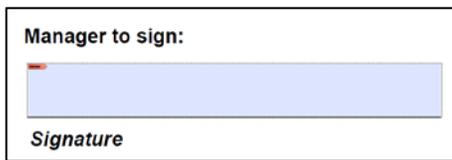


How to create your E-Signature in a PDF Form

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'



Sign Document

Sign As: John Smith (John Smith) 2022.04.11

Password:

Certificate Issuer: John Smith

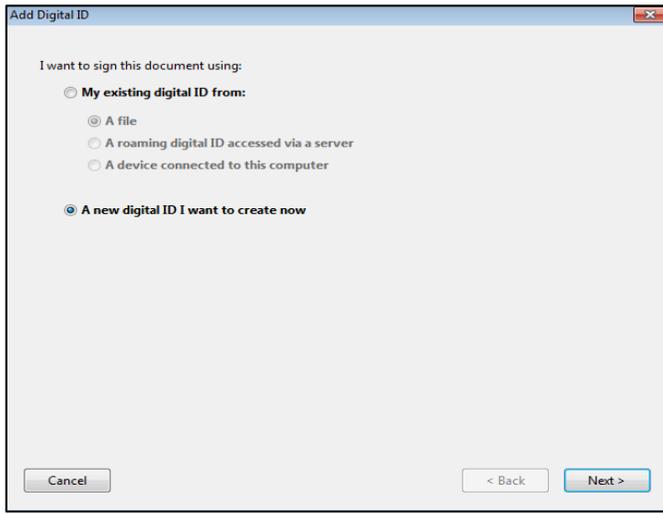
Appearance: Standard Text

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 17:28:45 +10'00'

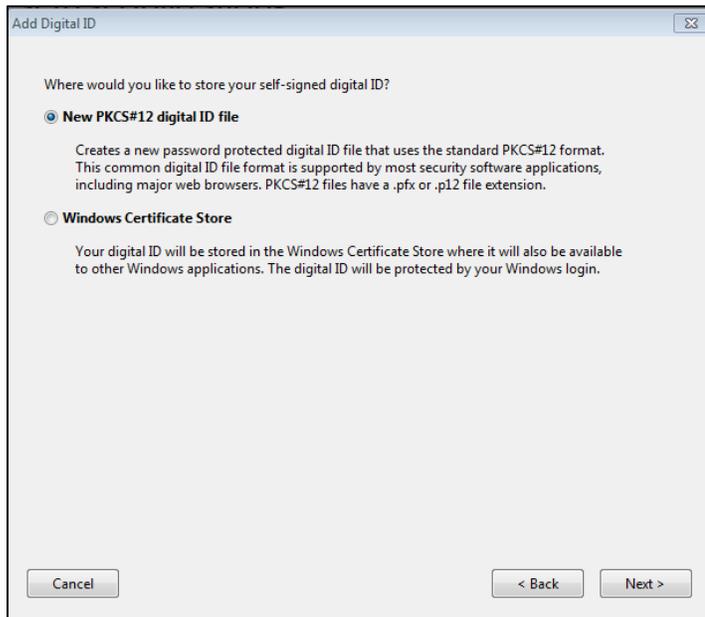
Lock Document After Signing

Sign Cancel

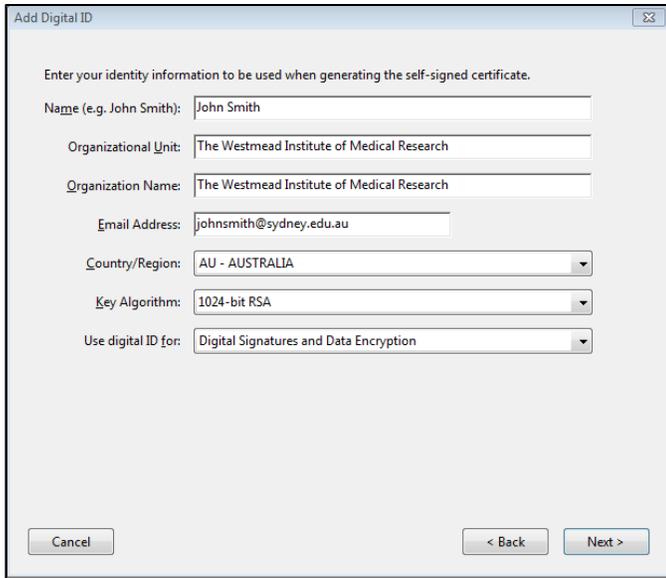
- 3) The below screen will appear. On the below page select 'A new digital ID I want to create now' and press next.



- 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.

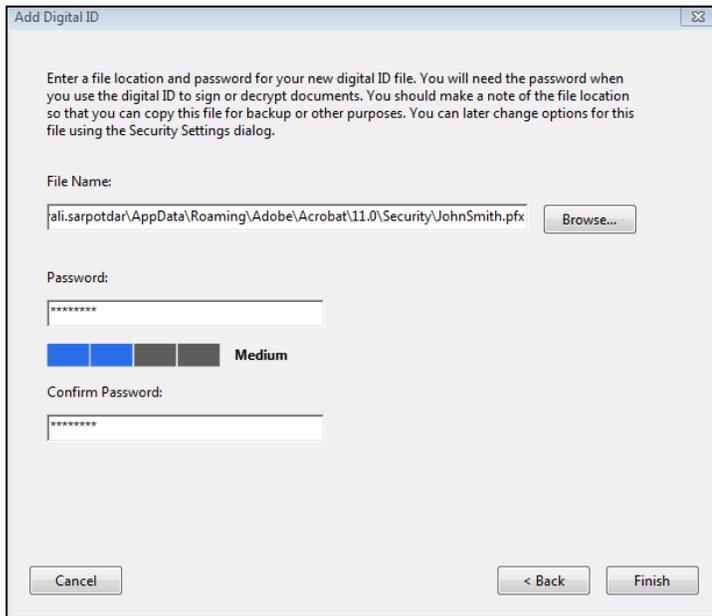


The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text reads: "Enter your identity information to be used when generating the self-signed certificate." Below this, there are several input fields and dropdown menus:

- Name (e.g. John Smith):** John Smith
- Organizational Unit:** The Westmead Institute of Medical Research
- Organization Name:** The Westmead Institute of Medical Research
- Email Address:** johnsmith@sydney.edu.au
- Country/Region:** AU - AUSTRALIA (dropdown menu)
- Key Algorithm:** 1024-bit RSA (dropdown menu)
- Use digital ID for:** Digital Signatures and Data Encryption (dropdown menu)

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Next >".

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

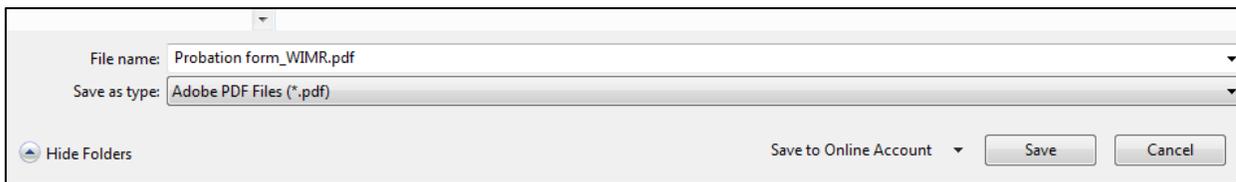


The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for a file location and password. The main text reads: "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a 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." Below this, there are several input fields and a dropdown menu:

- File Name:** \\ali.sarpotdar\AppData\Roaming\Adobe\Acrobat\11.0\Security\JohnSmith.pfx (with a "Browse..." button to the right)
- Password:** A text field containing seven asterisks (*****). Below it is a strength indicator showing two blue bars and two grey bars, with the word "Medium" to the right.
- Confirm Password:** A text field containing seven asterisks (*****).

At the bottom of the dialog, there are three buttons: "Cancel", "< Back", and "Finish".

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



- 8) After saving, your new created signature will appear as below in the signature field.

