

DIGITALLY SIGNING PDF FORMS

Creating a Digital Signature

If you have not previously signed a PDF form before it is necessary to first create a digital signature, this can then be used for subsequent PDF forms when you are asked to digital sign. Skip to Step 6 if you already have a signature.

Step 1 - Click the Digital Signature panel

Name of Chief Investigator	
Signature	Date

Step 2 - Choose A new digital ID I want to create now

I want to sign this document using:

- ☐ My existing digital ID from:
 - ☐ A file
 - ☐ A roaming digital ID accessed via a server
 - ☐ A device connected to this computer
- ☒ A new digital ID I want to create now

Buttons: Cancel, < Back, Next >

Click the **Next** button.

Step 3 - Choose the New PKCS#12 digital ID file

Where would you like to store your self-signed digital ID?

- ☒ New PKCS#12 digital ID file
- ☐ Windows Certificate Store

Buttons: Cancel, < Back, Next >

Click the **Next** button.

Step 4 - Enter your identity information

You will now be required to enter your name, the organisation and organisational unit you work within, your email address and country.

The Key Algorithm is by default set to 1024-bit RSA, for increased security 2048-bit RSA can be chosen.

Enter your identity information to be used when generating this self-signed certificate.

Fields: Name (John Smith), Organisation (Office of Research and Innovation), Organisation Name (Edith Cowan University), Email Address (j.smith@ecu.edu.au), Country/Region (AU - AUSTRALIA), Key Algorithm (1024-bit RSA), Key Usage (Digital Signature and Data Encryption).

Buttons: Cancel, < Back, Next >

Step 5 - Save your new signature with a password

Your new digital signature will be saved as a digital ID file to your computer. You must specify a password to protect this signature, ensure that this is a strong password, Acrobat will rate your password for its strength.

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 in other purposes. You can later change options for this file using the Security Settings dialog.

Fields: File Name (C:\Users\Admin\Local Settings\Application Data\Acrobat\Digital ID Files\New PKCS#12 digital ID file.p12), Password (Not Rated), Confirm Password (Not Rated).

Buttons: Cancel, < Back, Next >

Step 6 - Sign your form

Once your signature has been created Adobe Acrobat will then present a pop-up form allowing you to sign your PDF form. If you have multiple signatures, select the signature you wish to sign this form with from the Sign As drop box.

The chosen signature will appear in the middle of the Sign Document pop-up window. If this is correct, enter the appropriate password for this signature in the area towards the bottom of the window.



Click the **Sign** button to digitally sign the form.



Upon clicking the Sign button Adobe will ask you to save a copy of the form to your computer.

The signature panel will then change to show your digital signature, with the date and time at which you digitally signed the form.

Name of Chief Investigator			
Signature	Corin Garnett-Law	Digitally signed by Corin Garnett-Law Date: 2017.07.10 11:04:29 +08'00'	Date 10/07/2017

Are you completing this form on a Mac?

Users of Mac computers should ensure they **do not use the Preview app** when completing these forms, this app is known to cause issues with the digital signature panels.

Please ensure you are using a recent version of either **Adobe Acrobat Reader** or **Adobe Acrobat Professional** when completing the form.

To obtain the latest copy of Adobe Acrobat Reader go to:
<https://get.adobe.com/reader/>