



Inserting e-Signatures for the first time

1. Click your cursor in the signature box.

Note: the signature is assigned to the computer being used. If an e-Signature has been created by someone else using this computer, a new e-Signature will need to be created specific to the current user.

The screenshot shows a form with three main sections. The first section is titled "Section II: (1) Reason for Refund (receipt must be submitted with this form)" and contains a large, empty light blue rectangular area. Below this is a signature box labeled "(2) Requestor Signature / Date", which is highlighted with a red arrow. The third section is titled "Section III: Office Use Only" and contains three columns of input fields labeled "(1) Cost Center", "(2) Revenue GL", and "(3) Amount".

First time users will be directed to create a new signature.

2. Select the last option – **Create a new Digital ID.**

The screenshot shows a dialog box titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a text box explaining that a Digital ID is required for a digital signature and that the most secure ones are issued by trusted authorities. Below this, it states that users can also create a new Digital ID, but it provides a low level of identity assurance. On the right, under the heading "Select the type of Digital ID:", there are three radio button options: "Use a Signature Creation Device" (with a smart card icon), "Use a Digital ID from a file" (with a document icon), and "Create a new Digital ID" (with a plus sign icon). The "Create a new Digital ID" option is selected, indicated by a blue dot. At the bottom of the dialog, there are "Cancel" and "Continue" buttons. A red arrow points from the instruction above to the "Create a new Digital ID" option.

Click Continue



Oklahoma City Public Schools

Inserting e-Signatures

3. Select the last option – **Save to Windows Certificate Store.**

This option allows Windows to certify this signature on this computer. The e-Signature can be shared on other programs loaded on the computer.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Click Continue

4. Complete the required fields (highlighted in red below)

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Barbara Banks
Organizational Unit	Financial Services
Organization Name	Oklahoma City Public Schools
Email Address	blbanks1@okcps.org
Country/Region	US - UNITED STATES
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Save

Leave the final 3 fields as they appear and click Save.



Oklahoma City Public Schools

Inserting e-Signatures

Sign as "Barbara Banks" ×

Appearance Standard Text ▼ Create

Barbara Banks Digitally signed by Barbara Banks
Date: 2020.04.16 07:59:48 -05'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

Click **Sign**.

The prompt to save the signed document will appear. Complete saving.

Barbara Banks Digitally signed by Barbara Banks
Date: 2020.04.16 08:02:01 -05'00'

(?) Requestor Signature / Date

Section III: Office Use Only

The document will now be saved with the e-Signature in place.

Congratulations! You have now completed creating an e-Signature! Signing future documents with e-Signatures is simple.

Just click in the signature field and follow the prompts to insert and save.

The document is saved and ready to be submitted.