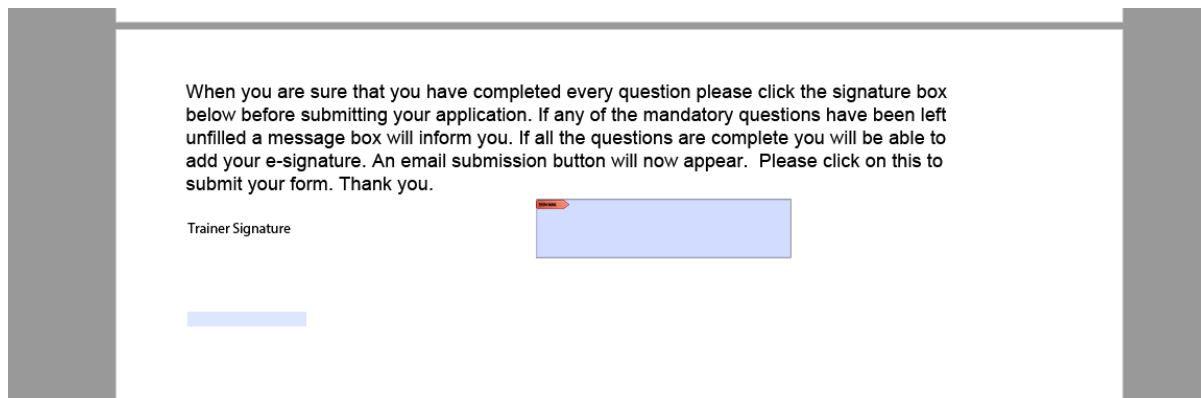
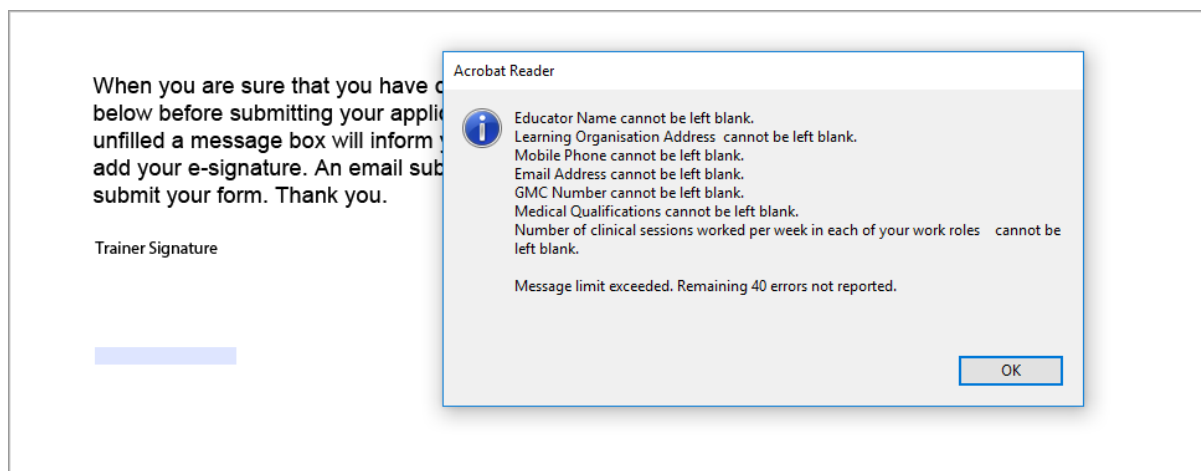


## Finalising, signing and submitting for review

Once you have filled in all of the sections relevant to your application then you will come to the last stage of the applicant's section of the form. Please see the image below.



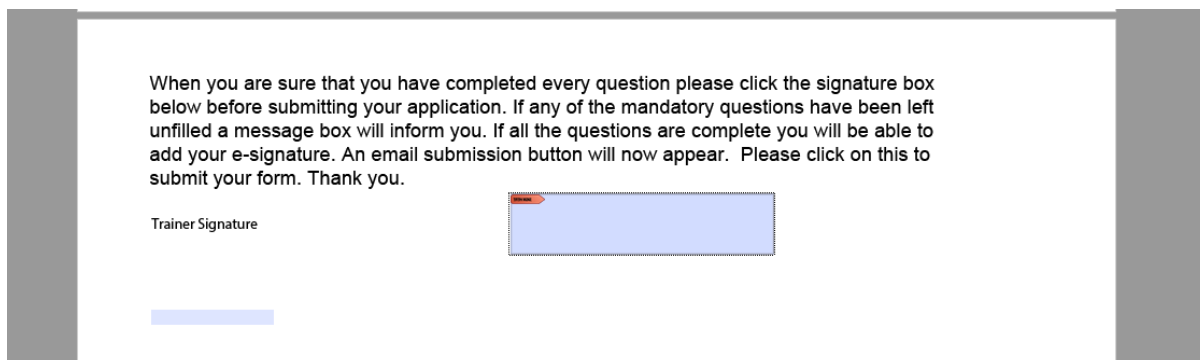
Try and click on the blue box to the right of the signature section. If you haven't put in an answer for all of the mandatory sections of the form, then you will be unable to click on the signature section and a new box will appear letting you know which sections haven't been completed.



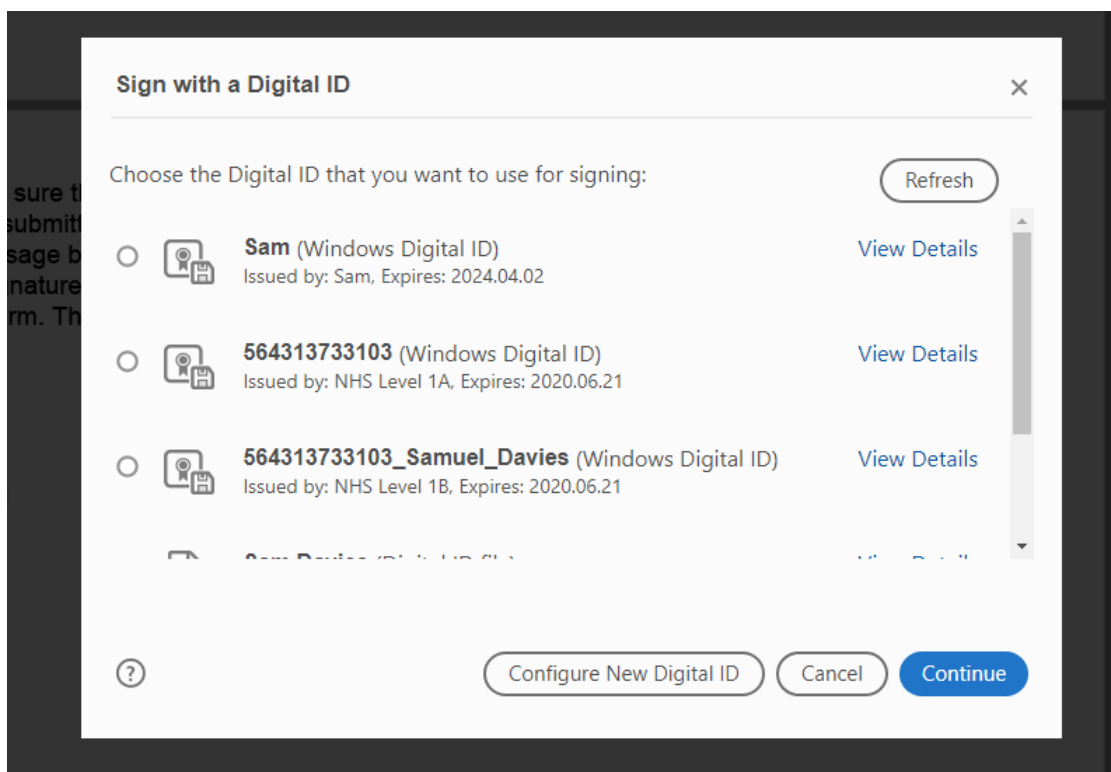
If you have filled in the mandatory sections, then you will be able to click on the blue box and begin the process of putting in your e-signature.

## E-signing a form

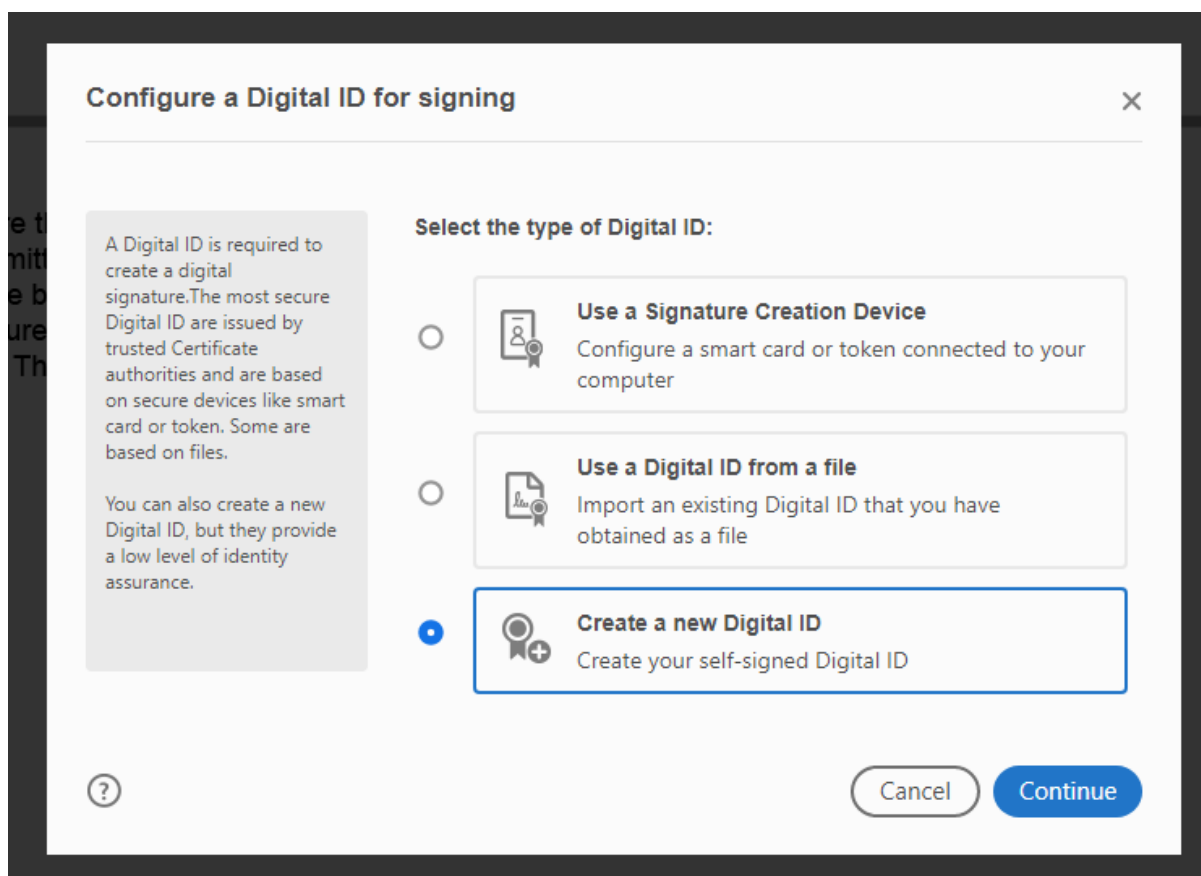
Step 1. Click on the blue box next to the trainer signature text.



Step 2. When the new window appears click on “Configure New Digital ID” at the bottom



Step 3. Then click on “create a new digital ID” and then click continue



Step 4. Click save to windows certificate store and continue.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

Save to File  
Save the Digital ID to a file in your computer

Save to Windows Certificate Store  
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

Step 5. Enter your name and email address. You don't need to enter an "Organizational Unit" and "Organization Name." The country/Region needs to be the United Kingdom but for some reason it is on the drop-down list as GB-United Kingdom. So rather than scrolling all the way down to the bottom you only need to get to G and then select GB-United Kingdom. You shouldn't have to change the bottom two options (Key algorithm, Use digital signature for) but they should be selected as they are in the box below (Key algorithm = "2048-bit RSA", Use digital signature for = "Digital Signatures"). If they are not then change them using the drop-down lists. Then click save.

## 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="Sam Davies"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="samuel.davies@hee.nhs.uk"/>
Country/Region	<input type="text" value="GB - UNITED KINGDOM"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>



Back

Save

Step 6. Click on the digital signature that you just created. It will be the one that doesn't have any numbers before it. Then click continue.

**Sign with a Digital ID** ✕

Choose the Digital ID that you want to use for signing: Refresh

- 564313733103\_Samuel\_Davies** (Windows Digital ID) View Details  
Issued by: NHS Level 1B, Expires: 2020.06.21
- Sam Davies** (Digital ID file) View Details  
Issued by: Sam Davies, Expires: 2024.03.28
- Sam Davies** (Windows Digital ID) View Details  
Issued by: Sam Davies, Expires: 2024.04.10

? Configure New Digital ID Cancel Continue

Step 7. Then click sign.

Sign as "Sam Davies" ×

Appearance  ▼ Create

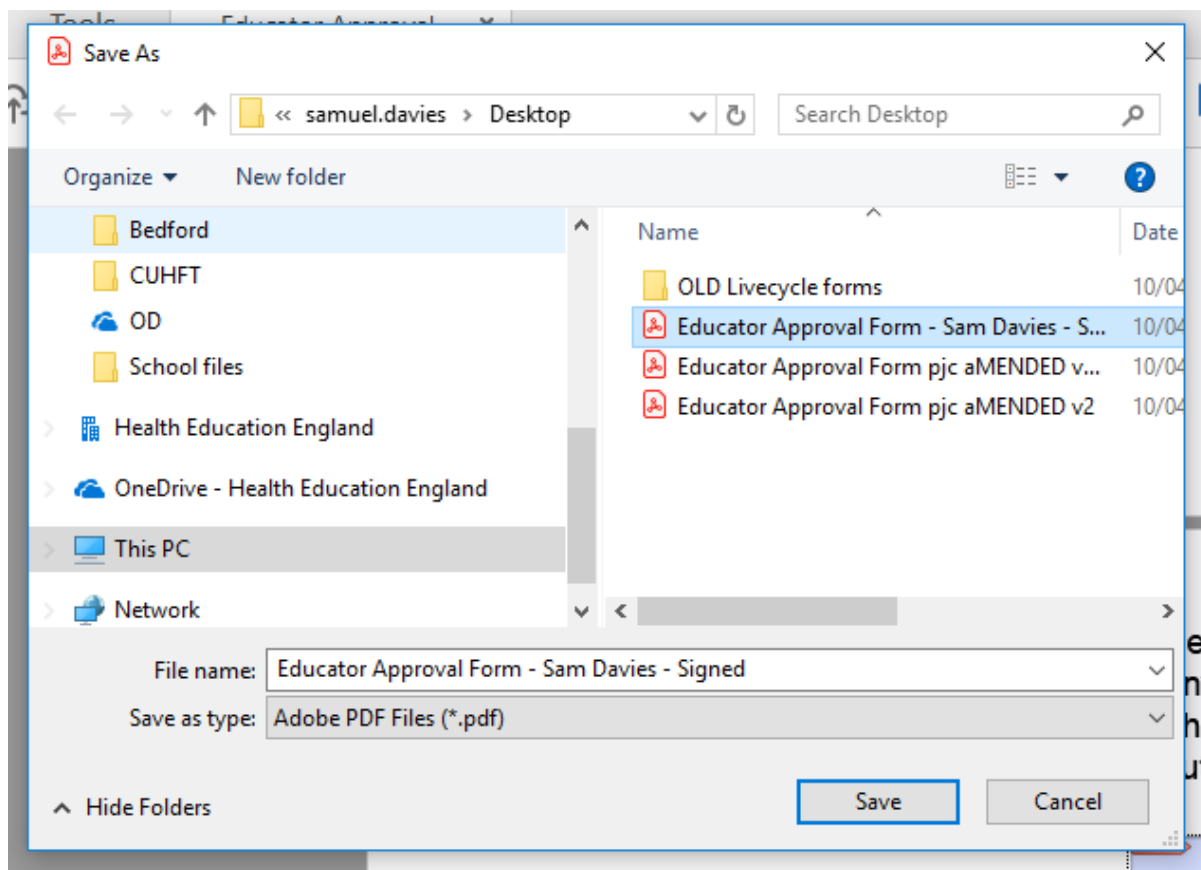
**Sam  
Davies** Digitally signed  
by Sam Davies  
Date: 2019.04.10  
13:00:20 +01'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

Step 8. This will prompt you to save a new version of the form. I'd advise just adding your name and "-signed" to the end of the file name. Then click save.



Step 9. The signature box on the form should then look something like the image below. If you scroll back up through the form, all the sections that you filled in will now be white instead of blue and you will be unable to edit any of these.

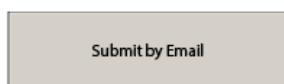
When you are sure that you have completed every question please click the signature box below before submitting your application. If any of the mandatory questions have been left unfilled a message box will inform you. If all the questions are complete you will be able to add your e-signature. An email submission button will now appear. Please click on this to submit your form. Thank you.

Trainer Signature



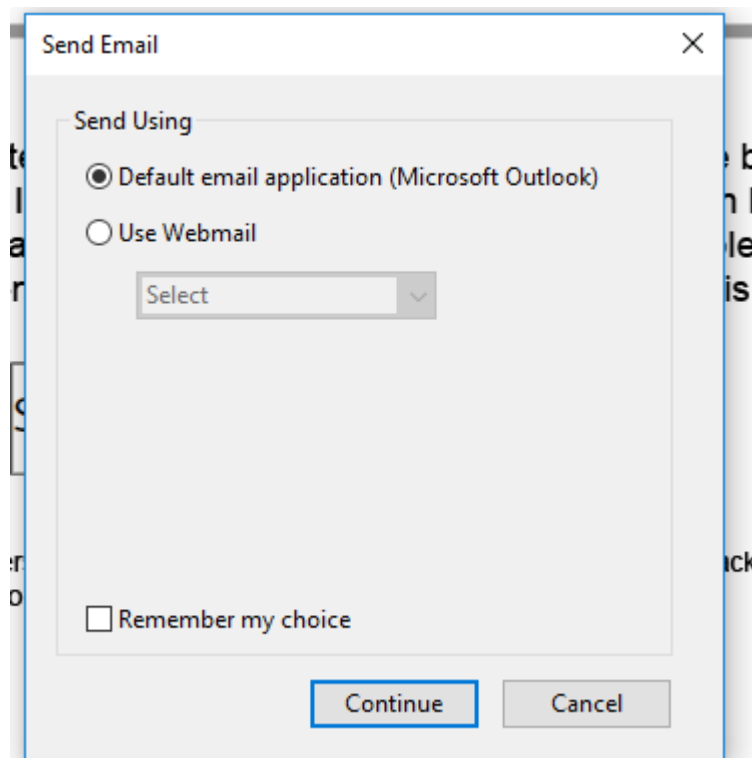
For GP applicants,

This application will now be considered by the HEE oversight panel for final confirmation. Please send this form back to the generic GP inbox at [gpprovals.eoe@hee.nhs.uk](mailto:gpprovals.eoe@hee.nhs.uk) or click on the email submission button below.







Step 10. Now all you need to do is to send the form off. If you are seeking re-approval or are a first-time applicant that was previously approved in a different tier, then you will need to send the form to the HEE Quality Team. If you are seeking first time approval and haven't previously been approved in any tier, then you will need to send the form to your local administrator. If you click on the submit by email button it should open the box shown in the image below. I would advise that you use the default email application. Mine is outlook but yours may be different. Then click continue.



Step 11. This should open a template email with your completed form attached.

 Send	From ▾	Samuel.Davies@hee.nhs.uk
	To	<input type="radio"/> <a href="#">GP Approvals (EOE)</a>
	Cc	
	Bcc	
Subject		Application for approval/re-approval for Educators in the East of England

---

	Educator Approval Form - Sam Davies - Signed 3 MB	▾
---	--	---

Application for approval/re-approval for Educators in the East of England

The attached file is the filled-out form. Please open it to review the data.

Step 12. It's probably worth checking the attachment to see if it's correct. There's no reason it shouldn't be exactly what you saved it as so if it isn't then please contact the HEE Quality Team. Then send off your email and you have successfully applied for educator approval.