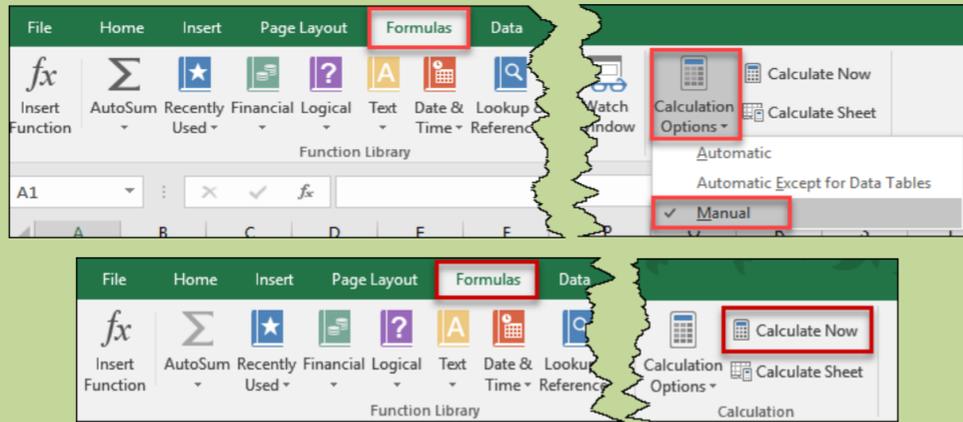
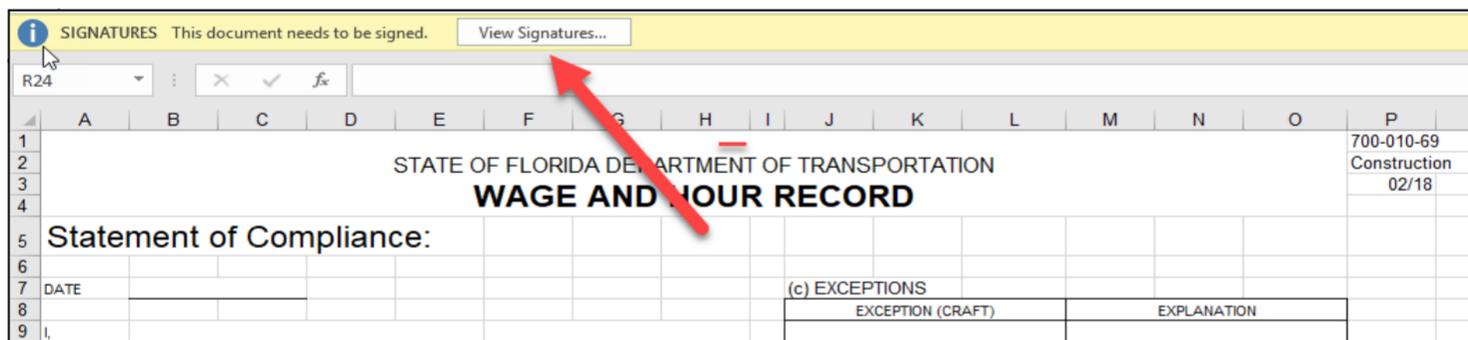


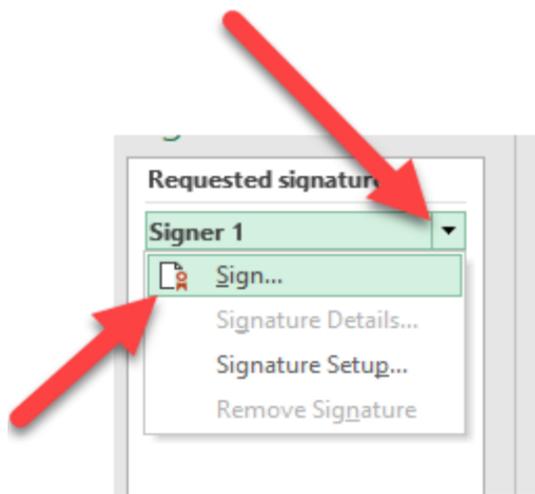
Prior to applying your digital signature in Excel, ensure Calculation Options are set to *Manual*, then click *Calculate Now*.



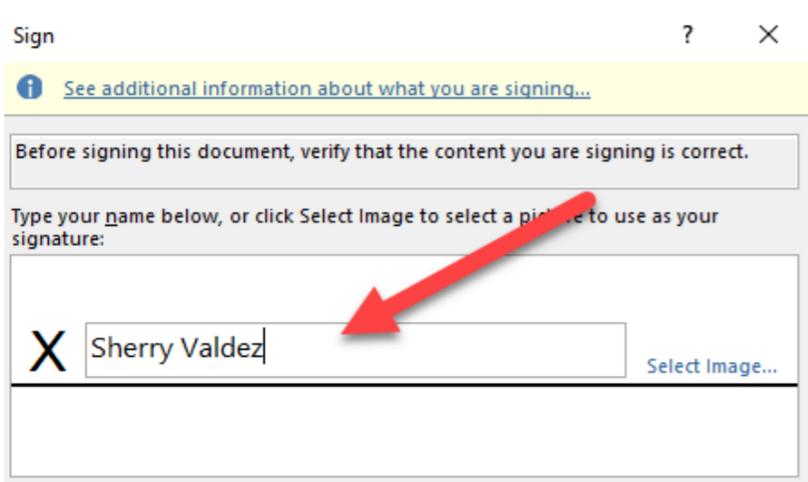
1. Save document.
2. Select the "View Signatures" button in the "Yellow ribbon" above.

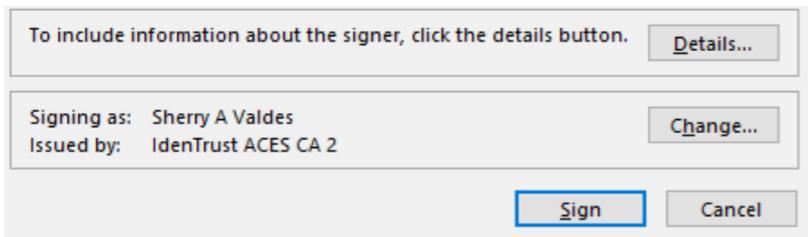


3. The "Signatures" window will open. Select "Signer 1". Then click on the drop arrow and select "Sign..."

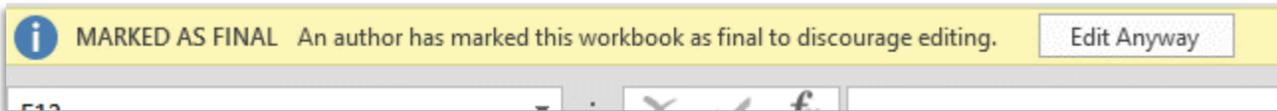


5. Enter the name of the signatory.  
Optional: Select "Details..." to enter contact information (i.e., address).  
Select "Sign" to finalize digital signature.



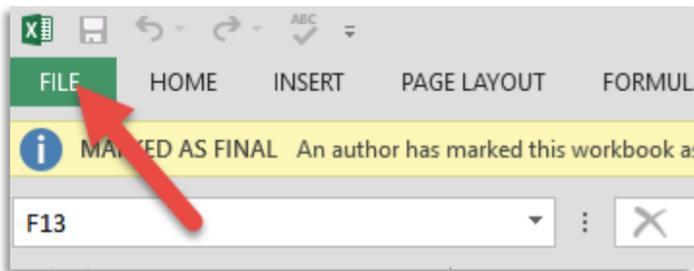


6. Notice that any edits done to the document after it has been digitally signed will invalidate the signature certificate. The document will have to be created and signed again.

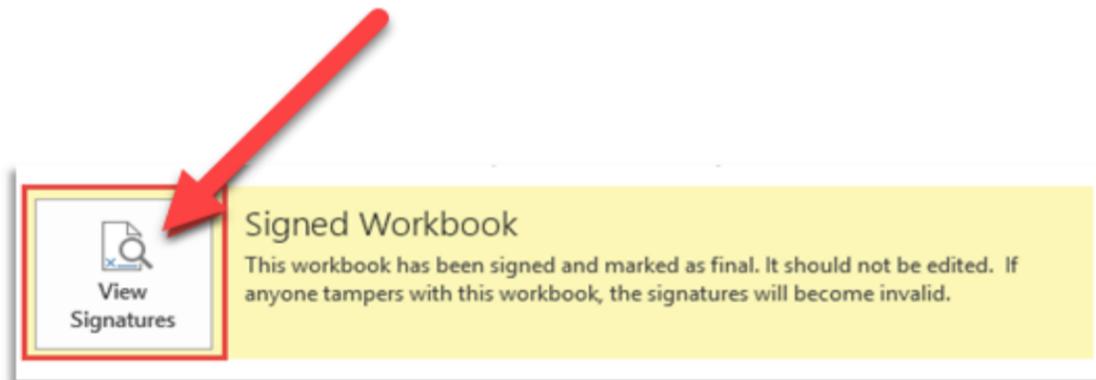


7. View/access the signature after document has been digitally signed:

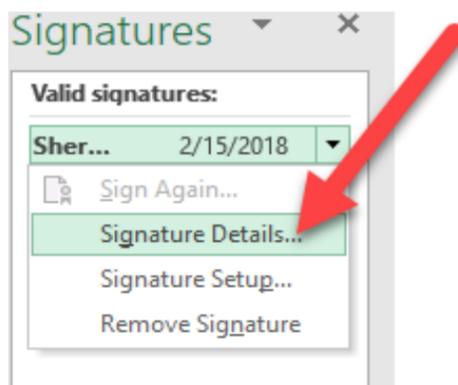
- a. Select "File".



- b. Select "View Signatures".



- c. Select the drop down arrow and select "Signature Details..."



**Note:**

If emailing this file, **do not** use the "Share" option in Excel. This will remove the digital signature/certificate. Instead, attach the digitally signed file to an email.