

## Transcript of Video

### **How a Petition Signer Completes an Electronic Petition:**

Hello. This video will demonstrate how a petition signer is to complete their section on an electronic petition.

A petition signer can complete their section by filling in their information utilizing a digital signature.

If you do not have a digital signature, follow these simple steps to create one:

- Click in the signature line field of the electronic petition
- Next you will Click Configure New Digital ID
- Select Create a new Digital ID
- Select Save to File
- Complete your name and email address
- Click on the browse tab to select where you would like to save your signature.
- Create and confirm a password
- Click the save tab

Now that you have created your digital signature, you can digitally sign the petition by following these steps:

- Click continue
- Enter password
- Click Sign
- Save petition to your desktop

After the petition has been signed and saved, please return it to the candidate.

If filling out a petition electronically is not an option, you can print it out, complete your information and send back to the candidate.

Thank you for watching our video.