# How To Digitally Sign SAAR-N without ONE-NET Account

- Sponsor/Supervisor/TASOs Logs onto their ONE-NET workstation with their CAC + Pin
- 2) Borrow a Dell Keyboard with builtin Smart Card Reader from another ONE-NET workstation and plug it into your workstation
- Have new employee stick their CAC into the borrowed Dell Keyboard Smart Card Reader while you are still logged on the workstation
- 4) Open SAAR-N.pdf



### Signing SAAR-N.pdf

1) Click on Block 24 – User Signature

2) Click Refresh ID List

24. USER SIGNATURE:

TATIN MINI



3) Select User's DOD CA certificate. They will need to enter their CAC PIN to sign the document

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Sign As:	LEE.RYAN.M.	(DOD CA-31) 2016	
-	ITO.TAKUML	(DOD CA-29) 2016	
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# Remove New User's Certificates Off Your Workstation

1) Open Internet Explorer and click on the Gear icon and select Internet Options

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Print	•
File	•
Zoom (100%)	•
Safety	+
Add site to Start menu	
View downloads	Ctrl+J
Manage add-ons	
F12 Developer Tools	
Go to pinned sites	
Compatibility View sett	ings
Report website problem	ns
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About Internet Explorer	

### 2) Click on the Content Tab and Click on the Certificates Button



3) Select New User's certificates and click Remove and press Yes to delete

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