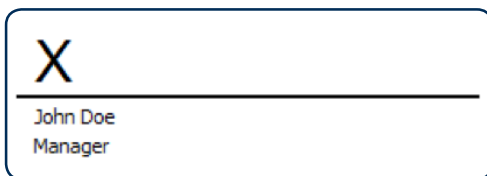


How to Digitally Sign a Microsoft® Word Document

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:



X
John Doe
Manager

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



Sign

See additional information about what you are signing...

Before signing this document, verify that the content you are signing is correct.

Type your name below, or click Select Image to select a picture to use as your signature:

X [Text Input Field] Select Image...

John Doe
Manager

Purpose for signing this document:
[Text Input Field]

Signing as: [Text Field] Change...
Issued by: [Text Field]

Sign Cancel

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.

