**How to Create an Electronic Signature**

**Part 1**

1. Click on Signature field on the PDF

Graphical user interface

Description automatically generated with medium confidence

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

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Fill in the blank fields, then click continue

Graphical user interface

Description automatically generated

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)