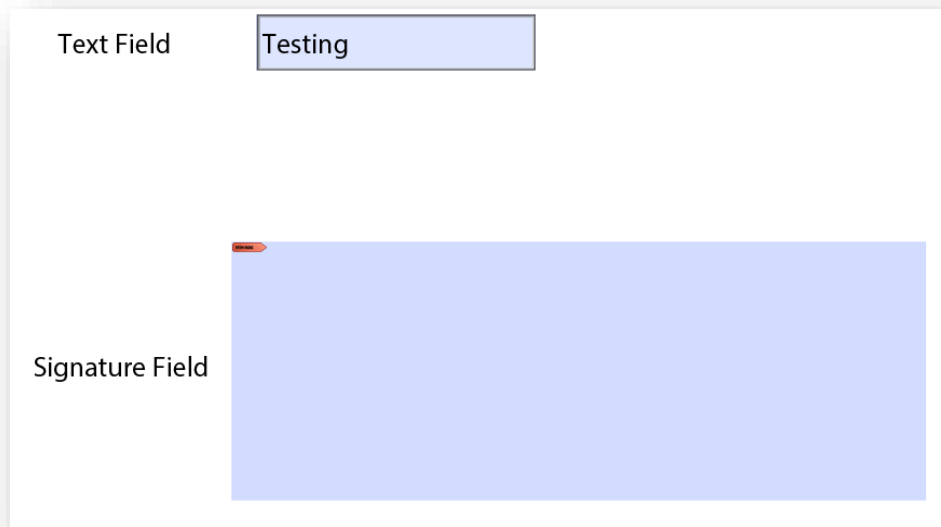


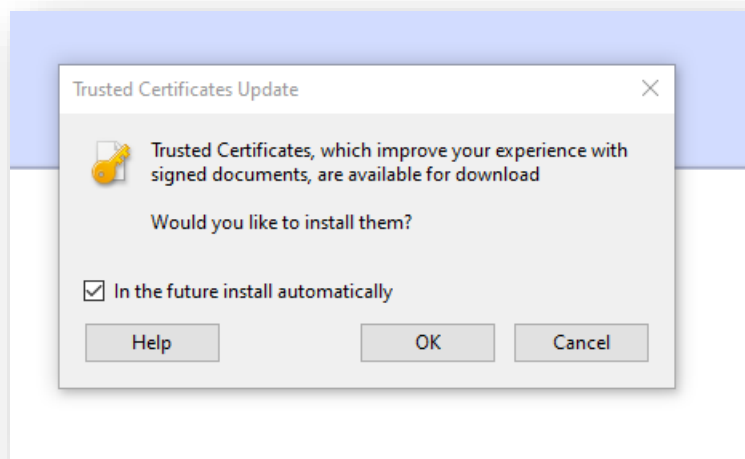
---

*Signing An Electronic PDF Document*

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After you have entered all required fields in the PDF document, click on the signature field to sign.



If there is a popup asking about trusted certificates, click the "In the future install automatically" check box, and then click OK.

**Configure a Digital ID for signing** ✕

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue

Next you can choose to create a New Digital ID, or you can choose which one you would like to use. We will create one here.

**Create a self-signed Digital ID** ✕

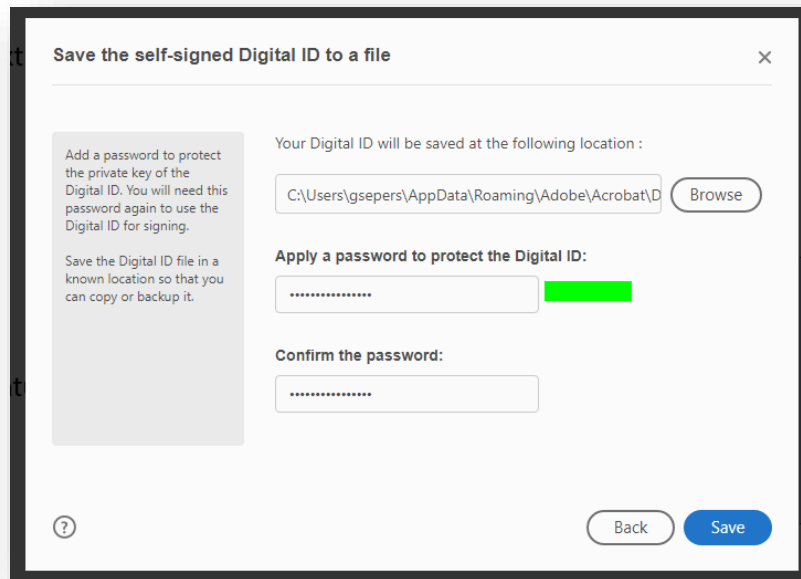
Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

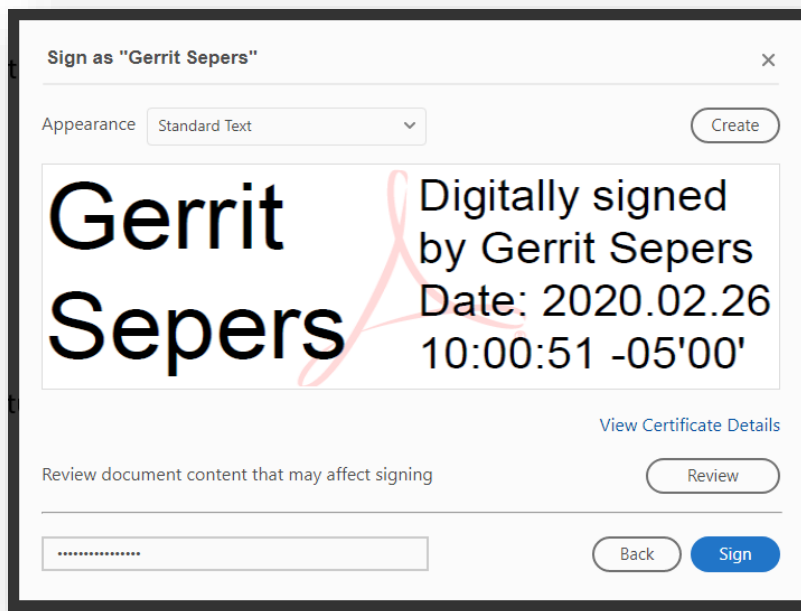
Name	<input type="text" value="Gerrit Sepers"/>
Organizational Unit	<input type="text" value="eHealth Lead, Site Support &amp; Information Serv"/>
Organization Name	<input type="text" value="CMHA Waterloo Wellington"/>
Email Address	<input type="text" value="gsepers@cmhaww.ca"/>
Country/Region	<input type="text" value="CA - CANADA"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

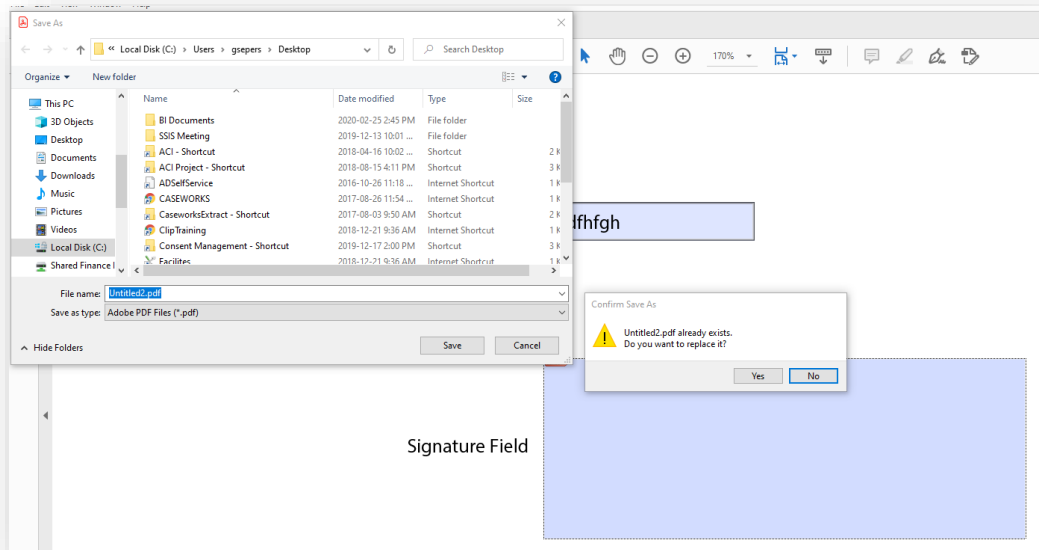
Enter your name, and any other information as appropriate, and press Continue.



Next, you will be given an option to save your Digital ID, as well as password protect it. The default save location works, but, it is important to choose a location you will remember if needed in the future. The Password should remembered as well, as there is no way to recover it if you lose it.



When you go to use your Signature, you will get a display like this, enter your password, and click Sign.



The document will now ask you to Save. Save your file to a memorable location so that you can access if you need the information in the future.



The document will now show as above, and the Text Field will be locked from editing. Please remember that when you sign, it locks all fields except a secondary signature field. All changes must be made before signing. If you have signed and someone else needs to sign, you can allow them access now and they can go through the same signature process.