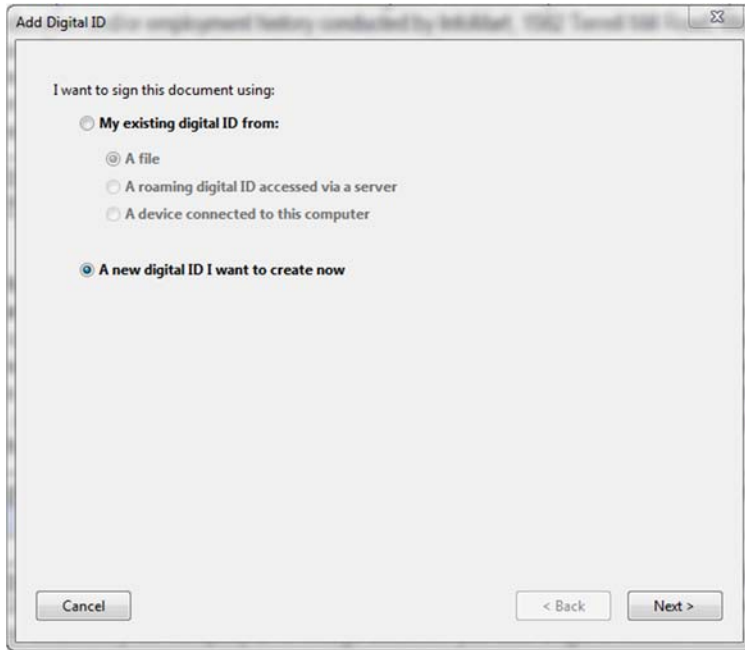


In order to digitally sign your form, please follow the steps below:

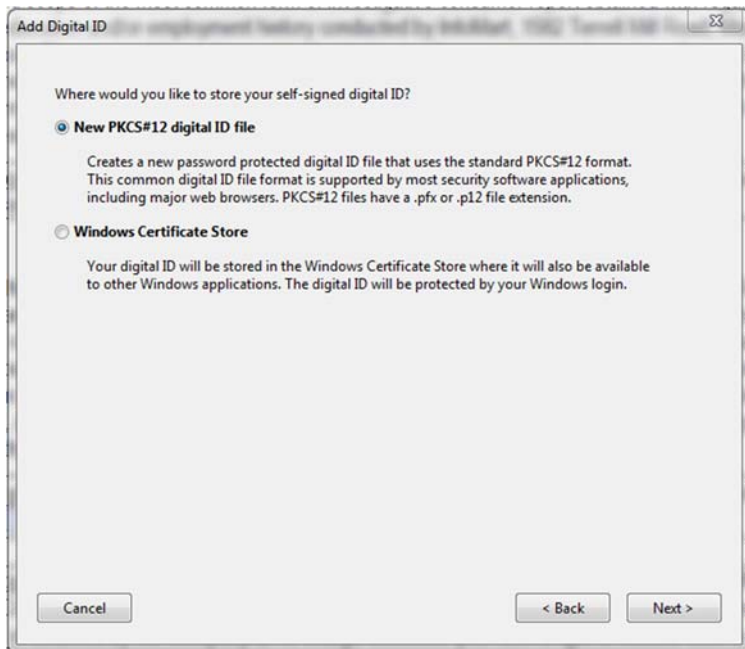
- 1) Click inside the shaded box associated with the signature field.



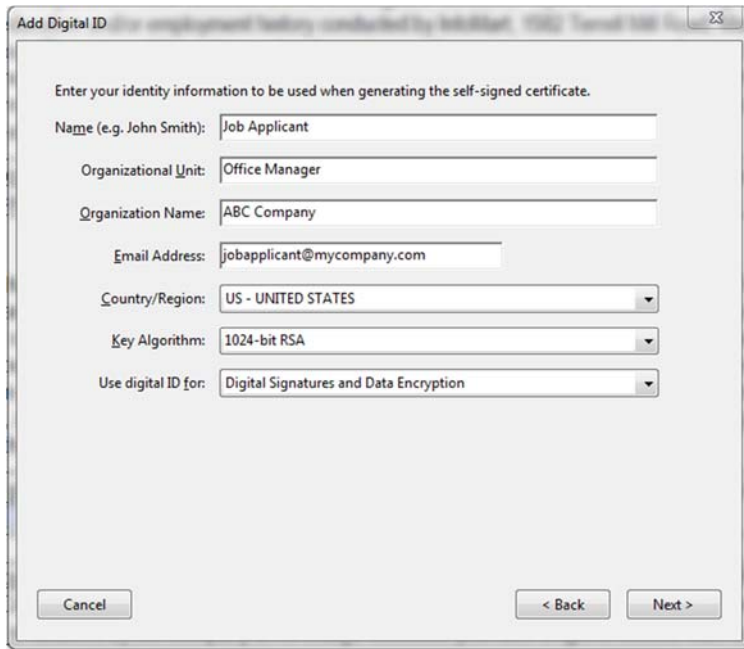
- 2) A new window (below) will pop up to use an existing digital ID or to create a new one. If you are unfamiliar with what a digital ID is, you will want to create a new one. Choose Next after selecting the appropriate option.



- 3) Choose "New PKCS#12 digital ID file" and select Next.



- 4) Fill in the appropriate personal information. The last 3 options can be left at their defaults. Choose Next after completing the fields.

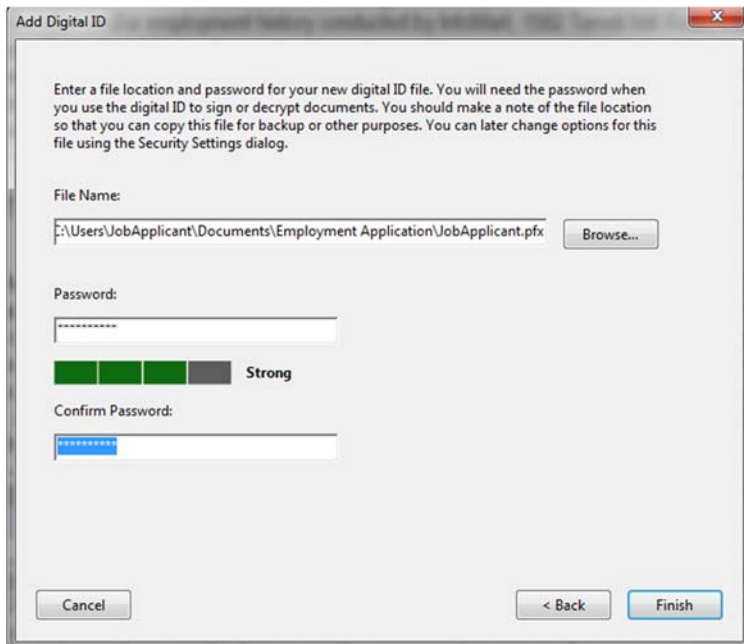


The screenshot shows a dialog box titled "Add Digital ID" with the following fields and values:

- Name (e.g. John Smith): Job Applicant
- Organizational Unit: Office Manager
- Organization Name: ABC Company
- Email Address: jobapplicant@mycompany.com
- Country/Region: US - UNITED STATES
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Next >

- 5) You can take and note the default save location or (advanced) choose to store it the location of your choice (My Documents, portable hard drive, a custom "Job Applications" folder for example). After choosing a file name and location, enter a password of your choice. Choose Finish when you've completed this step.

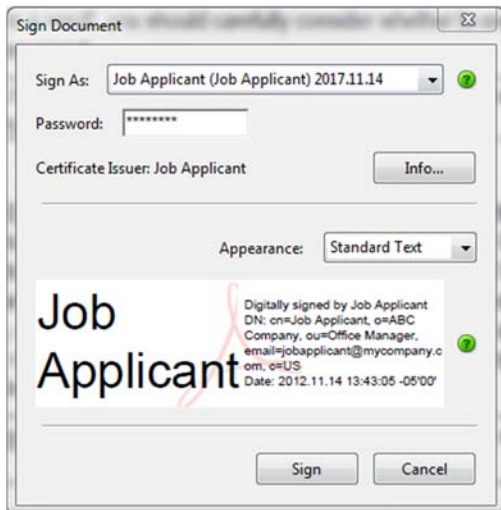


The screenshot shows a dialog box titled "Add Digital ID" with the following fields and values:

- File Name: \\Users\JobApplicant\Documents\Employment Application\JobApplicant.pfx (with a Browse... button)
- Password: [Redacted]
- Strength indicator: Strong
- Confirm Password: [Redacted]

Buttons at the bottom: Cancel, < Back, Finish

- 6) Now that you have completed the creation of your digital signature, the window will come up to sign your application. Simply choose "Sign As:" with your signature, enter your password, and click Sign.



- 7) After signing, you will be prompted to save your application locally to your computer. Choose the save location of your choice, save the document, and you can continue working on your application. Be sure to take note of your saved location so that you can e-mail the completed application to Union Academy.
- 8) Once you have created your signature, the second signature box will only require you to choose your digital signal, sign, and save (repeat of Steps 6 and 7).