**Please follow the steps below to sign page 16 and send the application to our team.**

When you get to page 16, seen below, you will find a place to sign your application.

First, you'll want to click the "More Tools" icon shown under the green circle below.

Next you'll see many tools. On the top right, we want to select "More Certificates" and click "Open"
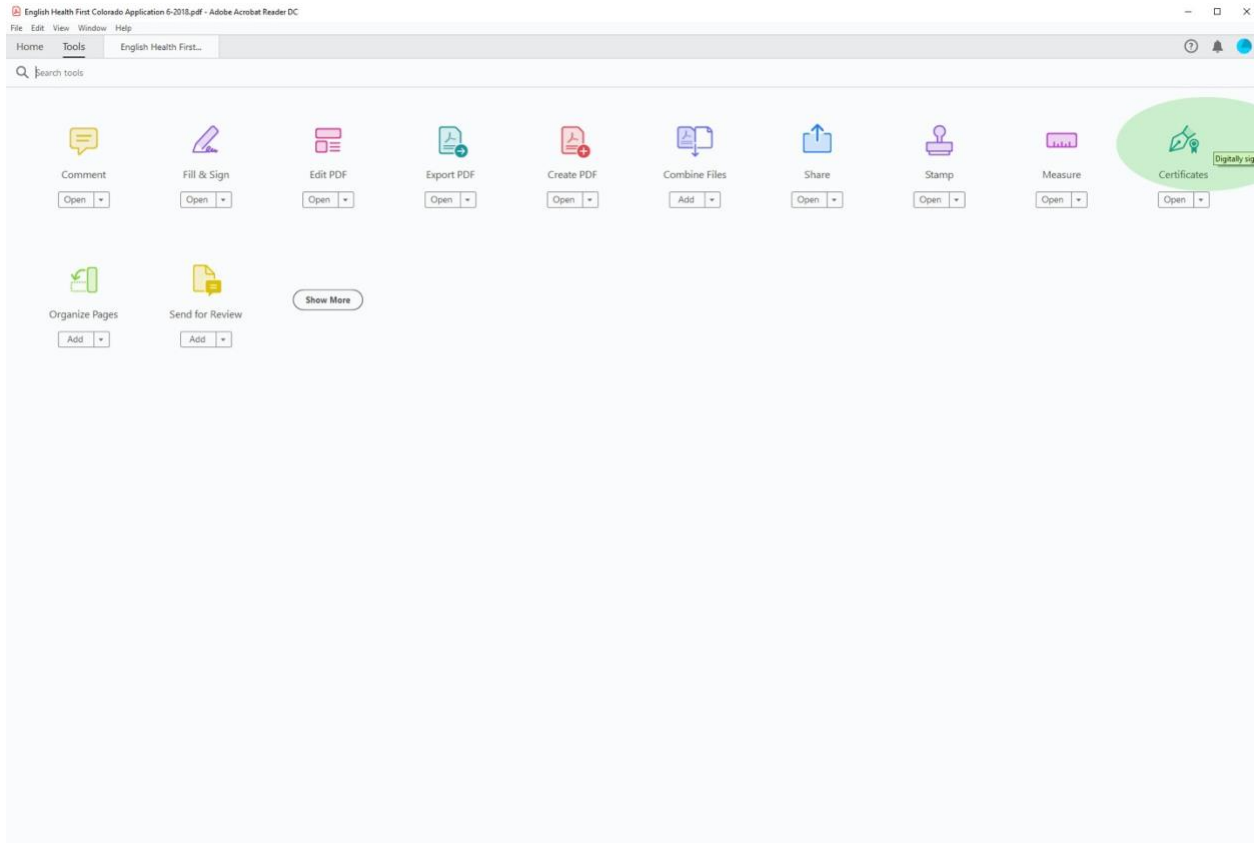
1. This will take you back to your document and give you three options at the top. You'll want to select "Digitally Sign" shown here under the green circle.

2. You'll get a pop-up notification that asks you to click and draw the area where your signature will appear. Click ok and draw the box on the line.

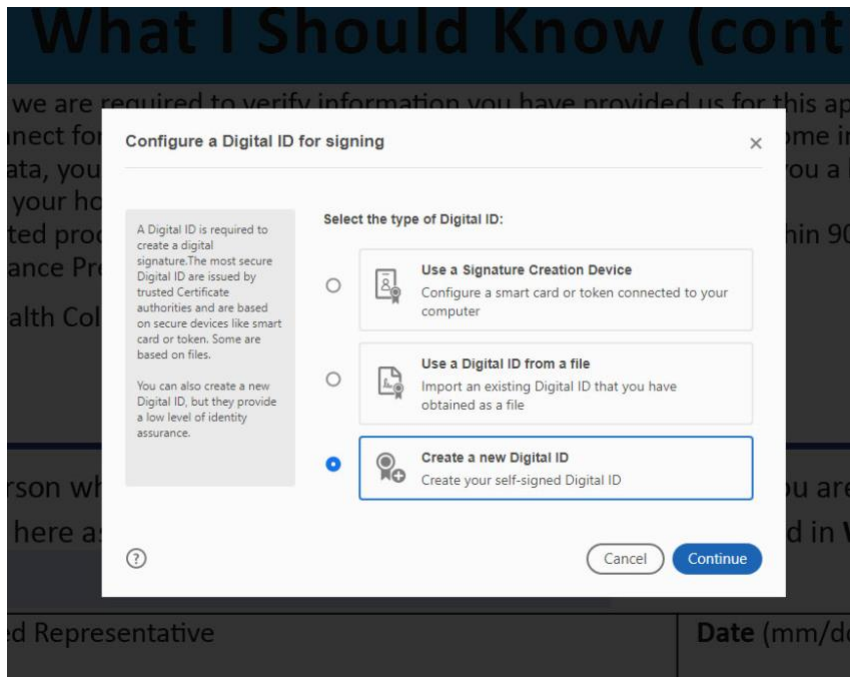3. You'll get one more pop-up that says this is a small signature. Ignore this text and click "Sign"

Next, you'll be given a new pop-up window. If you've created a signature in the past, you'll see it here. If you haven't, that's fine. If you have, that's fine too.

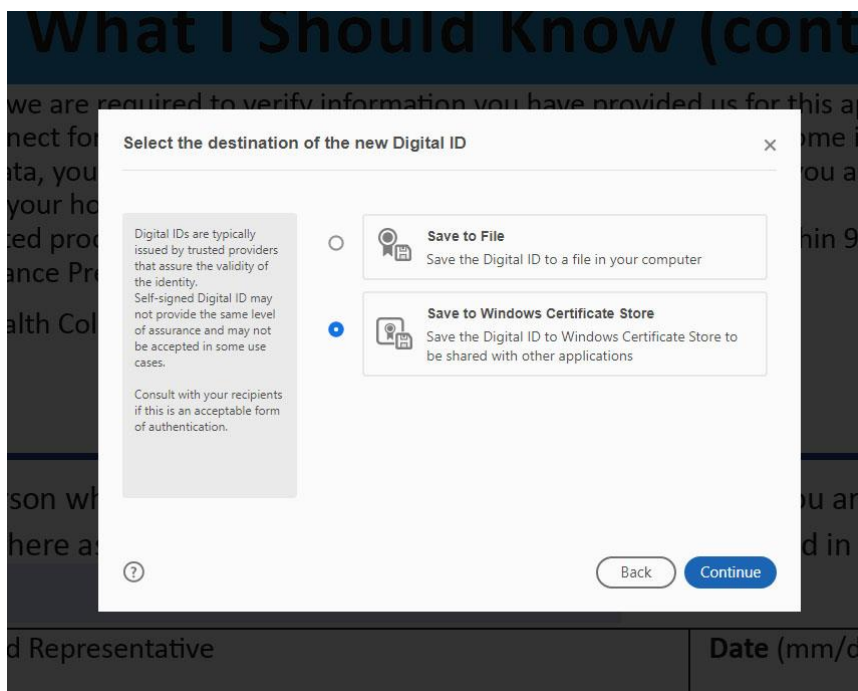We'll create a new one for this process.

Click "Configure New Digital ID"
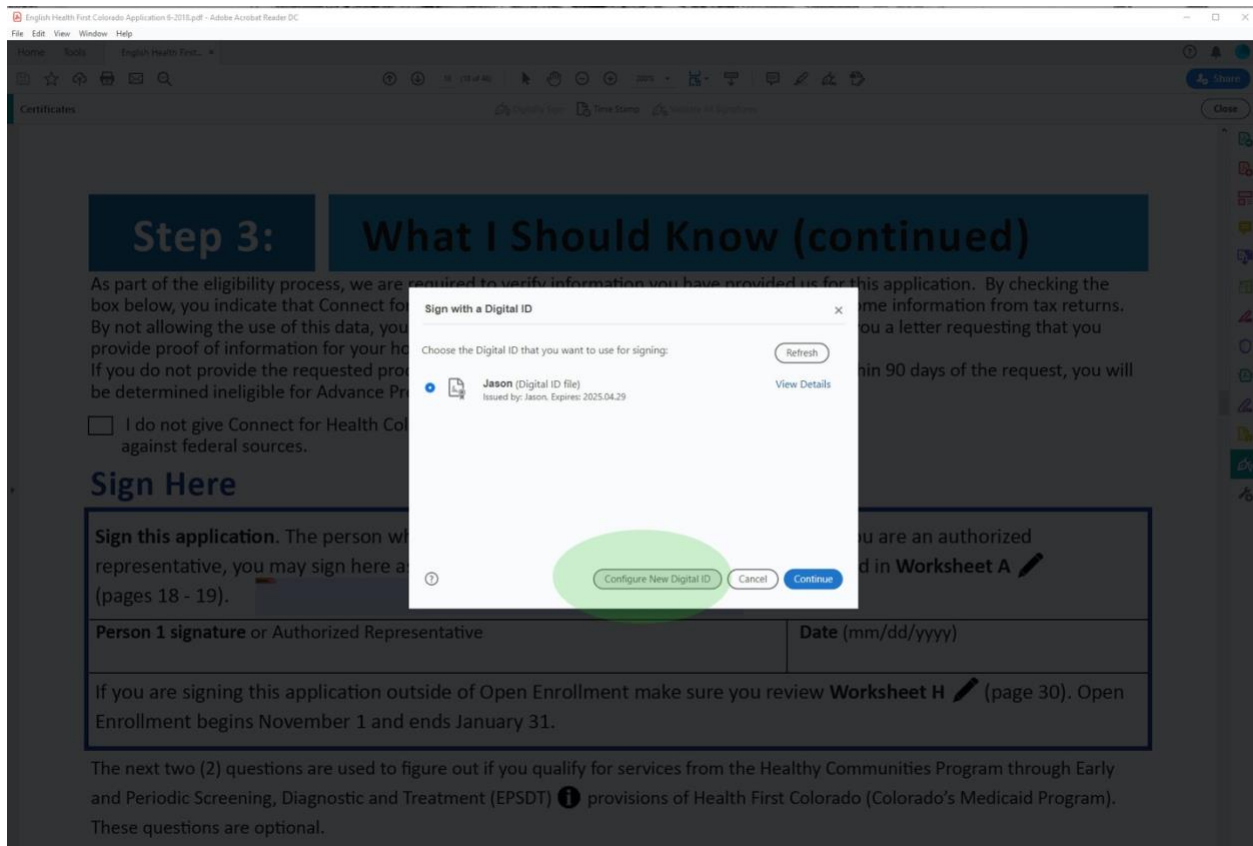
On the next screen, click "Create a new Digital ID"



You can save to a file or the Windows Certification Store. The store is quicker will save for another use. Click "Continue"

Next, you'll want to enter both your name and email address. These are fields you'll see marked in red. The other fields can be left as they are.

Click "Save"

On the next screen, make sure your signature is selected. Then click "Continue" one more time.

Your signature will now be shown with a time stamp.

Click "Sign"
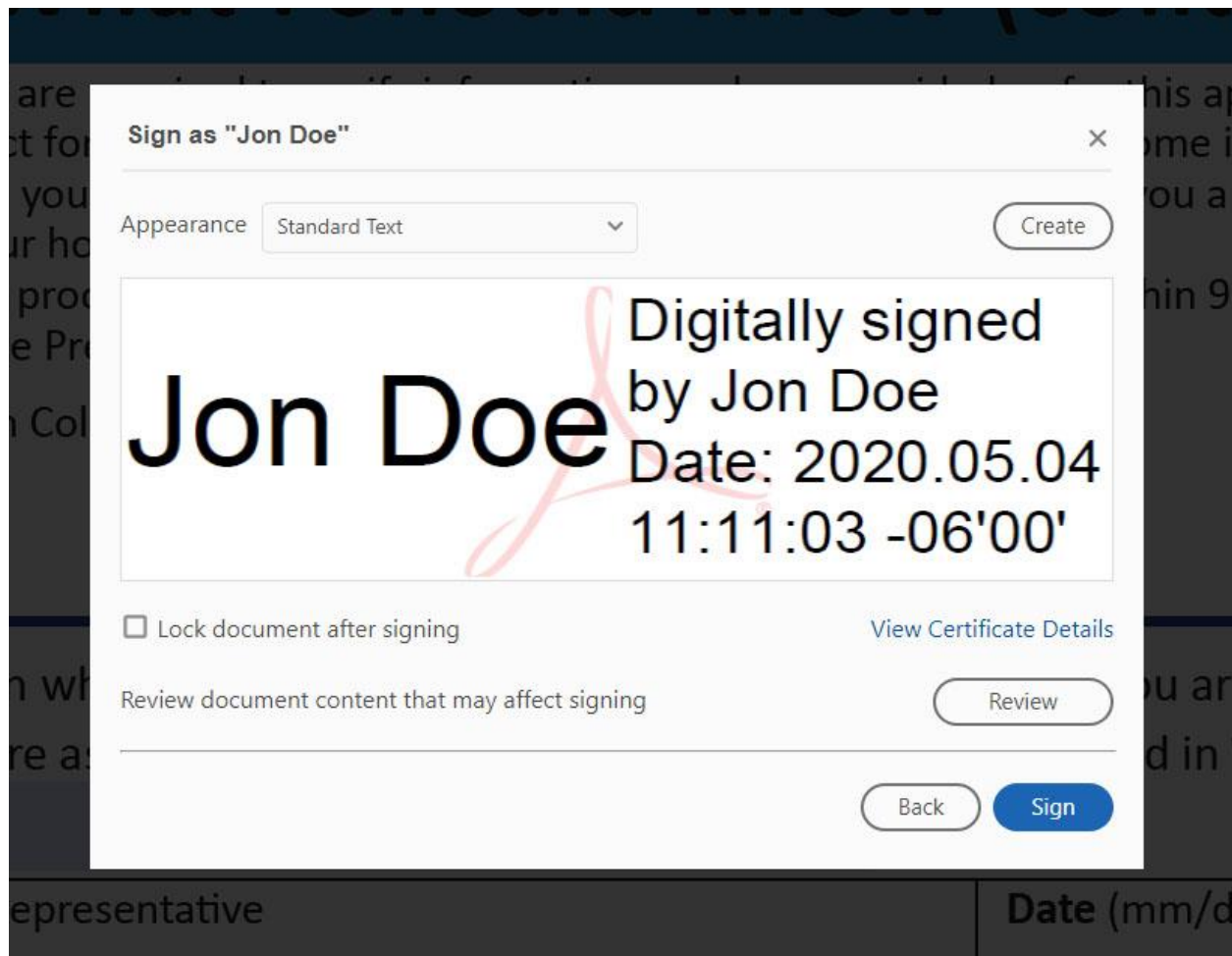


You will be asked to save your file. Find a place you'll remember in case you need it again.

Save the file and your signature will be placed.

Save the file and your signature will be placed. It should look like the below, with a time stamp.



A closer view:



There are just two more steps.

First, you'll want to find the share button, shown here under the green circle.

Click "Share"

Add the email address appassist@accessenrollment.org and click send! That's it!