**How to Create an Electronic Signature**

**Part 1**

1. Click on Signature field on the PDF



1. Select existing signature and enter your password, or click on “Configure New Digital ID”



1. Click on “Create a new Digital ID” then “Continue”



1. Click “Save to File”, then “Continue”



1. Fill in the blank fields, then click continue



1. Name – your name
2. Organization Unit – your department
3. Organization Name – Sun Health
4. Email Address – your email address
5. Create a password (password never expires) and click “Save”.

**Part 2**

Please follow the link and watch a quick 2-minute video. [How to Create a Signature](https://www.youtube.com/watch?v=_zTCnJ9V6gA)