Time Stamped Electronic Signature

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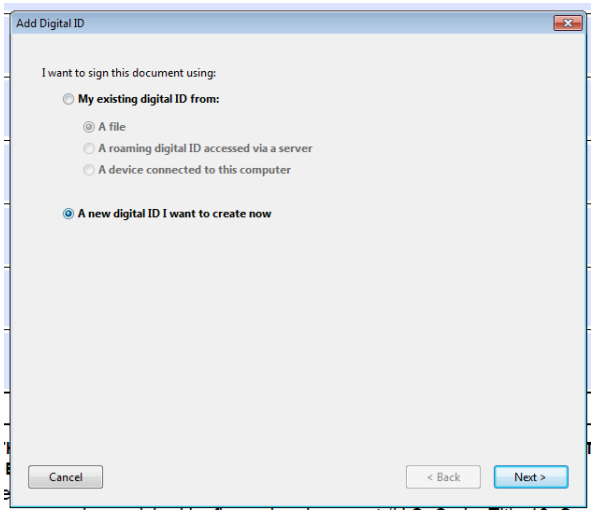
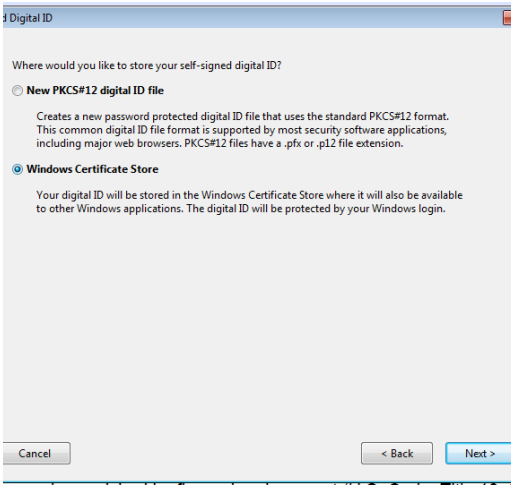
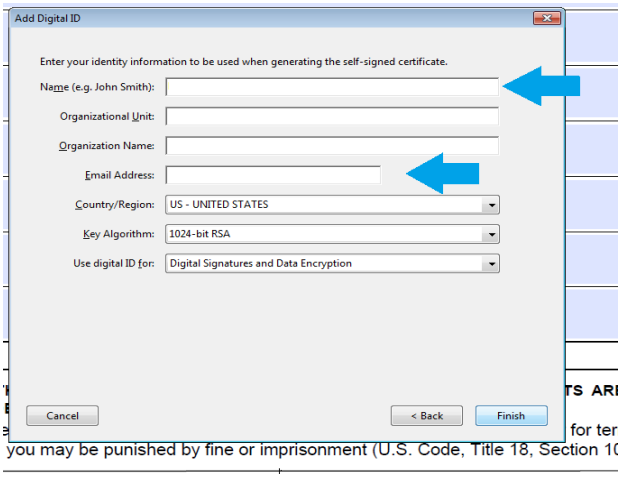
1. Click on the signature block and this window will appear. Click on “new digital ID…” and then “Next”

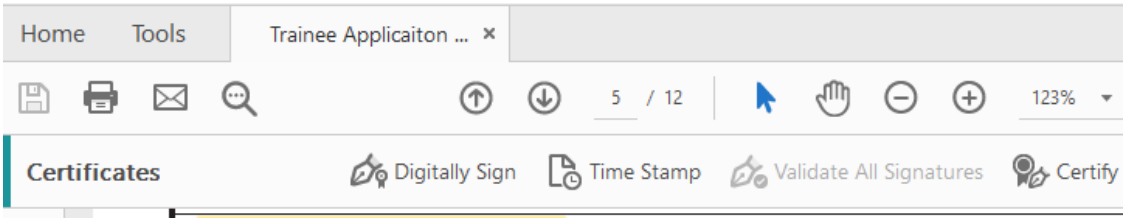


2. Click on “windows Certificate Store” then “Next”



3. Enter your name and email address then “Finish”



Note: You will be prompted to save the document every time you sign.

If the window in step one did not automatically populate, select Tools from your top menu --> certificates --> digitally Sign --> make a text box in the area where the signature goes, then approve.