DIGITAL METRO NORTH

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

1. Once you have completed your form using *Adobe Acrobat*.

a. Click Tools



b. Click Certificates



2. 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.

Quick Reference Guide

If you have a Digital ID

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



To use a different Digital ID

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

Sign with a Digital ID		×
Choose the Digital ID tha	at you want to use for signing:	Refresh
Issued by	(Windows Digital ID) , Expires: 2025.04.09	View Details
?	Configure New Digital ID	Cancel Continue

Instructions on how to configuire 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**.

reate a self-signed Di	gital ID		×
Enter the identity	Name	Enter Name	
information to be used for creating the self-signed Digital ID.	Organizational Unit	Enter Organizational Unit	
Digital IDs that are self-	Organization Name	Enter Organization Name	
signed by individuals do not provide the assurance that the identity information is	Email Address	Enter Email	
valid. For this reason they may not be accepted in	Country/Region	AU - AUSTRALIA	~
some use cases.	Key Algorithm	2048-bit RSA	×
	Use Digital ID for	Digital Signatures and Data Encryption	×
D		Back	ane

V1.1 Effective: May 2020 Review: May 2021 Document ID: 53-QDA-QRG



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**.

Sign with a Digital ID		×
Choose the Digital ID tha	t you want to use for signing:	Refresh
Issued by	(Windows Digital ID) t. Expires: 2025.04.09	View Details
3	Configure New Digital ID	Cancel

10. Next to add a signature click Create.

Sign as		×
Appearance Standard Text	~	Create
	<y0< th=""><th>our Name></th></y0<>	our Name>
		2020.04.09 3:38 +10'00'
		View Certificate Details
Review document content the	at may affect signing	Review
		Back Sign

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



Page 2 of 3

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

Customize	the Signature Appearance	×
		💯 🔝 🚫 aw Image None
	J	Digitally signed by <your common<br="">name here> Date: 2020.04.09 13:08:40 +10'00'</your>
Include Text Name Date Location Reason	Distinguished Name Adobe Acrobat Version Cogo Labels	Text Direction Auto
Preset name		Cancel Save

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

🔁 Open	×	
← → × ↑ 🗖 > This PC > Desktop	v Ö Search Desktop ,P	×
Organize - New folder	× 🗉 😗	
Cuck scores Documents Documents Documents Documents Documents Documents Documents Porf Trans Sheet Viral Virian Oraditive - Ouen Documents Porf Trans Sheet Virian Virian Documents Porf Trans Sheet Virian Virian	d by r .20 D0' Browse d	Clear
Notebooks v File name: Signature	✓ Acrobat PDF Files (*.pdf) ✓	
	Open Cancel	
TIL Carry Over		

14. The signature will populate and click Save.

Customize	the Signature Appearance	×
		🐆 🔝 🚫 aw Image None
		Digitally signed by <your common<br="">name here> Date: 2020.04.09 13:12:09 +10'00'</your>
Include Text		Browse Clear Text Direction
 Name Date Location Reason 	Distinguished Name Adobe Acrobat Version Logo Labels	Auto Image: Text and text a
Preset name		Cancel

15. You are now ready to sign.

Sign as	×
Appearance Created 2020.04.09 13:14:43 +10 ¥	Create
<y0< td=""><td>our Name></td></y0<>	our Name>
202	0.04.09
13:7	14:43 +10'00'
	View Certificate Details
Review document content that may affect signing	Review
	Back



V1.1 Effective: May 2020 Review: May 2021 Document ID: 53-QDA-QRG

