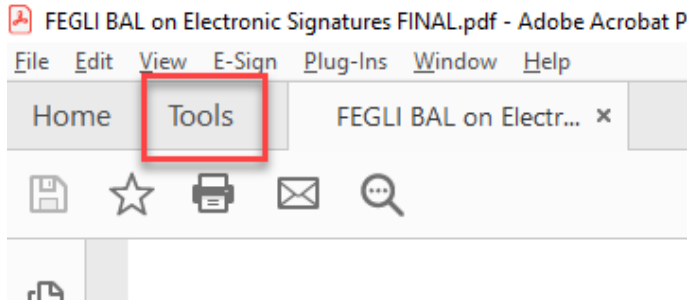


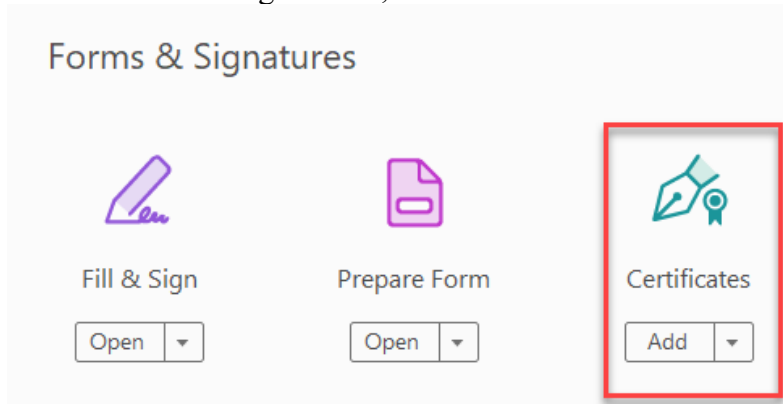
## Attachment A

### Personal Identity Verification (PIV) and Common Access Cards (CAC) Digital Signature Instructions

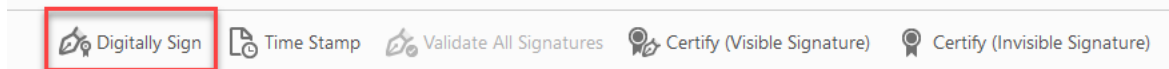
1. Complete all required fields on the fillable FEGLI form.
2. Save the document as a Portable Document Format (PDF).
3. Open the newly saved PDF and select Tools from the menu bar above.



4. Under "Forms & Signatures", click "Certificates".



5. You will be taken back to the signature page of the PDF. You will note a new menu bar toward the top of the screen. Select the Digitally Sign option from the menu bar above.



6. You will then have to outline the box in which you will need to digitally sign.
7. You will be prompted to enter your PIV or CAC passcode. Once the document is digitally signed, save the document again.