


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.

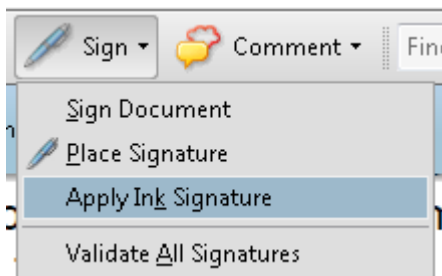
Registration form Signature Strip:

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"/> <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"/> <input type="text"/> / <input type="text"/> <input type="text"/>

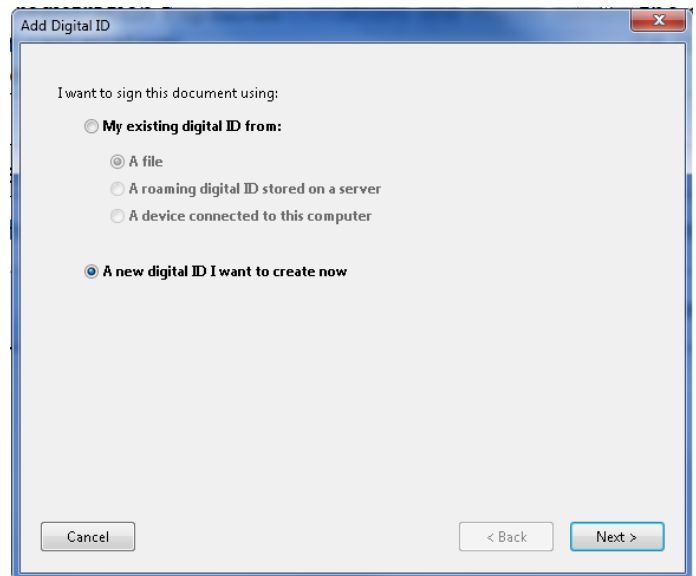
Joe Doe

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

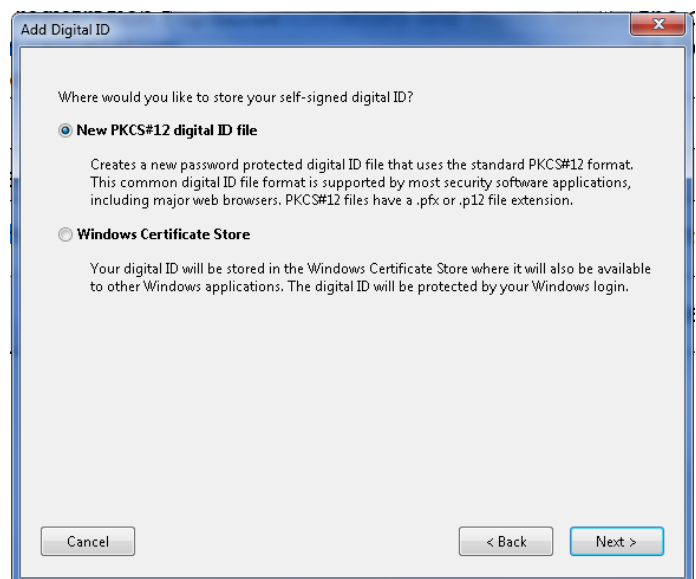
The more secure way:

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

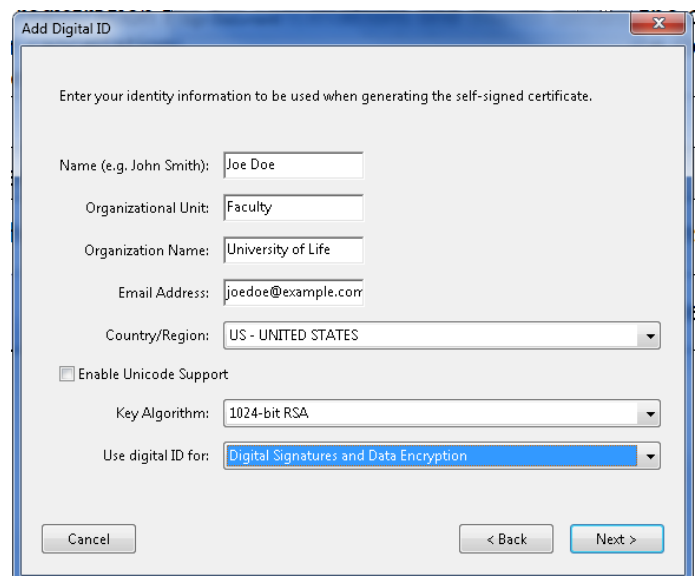
The following box comes up: Choose 'A new Digital ID I want to create now' and click 'Next'.



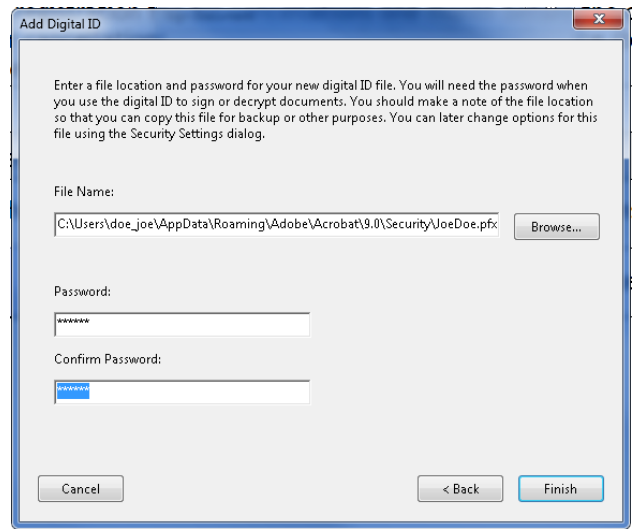
In the next box you can choose either 'New PKCS#12 digital ID file' or 'Windows Certificate Store' and click 'Next'



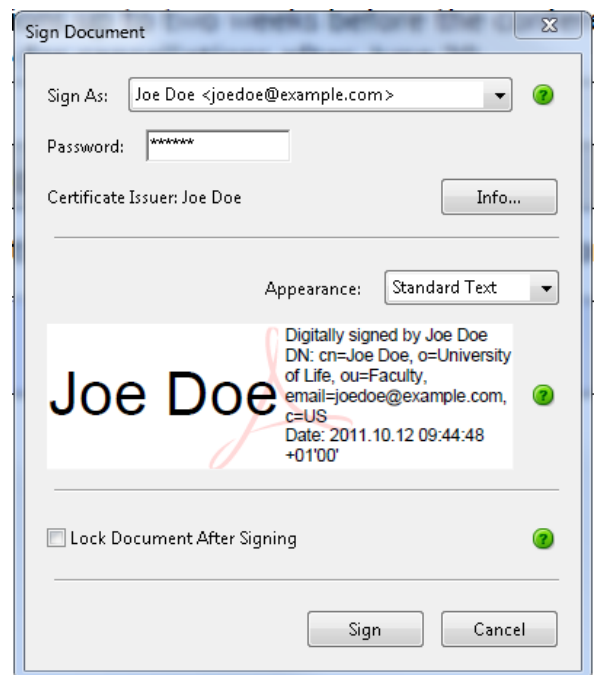
Enter your Name, email address and Country. If you wish you can enter Department and Organisation (the other settings can be left at default). Click 'Next'



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



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	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: <input type="text" value="0"/> <input type="text" value="1"/> / <input type="text" value="1"/> <input type="text" value="0"/> / <input type="text" value="1"/> <input type="text" value="1"/>