

## Steps to Signing Credit Application

- 1) Click **Signature Box**

Name of Authorized Representative: (Print)


Title:

Signature:  Date:

- 2) Click **Configure New Digital ID**, click **Continue**

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

 (Digital ID file)  
Issued by: [REDACTED] Expires: 2023.08.10 View Details

? → Configure New Digital ID Cancel Continue


- 3) Select **Create New Digital ID**, click **Continue**


Configure a Digital ID for signing


A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

 **Use a Signature Creation Device**  
Configure a smart card or token connected to your computer

 **Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file

 **Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue

- 4) Select **Save to File** , click **Continue**

The dialog box titled "Select the destination of the new Digital ID" contains two radio button options. The first option, "Save to File", is selected and highlighted with a red box. The second option is "Save to Windows Certificate Store". At the bottom right, the "Continue" button is highlighted with a red box. A "Back" button is also visible.

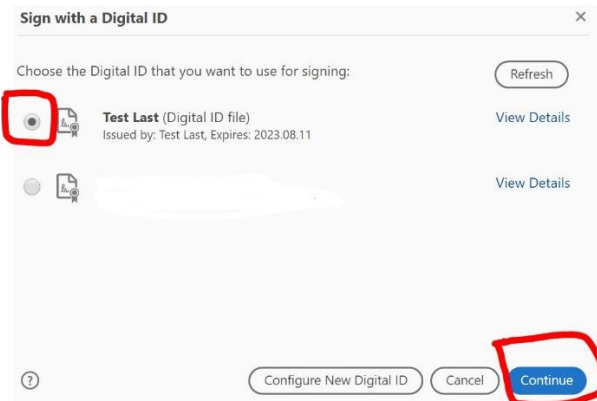
- 5) Enter required fields (**Name & Email**) , click **Continue**

The dialog box titled "Create a self-signed Digital ID" has several input fields. The "Name" and "Email Address" fields are highlighted with red boxes. The "Email Address" field contains the text "Enter Email..." and has a red error message below it that says "Email address is not valid". Other fields include "Organizational Unit", "Organization Name", "Country/Region" (set to "US - UNITED STATES"), "Key Algorithm" (set to "2048-bit RSA"), and "Use Digital ID for" (set to "Digital Signatures"). The "Continue" button at the bottom right is highlighted with a red box.

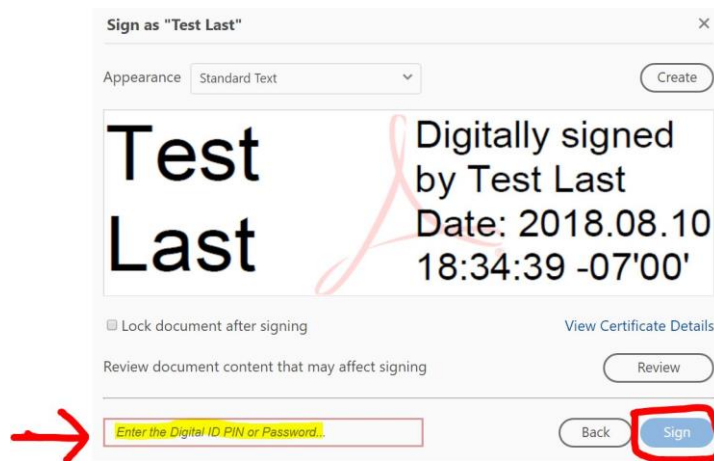
- 6) Enter & Confirm **Password** (PW must be at least 6 characters), then click **Save** (File path is automatically saved but folder can be changed by clicking **Browse**)

The dialog box titled "Save the self-signed Digital ID to a file" shows a file path "C:\\" in a text box with a "Browse" button next to it. Below this, there are two password input fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". Both password fields are highlighted with a red box. At the bottom right, the "Save" button is highlighted with a red box.

7) Select **Digital ID** , then click **Continue**



8) Enter **Digital ID Password** , then click **Sign**



9) Save file in folder of choice

10) Signature complete!

Signature: Test Last Digitally signed by Test Last  
Date: 2018.08.10 18:38:44 -07'00'