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# IT Training - Creating a digital signature

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1. Open the document that you would like to sign. For this example, I used the 'Staff Requisition – fillable'.

The screenshot shows the Adobe Acrobat Reader interface with a document titled 'Staff Requisition - fillable.pdf'. The document content includes the Valley Medical Group logo and the title 'Staff Requisition'. Below the title, there are several form fields for data entry, including Date, Position Title, Department, Hiring Supervisor/Manager, Grade, Base Pay of Grade, and Ext. There are also radio button options for facility location (Amherst, Easthampton, Greenfield, Northampton), Type of Request (Replacement, New Position - Budgeted, New Position - Unbudgeted), and Position Type (Exempt, Non-Exempt).

2. Fill out the form and when you get to the bottom, click on the appropriate box to add your Signature.

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This form will not be processed until the following signatures are attained by the hiring Supervisor.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

(President's signature is not necessary for replacement positions.)

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11.11.16

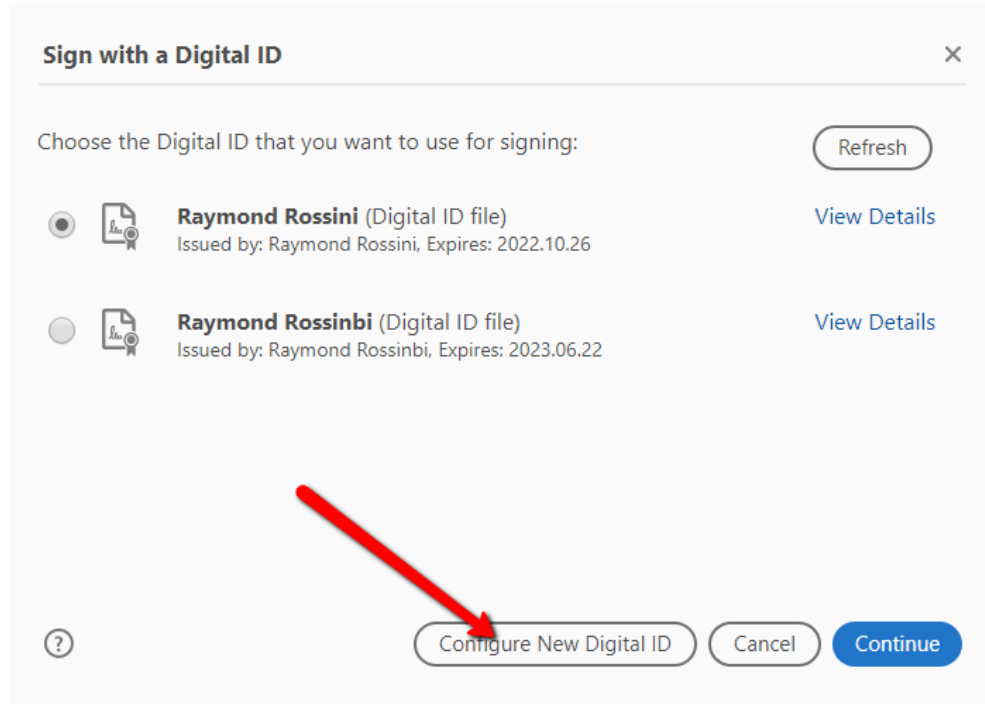
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- When you click on that box, a box will come up asking what Digital ID you would like to use. If you already have one created it will show up. If not you will have to add one by clicking on 'Configure New Digital ID'.



- Click 'Create a new Digital ID' and continue.



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5. 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

6. Enter your information and hit '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 Raymond Rossini

Organizational Unit Enter Organizational Unit...

Organization Name Valley Medical Group

Email Address rrossini@vmgma.com

Country/Region US - UNITED STATES

Key Algorithm 2048-bit RSA

Use Digital ID for Digital Signatures

Back Save

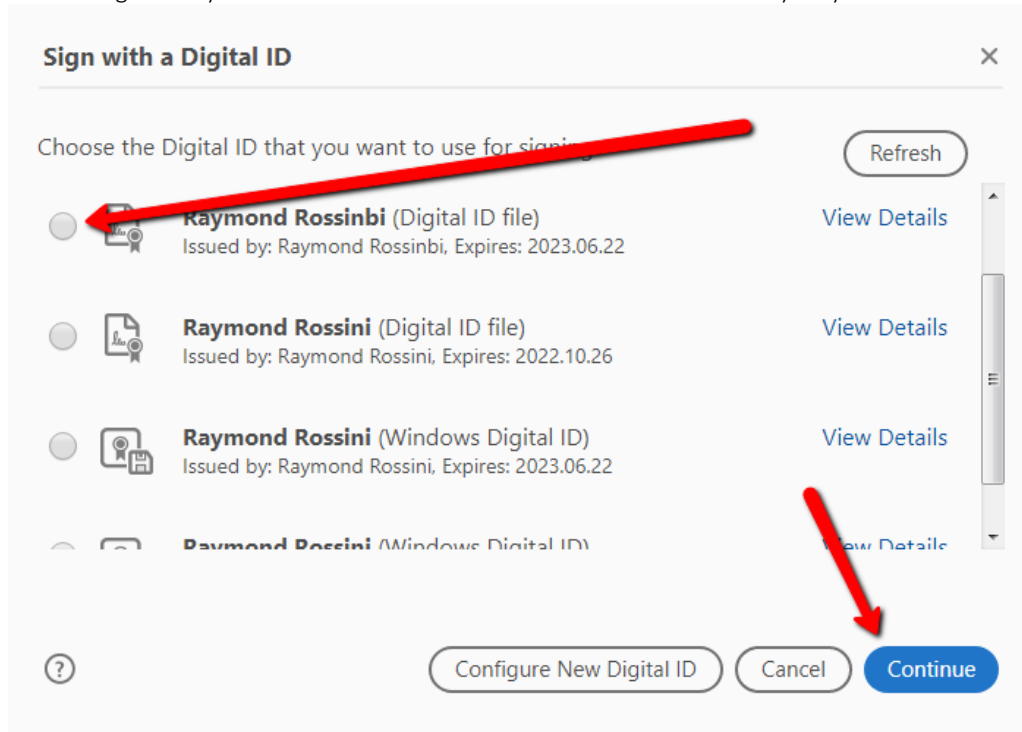
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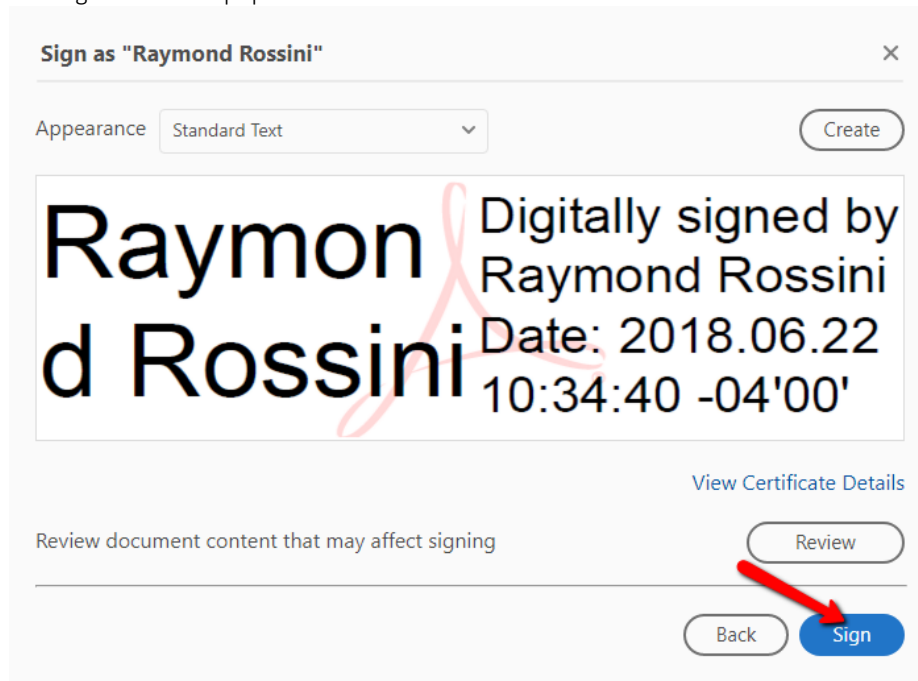
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7. Click on the signature you want to use and click continue. You will most likely only have one.



8. Then just click 'Sign' and it will populate.



9. It will then prompt you to save the file. Choose replace file to apply the signature to the document.