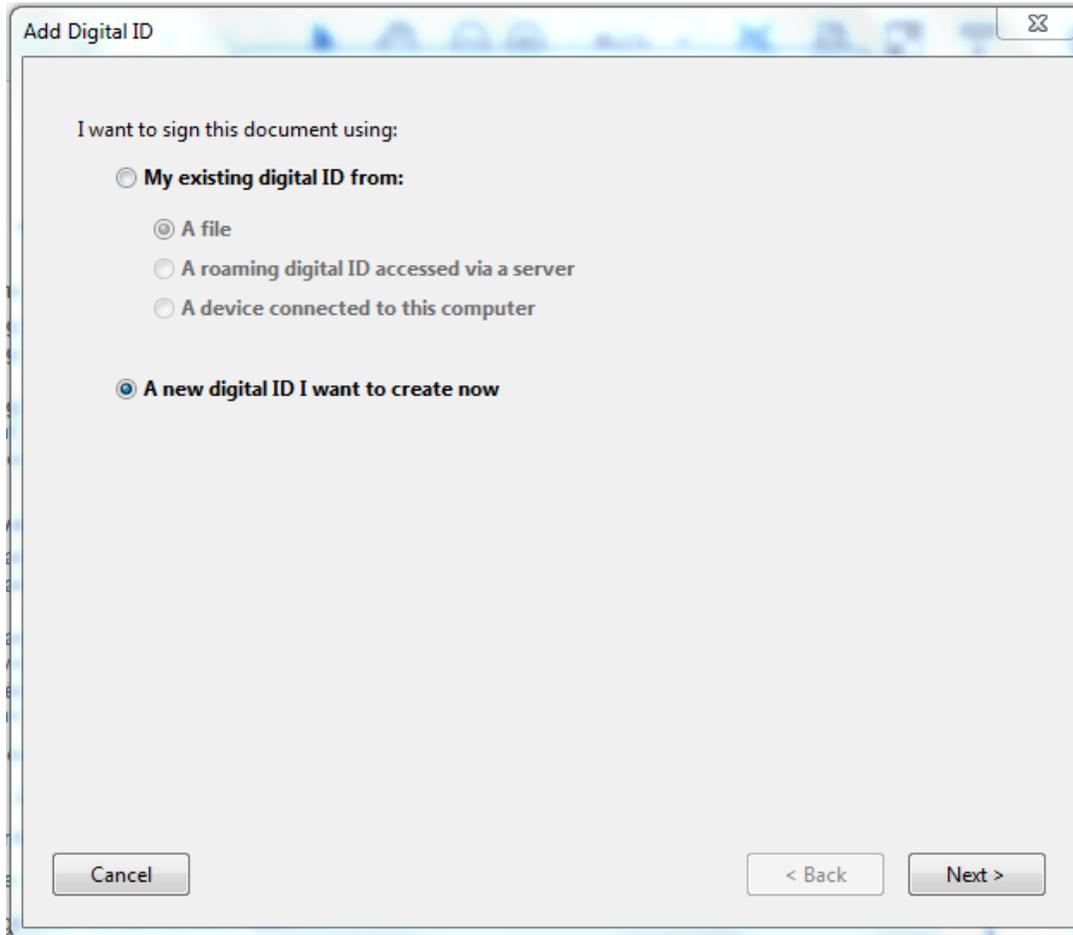


## Creating your electronic signature - Créer sa signature électronique

Once you have clicked on the signature box proceed through the following steps:

*Une fois que vous avez sélectionné la case de la signature, suivez les étapes suivantes:*



The image shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads "I want to sign this document using:". Below this, there are two main radio button options. The first is "My existing digital ID from:", which is currently unselected. It has three sub-options: "A file" (selected), "A roaming digital ID accessed via a server" (unselected), and "A device connected to this computer" (unselected). The second main radio button option is "A new digital ID I want to create now", which is selected. At the bottom of the dialog, there are three buttons: "Cancel" on the left, "< Back" in the center, and "Next >" on the right.

Add Digital ID

I want to sign this document using:

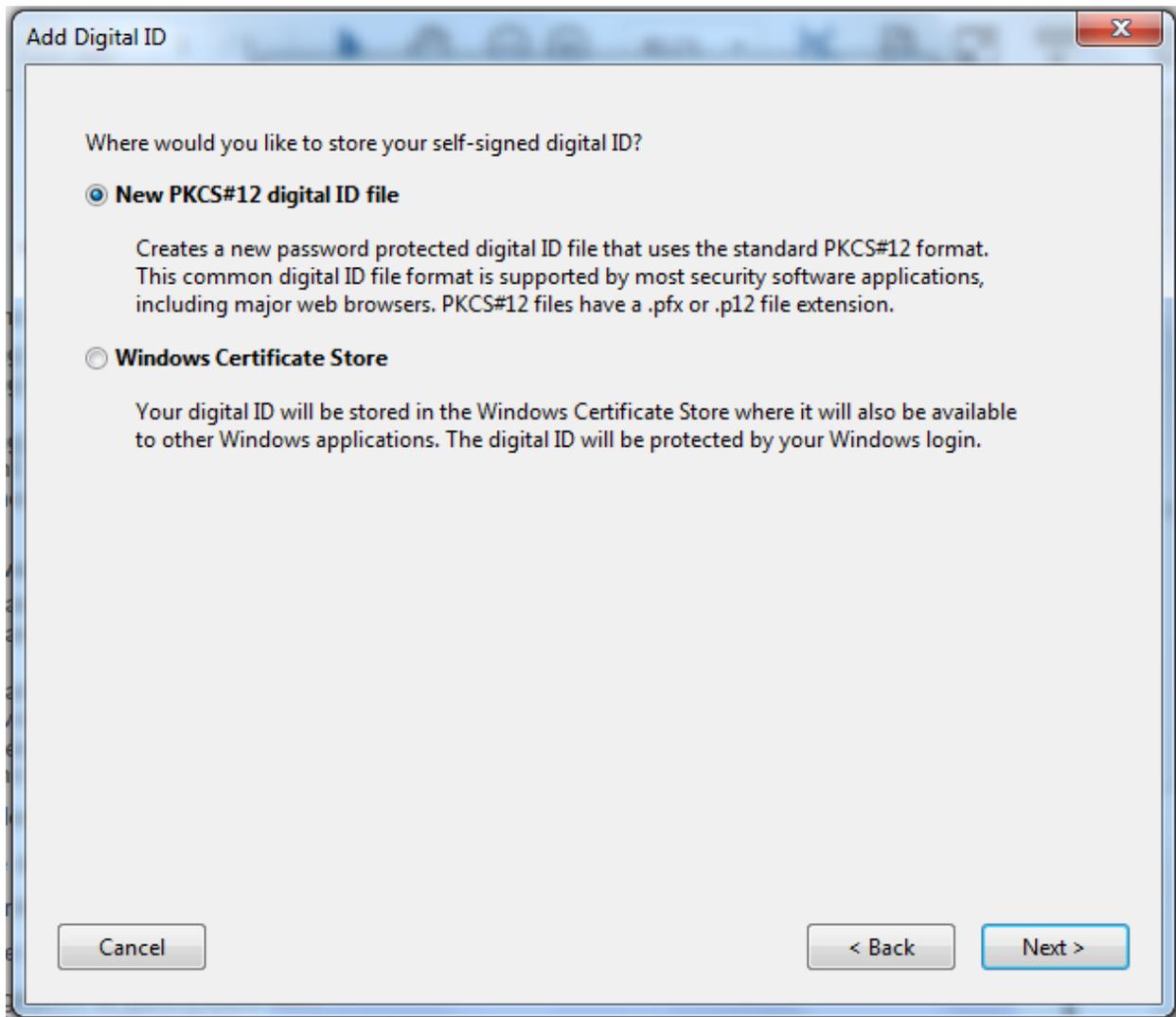
**My existing digital ID from:**

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

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

Cancel      < Back      Next >

Choose where to save your signature:  
*Choisissez ou sauvegarder votre signature:*



Input your information (and include email address):  
*Insérez vos information (adresse courriel incluse):*

**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:

Key Algorithm:

Use digital ID for:

Create a password for the signature:  
*Créer un mot de passe pour votre signature:*

**Add Digital ID**

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

**Strong**

Confirm Password:

Use password and you can electronically sign the document:  
*Utilisez votre mot de passe que vous venez de créer pour signer le document:*

Sign Document

Sign As: Jane Doe (Jane Doe) 2021.10.04

Issued by: Jane Doe [More Details](#)

Appearance: Standard Text

**Jane Doe** Digitally signed by Jane Doe  
Date: 2016.10.04 13:34:39 -04'00'

Click Review to see if document content may affect signing [Review...](#)

Enter certificate password and click the 'Sign' button

[Help](#) [Sign](#) [Cancel](#)