

## Creating a Secure Electronic Signature for Clinicians

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

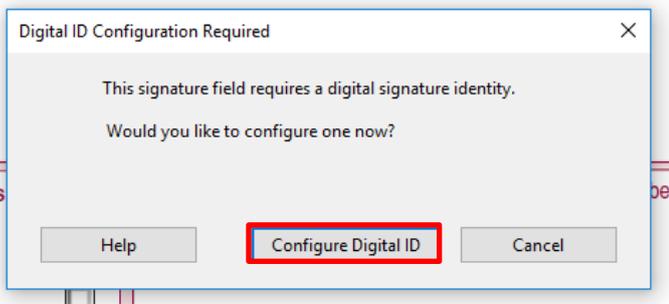
The first time you sign a clinical request, you will need to set up your electronic signature. After that, you will be able to quickly and easily sign your request forms.

### Setting up your signature

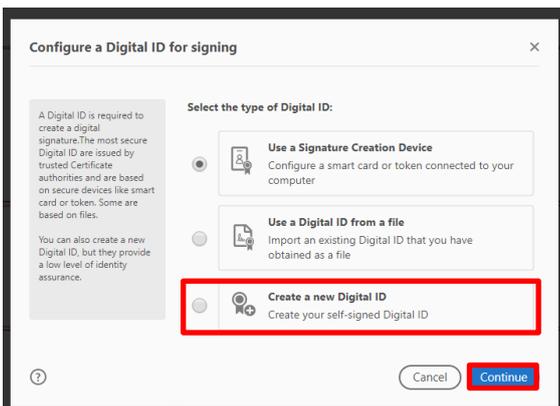
1. After you have finished filling out your form, click in the **CLINICIANS SIGNATURE**



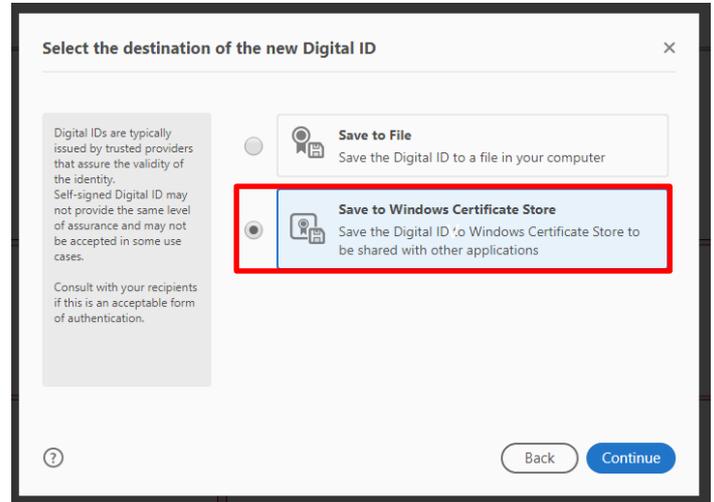
2. A pop up will appear advising that you require a Digital ID. Click **Configure Digital ID**.



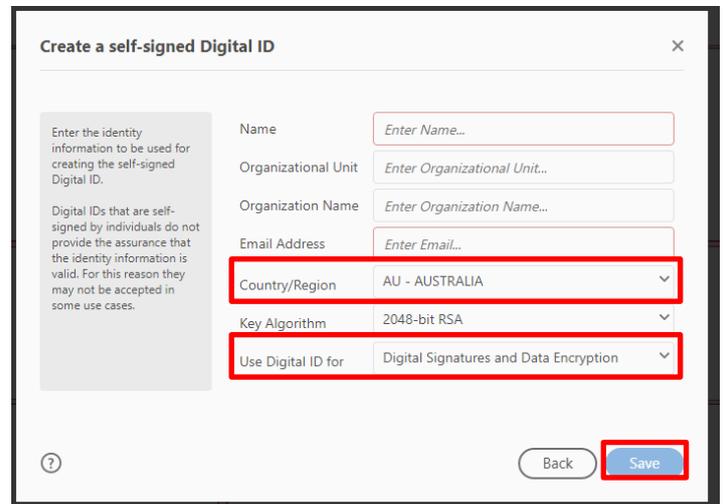
3. If you do not have a Digital ID you will need to **Create a new Digital ID**.



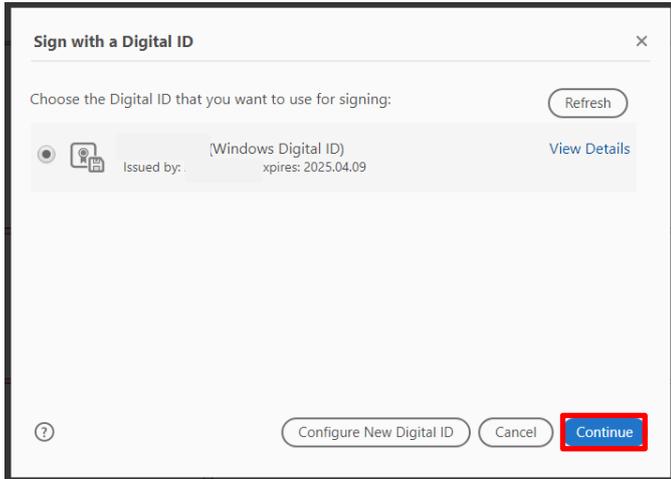
4. Select how you want to save the file. We recommend saving it to the **Windows Certificate Store** so that it can share with other applications.



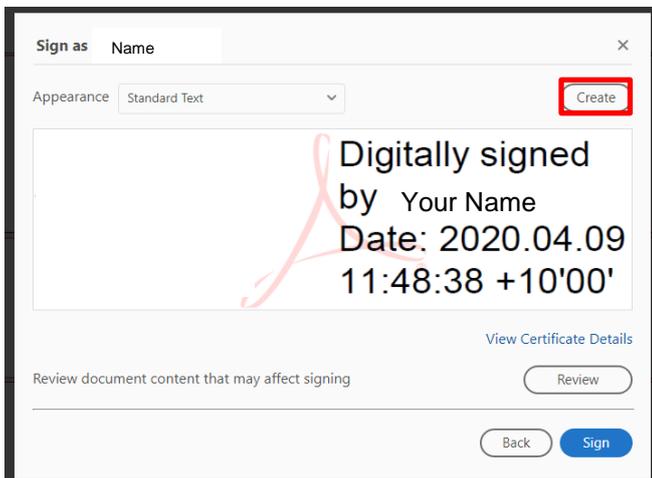
5. Enter your details. Select **Digital Signatures and Data Encryption** from the **Use Digital ID for** drop down. Make sure to select your region as Australia.



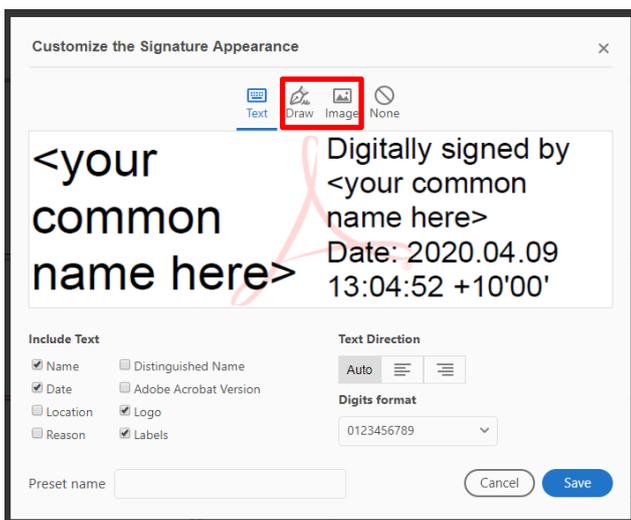
- You will now be asked to select the Digital ID that you want to use to sign your document. Click on your name and **Continue**.



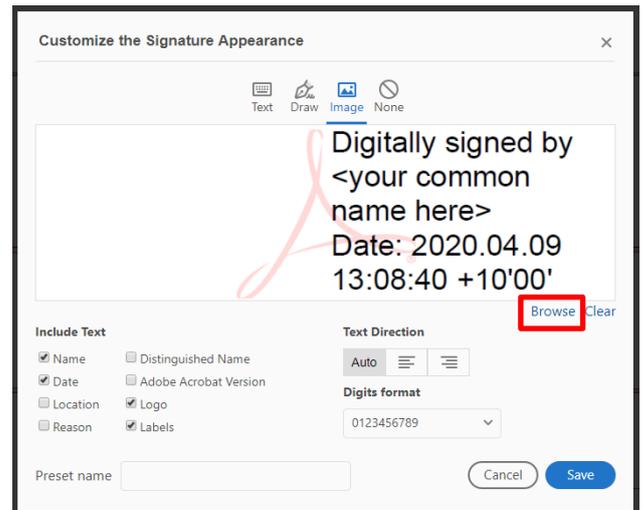
- Next add a signature, click **Create**.



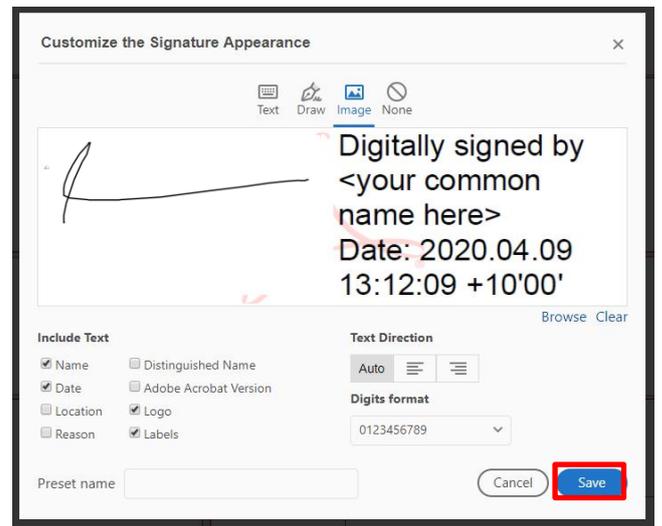
- You can now add an existing **Image** or you can click **Draw** to create a signature.



- To upload an existing signature click **Browse**.



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



- You are now ready to sign.

