

# Digital Signature Guide Windows OS

1. Enter full name below

our spaces.  
Student hereby holds the space, its officers, owners, agents, and employees harmless from all claims which may be brought against them by student or on student's behalf for any such injuries or claims.

Printed Name of Student/Guardian: **Display Doc Example**

Signature: 

Date: 

2. DO NOT click Signature next, select 'Date' next by clicking on the downward arrow

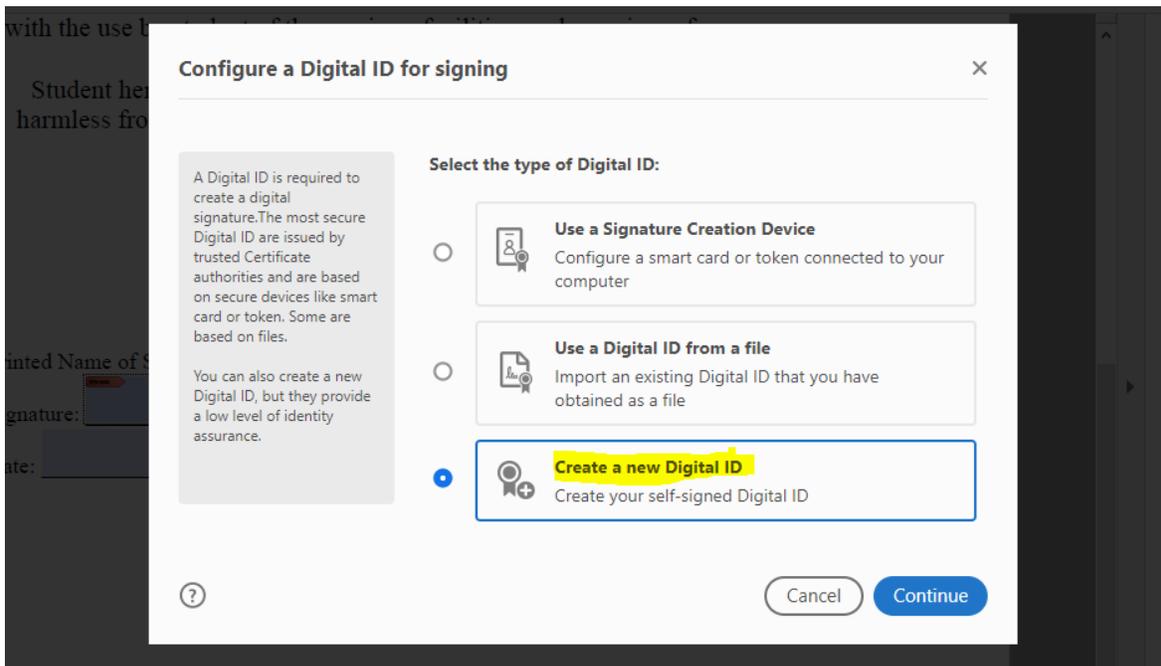
Printed Name of Student/Guardian: **Display Doc Example**

Signature: **Digital Doc** Digitally signed by Digital Doc  
Date: 2022.12.05 05:14:06  
-06'00'

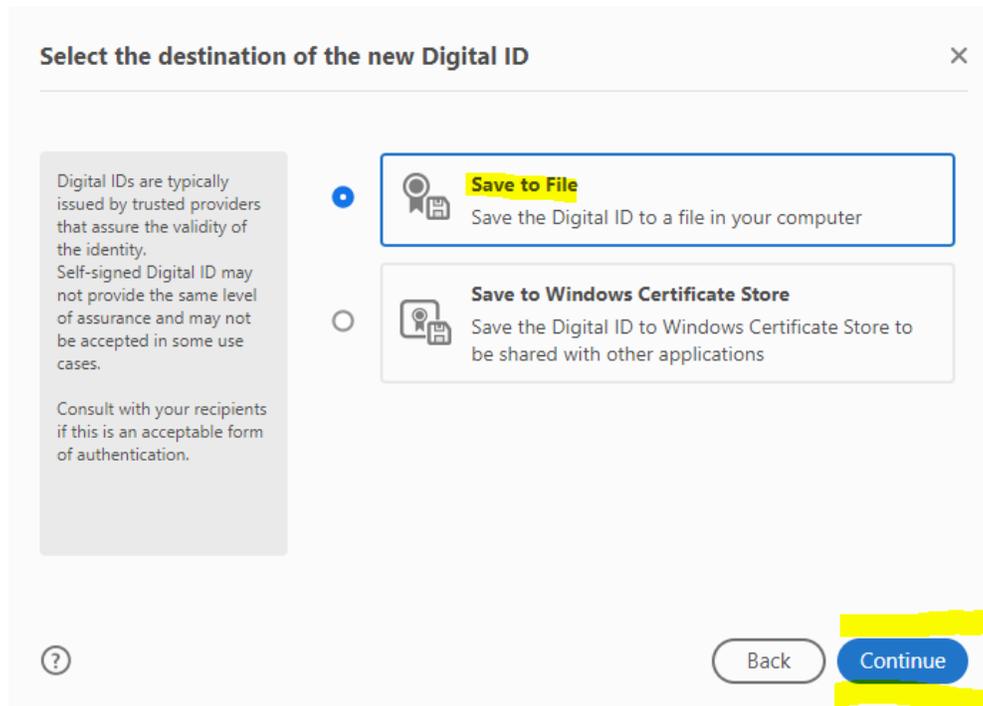
Date: 

Dec 2022						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

3. Click the 'Signature' field to 'Create a new Digital ID', select **Continue**



4. Select 'Save to File', then click **Continue**



5. Fill out the 'Name & Email' fields, then click Continue

### Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

<b>Name</b>	<input type="text" value="Digital Doc"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
<b>Email Address</b>	<input type="text" value="displaydoc2022@gmail.com"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

6. Create a password, then click Save

### Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

**Apply a password to protect the Digital ID:**

**Confirm the password:**

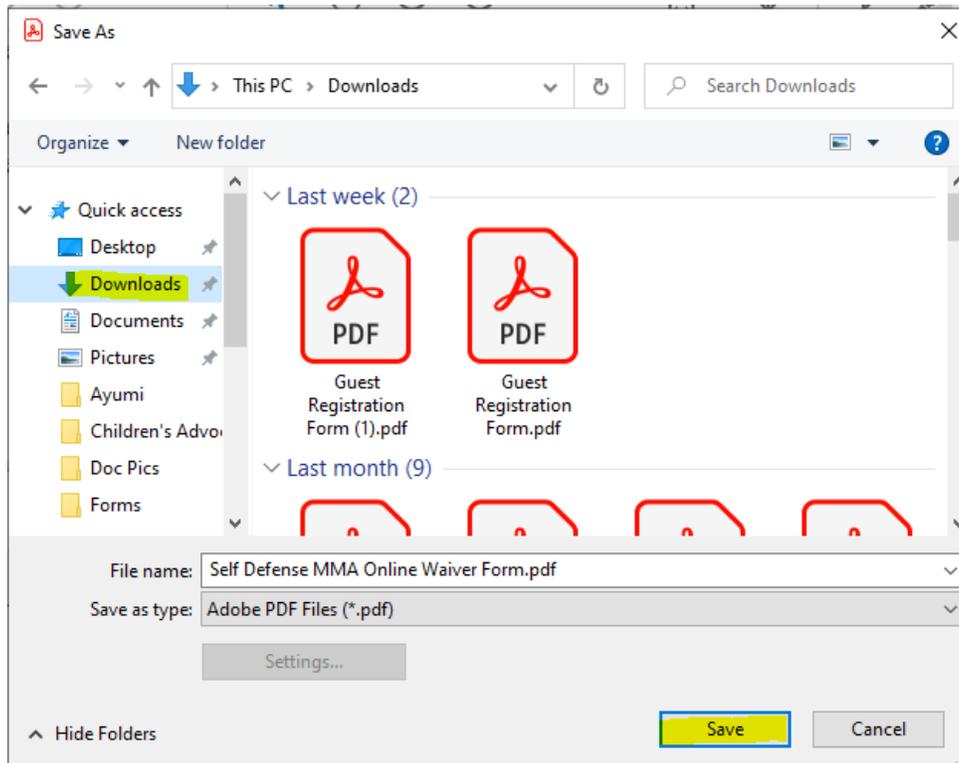
7. Click 'Continue' to 'Sign with a Digital ID'

The screenshot shows a dialog box titled "Sign with a Digital ID" with a close button (X) in the top right corner. Below the title, it says "Choose the Digital ID that you want to use for signing:". To the right of this text is a "Refresh" button. Below this, there is a list of digital IDs. The first item is selected with a blue dot and a document icon: "Digital Doc (Digital ID file)" with the subtext "Issued by: Digital Doc, Expires: 2027.12.05". To the right of this list item is a "View Details" link. At the bottom of the dialog, there are three buttons: "Configure New Digital ID" (disabled), "Cancel", and "Continue" (highlighted in yellow).

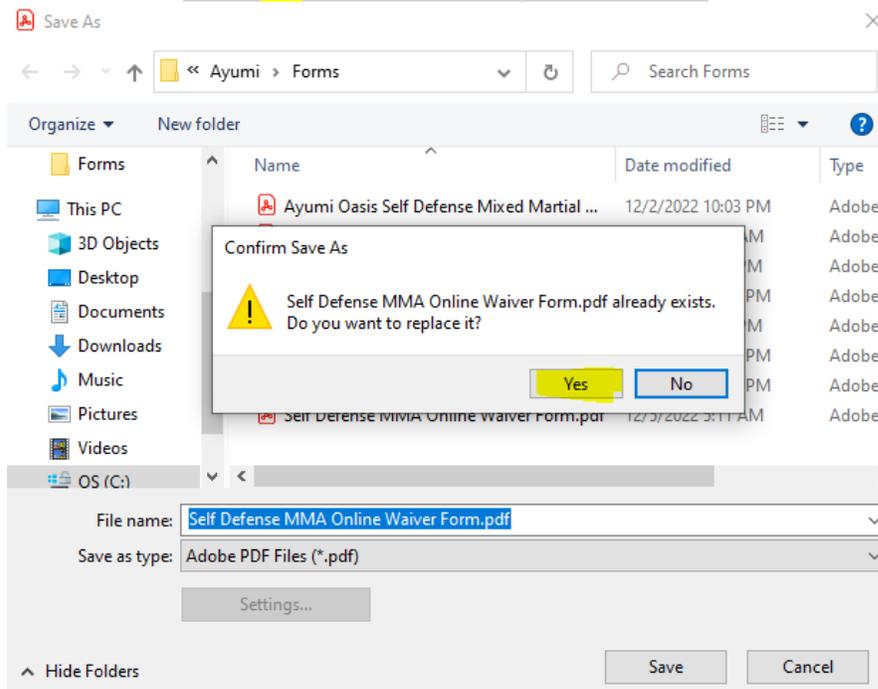
8. Enter the password created in step 5, then click 'Sign'

The screenshot shows a dialog box titled "Sign as Digital Doc" with a close button (X) in the top right corner. Below the title, there is an "Appearance" dropdown menu set to "Standard Text" and a "Create" button. The main content area displays a digital signature preview: "Digital Doc" in large bold text on the left, and "Digitally signed by Digital Doc" followed by "Date: 2022.12.05 05:05:21 -06'00'" on the right. A red scribble is visible over the signature text. Below the preview is a "View Certificate Details" link. At the bottom, there is a "Review document content that may affect signing" section with a "Review" button. Below that is a password input field (masked with dots) and two buttons: "Back" and "Sign" (highlighted in yellow).

9. Click 'Save'



10. Click, 'Yes' to save the changes to the form.



Attach the signed document to an email and send it to [Ayumi@Healingtoes.com](mailto:Ayumi@Healingtoes.com)