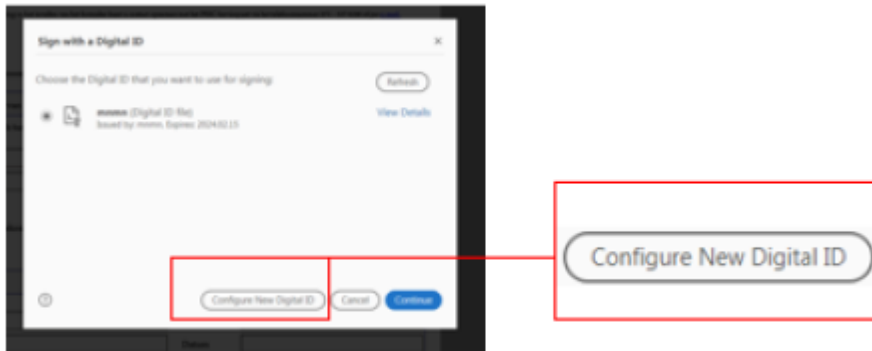


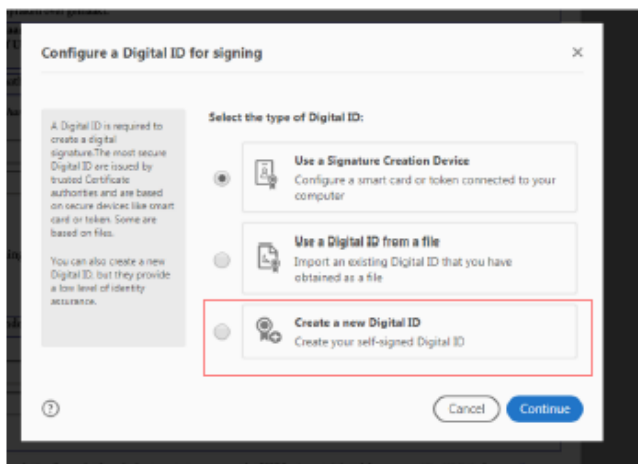
Creating a digital signature

You only need to create a digital signature once. Below you will find a short instruction.

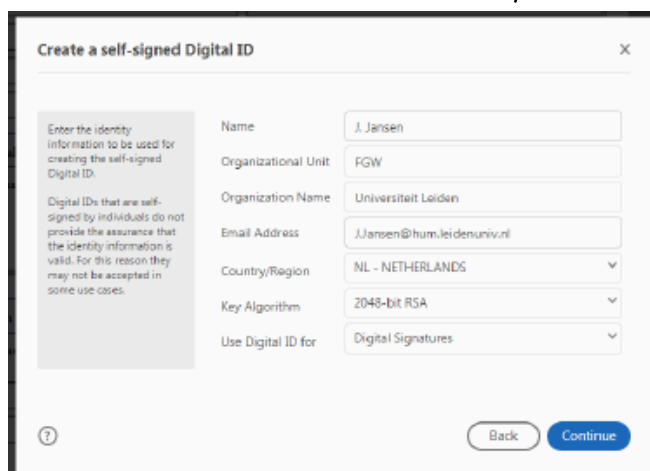
1. Click on the signature field in the form.
2. Click on **Configure New Digital ID**.



3. Select the option **Create a new Digital ID**.



4. Fill out the desired information, such as your name, faculty and email address.



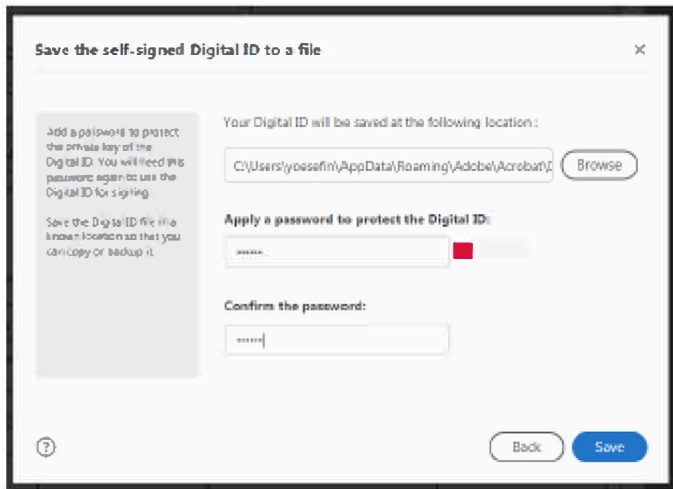
The screenshot shows a form titled "Create a self-signed Digital ID". It contains a text box explaining that digital IDs signed by individuals do not provide the assurance that the identity information is valid. Below this, there are several form fields:

Name	J. Jansen
Organizational Unit	FGW
Organization Name	Universiteit Leiden
Email Address	J.Jansen@hum.leidenuniv.nl
Country/Region	NL - NETHERLANDS
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

At the bottom, there are "Back" and "Continue" buttons.

5. Select a folder in which you want to save your Digital ID so it will be easy for you to find it when needed.

Choose a password. The password protects your Digital ID and is needed to sign forms.



6. Once you have configured your Digital ID you can now choose to sign immediately. The next time you fill in a signature field you can use this Digital ID.

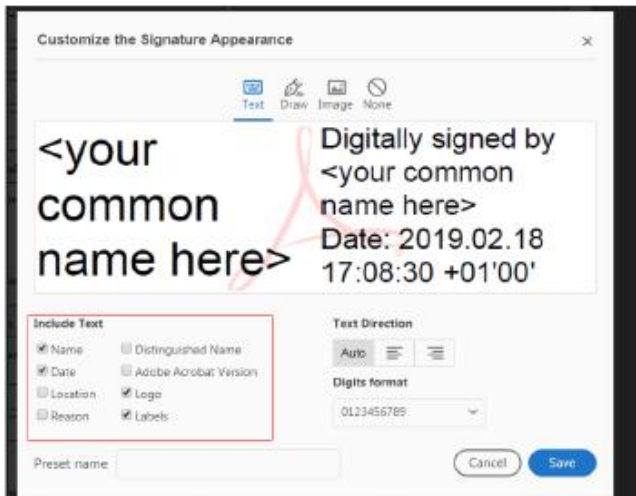
7. When you create your Digital ID it has a default appearance. On the screen you can see how the image will be displayed on the form. It is possible to change the appearance by clicking **Create**.



From now on you can reuse your digital signature by re-entering your password. The signature as shown above will suffice for signing forms that are internally used. If you want to use your signature, please read the instructions provided below.

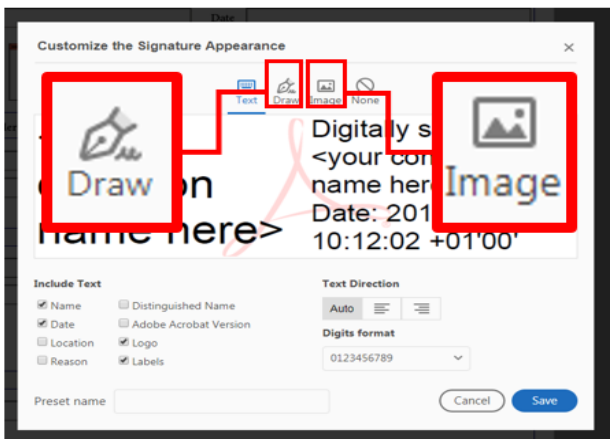
Instructions on creating a signature

By checking or unchecking the boxes you can decide what text you want to include in the signature.



To upload an image from your computer, select **Image**.

To manually add your signature, select **Draw**.



Once you are satisfied with your signature, click **Save**.

After clicking Save, fill out the Password to insert your Digital ID in the form.

