

# Creating a Digital Signature

1) Click the arrow in the upper left corner of the signature box.

**Presiding Judge of the Court / Clerk of Superior Court / Department Chair**

*I hereby affirm that I have reviewed the attached checklist and that the answers contained therein are true and accurate to the best of my knowledge.*



Signature

Date

Printed Name

2) The “Add digital ID” screen will open. Select the “a new digital ID I want to create now” option then click “Next” button.

**Add Digital ID**

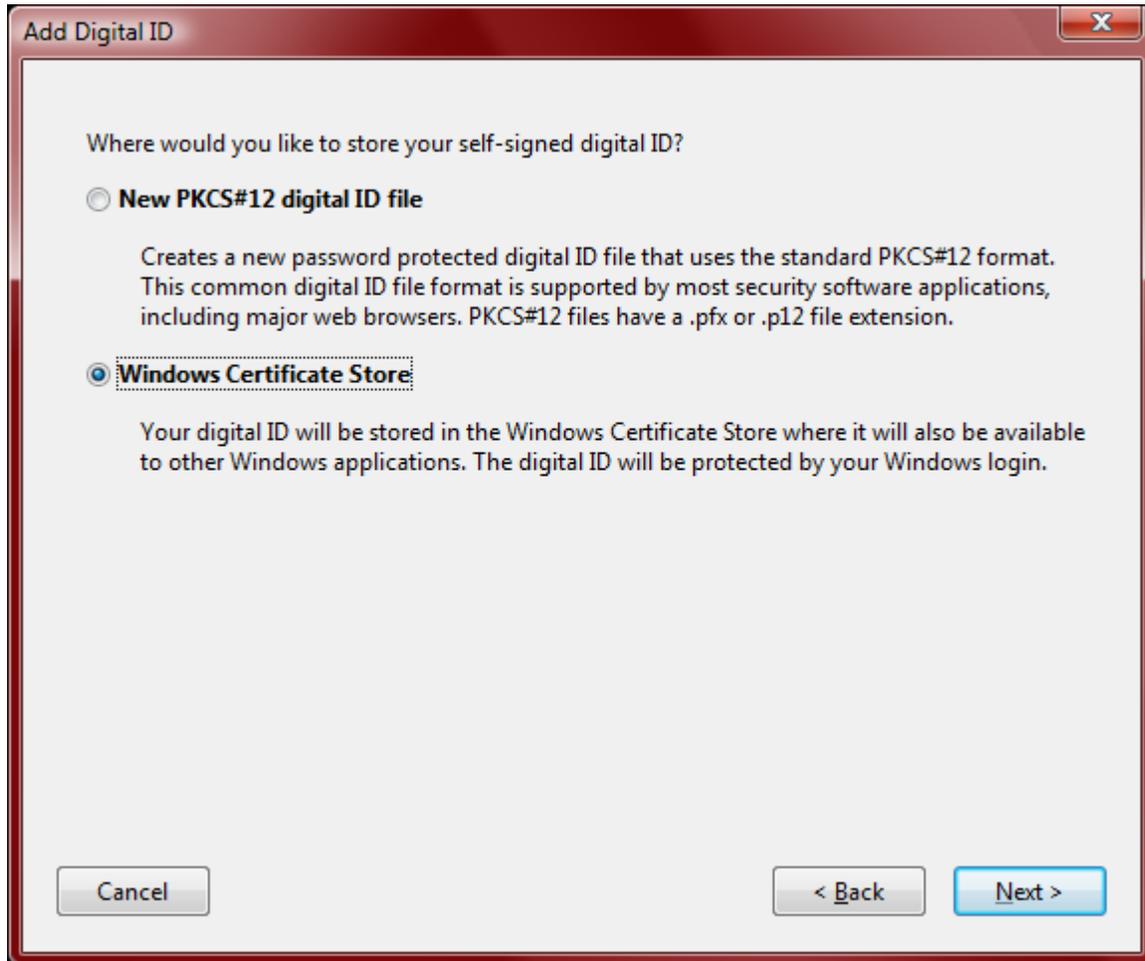
I want to sign this document using:

**My existing digital ID from:**

- A file
- A roaming digital ID stored on a server
- A device connected to this computer

**A new digital ID I want to create now**

3) Select the “Windows Certificate Store” option. Your digital ID will be stored once created. Click on “Next” button.



4) Enter information in each of the fields. When complete, click the “Finish” button.

**Add Digital ID**

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Enable Unicode Support

Key Algorithm:

Use digital ID for:

5) Click the “Sign” button to add the signature previously created to the signature box on the document.

