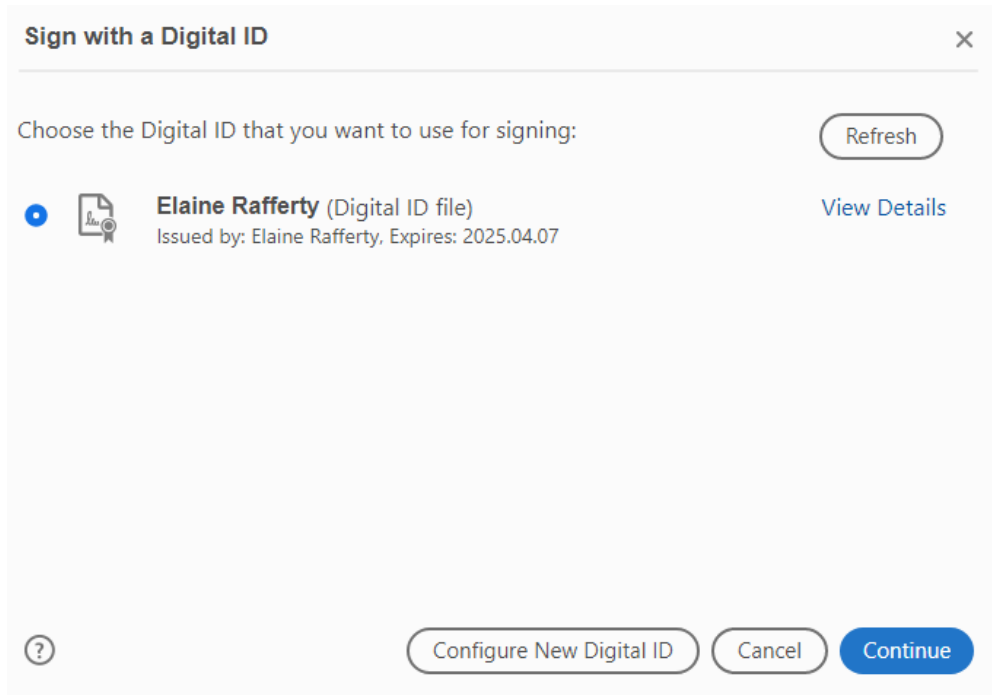


Creating a digital signature on your PC

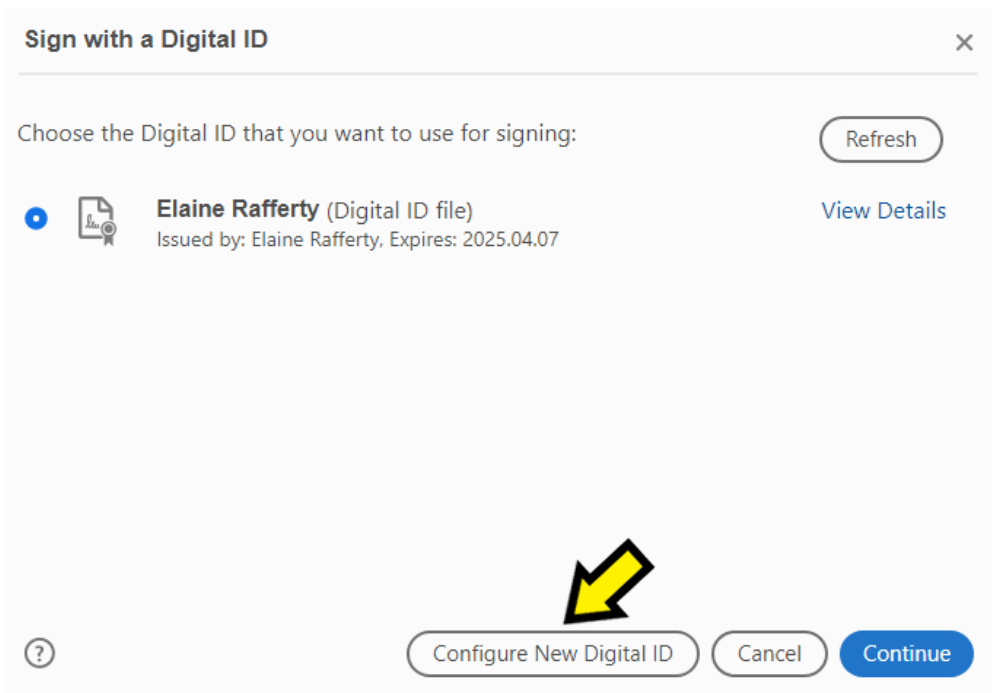
Click on the field that requires your signature



The following screen will appear:



Click on 'Configure New Digital ID'



On the following screen select 'Create a new Digital ID' and then 'Continue'

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

On the next screen select 'Save to File' and the '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.

Select the destination of the new Digital ID:

- 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

On the next screen enter Name, email address and change country/region to GB:

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	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	GB - UNITED KINGDOM ▼
Key Algorithm	2048-bit RSA ▼
Use Digital ID for	Digital Signatures ▼

Email address is not valid

? Back Continue

On the next screen choose the location to save your signature and allocate a password.

Save the self-signed Digital ID to a file ×

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Browse

Apply a password to protect the Digital ID:

Confirm the password:

? Back Save

Once saved you can add this to any part of the document that requires your signature.