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



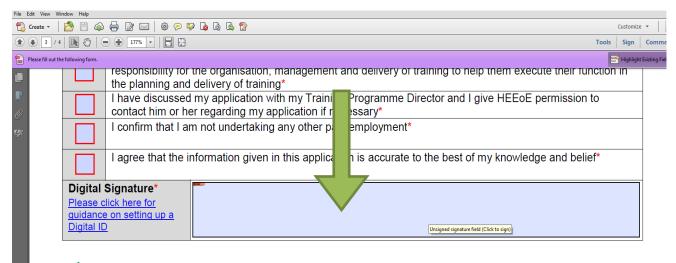
signature and confirms that the document has not been altered.

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: <u>http://www.adobe.com/uk/products/reader.html</u>. 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 and your form will be rejected.

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 <u>clicking</u> <u>here</u>.

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).



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

2. This will summon the digital signature wizard - see step 3

Important note: 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.

ſ	Sign Docume	nt	×						
I	Sign As:	Vijay Nayar (Vijay Nayar) 2020.10.14 🛛 🥃 🍘							
	Certificate	086045575015 (NHS Level 1A) 2017.01.14 086045575015_Sophie_Hall (NHS Level 1B) 2017.01.14 Sophie Hall (Sophie Hall) 2020.07.31							
		Vijay Nayar (Vijay Nayar) 2020.10.14 Refresh ID List							
l	New ID Digitally signed by Vijay Nayar								
l	V IJá	зу	DN: cn=Vijay Nayar, o=HEEoE, ou=Associate GP Dean.						
	Na	ay yar /	email=heee.ltft@nhs.net, c=GB Date: 2015.12.03 15:42:56 Z						
			Sign Cancel						

3. select "A new digital ID I want to create now" then click "Next"

Important note: 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 follow the instructions above and download the free software if necessary.

Add Digital ID	×
I want to sign this document using:	
My existing digital ID from:	
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 >
Cancer	Next >

Developing people for health and healthcare 4. Click "Windows Certificate Store" followed by "Next"

Ad	ld Digital ID
	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 Next >

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

	LJN. –	Specially 2 101 Award 01 CC1 III	applicapi
1	Add Digital ID		
	Enter your identity inform	ation to be used when generating the self-signed certificate.	
	Na <u>m</u> e (e.g. John Smith):	John Smith	
	Organizational <u>U</u> nit:		
	Organization Name:		- I I I I I I I I I I I I I I I I I I I
	<u>E</u> mail Address:	JohnSmith@gmail.com	
	<u>C</u> ountry/Region:	GB - UNITED KINGDOM	•
	<u>K</u> ey Algorithm:	1024-bit RSA	-
	Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	•
	Cancel	< Back	Finish

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6.Congratulations, you have now generated a digital signature. 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							
Sign Cancel							

7. Once saved, your digital signature will be inputted automatically into the form and it may now be submitted by email to HEE for review.

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🥪 Signed	d and all signatures are valid. Please fill out the followi						-		📑 Highlig	ght Existing Fiel
2		i contirm i nave been appointed to a programme leading to award of CCT.		\bigcirc	speciality 1 for Award of CCT (if applicable).					
	I confirm that I will be seeking specialist			Acute Care Common Stem - Anaesthetics				-		
9		registration by application for a CESR.			Specialty 2 for Aw	ard of CCT (if a	rd of CCT (if applicable):			
<i>79.</i>	I confirm that I will be seeking specialist registration by application for a CESR CP.			\bigcirc	Anaesthetics					
		I confirm that I will be seeking specialist registration by application for a CEGPR.			Royal College/Faculty assessing training for the award of CCT:					
	I confirm that I will be seeking specialist registration by application for a CEGPR CP. I confirm that I am a core trainee, not yet eligible for CCT. Grade: Date started: Post			\bigcirc	Royal College of Surgeons					
						taking full prospecti	ively appr	oved program	ime)	
			not yet	\bigcirc	Anticipated completion date of current programme, if known: 04/06/2015					
			Post T	Post Type or Appointment: Full time or			% of Full time Training:			
	CT2 · 13/05/2015	13/05/2015	Run Through 🔢				56			
			1.6	e.g. LAT, Run Through, higher, FTSTA) (e.g. Full Time, 80%, 60%)						
	By signing this form, I	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.								
	Tra	Trainee Signature: JOhr			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:	01/05/20	15	
		FOR DEANERY/LETB USE ONLY								
				C Programme Approval Number: Deane			ery Reference Number:			
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							Date:			
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