

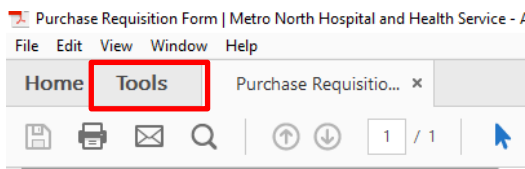
Creating a Secure Electronic Signature.

Using Adobe Acrobat, you can create a secure signature to sign forms electronically. The first time you sign a form you will need to set up your electronic signature, after that you will be able to quickly and easily sign any PDF document.

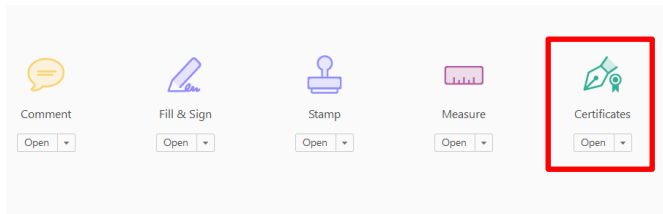
Setting up your signature

- Once you have completed your form using *Adobe Acrobat*:

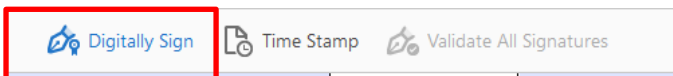
a. Click **Tools**



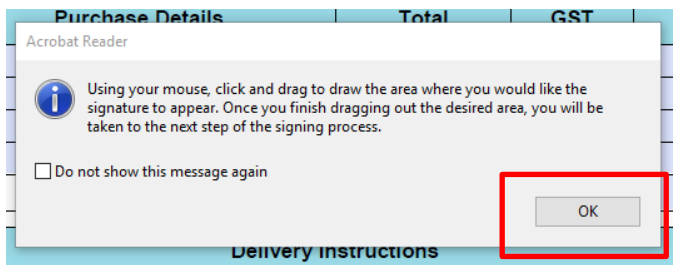
b. Click **Certificates**



- You will be returned to the document, in the banner at the top of the document select **Digitally Sign**.



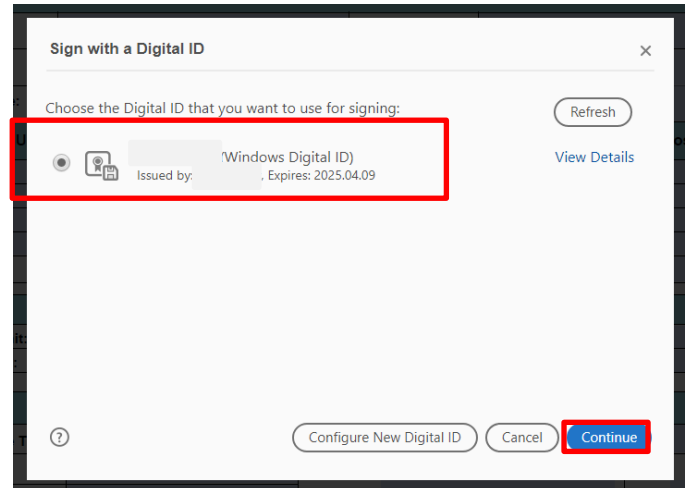
- A pop up box will appear with instructions, read the instructions and select **OK**.



Click and drag your cursor in the area of the PDF you want to sign.

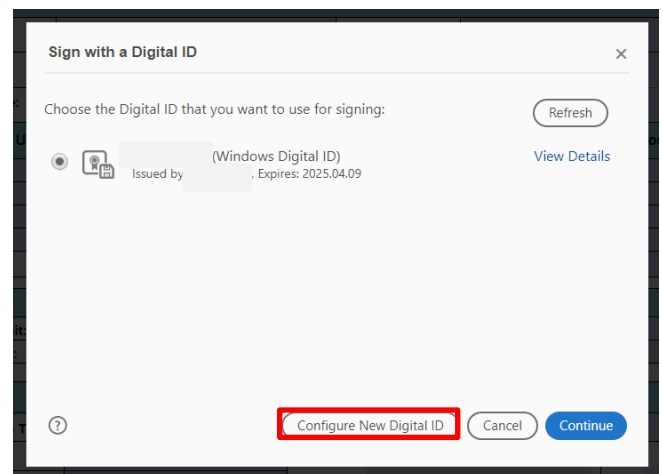
If you have a Digital ID

- If you want to use your existing ID select **Continue** and you can now sign the form.



To use a different Digital ID

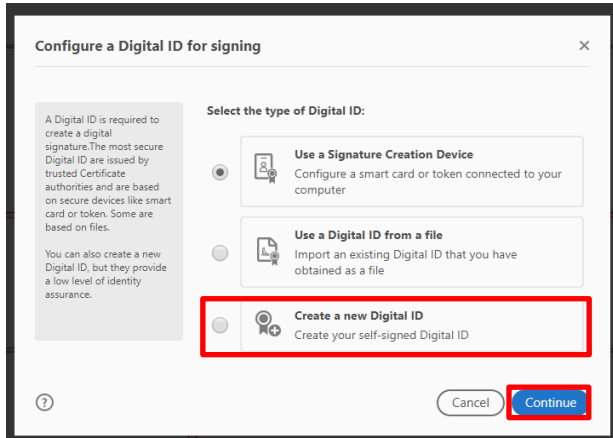
- To use a different Digital ID you will need to **Configure a new Digital ID**.



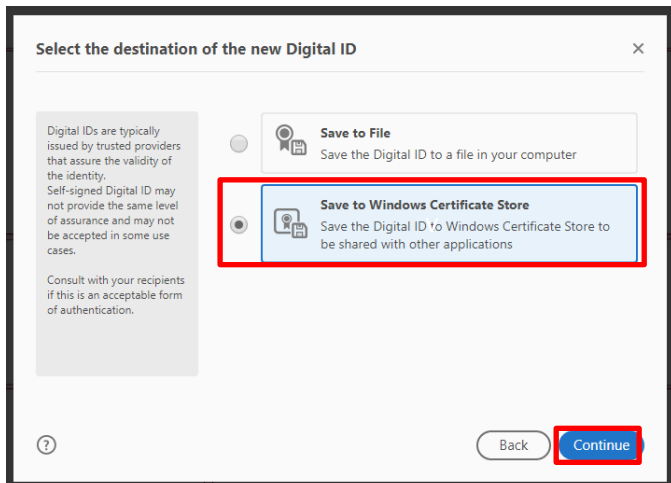
Instructions on how to configure your Digital ID continue from Step 6

Create a New Digital ID

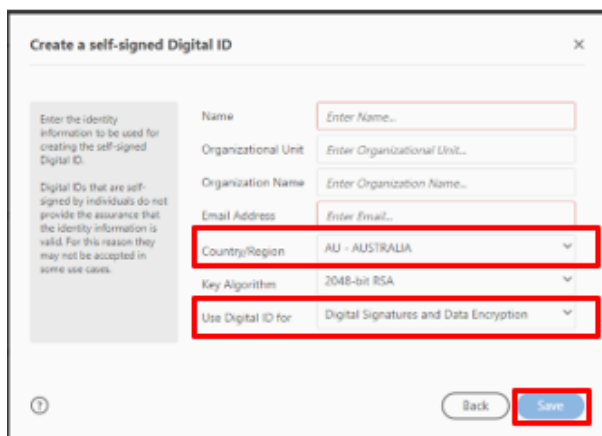
6. Click **Create a new Digital ID** and click **Continue**.



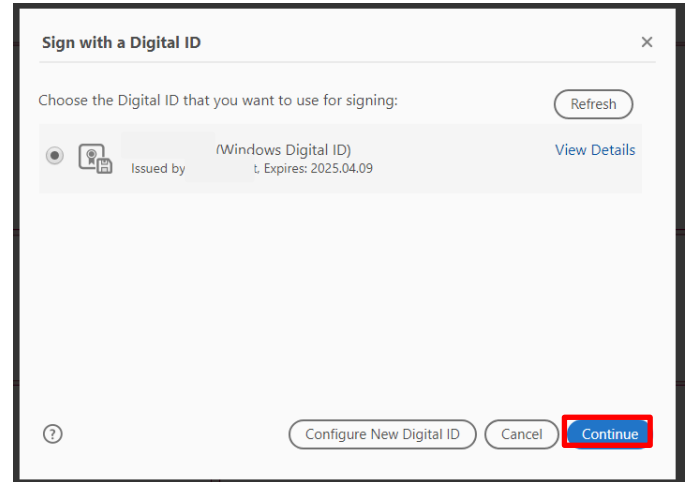
7. Select how you want to save the file. We recommend saving it to the **Windows Certificate Store** so that it can share with other applications. Click **Continue**.



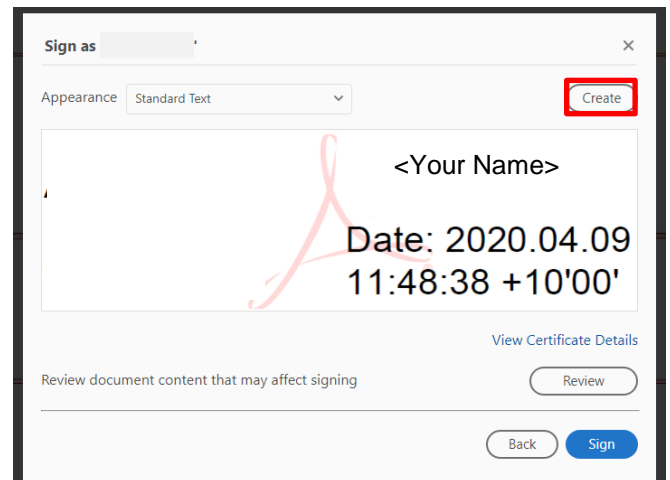
8. Enter your details. Select **Digital Signatures and Data Encryption** from the **Use Digital ID for** drop down. Make sure to select your region as **Australia**. Click **Save**.



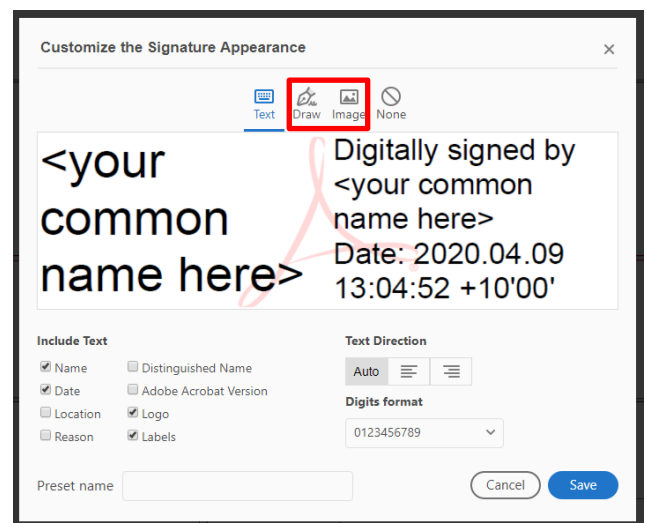
9. You will now be asked to select the Digital ID that you want to use to sign your document. Click on your name and **Continue**.



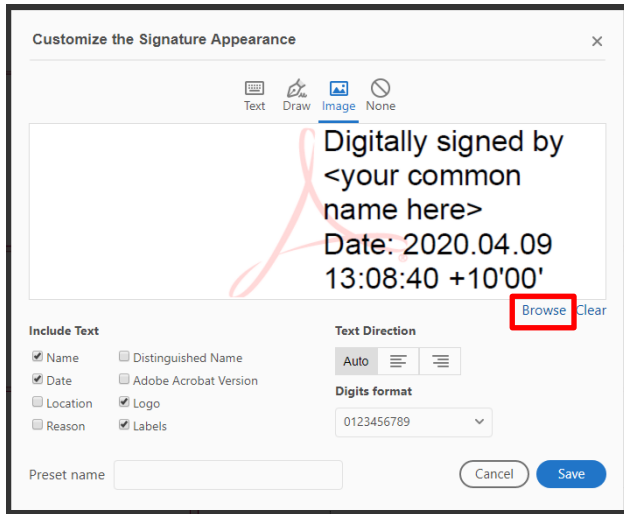
10. Next to add a signature click **Create**.



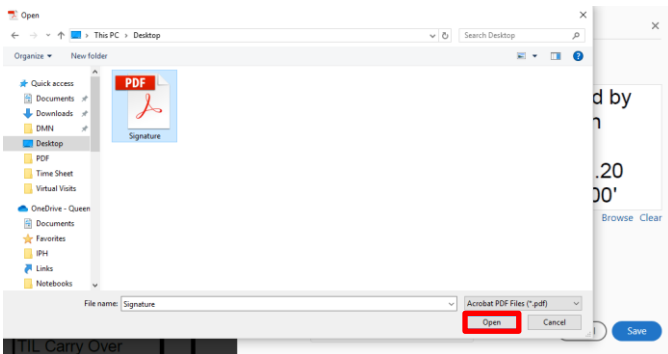
11. You can now add an existing **Image** or you can click **Draw** to create a signature.



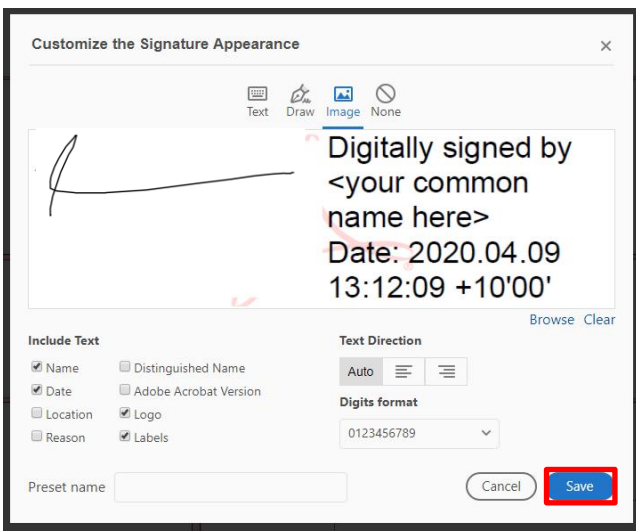
12. To upload an existing **Image** of your signature click **Browse**.



13. Navigate to the location of your saved signature in *File Explorer*. Highlight your signature document and click **Open**.



14. The signature will populate and click **Save**.



15. You are now ready to sign.

