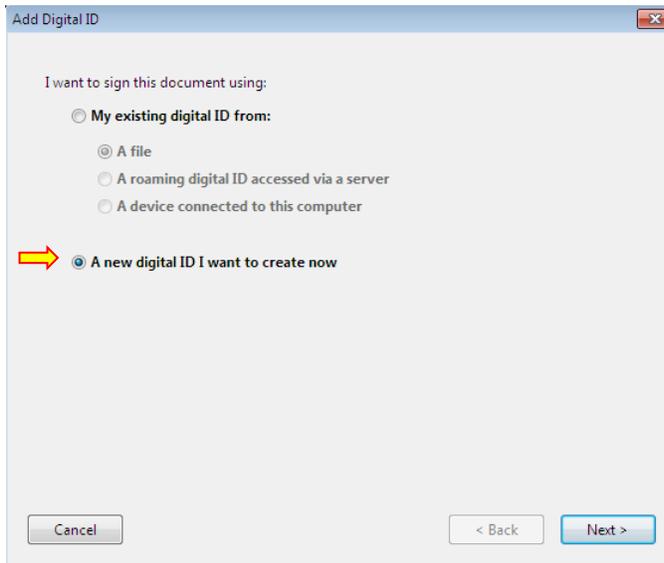


After filling out the SF-180 to the best of your knowledge, you must sign the form in section III.

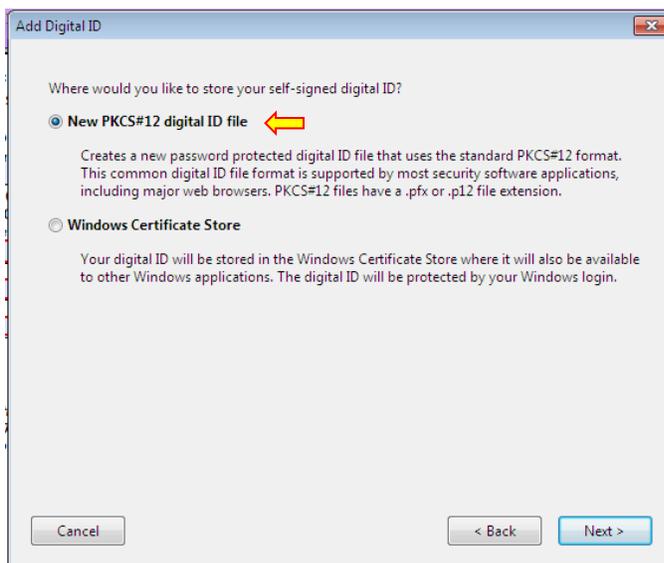
You can manually sign this form or digitally sign it.

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”.



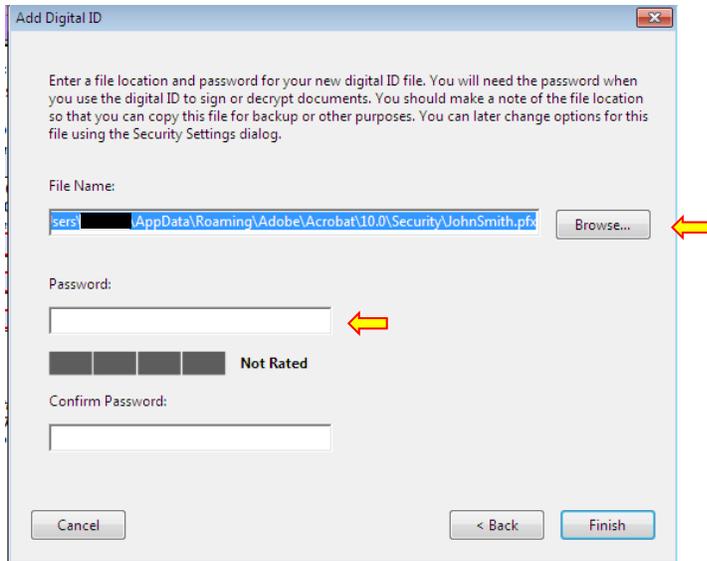
4. At the next window:
  - a. Put your first and last name in “**Name**”.
  - b. In “**Organizational Unit**”, put in the town/city that you live in.
  - c. In “**Organizational Name**”, put in your your State.
  - d. Enter your email address in “**Email Address**”.
  - e. Leave “**Country/Region**” as “**US – United States**”, unless it is different.
  - f. Leave “**Key Algorithm**” as “**1024-bit RSA**”.
  - g. It is recommended that you leave “**Use digital ID for**” as “**Digital Signatures and Data Encryption**”.
  - h. Click “**Next**”.

The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields and dropdown menus:

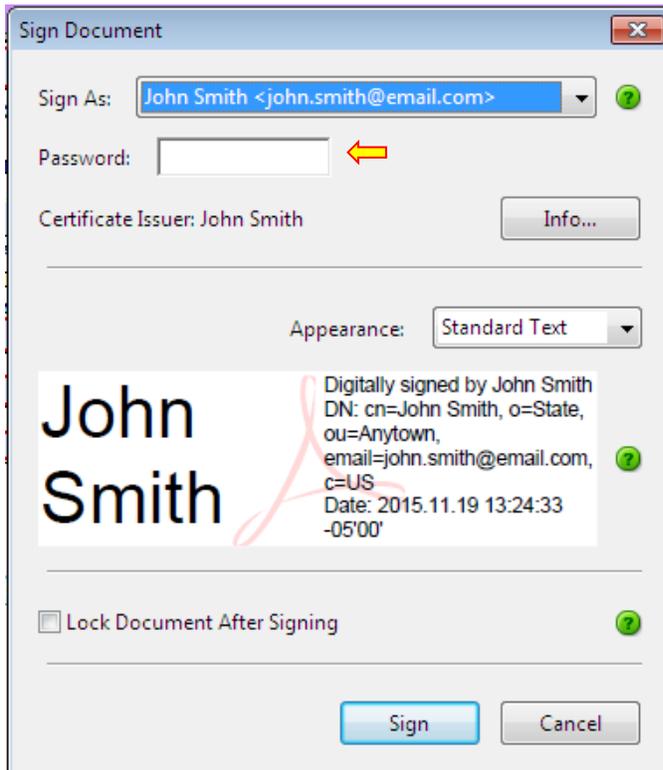
- Name (e.g. John Smith): John Smith
- Organizational Unit: Anytown
- Organization Name: State
- Email Address: hn.smith@email.com
- Country/Region: US - UNITED STATES (dropdown menu)
- Enable Unicode Support
- Key Algorithm: 1024-bit RSA (dropdown menu)
- Use digital ID for: Digital Signatures and Data Encryption (dropdown menu)

At the bottom of the dialog box, there are three buttons: "Cancel", "< Back", and "Next >".

5. At the next screen:
  - a. Save the “**File Name**” where it wants to place it.
  - b. 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. Do not click the box for “**Lock Document After Signing**” until you are positive that you have entered all of the information correctly on the SF-180. 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**”.

