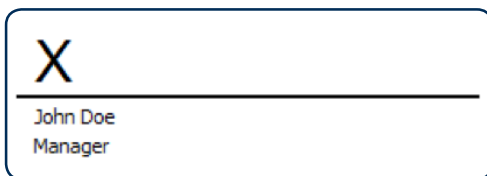# How to Digitally Sign a Microsoft® Word Document

Digitally signing a Microsoft Word document is quite simple. When you receive a form that requires signing:

1. Complete the form as needed.

2. Locate the **"Signing Box"** as shown below:

3. To begin **"Signing"**, simply double-click on the **"Signing Line"**. This will open the **"Sign Dialog Box"**.

4. In the **"Sign Dialog Box"**, type your name on the line marked by the **"X"**.

5. Confirm that the correct certificate is selected in the box **"Signing As"**.

   If the wrong certificate is selected, click **"Change"**. It will let you choose from a list of your certificates. If you only have one certificate, then the correct one should already be selected.

6. Click the **"Sign"** button that is now active at the bottom of the window.

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