Using Digital Signatures in the PTA Bylaws Template

1. Open the Local Unit Bylaws Template Electronic Form

![PTA (PTSA) Bylaws template with digital signature fields highlighted.](image)
2. Click on the appropriate box, either President or Secretary, depending on your position.
3. If you already have a digital signature, you may see the following screen
4. If you need to create a new digital signature, select the drop down box next to “Sign As” and click on “New ID”.
5. If you have not created a digital signature before or you are creating a new ID you should see the following screen.
6. Make sure to select “A new digital ID I want to create now” and then click on “Next”
7. Ensure that new PKCS#12 digital ID file is selected and click “Next”
8. Complete the form as appropriate and click on “Next”
9. Ensure you have a location to save your digital signature and select a password. Then click “Finish”. 
10. Type in your password and click “Sign”.
11. Select a location on your computer to save your final and signed document and then click “Save”.