

## **Attachment B**

### **Instructions to Apply the Electronic Digital Signature in PHIS**

#### **Supplemental Document (LHC or other required documents requiring FSIS signature)**

1. If the applicant attached required supplemental documents, the Supplemental Document link will be blue. Click Supplemental Document.
2. Click Open on the alert pop-up bar and the PDF of the supplemental document(s) opens.
3. Save the file on your computer with the name of the file being the seven-digit export certificate number and include an additional identifier such as LHC or SUP, e.g. 0000016LHC or 0001234SUP. The saved file will then appear as 0000016LHC.pdf, 0001234SUP.pdf.
4. If not already open, open the saved file and select the Tools tab in the upper left corner.
5. Scroll down to the Forms and Signatures section and select Certificates.
6. Select the Digitally Sign link in the upper left center part of the page.
7. Your mouse pointer will look like a plus sign with a dot in the center. Scroll down to the signature area and left click the mouse to draw a signature box where you intend to apply the digital signature. A light-colored box will outline the area where the signature will appear. If you make a mistake on the size or location of the box, click the cancel button and redraw the box.
8. If not pre-selected, click the radio button corresponding with your LincPass and click Continue.
9. Click Create.
10. In the Include Text section in the bottom half of the pop window, ensure that only the Distinguished Name box is checked. Click any other pre-checked boxes to remove the checkmark.
11. Click Save.
12. A new window opens previewing what your signature will look like. Click Sign.
13. A new window opens for you to save the document again. Use the exact same file name that was used when you save the initial PDF. An alert will open notifying you that the file already exists and asking you to replace the existing file. Click Yes.
14. A new window opens for you to enter your LincPass PIN. Enter the PIN and click OK.
15. The digital signature is now applied to the selected area of the supplemental document.
16. If additional signatures are required within the PDF document (e.g. multiple signatures on one letterhead or multiple LHCs), repeat steps 4-15 as necessary to apply the additional digital signature(s) throughout.
17. Once all supplemental forms are digitally signed, print a single copy of the signed document(s) onto standard white copy paper.