# **How to Sign a PDF Form with a Digital Signature**

1. Click on signature field
2. Select **Create a new Digital ID**
3. Select **Continue**
4. Select **Save to File**
5. Select **Continue**
6. Create a self-signed Digital ID
   1. Name
   2. Email Address
   3. Country/Region
7. Select **Continue**
8. Apply a password of choice (something you will remember)
9. Select **Save**
10. Select **Continue** to insert a digital signature into document
11. Select **Create** which is located at the top right-hand corner of the window
12. Select **draw**
13. Use your mouse to draw your signature
14. Type your full name in text box, where it says **present name**
15. Select **Save**
16. Enter your Password from step 8
17. Select **Sign**
18. Select **Save** to save signature to your computer for future use.

Signature will now be inserted into PDF document.

To add another signature, click on the next signature field, then select **Configure New Digital ID,** and repeat steps 2-18.

Please note: if you are having issues with the digital signature please contact the School Office.