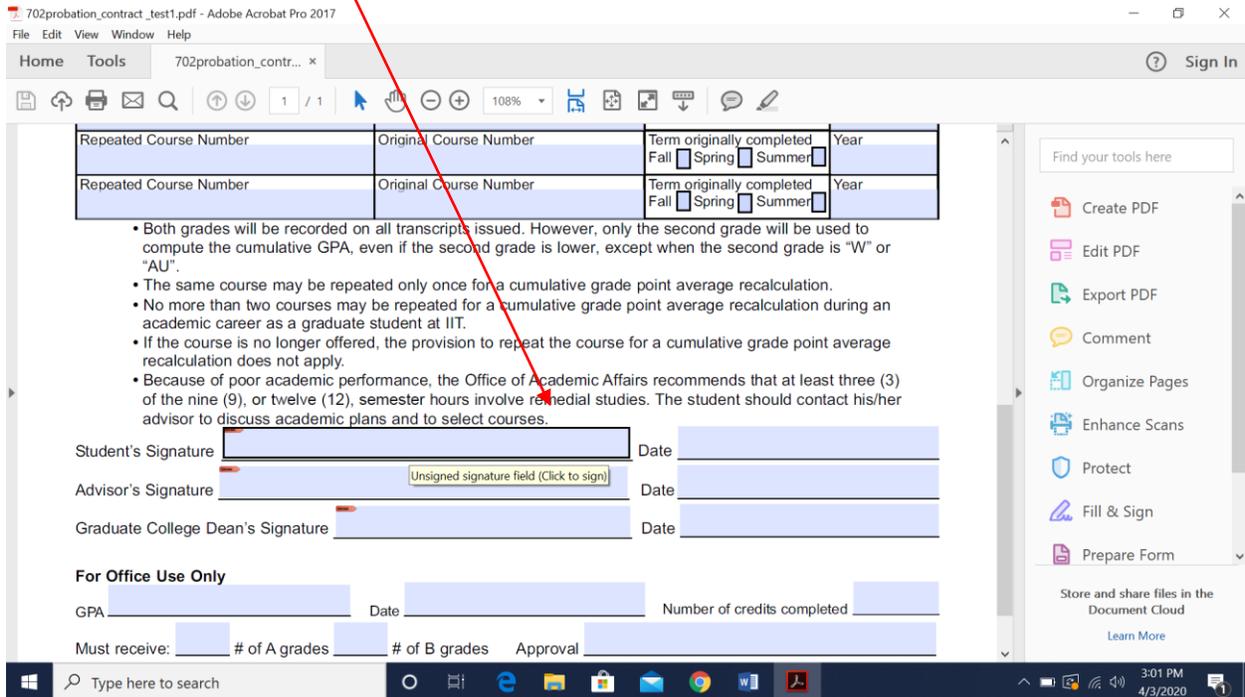
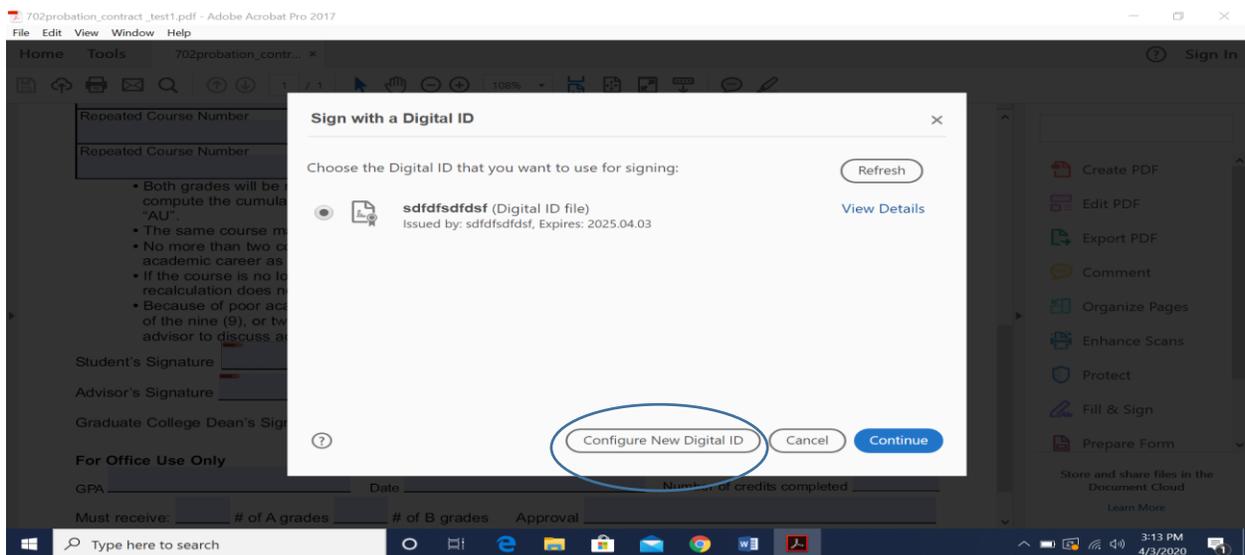


How to add signature in the signature field?

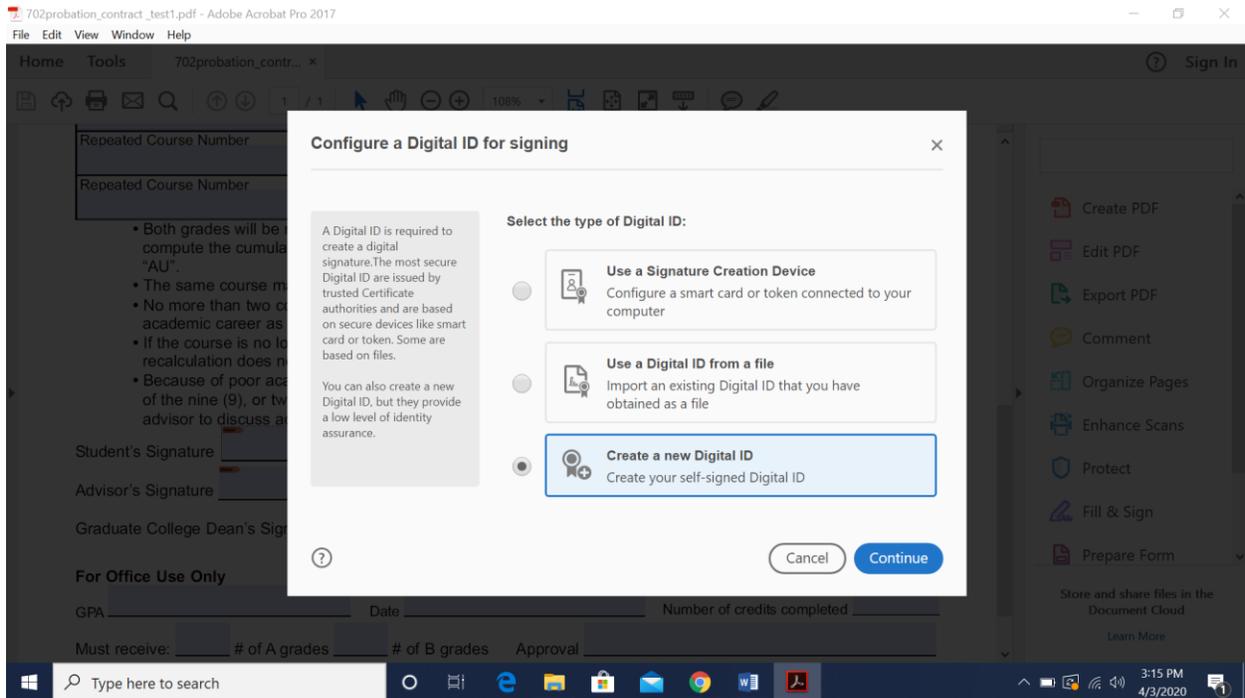
Step 1: For example, a student has to sign the document. After filling all the required details, Click on the field “student signature” .



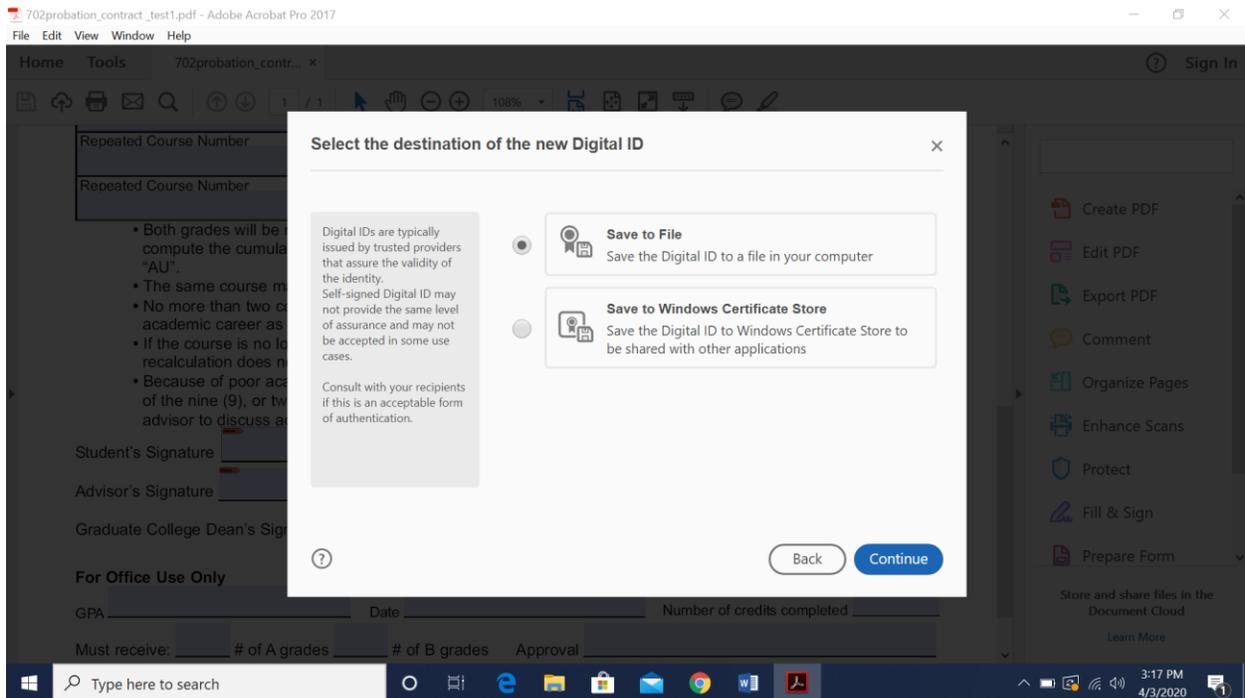
Step 2 : Click on “Configure new digital Id”(circled) as shown below and click on continue



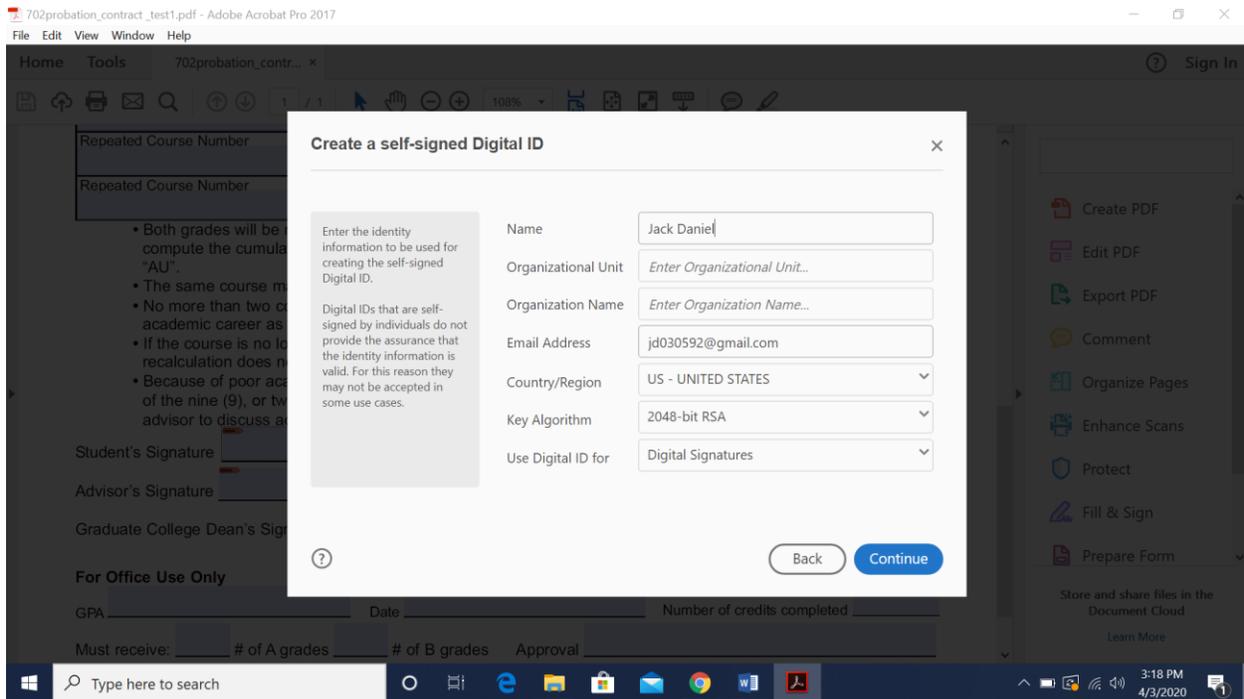
Step 3: Choose Create a new Digital ID and click on Continue.



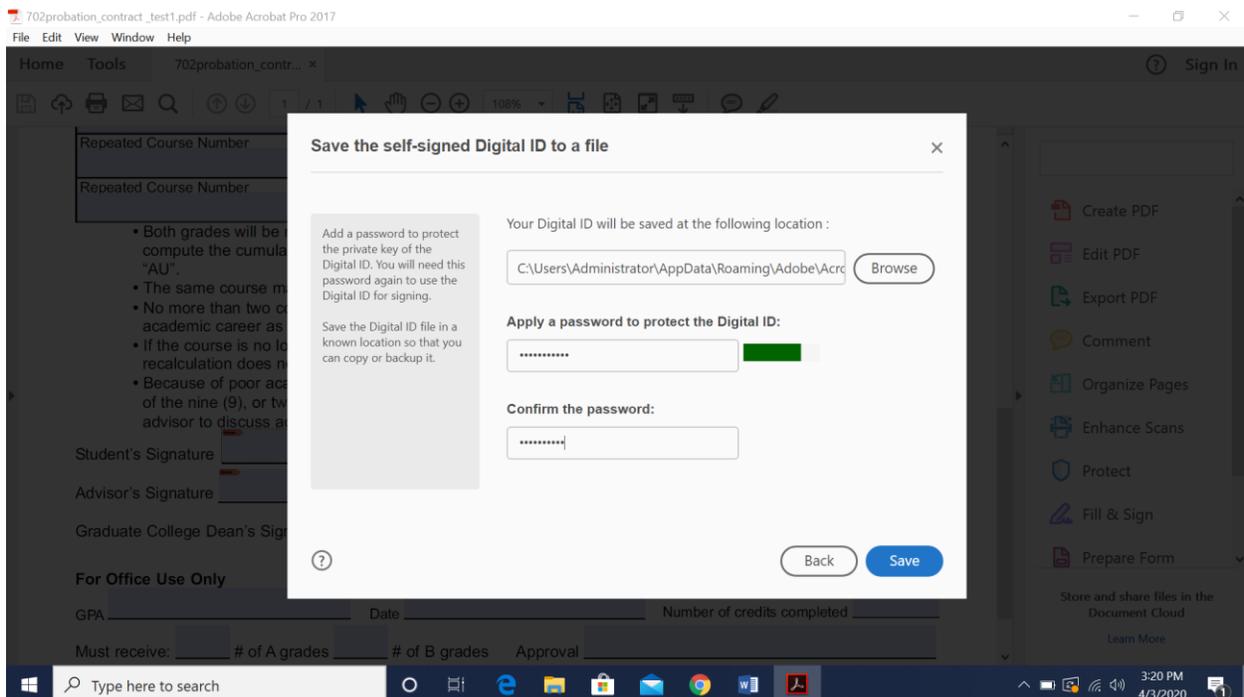
Step 4: Select "Save to File" option and click on continue



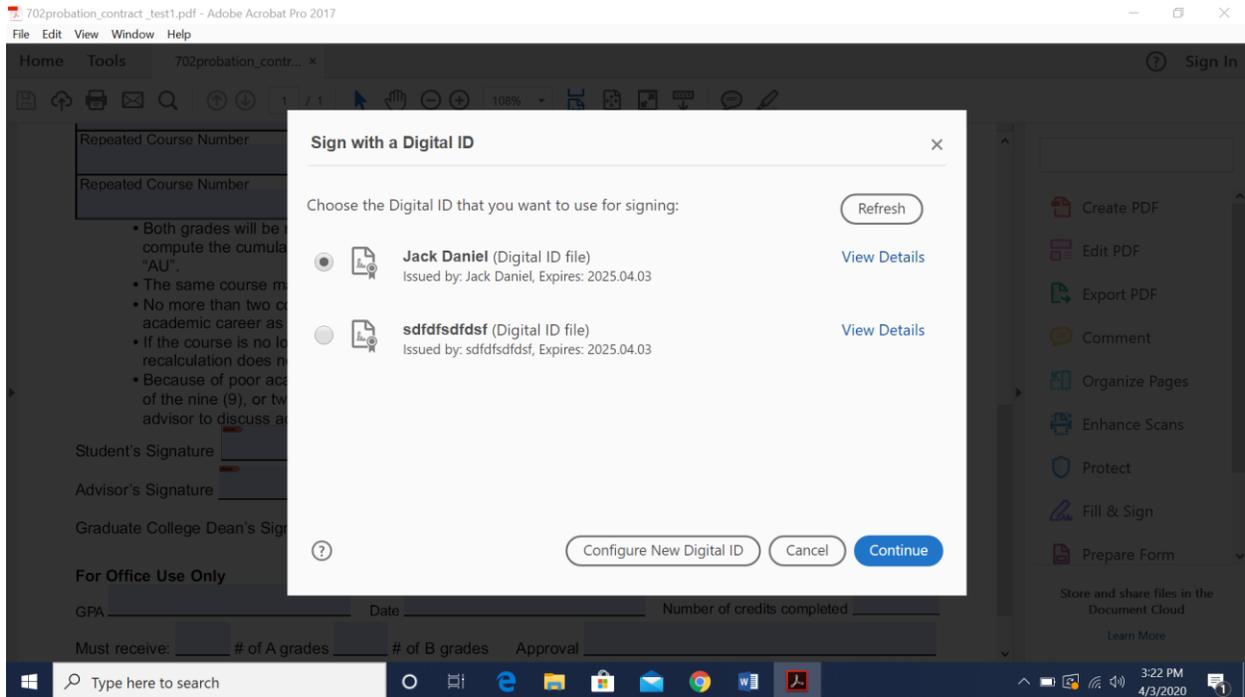
Step 5: Enter your “name” and “Email Address”. Rest all fields remains same.



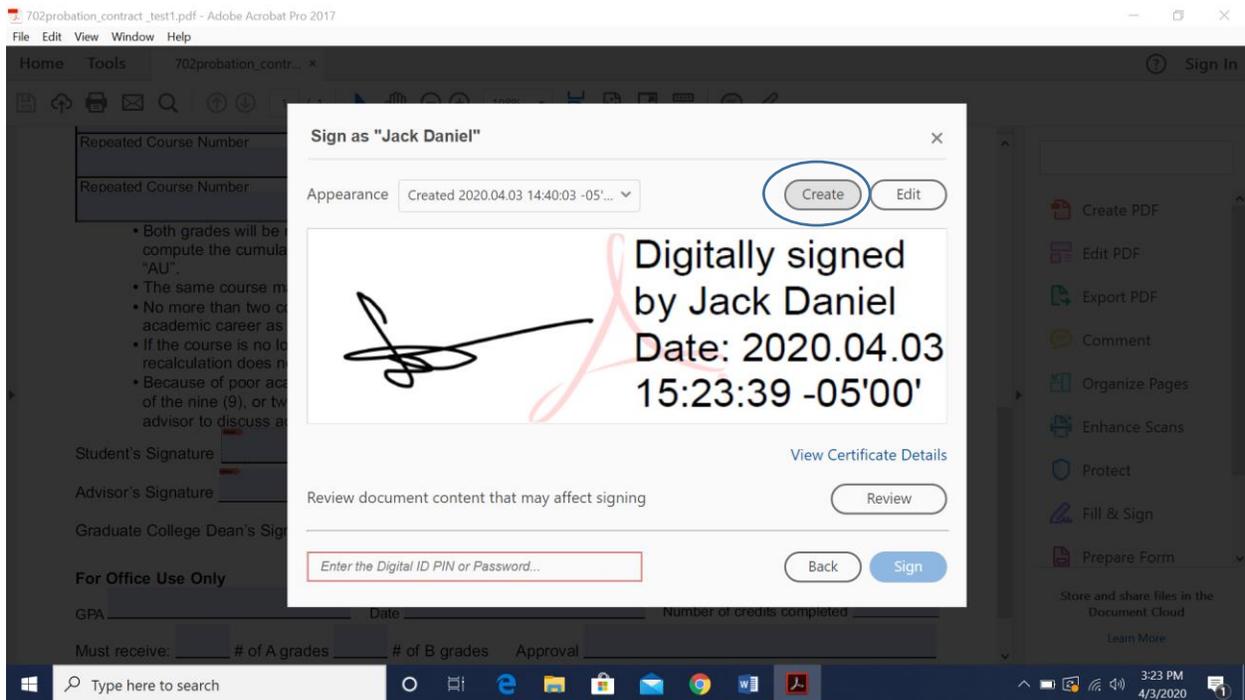
Step 6: Type a new password in “Apply a password to protect the digital id” and retype the password in “confirm the password” section field”. Click on Save



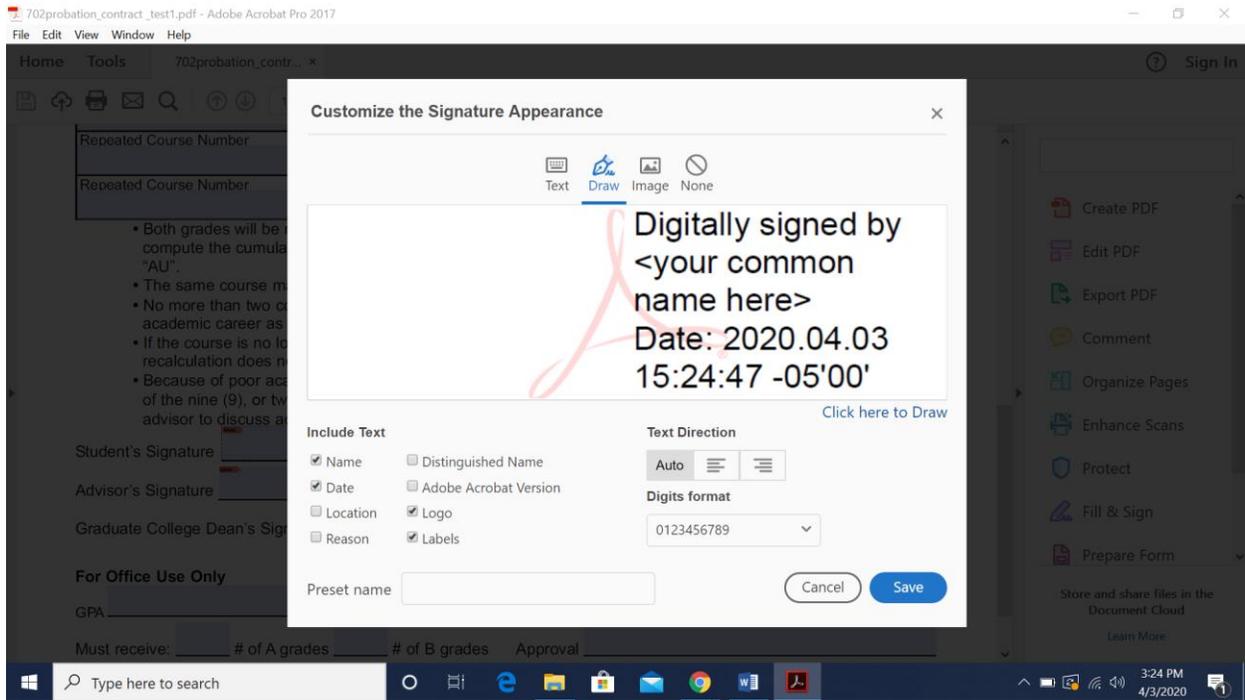
Step 7: Once saved, you could see the below screen. Choose the name that you just created and click on continue.



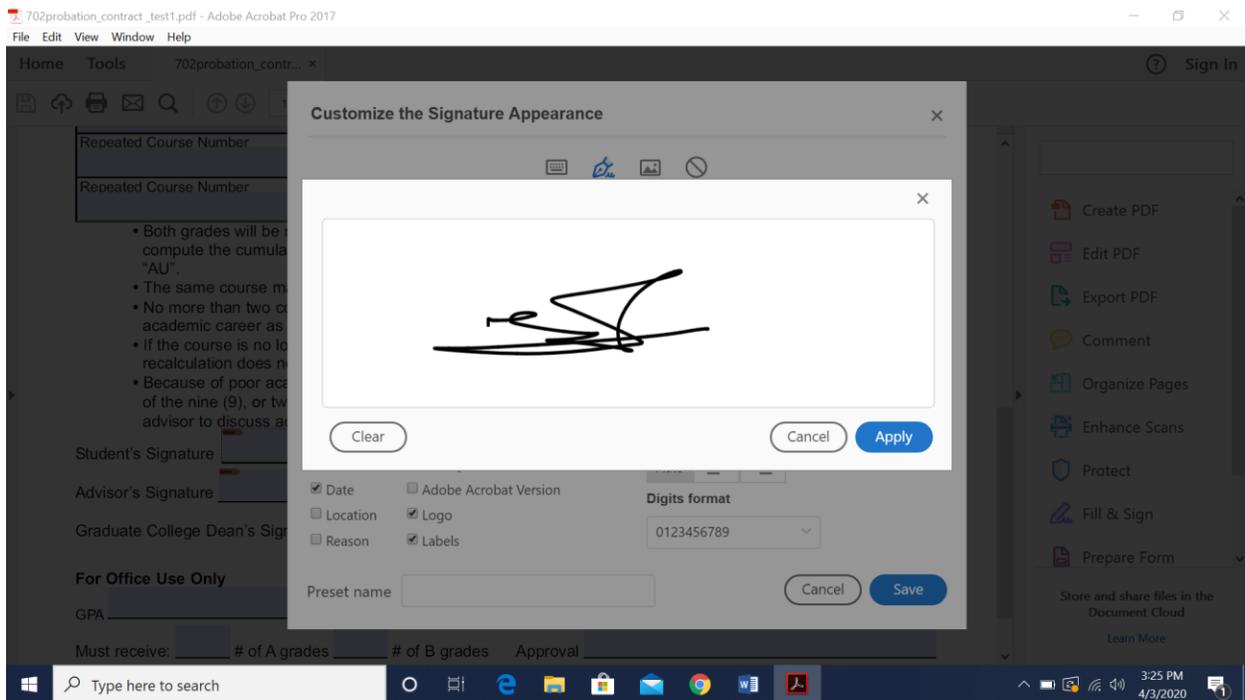
Step 8: Click on create(circled) as shown below.



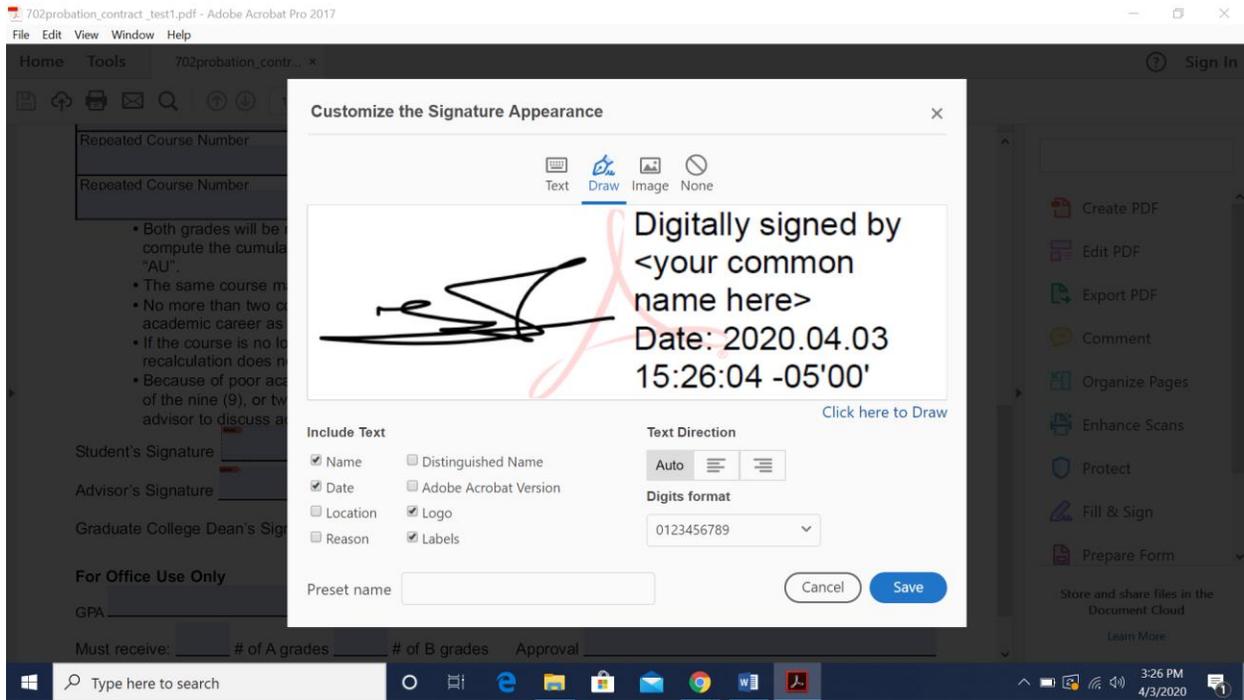
Step 9: Click on Draw



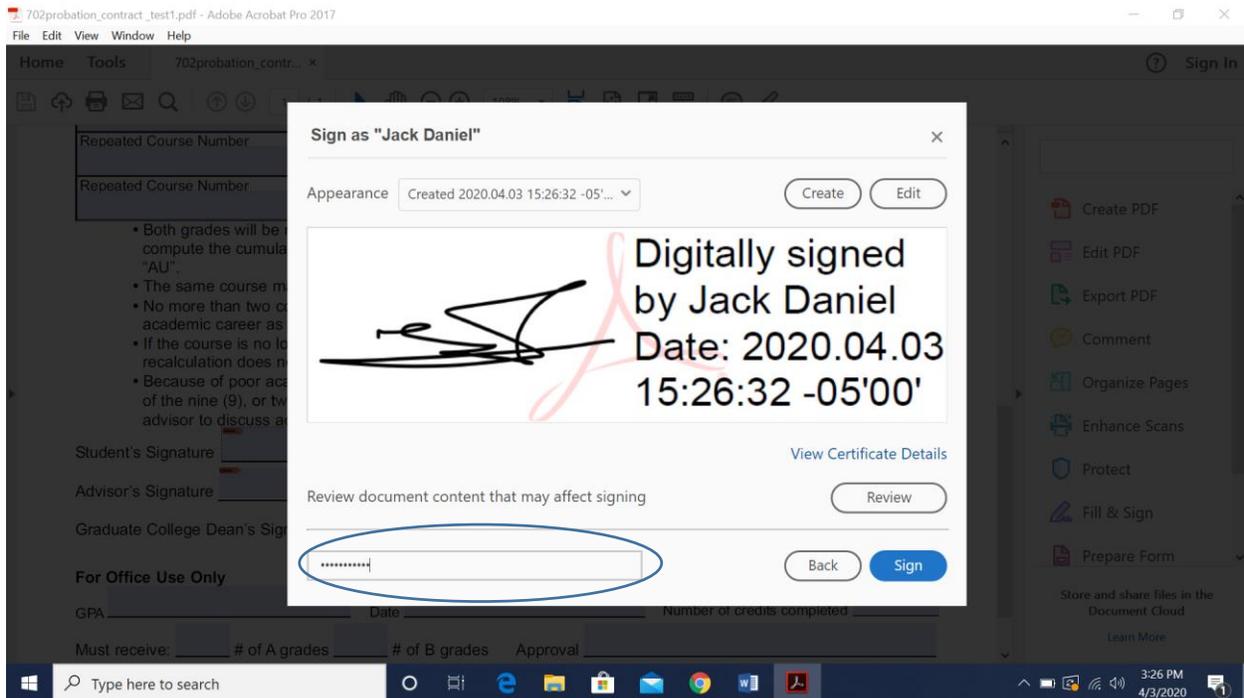
Step 10: Draw the signature and click on apply.



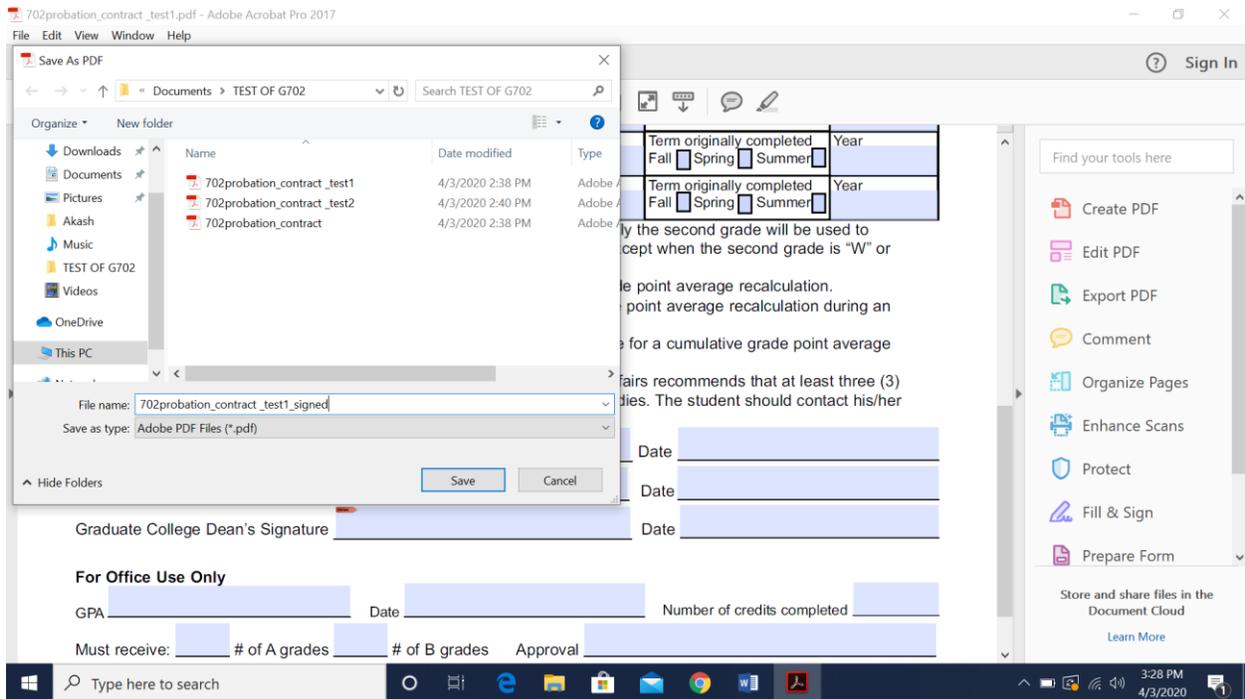
Step 11: Click on save.



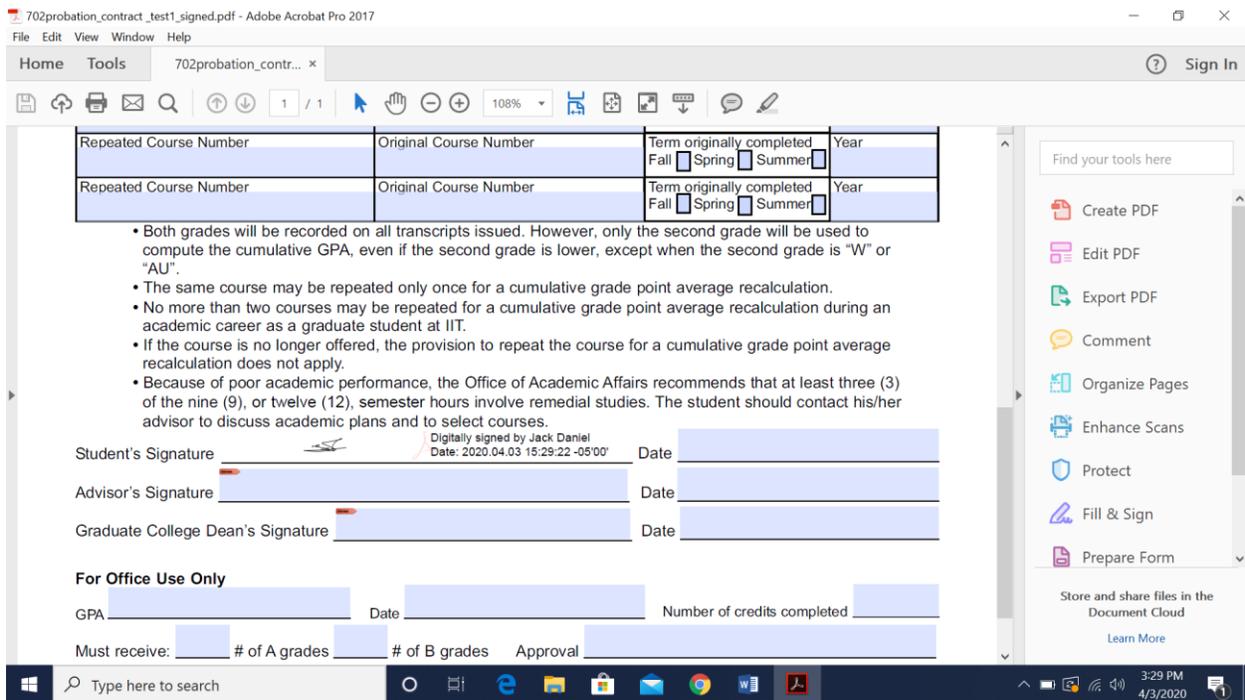
Step 12: Enter the password (that you created) in the circled tab and click on sign



Step 13: It will ask to save the document. Enter a new file name and click on save

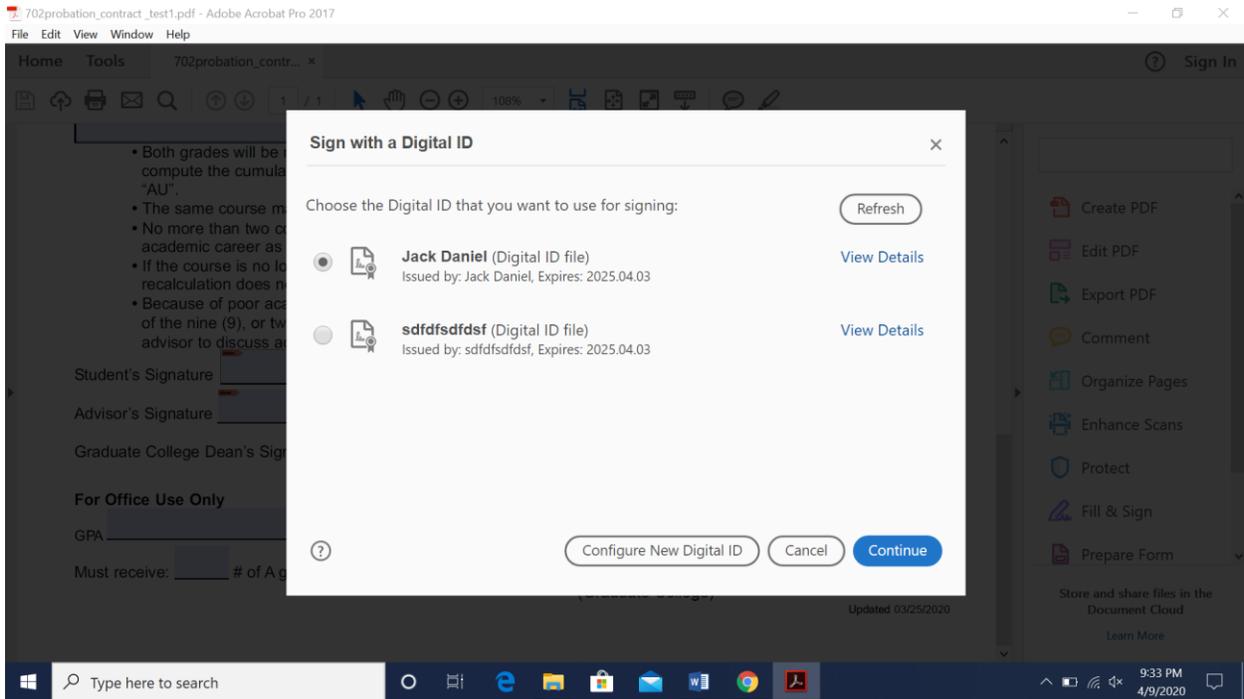


Step 14: Once saved, the signature is added. It looks like below



The above steps have to be performed only for the first time. Once the signature is set up and saved, we just need to choose the signature.

Next time, when you click on any of the forms and click on the signature field, the below screen appears. Choose the signature and click on continue.



Enter the password that was setup for the signature and click on sign.

