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## 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)				
I have read the information above and agree to the terms & conditions for registration and payn				
Signature:	Date:			
Unsigned signature field (Click to sign)	·			

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'.

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Apply In <u>k</u> Signature			
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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)			
I have read the information above and agree to the terms & conditions for registration and payment			
Signature: Joe Doe	Date: 1 2 / 1 0 / 1 1		

be 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'

Lwant to sign this document using:       M existing digital ID stored on a server         Image:	Add Digital ID	
Lwartt to sign this document using:       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the server         Image: A file       Image: Section 1000 and the section 1000 and the section 10000 and the section 100000 and the section 10000 and the section 10000 and the section 10000 and the section 100000 and the section 100000 and the section 10000 and the section 100000 and the section 100000 and the section 100000 and the section		
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Choose the location on your computer for your signature file and add a Password.

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.
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Password: ***** Confirm Password:
Cancel < Back Finish
ign Document
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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         >0100'
Lock Document After Signing
Sign Cancel

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.

Add Digital ID

