# Placing a digital signature using

![Adobe icon] **Adobe Reader DC** or ![Adobe icon] **Adobe Reader XI**

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 usually look like a handwritten signature.

Here is a picture of a digital signature. When it is placed in a document it carries hiddes who has placed the signature and can confirm that the document has not been altere

It works with either Windows or Mac OSX but NOT on a tablet or phone.

Please follow the instructions in this document so that you can apply a digital signature to your HEE-EoE forms.
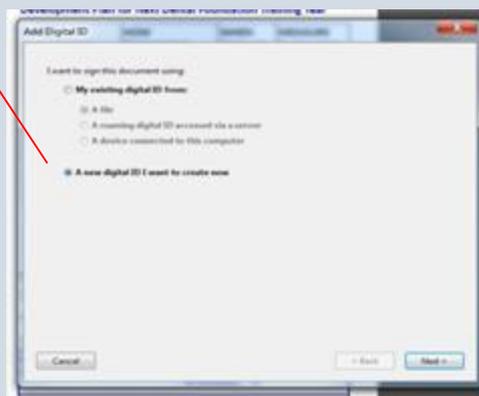
Click on the digital signature field in your document.
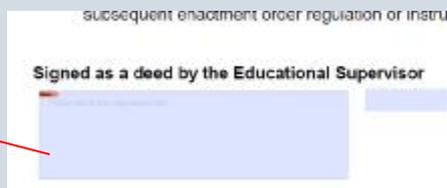


If you have placed a signature before you will be given a box to allow you to enter your digital signature (see below for the next step)



If you have not previously created one, you will be asked to create a new digital ID ('A new digital ID I want to create now')

In the next box select the PKCS#12 ID and in the following box enter your details i.e.; your name; your practice name; your email address; and your country, *which is GB—United Kingdom*. Now click on the 'Next' button.
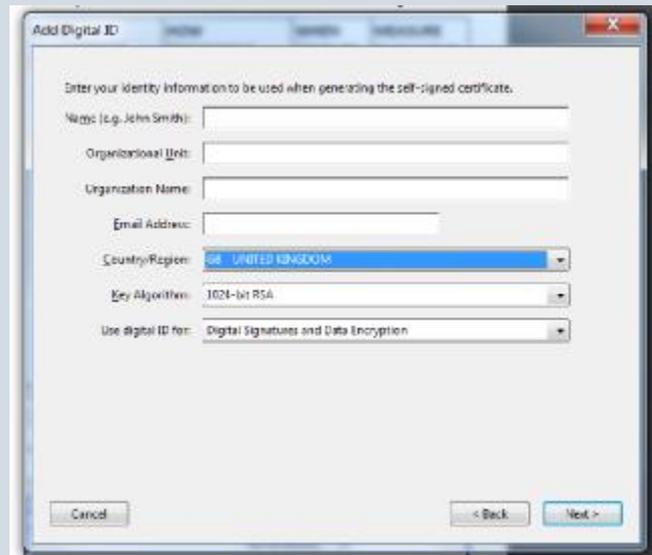


(If you have a previously created signature(s) you select it from the 'Sign As' drop down box.)

You are next asked for a password, and then steps to add your signature to the form.
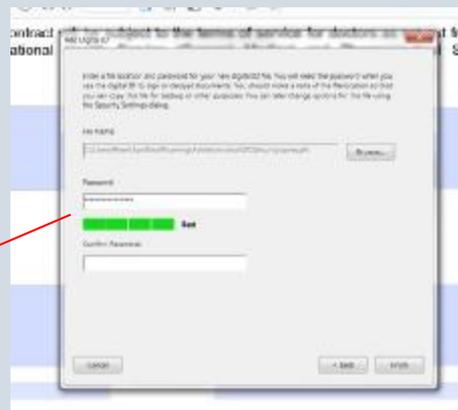
When asked to save the document, please do this incorporating your Name into the document name; i.e. 'joe.bloggsPartA.pdf'