Within your GitHub repository, ensure config settings are enabled.

1. Within your repo, select “Settings,” and select **"Require contributors to sign off on web-based commits.”** This selection will force all commits (adding files) to be signed-off on.
   * If not selected, committed files will not have a signature
   * If selected, committed files will show a signature
2. **Create a Release:** 
   * Lower right section, select “Releases”
   * Add the Release Title (e.g. Release\_Test\_DAS\_1.1.0\_FB)
   * Create a Release Tag, select “Choose a tag and enter the name of the Tag (e.g. DAS\_1.1.0\_FB), use our current naming conventions as examples
   * Add a description for the Release (e.g. Deploy DAS base code to production
   * At the bottom of the page, ensure “Set as a pre-release” is selected (allows you to save the release to add files/attributes to the release
   * Download files for the release to your local/work-area
   * Go back to your pre-release and select edit to add files/attributes to the release (Tag was created for this release in earlier steps)
   * Add files (attributes) to the Release (drag/drop, or search for the files
   * Once files/attributes are added, select Publish Release
3. **Verify the Release:**
   * Select Releases, verify all information is correct
   * Select Tags, verify all files/attributes are associated with the created Tag