How to create a digital Signature:

1. Click inside the Digital Signature Box

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

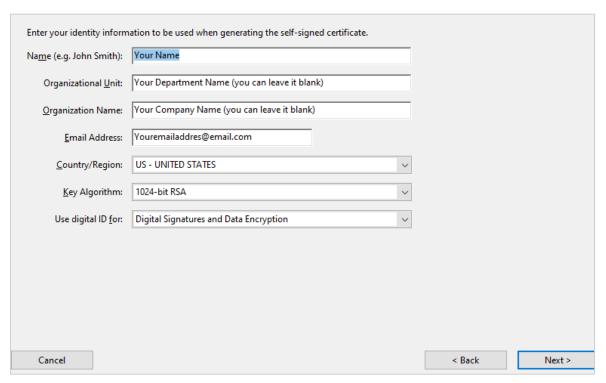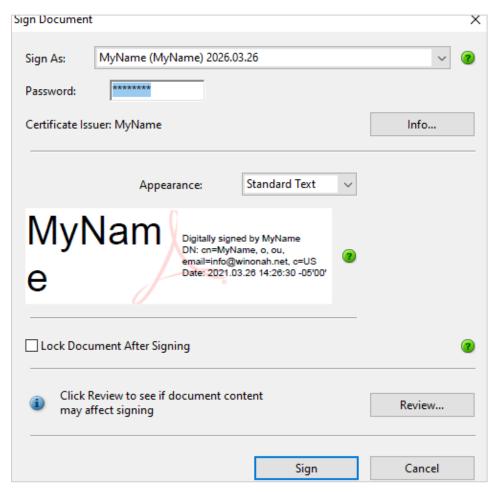3. Click on the 1st radio button. Click Next.

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): Your Name

Organizational Unit: Your Department Name (you can leave it blank)

Organization Name: Your Company Name (you can leave it blank)

Email Address: Youremailaddres@email.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption
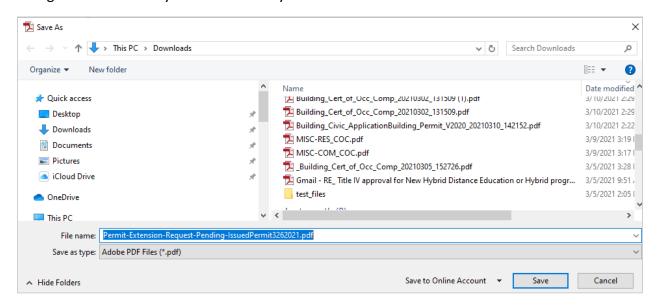
Cancel   < Back   Next >

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

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

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

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.