

Londonderry Township Digital ID Signature Instructions

*Effective 7/27/2020, all Building & Zoning permits submitted online at www.londonderrypa.org are required to have a Digital ID signature. Please follow the instructions below.

- 1) Once you completely fill out any Londonderry Township permit, click the Signature field at the bottom of the form.
- 2) On the following pop-up, click "Configure Digital ID".
- 3) If you already have a Digital ID, you may select "Use a Digital ID from a file." Otherwise, choose "Create a new Digital ID" and click "Continue".
- 4) On the following page choose "Save To File".
- 5) Next, enter your Name, Organization Name (if applicable), and Email Address. You do not need to adjust "Key Algorithm" or "Use Digital Key for".
- 6) Save your Digital ID to your computer and create a password to protect the ID.
 - a. Do not delete your Digital ID. It can be reused for other Londonderry Township permits.
- 7) Once saved, you will be able to select the Digital ID file and hit "Continue".
- 8) Now you will see a preview of your signature. Enter your Digital ID password in the bottom left field and click "Sign".
- 9) Finally, you will be asked to save the new, signed permit to your computer. Once saved, you may now upload the completed permit to Londonderry Township's website on the page where the permit was downloaded.

*Once your Digital ID is created and saved to your computer, you do not need to repeat this process. On your next permit, you will be prompted to choose your already-created Digital ID.