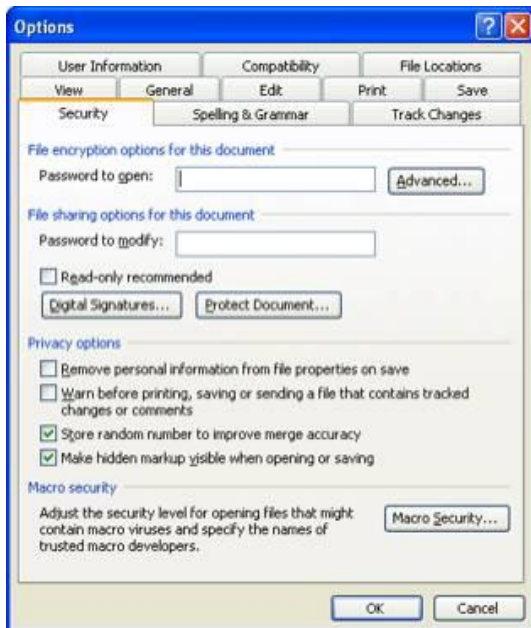


## MS Word 2003 - Digital Signing Instructions

1. Before signing the document make sure the MS Word 2003 Document is Saved in a valid format.
2. In the “Tools” menu select “Options...” and select the “Security” tab in the resulting window. You will see the following.



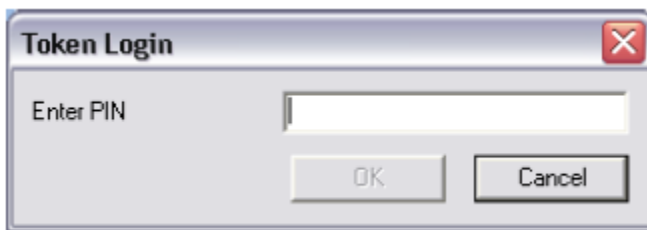
3. Select “Digital Signatures...” to display the following window



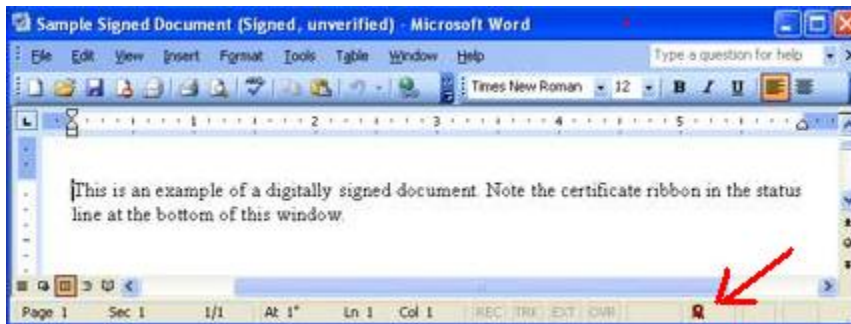
- Click the “Add...” button and select the certificate you want to use to sign the Word document



- It will request for the PIN number. Enter the PIN provided to you.



- Once the document is signed properly, the ICON should appear as below.



7. To view the Certificate information, click on the icon mentioned in number “6” and Select View Certificate option.

