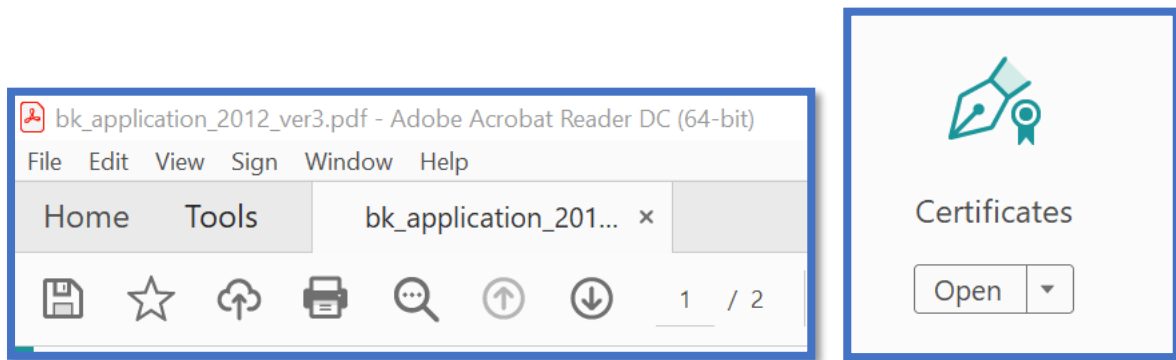


How to create an electronic signature on your pdf

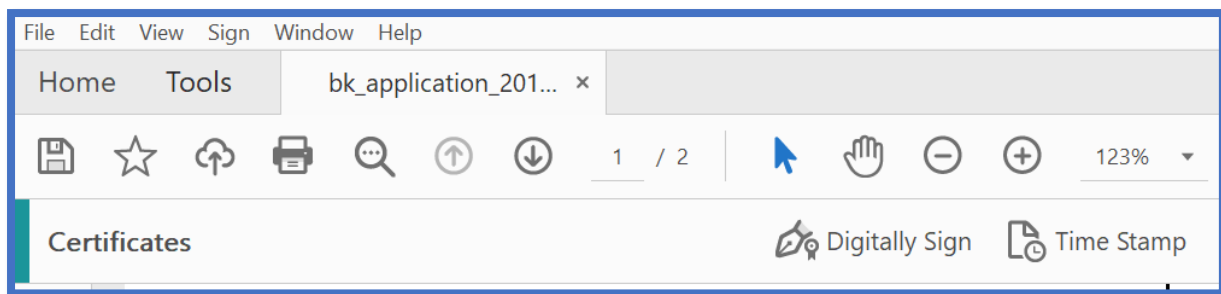
Click the Open in desktop app button



Click the Tools menu at the top of the page and click on Certificates and the Open button

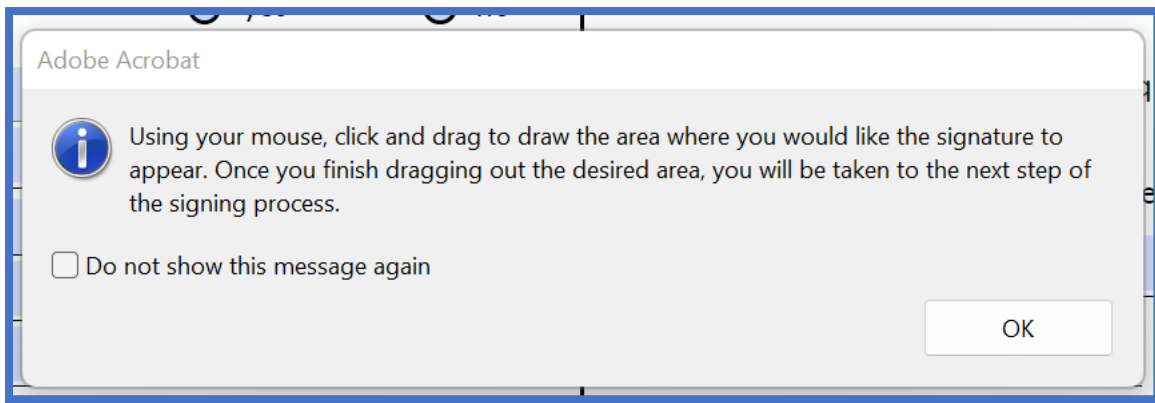


A new row of options will appear at the top of the pdf

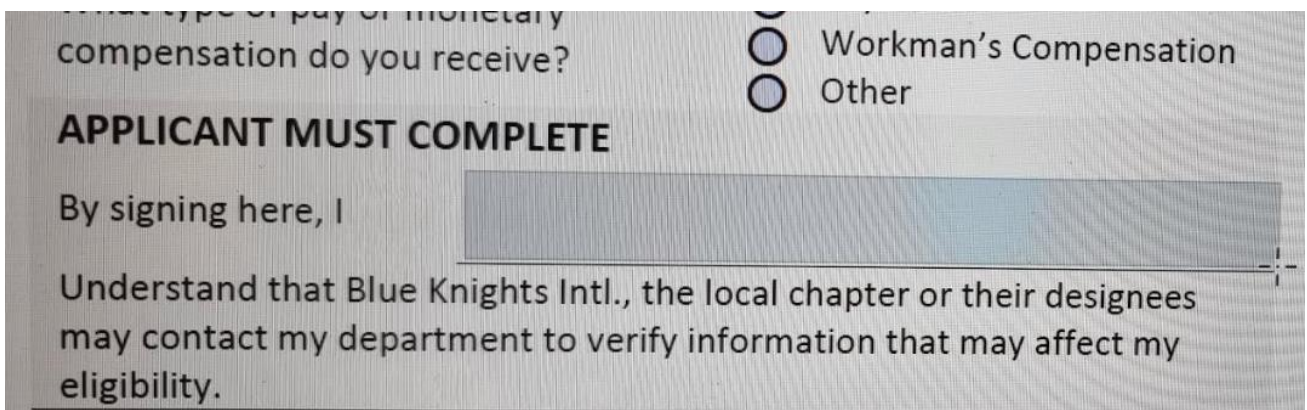
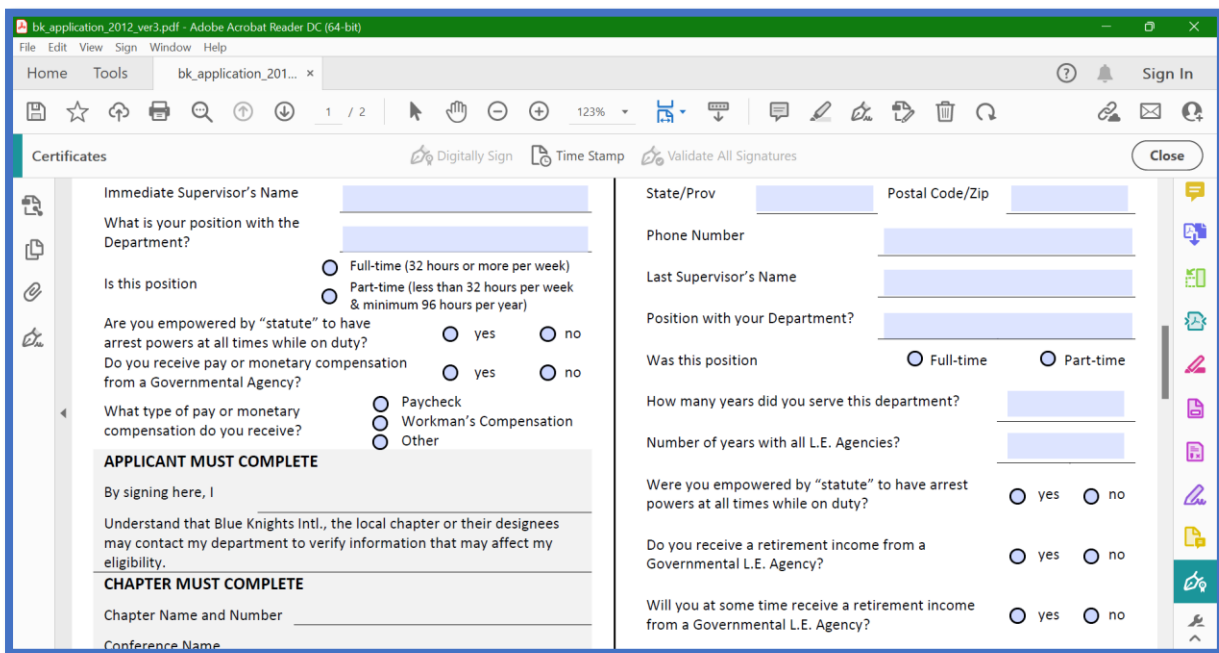


Click on the Digitally Sign button

This message will pop up explaining what to do



Scroll to the area on the pdf where you need to place your signature and click and drag to make a rectangle where you signature will go



If you have not used this function before, click on the configure New Digital ID button and complete the fields and set a password for yourself, otherwise select your previously created signature and click the continue button.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="test"/>
Organizational Unit	<input type="text" value="test"/>
Organization Name	<input type="text" value="test"/>
Email Address	<input type="text" value="test@test.com"/>
Country/Region	<input type="text" value="AU - AUSTRALIA"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

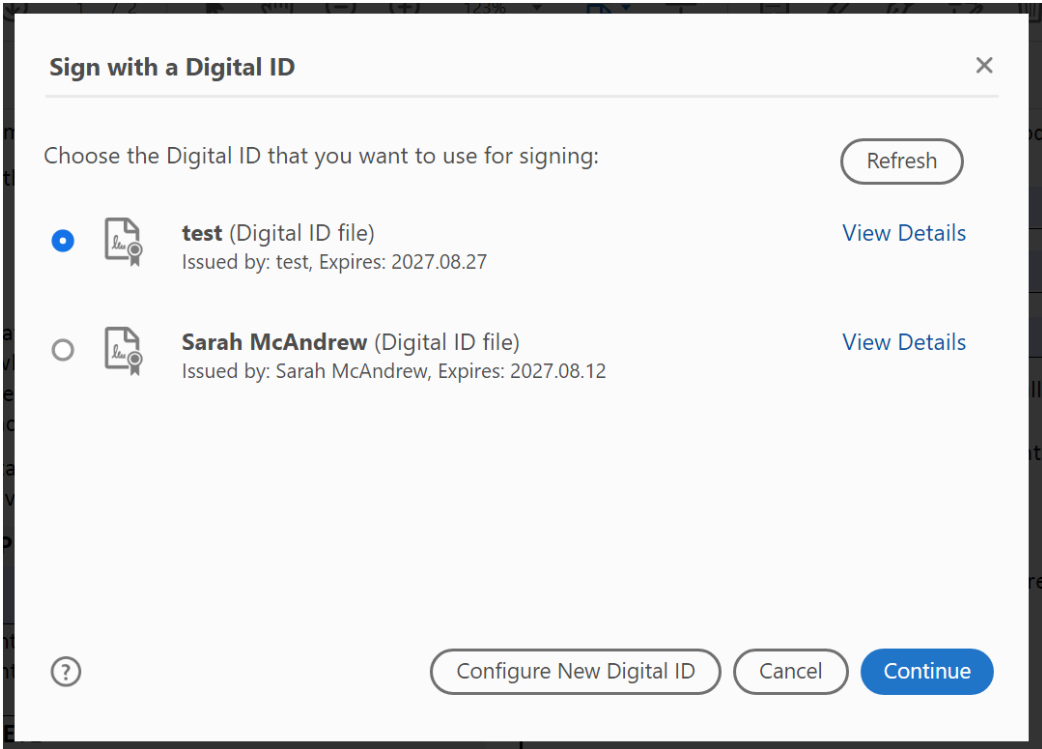
Browse

Apply a password to protect the Digital ID:

Progress bar

Confirm the password:

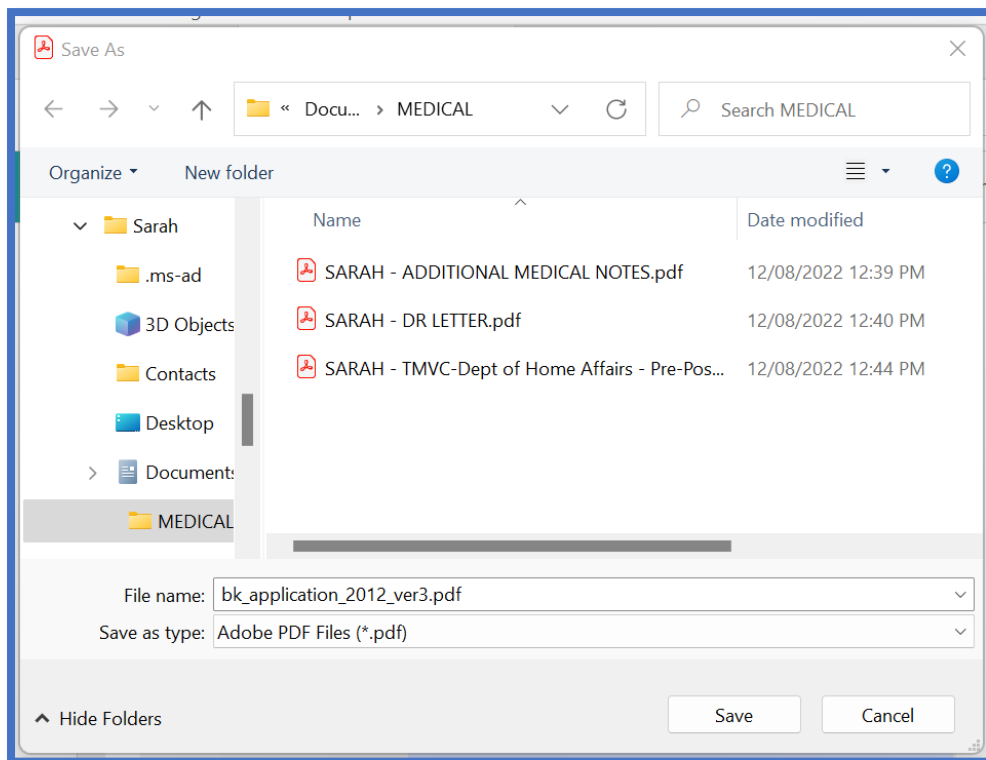
? Back Save



Enter your password and click Sign



The process will prompt you to save the pdf that you have completed with your digital signature



Click Save

Your digital signature will now appear on the saved form on your screen

