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How to create a digital Signature:

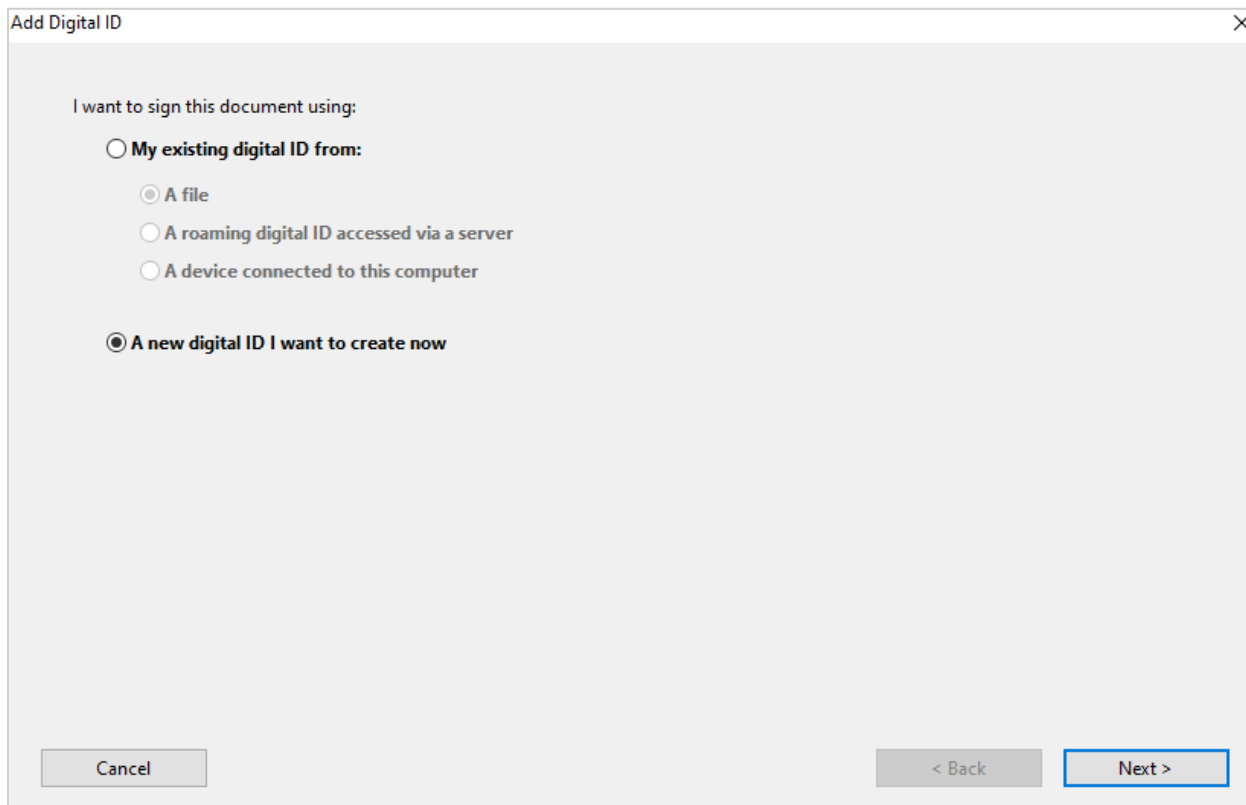
1. Click inside the Digital Signature Box

A screenshot of a digital signature box. It consists of two light blue rectangular fields. The left field is larger and contains the text "Signature of Permit/License Holder (Click to sign)". The right field is smaller and empty. Below these fields, the text "Signature of Permit/License Holder -- Date of Signature" is displayed.

Signature of Permit/License Holder (Click to sign)

Signature of Permit/License Holder -- Date of Signature

2. Click on the 2nd radio button. Click Next.

A screenshot of a dialog box titled "Add Digital ID". It contains the text "I want to sign this document using:" followed by two radio button options. The first option is "My existing digital ID from:" with three sub-options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer". The second option is "A new digital ID I want to create now", which is selected. At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Add Digital ID

I want to sign this document using:

☐ My existing digital ID from:

- ☐ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer

☒ A new digital ID I want to create now

Cancel < Back Next >



3. Click on the 1st radio button. Click Next.

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

4. Click Enter your information as you want to show on the digital signature. Click Next.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use digital ID for:

Cancel < Back Next >



5. Enter a password for your signature file. Click Sign.

A screenshot of the "Sign Document" dialog box. The "Sign As:" field shows "MyName (MyName) 2026.03.26". The "Password:" field is masked with asterisks. The "Certificate Issuer:" is "MyName". The "Appearance:" is set to "Standard Text". A preview shows the text "MyName" with a red signature line and a digital signature block: "Digitally signed by MyName DN: cn=MyName, o, ou, email=info@winonah.net, c=US Date: 2021.03.26 14:26:30 -05'00'". There are checkboxes for "Lock Document After Signing" and "Click Review to see if document content may affect signing". Buttons for "Sign", "Cancel", "Info...", and "Review..." are present.

6. Navigate to a location you want to save your file. Click Save.

A screenshot of the "Save As" dialog box. The location is "This PC > Downloads". The file list shows several PDF files. The "File name:" field contains "Permit-Extension-Request-Pending-IssuedPermit3262021.pdf". The "Save as type:" is "Adobe PDF Files (*.pdf)". Buttons for "Save" and "Cancel" are at the bottom right.



7. Voila. You just created your first digital signature.

A screenshot of a digital signature on a form. The signature "MyName" is written in a large, stylized font. To its right, the following text is displayed: "Digitally signed by MyName", "DN: cn=MyName, o, ou,", "email=info@winonah.net, c=US", and "Date: 2021.03.26 14:27:56 -05'00'". Below the signature and the digital information, the text "Signature of Permit/License Holder -- Date of Signature" is printed. The entire signature area is enclosed in a light blue rectangular box with a red border on the top and left sides.

How to submit this form electronically on our website:

Internet Explorer users: Simply fill out all the required fields and sign it digitally. Click on the **Email it to DDS** button on top of the page.

Google Chrome users: You cannot submit (Email) forms in Chrome. You will have to download this document, right click on it, and open it in your copy of Acrobat or Reader DC. fill out all the required fields and sign it digitally. Click on the **Email it to DDS** button on top of the page.

Do it somewhat Manually

1. Download the form
2. fill it out
3. sign it
4. scan and email it to ePermitJC_Building@jccal.org.