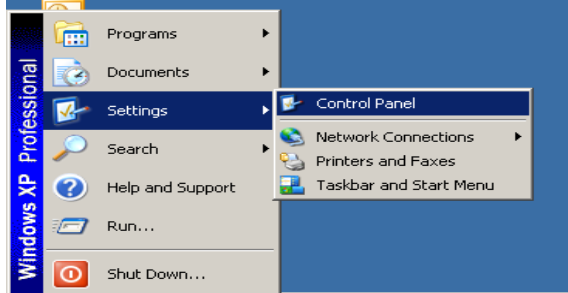


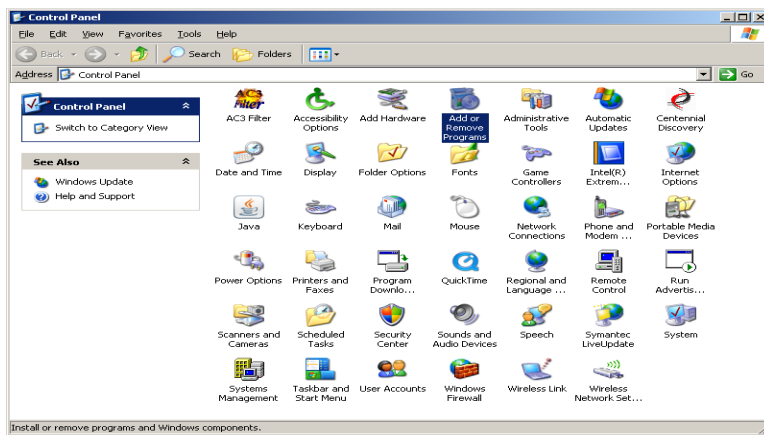
# ApproveIt Desktop Digital Signature Configuration

Ensure that the latest DoD Root Certificates are installed by visiting: <http://militarycac.com/dodcerts.htm> and following the instructions on the page.

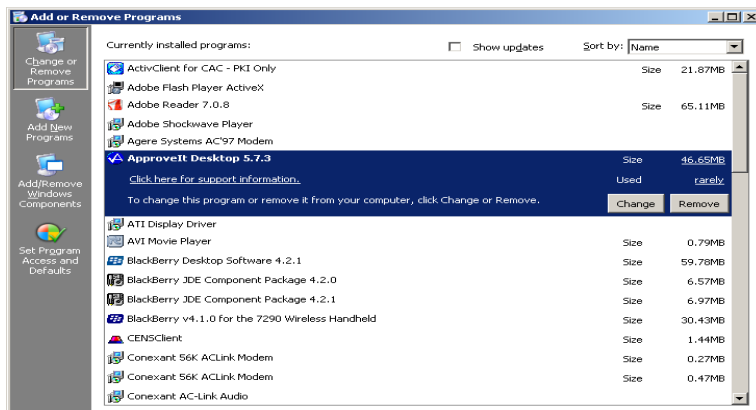
(Under the Administrator Account Perform the Following)



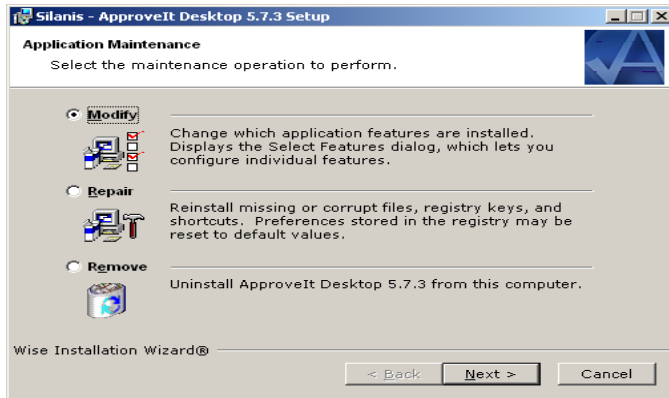
1. Open settings on the Start Menu, then select Control Panel.



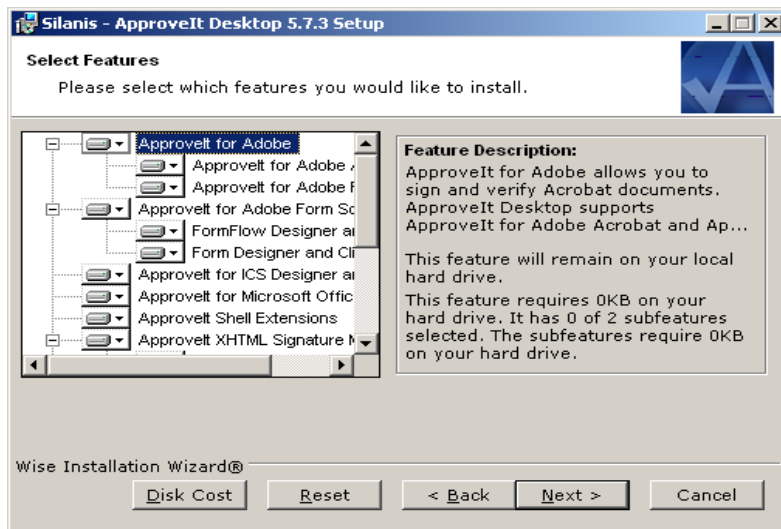
2. Double Click Add or Remove Programs.



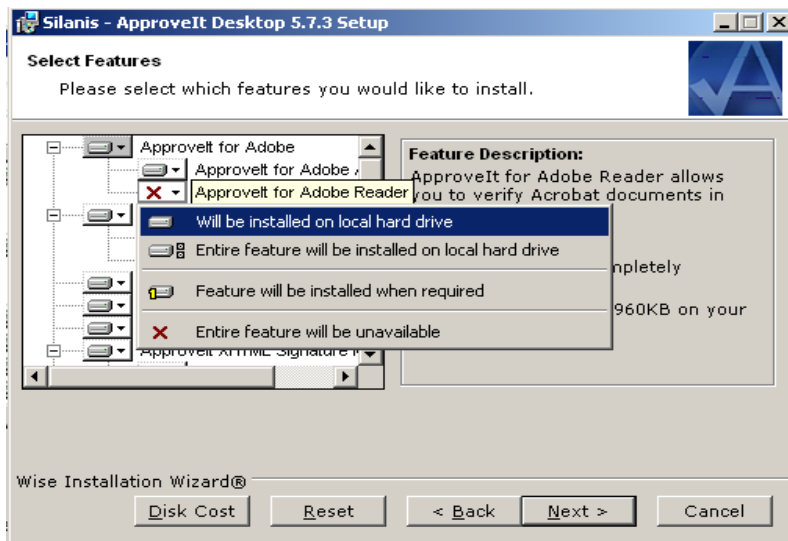
3. Highlight ApproveIt Desktop and select Change.



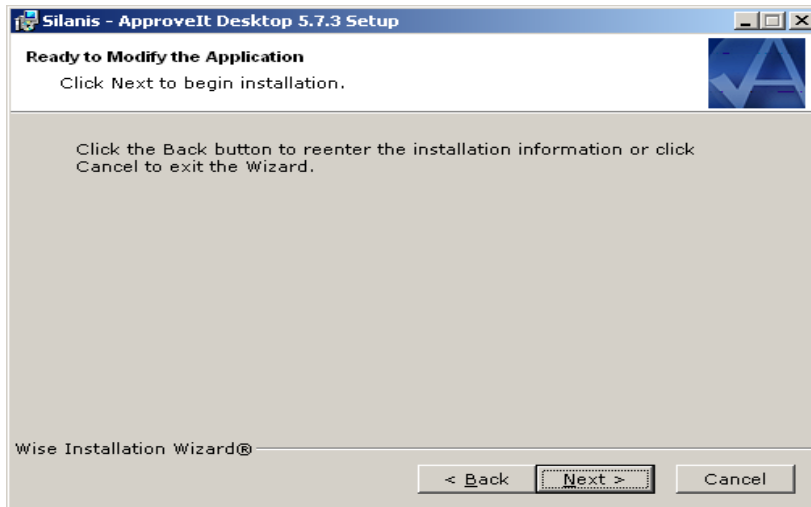
#### 4. Select Modify



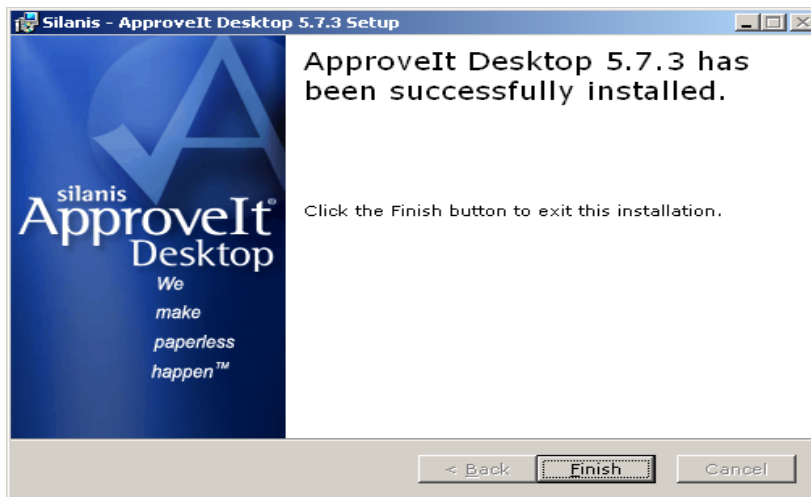
#### 5. Ensure that all additions are selected, if not.



#### 6. Select drop-down menu and select will be installed on local hard drive. Then Click Next.

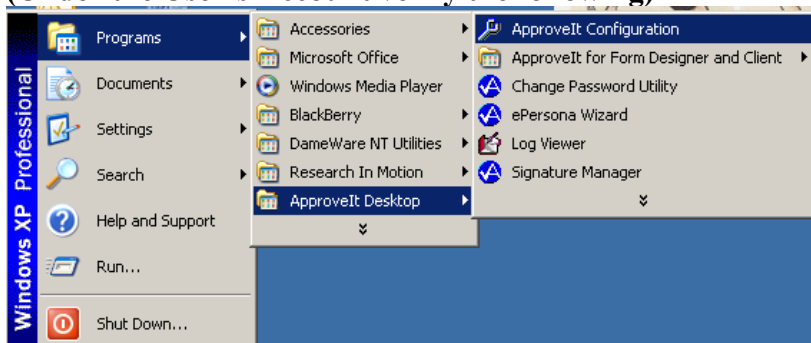


**7. Click Next,**

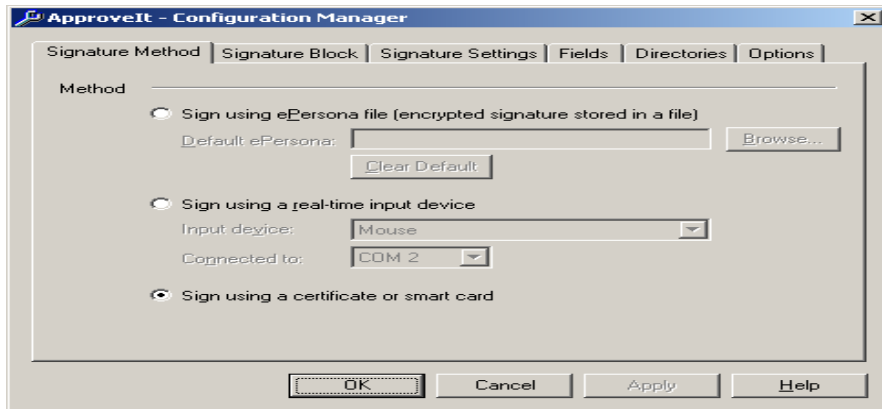


**8. Click Finish.**

**(Under the User's Account verify the following)**

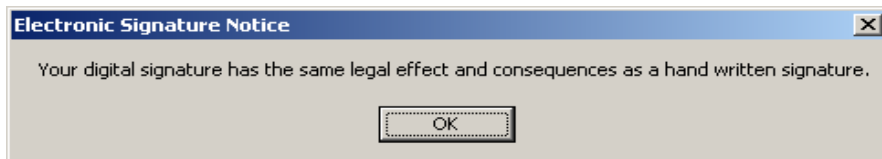


**9. Open the Start Menu, then open the ApproveIt Desktop Folder. Then select ApproveIt Configuration.**

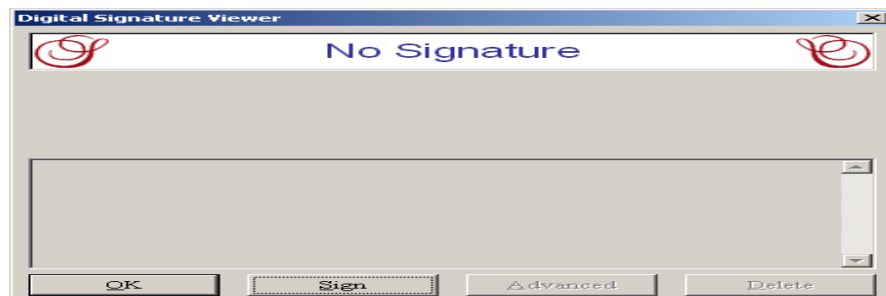


**10. Set Signature Method to Sign using a certificate or Smart Card.**

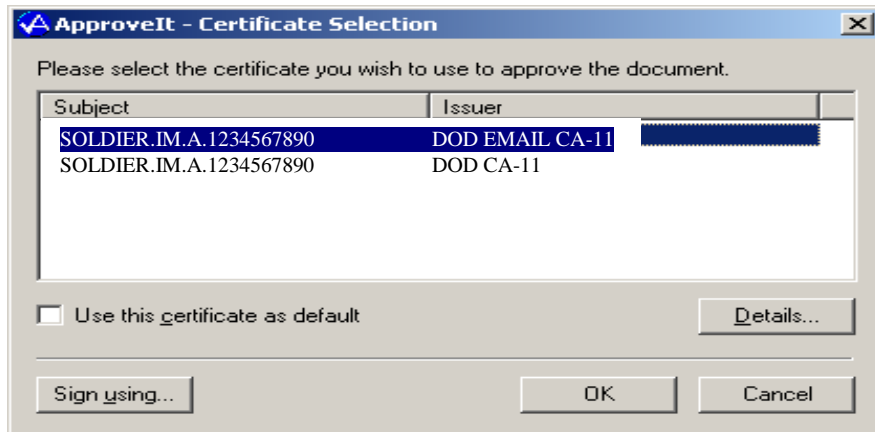
- Open up the form you are trying to sign.
- Click on the signature field.



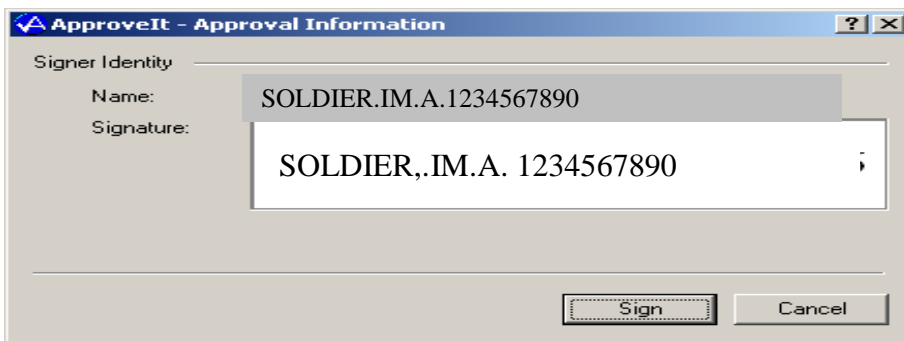
**1. Click OK.**



**2. Click Sign.**



3. Select the subject that has a DOD EMAIL Issuer. Then Click OK.



4. Click Sign,



5. Click OK.

If you still have problems with this, please feel free to contact CW2P Michael J. Danberry via <http://militarycac.com/questions.htm>

**For other questions concerning the use of ApproveIt with US Army forms, please contact the Army Publishing Division Help Desk at:**

**Commercial: (703) 428-0545**

**DSN: 328-0545**

**E-mail: [apdfcmp@hqda.army.mil](mailto:apdfcmp@hqda.army.mil)**