DIGITAL METRO NORTH

Creating a Secure Electronic Signature for Clinicians

How to create a secure signature to sign PDF clinical request forms.

The first time you sign a clinical request, you will need to set up your electronic signature. After that, you will be able to quickly and easily sign your request forms.

Setting up your signature

1. After you have finished filling out your form, click in the **CLINICIANS SIGNATURE**



 A pop up will appear advising that you require a Digital ID. Click Configuire Digital ID.



3. If you do not have a Digital ID you will need to **Create a new Digital ID.**



Quick Reference Guide

 Select how you want to save the file. We recommend saving it to the Windows Certificate Store so that it can share with other applications.



 Enter your details. Select Digital Signatures and Data Encrytion fom the Use Digital ID for drop down. Make sure to select your region as Australia.

Create a self-signed Di	gital ID		>
	News		
Enter the identity information to be used for creating the self-signed	Organizational Unit	Enter Name Enter Organizational Unit	
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.	Organization Name	Enter Organization Name	
	Email Address	Enter Email	
	Country/Region	AU - AUSTRALIA	~
	Key Algorithm	2048-bit RSA	~
	Use Digital ID for	Digital Signatures and Data Encryption	~
3		Back	ave



6. You will now be asked to select the Digital ID that you want to use to sign your document. Click on your name and **Continue**.

Sign with a Digital II	D	×
Choose the Digital ID th	nat you want to use for signing:	Refresh
Issued by:	(Windows Digital ID) xpires: 2025.04.09	View Details
0	Configure New Digital ID	Cancel Continue

7. Next add a signature, click Create.



8. You can now add an existing **Image** or you can click **Draw** to create a signature.



9. To upload an existing signature click Browse.

Customize	the Signature Appearance	×
	Text Dr	aw Image None
	J	Digitally signed by <your common<br="">name here> Date: 2020.04.09 13:08:40 +10'00'</your>
Include Text		Browse Clea
🕑 Name	Distinguished Name	Auto 🚍 🚍
Date	Adobe Acrobat Version	Digits format
Location	🗹 Logo	Digits format
Reason	🗹 Labels	0123456789 🗸
Preset name		Cancel

10. Browse to the location of your saved signature, then once uploaded it will apear on your screen. Click **Save.**

Customize	the Signature Appearance		×
	Text Dr	🗽 🔜 🚫 aw Image None	
		Digitally signed by <your common<br="">name here> Date: 2020.04.09 13:12:09 +10'00'</your>	
Include Text Name Date Location	Distinguished Name Adobe Acrobat Version Gogo	Browse C Text Direction Auto = = Digits format	lea
Preset name	Capeis	Cancel	

11. You are now ready to sign.

Sign as	×
Appearance Created 2020.04.09 13:14:43 +10 V	Create
<rr> <r></r>202 13:</rr>	our Name> 20.04.09 14:43 +10'00'
Review document content that may affect signing	View Certificate Details Review Back Sign

