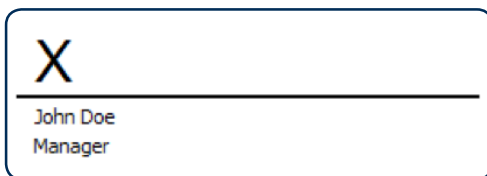# How to Digitally Sign a Microsoft® Word Document

Digitally signing a Microsoft Word document is quite simple. When you receive a form that requires signing:

1. Complete the form as needed.

2. Locate the **"Signing Box"** as shown below:

3. To begin **"Signing"**, simply double-click on the **"Signing Line"**. This will open the **"Sign Dialog Box"**.

4. In the **"Sign Dialog Box"**, type your name on the line marked by the **"X"**.

5. Confirm that the correct certificate is selected in the box **"Signing As"**.

    If the wrong certificate is selected, click **"Change"**. It will let you choose from a list of your certificates. If you only have one certificate, then the correct one should already be selected.

6. Click the **"Sign"** button that is now active at the bottom of the window.

Signature Confirmation

Your signature has been successfully saved with this document. If the document is changed, your signature will become invalid.

☐ Don't show this message again

OK