

Placing a Digital ID (digital signature) using Adobe Reader

A step by step guide

A digital ID is a small box of text that you can place on a document to verify that you have 'signed' the document. It is important to note that it does not look like a handwritten signature.

Here is a picture of a digital signature. When it is placed in a document it carries hidden

information which verifies who has placed the signature and confirms that the document has not been altered.



The information on here is about placing a signature using Adobe Reader. If Adobe Reader is not already preinstalled on your computer, you can download it for free from this website: http://www.adobe.com/uk/products/reader.html. This works with either Windows or Mac OSX or iOS.

Important note: Signing or gaining approval for your electronic application form is the last step in completing your form, signing the form before entering all the data will invalidate the signature and data.

Please follow the instructions in this document so that you can apply a digital signature to your HEE forms. Further guidance can be obtained from Adobes official website by clicking <u>here</u>.

Step 1: Click into the signature field to begin set up for your digital ID (you will only be required to complete the set-up process once).

File Edit View Window Help
📸 creste - 🛛 🚰 🗁 🖨 🕼 🖾 🖗 🕫 🖓 🕼 🖧 😭 Customize -
🛈 😧 🦻 / 4 🌆 🖑 🕞 🏚 1775 + 📑 🎦 Tools Sign Comm
🖹 Please fill out the following form. 🔄 Highlight Existing F
responsibility for the organisation, management and delivery of training to help them execute their function in the planning and delivery of training*
I have discussed my application with my Training Programme Director and I give HEEoE permission to contact him or her regarding my application if necessary*
I confirm that I am not undertaking any other paid employment*
I agree that the information given in this application is accurate to the best of my knowledge and belief*
Digital Signature* Please click here for guidance on setting up a Digital ID Unsigned signature field (Click to sign)

We're going paperless, please assist us with helping the environment



Step 2: Your Trust or Practice may already have a pre-set digital ID; in which case the below box will appear. Please click the drop-down arrow and select **New ID** – this will then take you to step 3.

	Sign Docume	nt	×
n	Sign As:	Vijay Nayar (Vijay	/ Nayar) 2020.10.14 📑 🍞
	Certificate	086045575015_So	HS Level 1A) 2017.01.14 phie_Hall (NHS Level 1B) 2017.01.14
l			nie Hall) 2020.07.31 / Nayar) 2020.10.14
I		New ID	
	Vija	ay	Digitally signed by Vijay Nayar DN: cn=Vijay Nayar, o=HEEoE, ou=Associate GP
	Na	ay yar /	Dean, email=heee.ltft@nhs.net, c=GB
			Date: 2015.12.03 15:42:56 Z
e			Sign Cancel

Step 3: If the digital signature wizard does not appear when you click in the signature box you have not opened the form in Adobe Reader. Please close the form and open in Adobe Reader or download the free software if necessary.

Add Digital ID	— ×
I want to sign this document using:	
My existing digital ID from:	
A file A	
A roaming digital ID accessed via a server	
A device connected to this computer	
A new digital ID I want to create now	_
Cancel	< Back Next >

Step	4:	Select	"Windows	Certificate	Store"	followed	by	"Next"
------	----	--------	----------	-------------	--------	----------	----	--------

Add	I Digital ID	x
	Where would you like to store your self-signed digital ID?	
	○ New PKCS#12 digital ID file	
	Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.	
	Windows Certificate Store	
	Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.	
[Cancel < Back New	d >
[Cancel < Back New	d >

Step 5: Enter your full name, email address and country (GB). If you are an approver and/or signing a declaration, please also enter the name of your base Trust or Practice in the Organisational Name field. Once complete click "Finish".

Na <u>m</u> e (e.g. John Smith):	John Smith	 _
Organizational <u>U</u> nit:]
Organization Name:		
<u>E</u> mail Address:	JohnSmith@gmail.com	 _
Country/Region:	GB - UNITED KINGDOM	·
Key Algorithm:	1024-bit RSA	 •
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	·

Step 6: Congratulations, you have now generated a digital ID. Click "Sign" and you will be prompted to save a signed copy of the document.

Sign Document
Sign As: John Smith (John Smith) 2020.05.01 Certificate Issuer: John Smith Info
Appearance: Standard Text
John Smith Smith
Click Review to see if document content may affect signing Review
Sign Cancel

Step 7: Once saved, your digital signature will be inputted automatically into the form.

		peen appointed t	oa	\cap	Speciality 1 101 AW	aru or cer (n a		Signature Panel
		ding to award of C		\cup	Acute Care	e Common Stem	- Anaesth	etics
	I confirm that I will be seeking speci- registration by application for a CES			\odot	Specialty 2 for Aw	and of CCT (if a	nnlicahl	_],
			Specially 2 for Aw			ej:		
	I confirm that I will be seeking specia registration by application for a CESR					Anaesthetics	5	
	I confirm that I will be seeking spec				Royal College/Faculty as	ulty assessing	sessing training for the award	
	registration by	application for a C	EGPR.	\cup	of CCT:			
	I confirm that I will be seeking spe			\bigcirc		/al College of S	0	
	registration by				taking full prospec		oved programm	
	I confirm that I am a core trainee, eligible for CCT.		not yet	\bigcirc	Anticipated comp current programm		04	4/06/2015
	Grade:	Date started:	Post 1	ype or	Appointment:	Full time or 9	6 of Full t	time Training
	CT2 -	13/05/2015	Run Throug	Jh	•		56	
	012 13/05/2015		(e.g. LAT, Run Through, higher, FTSTA)		(e.g. Fi	(e.g. Full Time, 80%, 60%)		
	By signing this form, I confirm that the information above is correct and I will keep my Designated Body, and the GMC, informed as soon as possible of any change to my contact details.							
		rainee Signature:	John	Sr	Digitally signed to DN: cn=John Sn email=JohnSmitt Date: 2015.05.0	by John Smith nith, o, ou, h@gmail.com, c=GB 1 16:18:57 +01'00'	Date:	01/05/2015
	FOR DEANERY/LETB USE ONLY							
				ogramn	ne Approval Numbe	er: Deaner	y Referen	nce Number:
				FOR DEANERY/LETB USE ONLY FOR		FOR DE	DEANERY/LETB USE ONLY	
	•	graduate Dean or sentative of PGD:					Date:	