## How to access an existing E-Signature

**Step One**: After clicking on the E-Signature field within the appraisal, click on "My existing digital ID form" and select "A file."

Add Digital ID	23
I want to sign this document using: My existing digital ID from: A file A roaming digital ID accessed via a server A device connected to this computer	
A new digital ID I want to create now	
Cancel Sack Next	>

**Step Two**: Select "Browse" in order to look for your E-Signature.

Digital ID	x
Browse for a digital ID file. Digital ID files are password pro order to be opened.	stected and require your password in
File Name:	
C:\Users\bmq851\AppData\Roaming\Adobe\Acrobat\11	.0\Security\HectorGu Browse
Password:	
	1. Browse your computer for
2. Enter your password	your E-Signature
Cancel	< Back Next >

**Step Three**: Clicking "Browse" will prompt "Add digital ID" window to appear (see, screen below). Select your digital ID then click "Finish."

Name	Issuer	Expires
Hector Guerrero	Hector Guerrero	2022.04.18 16:19:57 Z

Step Four: Enter your password & sign.

Sign As: Hector Guerrer	ro (Hector Guerr	ero) 2022.04.18	•
Password:		1. Passwor	ď
Certificate Issuer: Hector Guerrero		Inf	o
		Standard Text	
	Appearance	L	
Hector	Digitally signed by Hector Guerrero DN: cn=Hector Guerrero, o=HR,		
Guerrer	odu=HR, email=hecto edu, c=US Date: 2017.0	or.guerrero01@utrgv. )4.21 08:37:33 -05'00'	۷
<ul> <li>Click Review to see may affect signing</li> </ul>	if document co	ntent Revi	iew

Need help? Contact an HR Business Partner at 956-665-2451.