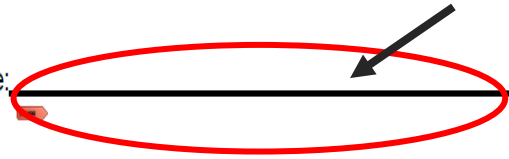


## How to Change Digital Signature

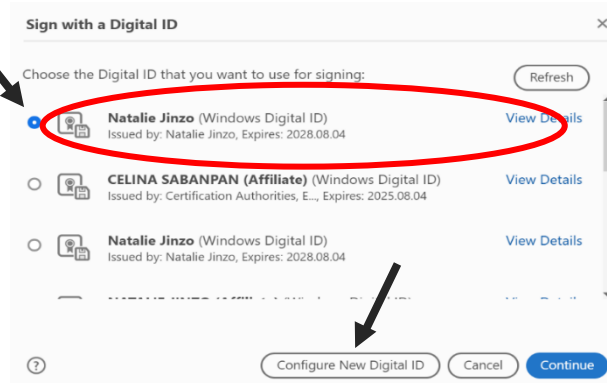
Step 1: Click on the Signature line



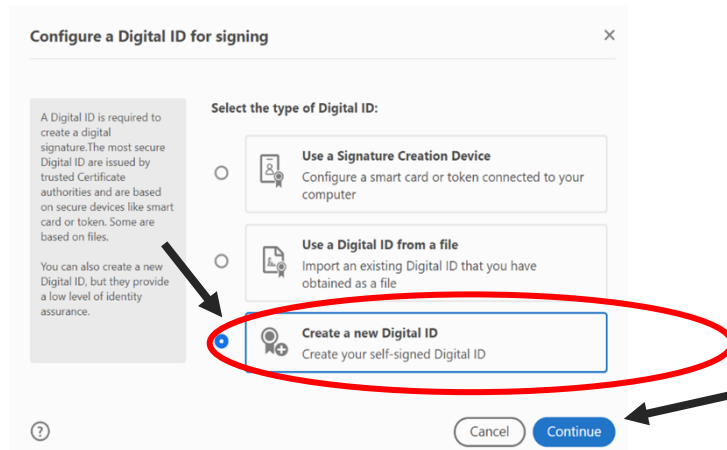
17a. Applicant's Signature:



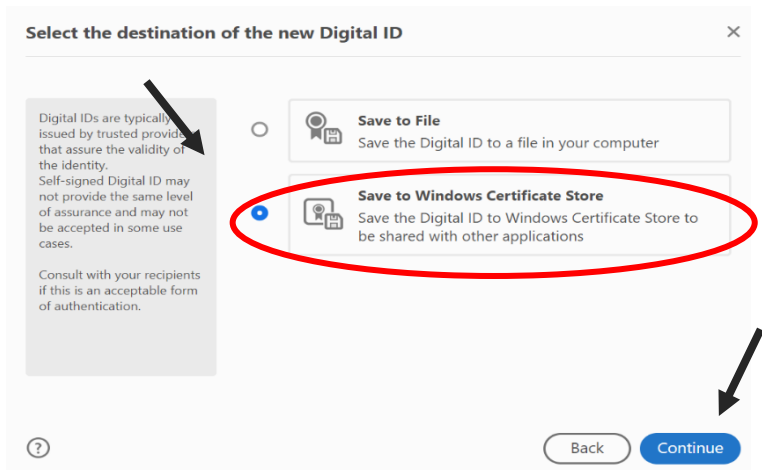
Step 2: Select your name and click "Configure New Digital Signature"



Step 3: Select "Create a new Digital ID" and click "Continue"



Step 4: Select "Save to Windows Certificate Store" and click "Continue"



Step 5: Next to "Name" type in your first, middle and last name and then next to "Email Address" type in your email address and press "Save"

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Natalie Monet Jinzo

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: nmjinzo@sandia.gov

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Save

Step 6: Select the new signature name you created and click "Continue"

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Refresh

- Natalie Monet Jinzo (Windows Digital ID)**  
Issued by: Natalie Monet Jinzo, Expires: 2028.08.04 [View Details](#)
- CELINA SABANPAN (Affiliate) (Windows Digital ID)**  
Issued by: Certification Authorities, E..., Expires: 2025.08.04 [View Details](#)
- Natalie Jinzo (Windows Digital ID)**  
Issued by: Natalie Jinzo, Expires: 2028.08.04 [View Details](#)

Configure New Digital ID Cancel Continue

Step 7: Click "Sign"

Sign as "Natalie Monet Jinzo"

Appearance: Natalie Monet Jinzo

Create Edit

**Natalie Monet Jinzo** Digitally signed by Natalie Monet Jinzo  
Date: 2023.08.04 09:33:37 -06'00'

[View Certificate Details](#)

Review document content that may affect signing

Review

Back Sign

Step 8: Save your document and your new digital signature will appear

17a. Applicant's Signature: Natalie Monet Jinzo Digitally signed by Natalie Monet Jinzo Date: 2023.08.04 09:35:02 -06'00'

**UPIV Contact Info:**  
**Helpline 505-284-8000**  
**Email: [upiv@sandia.gov](mailto:upiv@sandia.gov)**

**All Done!**