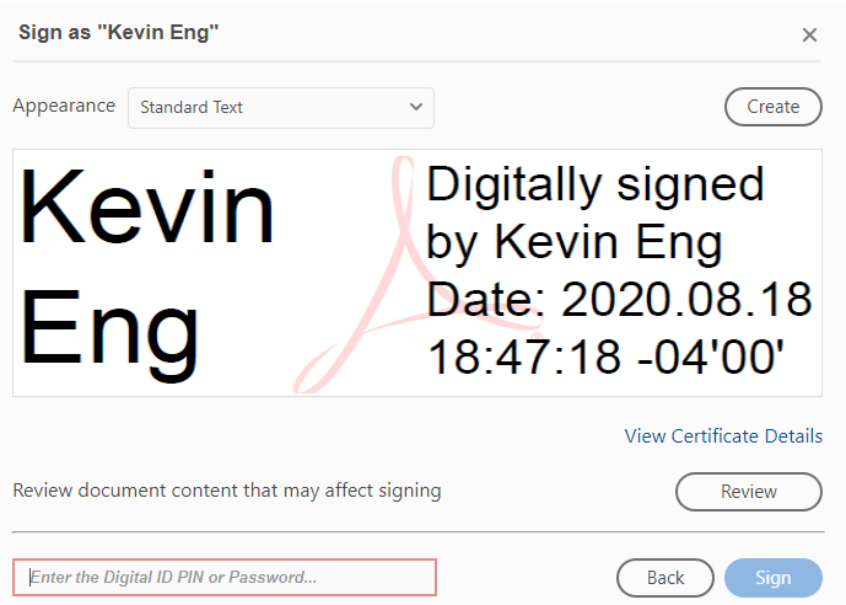
5. Create a password and then Save



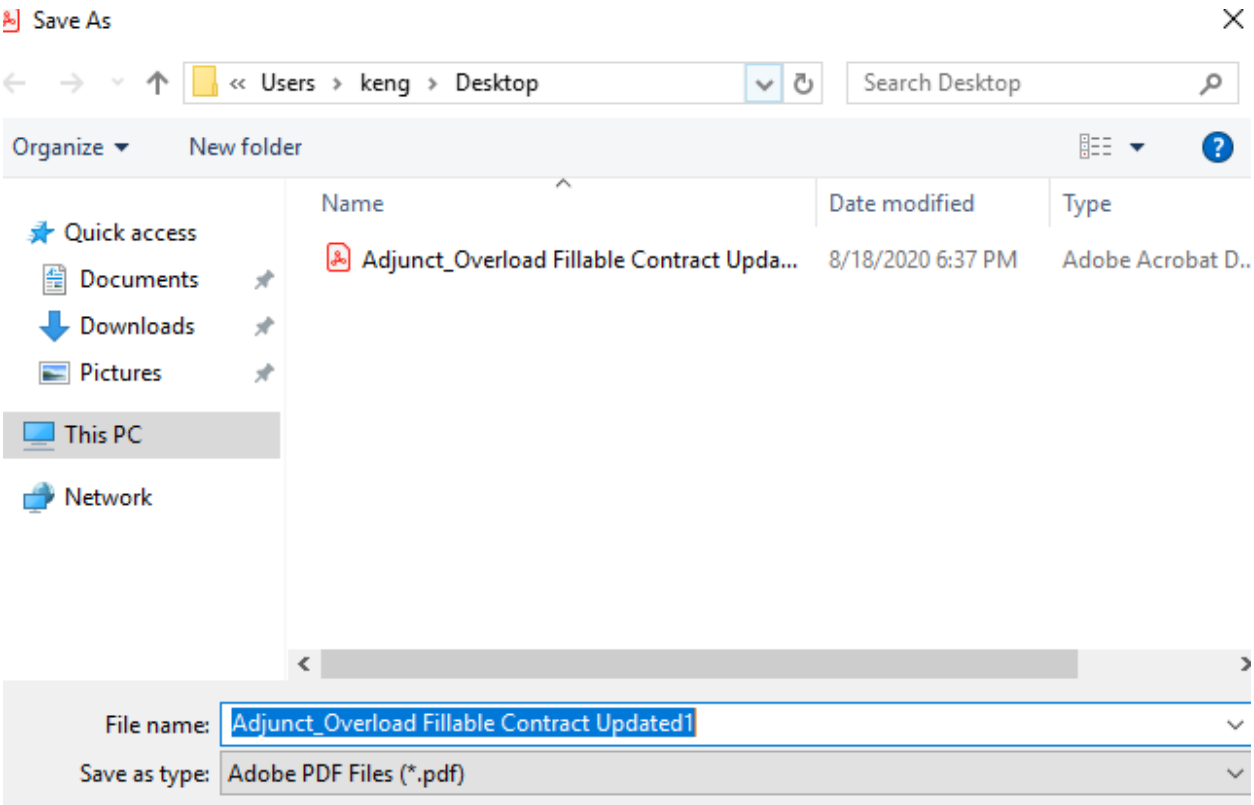
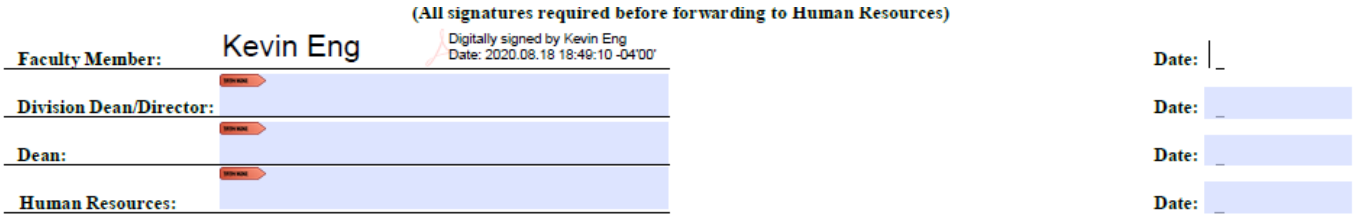
6. The digital signature has been created. Click continue



7. Put in your password and then click sign



8. A new dialog box will open up asking where to save the file.



9. The document is now sign.