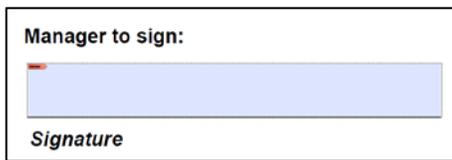# How to create your E-Signature in a PDF Form

*Please note the following instructions will only be used for fields which are signature friendly.*

1) Select the field where your e-signature is required

**Manager to sign:**

*Signature*

2) The below table will appear. From the *Sign As* drop down box, select 'New ID'
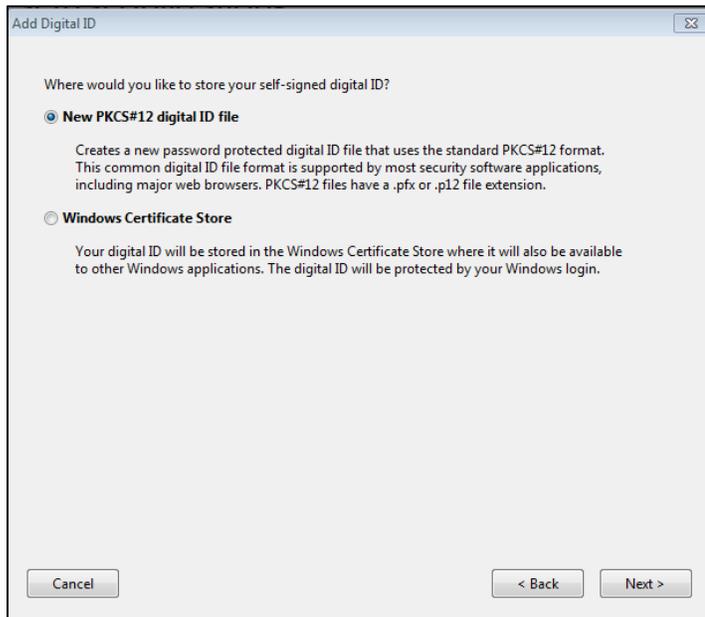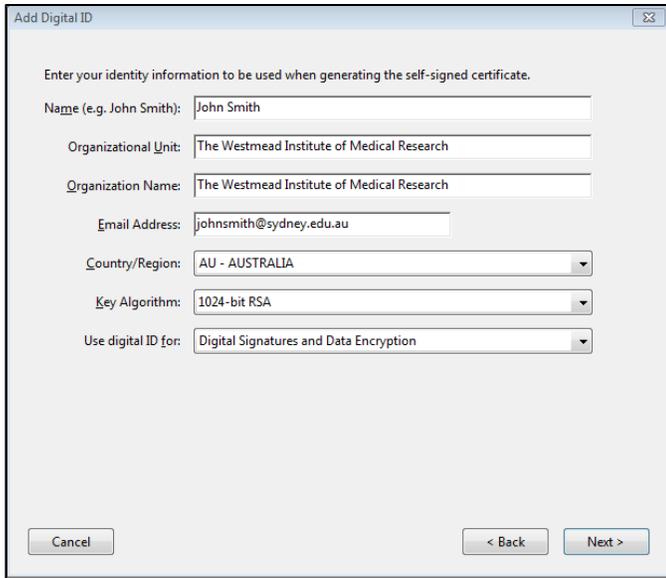
3) The below screen will appear. On the below page select 'A new digital ID I want to create now' and press next.
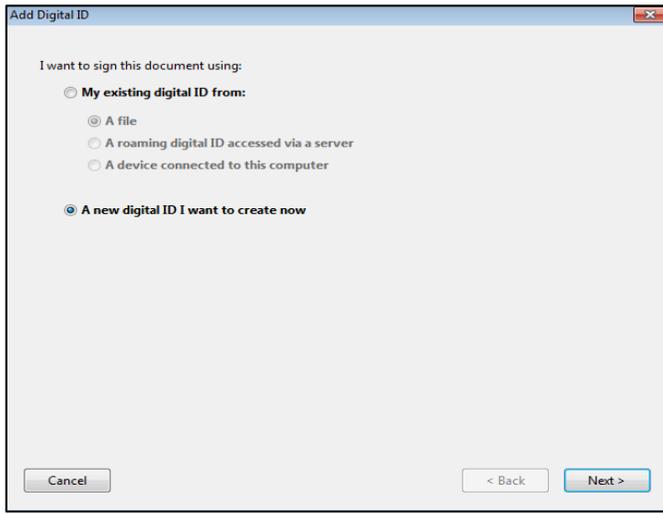


4) To store your e-signature, select 'New PKCS#12 digital ID file'. Press next to complete the identity information.

5) Complete the Identity information field by filling in the mandatory sections including Name, Organisational Unit (Department / Centre), Organisational Name, Email Address and Country. Click 'Next' to create a password for your digital signature.
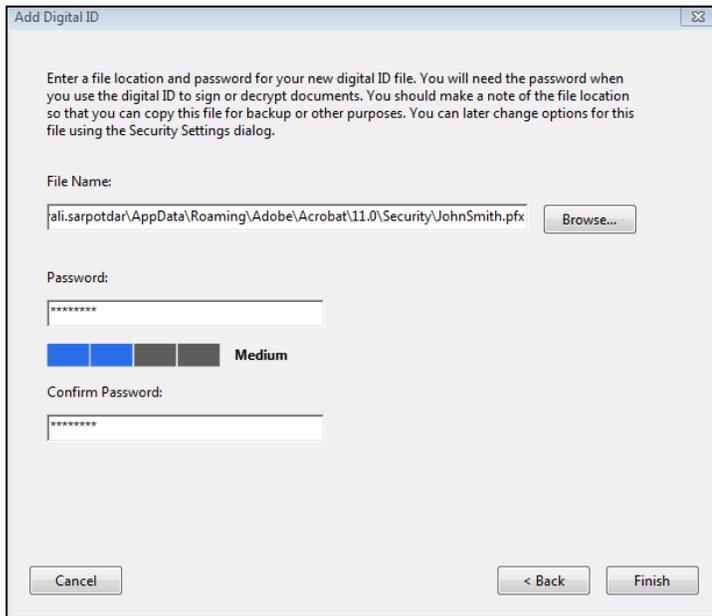


6) Enter your password and confirm it by re-entering into the 'Confirm password field'. Click 'Finish'.

7) Select 'Save'. Once your e-signature is saved, you can use it for future documents simply by entering your newly created password.

| File name: | Probation form_WIMR.pdf | ▾ |
| Save as type: | Adobe PDF Files (*.pdf) | ▾ |

▲ Hide Folders                    Save to Online Account ▾   [ Save ]   [ Cancel ]
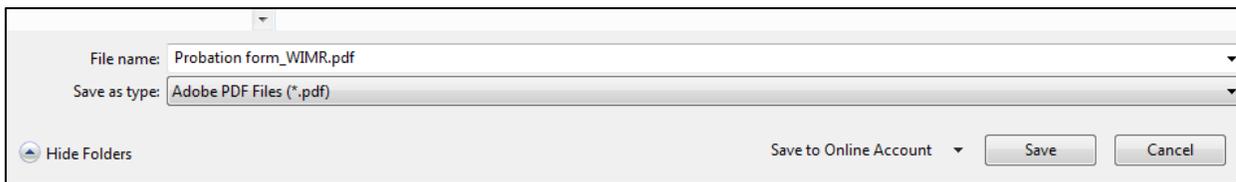
8) After saving, your new created signature will appear as below in the signature field.

# John Smith

Digitally signed by John Smith
DN: cn=John Smith, o=The Westmead Institute of Medical
Research, ou=The Westmead Institute of Medical Research,
email=johnsmith@sydney.edu.au, c=AU
Date: 2017.04.11 17:55:15 +10'00'