


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.

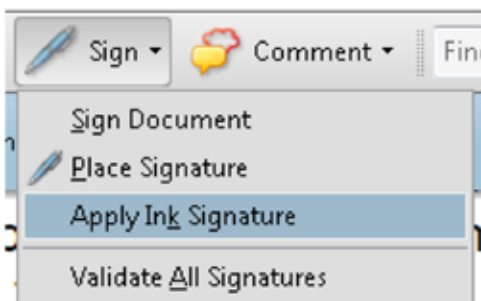
Registration form Signature Strip:

8. Signature (See below to create Digital Signature)	
<input type="checkbox"/> I have read the information above and agree to the terms & conditions for registration and payment	
Signature: 	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>


Unsigned signature field (Click to sign)

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.

8. Signature (See below to create Digital Signature)	
<input checked="" type="checkbox"/> I have read the information above and agree to the terms & conditions for registration and payment	
Signature: 	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

Joe Doe

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'.

The screenshot shows the 'Add Digital ID' dialog box. The title bar reads 'Add Digital ID'. The main text says 'I want to sign this document using:'. There are two main sections: 'My existing digital ID from:' and 'A new digital ID I want to create now'. Under 'My existing digital ID from:', there are three radio button options: 'A file', 'A roaming digital ID stored on a server', and 'A device connected to this computer'. Under 'A new digital ID I want to create now', there is one radio button option. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'. The 'Next >' button is highlighted.

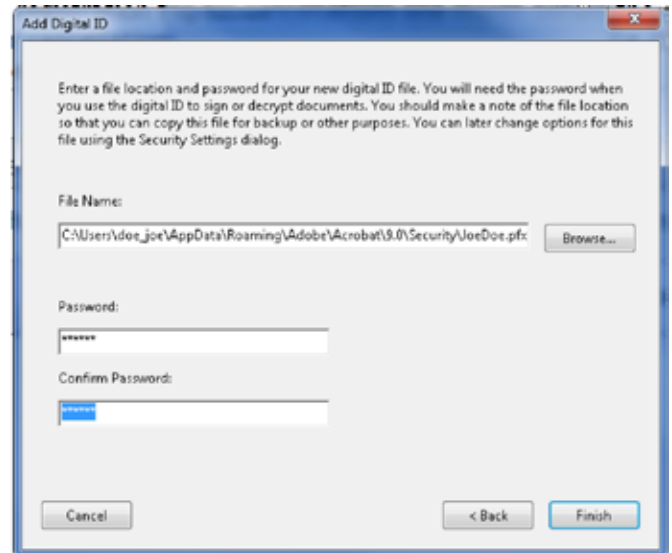
In the next box you can choose either 'New PKCS#12 digital ID file' or 'Windows Certificate Store' and click 'Next'

The screenshot shows the 'Add Digital ID' dialog box. The title bar reads 'Add Digital ID'. The main text says 'Where would you like to store your self-signed digital ID?'. There are two radio button options: 'New PKCS#12 digital ID file' and 'Windows Certificate Store'. Under 'New PKCS#12 digital ID file', there is a paragraph of text: 'Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.' Under 'Windows Certificate Store', there is a paragraph of text: 'Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.' At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'. The 'Next >' button is highlighted.

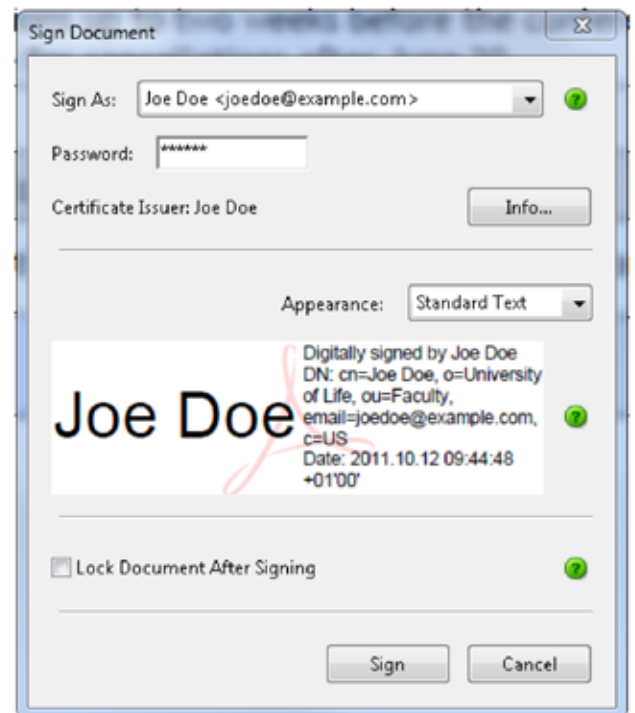
Enter your Name, email address and Country. If you wish you can enter Department and Organisation (the other settings can be left at default). Click 'Next'

The screenshot shows the 'Add Digital ID' dialog box. The title bar reads 'Add Digital ID'. The main text says 'Enter your identity information to be used when generating the self-signed certificate.' There are several input fields: 'Name (e.g. John Smith):' with the value 'Joe Doe', 'Organizational Unit:' with the value 'Faculty', 'Organization Name:' with the value 'University of Life', 'Email Address:' with the value 'joedoe@example.com', and 'Country/Region:' with a dropdown menu showing 'US - UNITED STATES'. There is a checkbox for 'Enable Unicode Support' which is unchecked. There is a dropdown menu for 'Key Algorithm:' with the value '1024-bit RSA'. There is a dropdown menu for 'Use digital ID for:' with the value 'Digital Signatures and Data Encryption'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'. The 'Next >' button is highlighted.

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



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.



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

8. Signature (See below to create Digital Signature)	
<input checked="" type="checkbox"/> I have read the information above and agree to the terms & conditions for registration and payment	
Signature: Joe Doe	Date: 01 / 10 / 11