## Placing a digital signature using



## 🔎 Adobe Reader DC 🛛 or 📙 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 hidd who has placed the signature and can confirm that the document has not been altered A N Other

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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.	Subsequent enactment order regulation or instru Signed as a deed by the Educational Supervisor
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)	Service (General Medicel and Pher Service (General Medicel and Pher Service (General Medicel) Service (General Medicel) Servi
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')	
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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.

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(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'

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