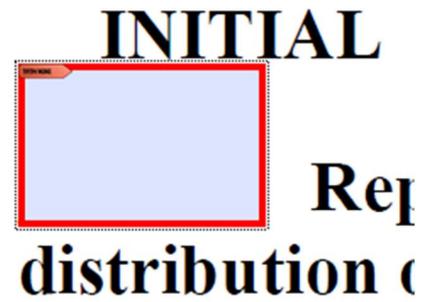


# Instructions for creating a digital signature

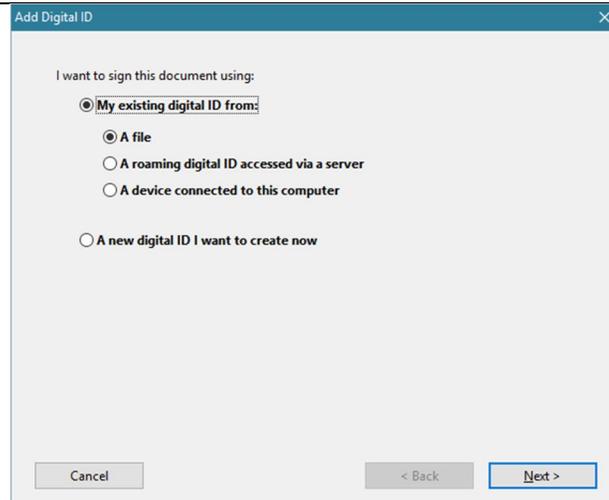
1. Click the signature block in the job application.

Go to step 2, if you *have not* made a digital signature through adobe.

Go to step 11, if you *have* made a digital signature in adobe.



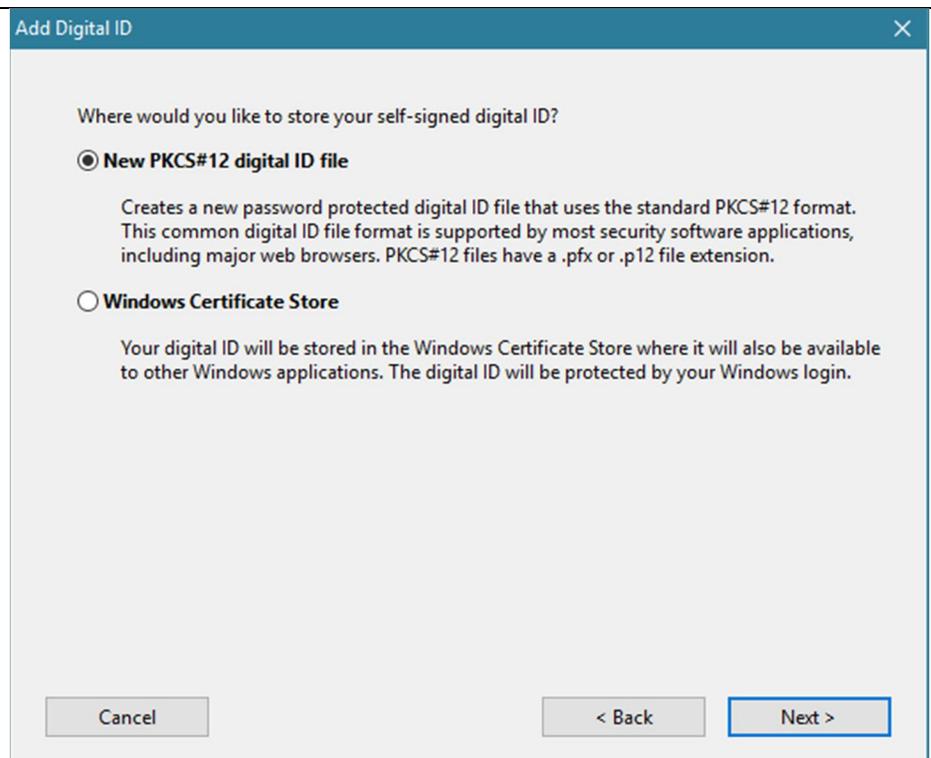
2. This windows should now be displayed



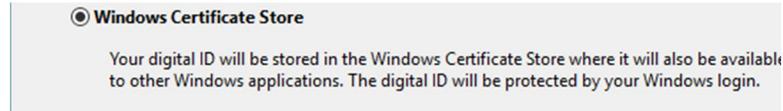
3. Select "A new digital ID I want to create now"



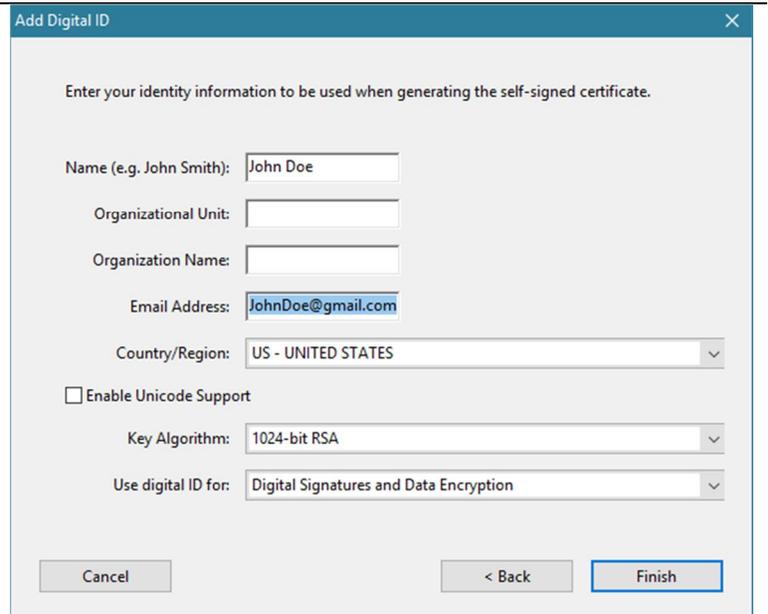
4. This window should now be displayed



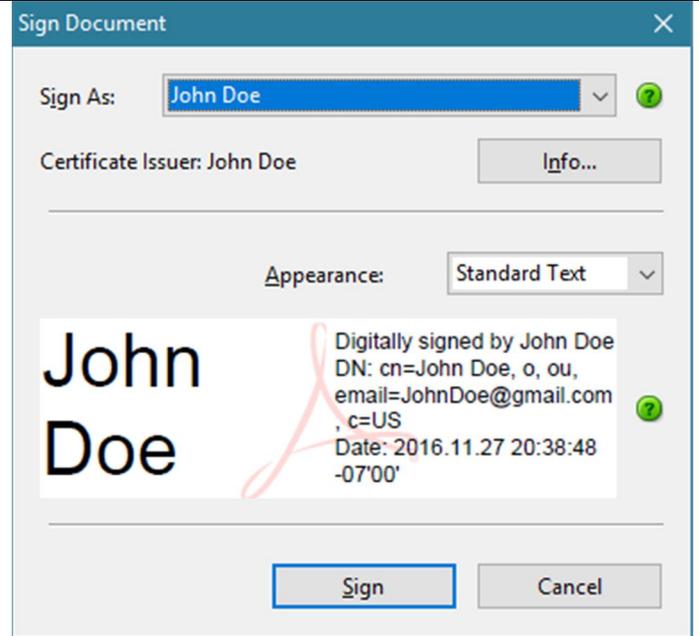
5. Select “*Windows Certificate Store*”  
OR if on MAC/Apple Product  
Select “*NEW PKCS#12 digital ID file*”



6. Enter your **FULL NAME** in the name box
7. Leave **Organizational Unit** **BLANK**
8. Leave **Organizational Name** **BLANK**
9. Enter your **Email Address**, your full email (ie [jd@gmail.com](mailto:jd@gmail.com), [@yahoo.com](mailto:@yahoo.com), etc)
10. Click **FINISH**



11. This window should now be displayed
12. Click **Sign**



13. After clicking sign it opens a save as screen.
14. Click **SAVE**
15. Click **YES**, on the replace existing file dialog
16. Go back to step 1 for additional signature blocks

