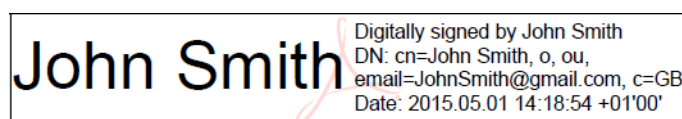# Placing a Digital Signature Using Adobe Reader

A digital signature is a small box of text that you can place on a document to verify that you have 'signed' the document. 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

John Smith

Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=JohnSmith@gmail.com, c=GB
Date: 2015.05.01 14:18:54 +01'00'

signature and confirms that the document has not been altered.

The information on here is about placing a signature using Adobe Reader. This you can download for free from this website:
http://www.adobe.com/uk/products/reader.html
It works with either Windows or Mac OSX or iOS.

Signing your Form R is the last step in completing your form, signing the form before entering all the data will invalidate the signature and your form will be rejected.

Please follow the instructions in this document so that you can apply a digital signature to your HEEoE forms. Further guidance can be obtained from Adobes official website by clicking here.
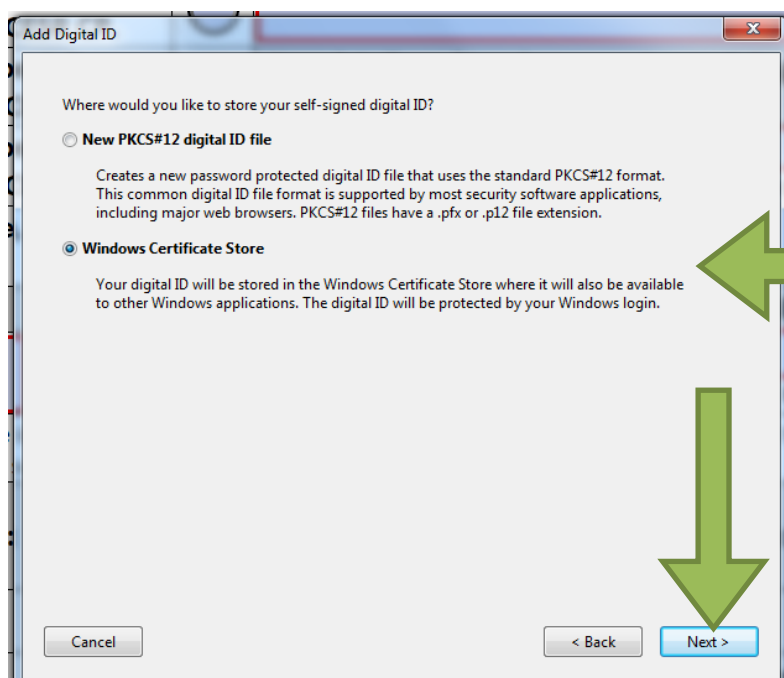
1. Click into the signature field to begin signing the Form R

2. This will summon the digital signature wizard, select "A new digital ID I want to create now" then click "Next"

3. Click "Windows Certificate Store" followed by "Next"

4. Enter your full GMC registered name, email address and country, once complete click "Finish". **Please note, the email address entered here must match the address registered at HEEoE and your Form R must also be submitted to us from this same email address. If these conditions are not met your Form R will be rejected as incomplete**
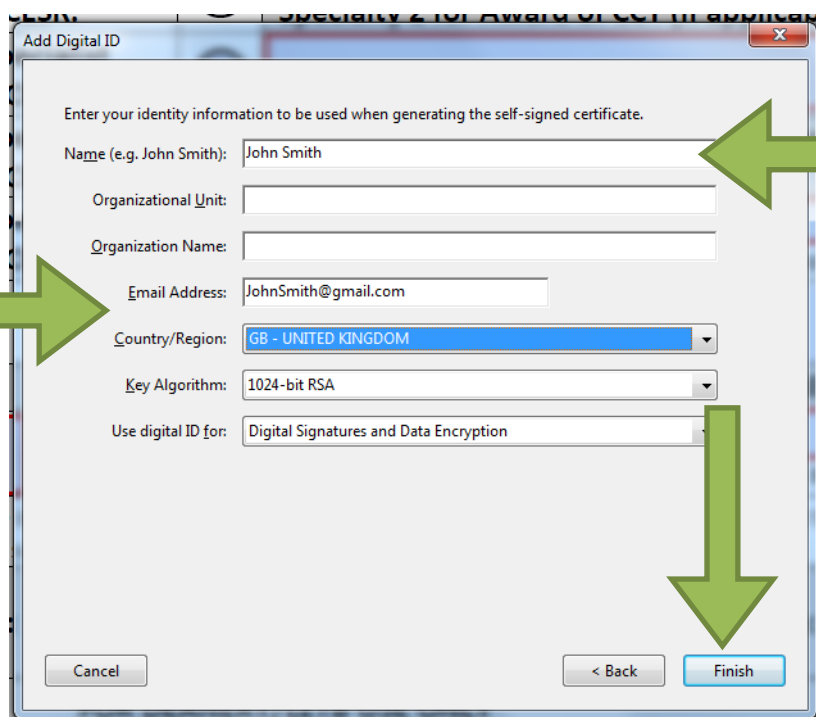
5. You have now generated a digital signature click "Sign" to save a new signed copy
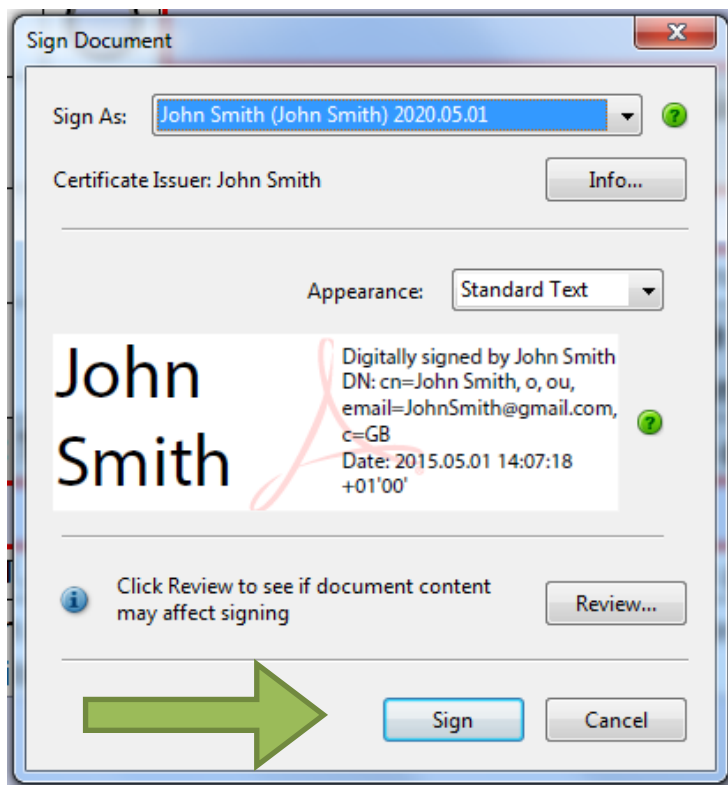
6. Once saved, your digital signature will be inputted automatically into the form and it may now be submitted by email to the deanery for review