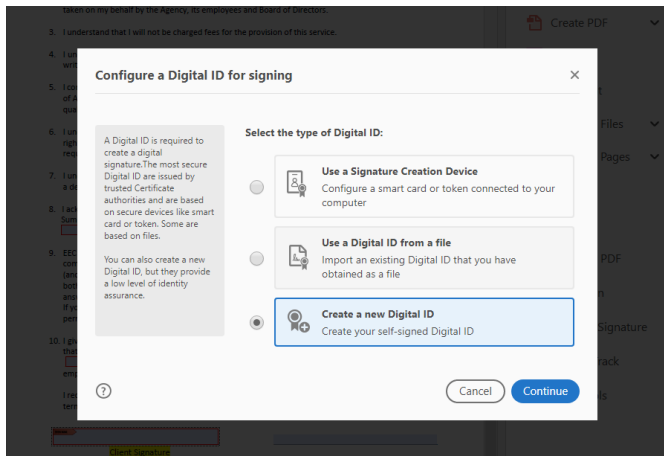


**PLEASE READ THROUGH THE ENTIRE GUIDE BEFORE ATTEMPTING TO FILL OUT THE AUTHORIZATION FORM**

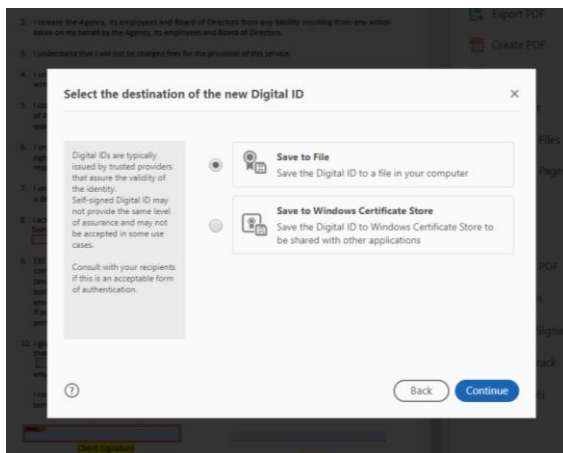
(You may need to click enable editing at the top of this window to see this document in full)

To create your digital signature:

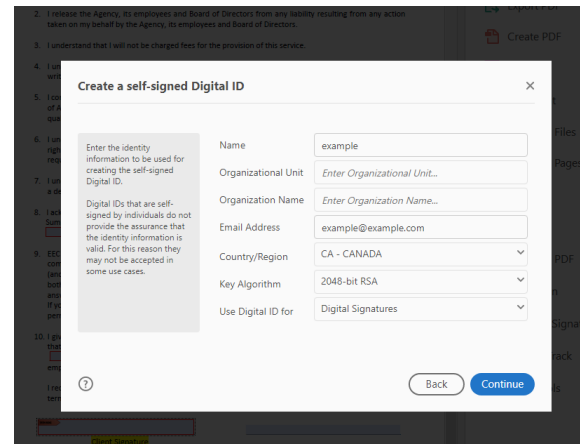
1. Click Client Signature Box and choose Configure Digital ID.
2. Then choose the last option in the pop up – Create a new Digital ID



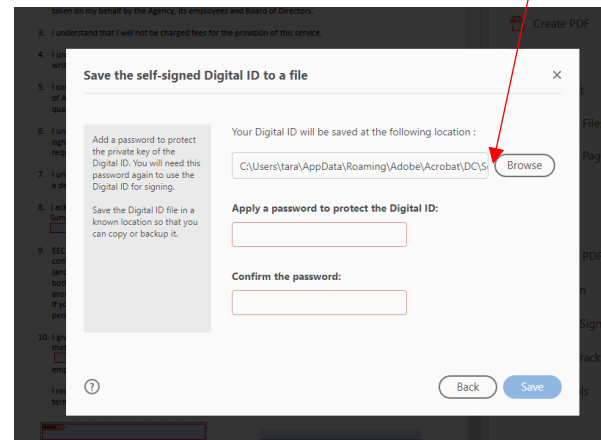
3. Choose 'Save to File;'



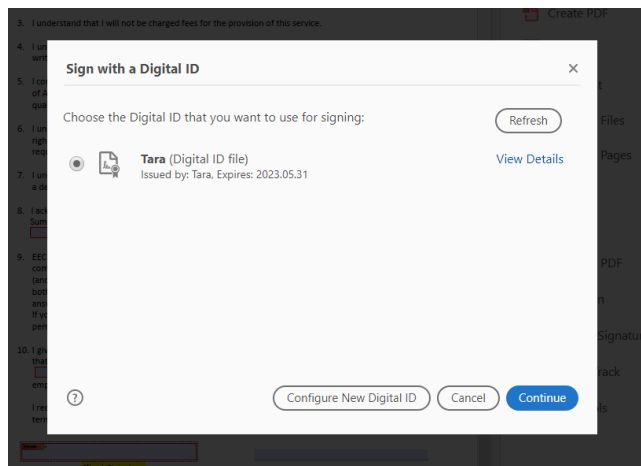
4. Fill in ALL REQUIRED FIELDS: Name, Email Address, and Choose your country from the drop list – LEAVE ALL OTHER FIELDS THEY ARE



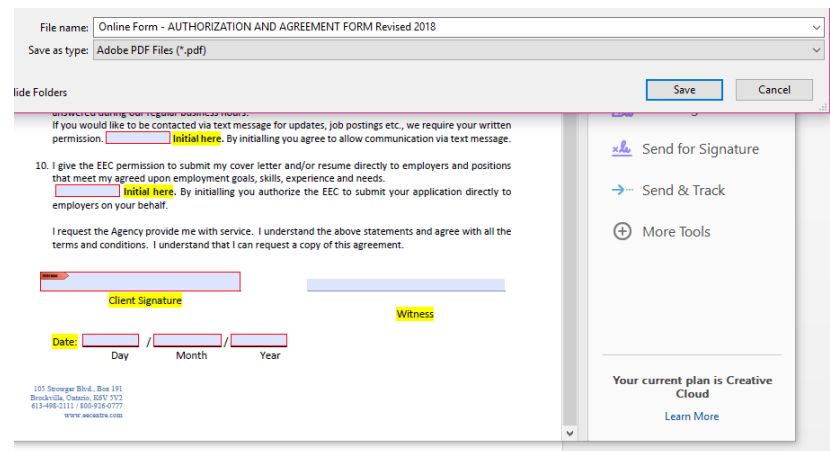
5. Choose a place to save your Signature (If you are using a public computer choose the desktop and REMEMBER TO DELETE THE FILE ONCE YOUR FORM IS COMPLETED AND SUBMITTED) and enter a password (Write it down if you are concerned about remembering it as you will need to enter in in a moment)



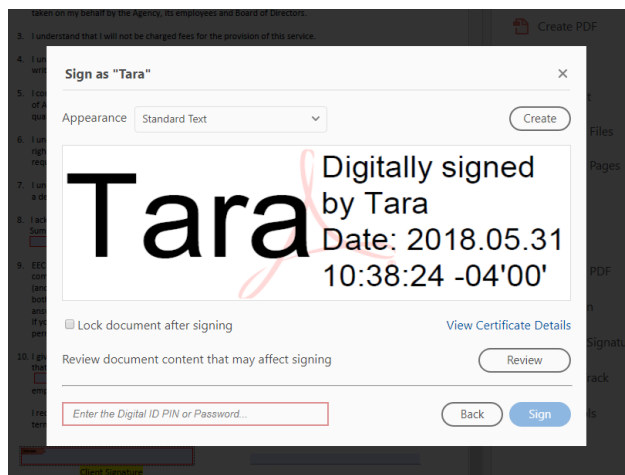
6. Click continue:



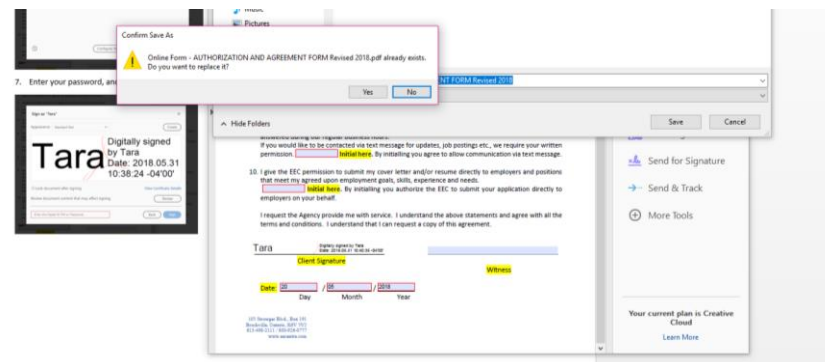
8. Choose a place to save the now signed document – AGAIN REMEMBER TO DELETE THIS IF YOU ARE USING A PUBLIC COMPUTER



7. Enter your password, and click sign:



9. The form now has your Digital Signature; proceed with filling in the correct date and save the document once more to the same location once it is filled in by choosing File – Save As – Select the location (Desktop is ideal) – and choose YES to save over existing file.



10. Email this form and the Authorization form TOGETHER IN ONE EMAIL WITH YOUR NAME AND PHONE NUMBER to [amber@eecentre.com](mailto:amber@eecentre.com)

