Creating a Digital ID for signing forms

A Digital ID is a legally binding form of signature, and can be used in electronic documents. If you have not used one before, this quick guide shows you how to create a digital signature for securely signing the registration form.
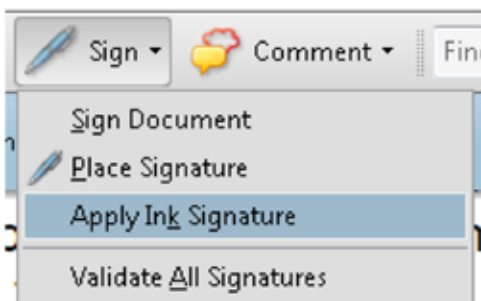
Registration form Signature Strip:

Signing documents: The Simple Way.

On the Menu bar of your Adobe Reader will be a 'Sign' icon. Click this for a drop down box, and choose 'Apply Ink Signature'.

Go to the Signature box (or on the blank section directly below it) and use your mouse/trackpad to draw in a signature.

You can now save the form with the 'signature' on it.

The more secure way:

If you double click on the Signature box with the pointer, you can create a full digital signature.

The following box comes up: Choose 'A new Digital ID I want to create now' and click 'Next'.
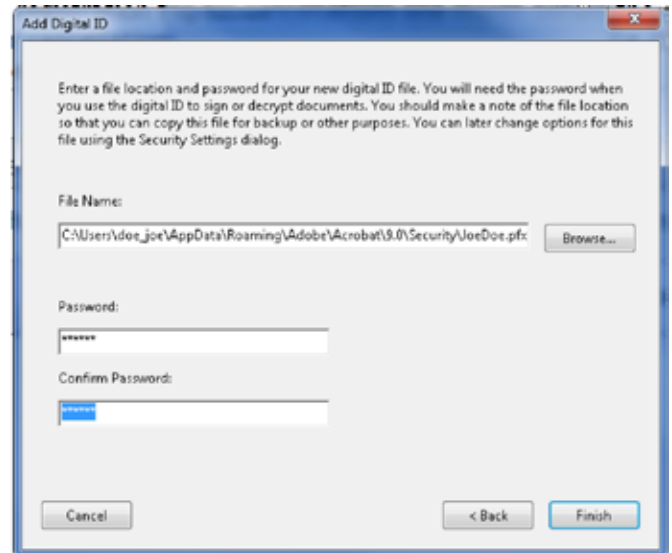
In the next box you can choose either 'New PKCS#12 digital ID file' or 'Windows Certificate Store' and click 'Next'

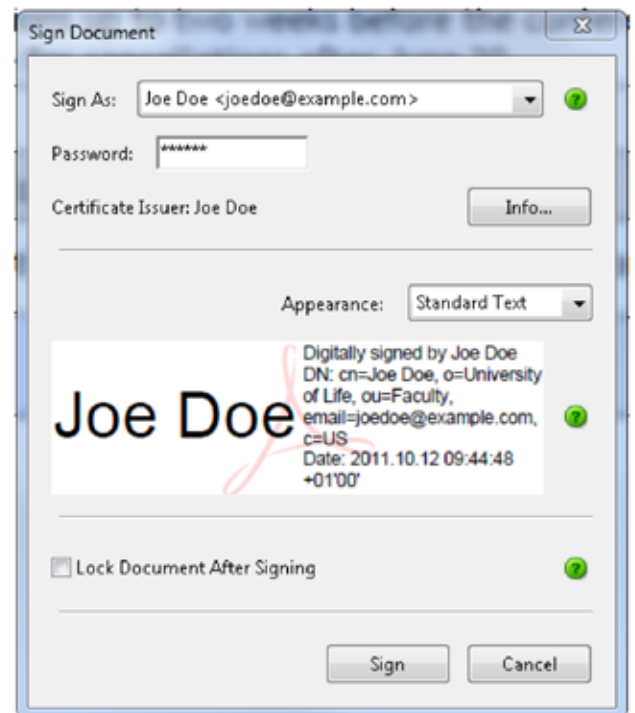Enter your Name, email address and Country.   If you wish you can enter Department and Organisation (the other settings can be left at default.   Click 'Next'

Choose the location on your computer for your signature file and add a Password.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

C:\Users\doe_joe\AppData\Roaming\Adobe\Acrobat\9.0\Security\JoeDoe.pfx   Browse...

Password:

******

Confirm Password:

******

Cancel   < Back   Finish

Finally you get to the 'sign document' box. Enter your password again and click 'Sign'. Adobe Reader will automatically ask you to save the document.

Sign Document

Sign As: Joe Doe <joedoe@example.com>

Password: ******

Certificate Issuer: Joe Doe   Info...

Appearance: Standard Text

Joe Doe   Digitally signed by Joe Doe
DN: cn=Joe Doe, o=University of Life, ou=Faculty, email=joedoe@example.com, c=US
Date: 2011.10.12 09:44:48 +01'00'

☐ Lock Document After Signing

Sign   Cancel

You should now have a signed document which you can return by email.

8. Signature (See below to create Digital Signature)		
☑ I have read the information above and agree to the terms & conditions for registration and payment		
Signature: Joe Doe	Digitally signed by Joe Doe DN: cn=Joe Doe, o=University of Life, ou=Faculty, email=joedoe@example.com, c=US Date: 2011.10.12 09:45:51 +01'00'	Date: 0 1 / 1 0 / 1 1