After completing the SF-180 to the best of your knowledge, you must sign the form in section III. You can manually sign this form or digitally sign it. If you digitally sign it, then you must do the following:

1. Click in the box above "**Signature Required** – Do Not Print". A window will open.

2. If you do not have an existing digital signature, click the bubble next to "A new digital ID I want to create now". Then click "Next".

3. At the next window, you have 2 options. Recommend you leave it at the bubble that states "New PKCS#12 digital ID file" and then click "Next".
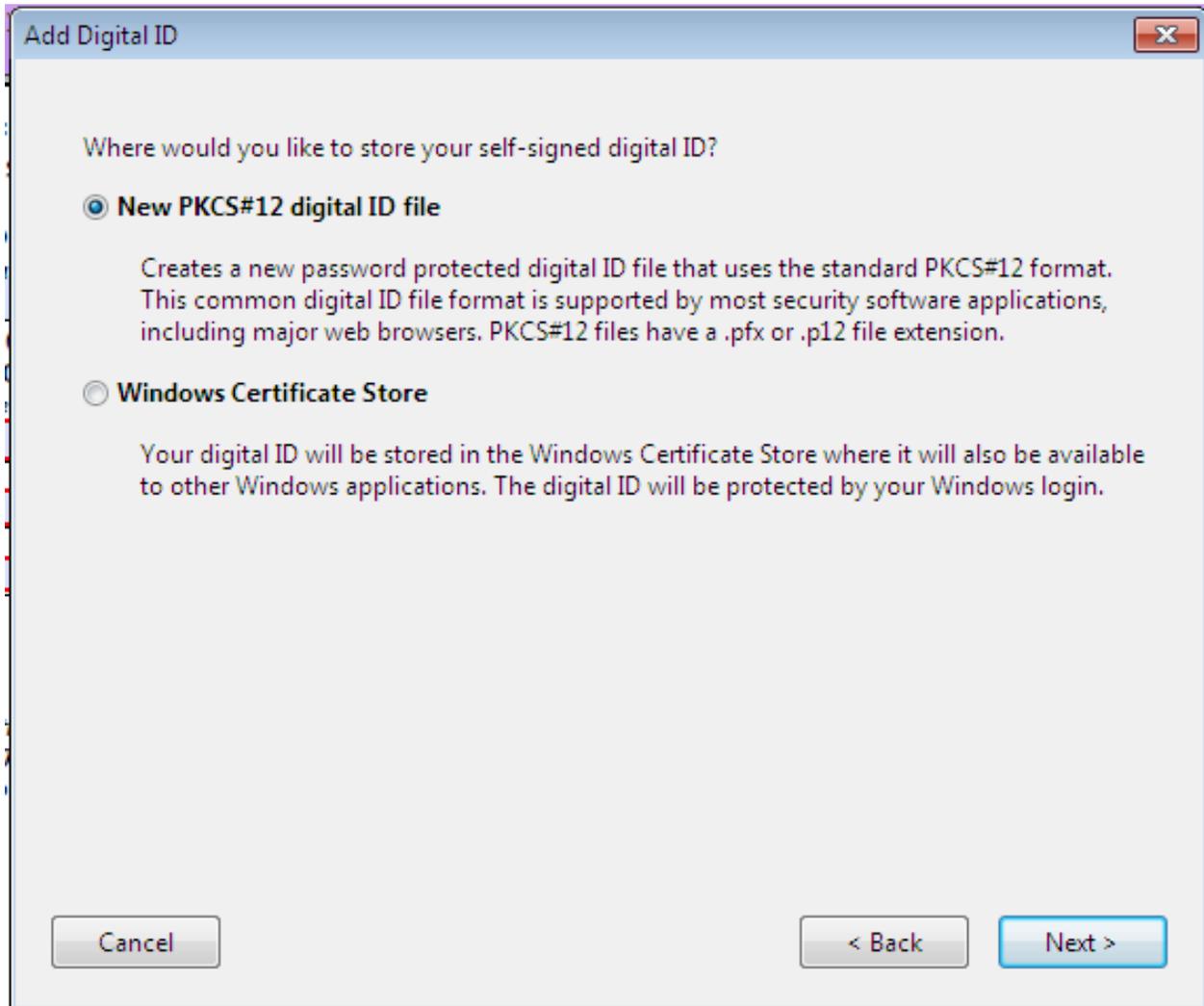
4. At the next window:

   a. Put your first and last name in "Name".

   b. In "Organizational Unit" you can put anything, but I recommend your Town.

   c. In "Organizational Name", you can also put anything but I recommend your State.

   d. Enter your email address in "Email Address".

   e. Leave "Country/Region" as "US – United States", unless it is different.

   f. I recommend that you do not click the box for "Enable Unicode Support".

   g. I recommend that you leave "Key Algorithm" and "Use digital ID for" as is.

   h. Click "Next".

5. At the next screen:

    a. I would let the computer automatically save the "File Name" where it wants to place it.

    b. I would enter a strong password that is easy to remember. The bar will get greener with a good password. You have to enter it twice.

    c. When completed, click "Finish".

6. The next window will require you to reenter your password. I do not recommend that you click the box for "Lock Document After Signing" until you are positive that you have entered all of the information correctly. Once you, click "Sign" you cannot change this form again. Please note you can sign without "locking this document".

7. The computer now wants you to title the document and save it. Pick a file and file name, and click "Save".