1. Click in the employee signature box and an option to create a digital signature will appear, click continue.
Configure a Digital ID for signing

Select the type of Digital ID:

- Use a Signature Creation Device
  Configure a smart card or token connected to your computer

- Use a Digital ID from a file
  Import an existing Digital ID that you have obtained as a file

- Create a new Digital ID
  Create your self-signed Digital ID

Select the destination of the new Digital ID

- Save to File
  Save the Digital ID to a file in your computer

- Save to Apple Keychain
  Save the Digital ID to Apple Keychain to be shared with other applications
Create a self-signed Digital ID

4.

Save the self-signed Digital ID to a file

5.
6. Your name will appear here.

7. Sign as
   
   Your name will appear here.
   
   Digitally signed by
   
   Date: 2019.04.08
   
   The password your created goes here