A guide to creating and using digital signatures

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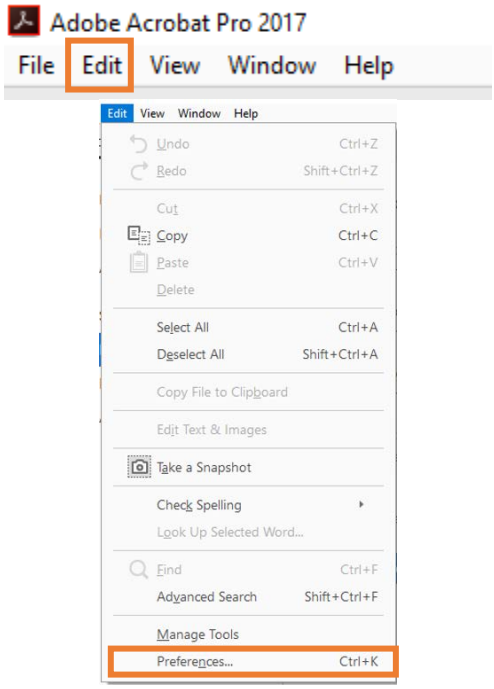
Note to the reader: The following instructions are adapted from Adobe Acrobat user guides.

Getting started

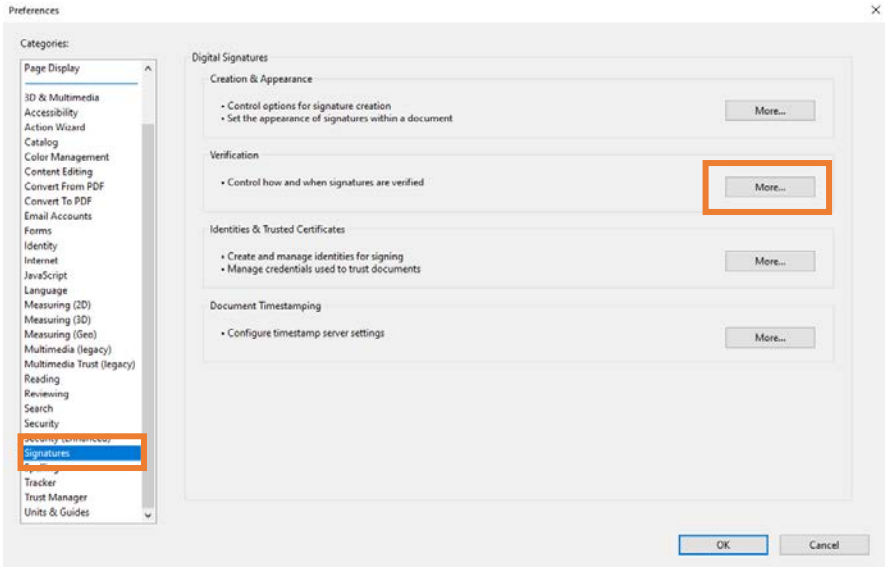
To setup your electronic email signature, you will first need to open Adobe Acrobat on your PC or laptop. From here, you will be able to complete the steps listed below. Once you've set up your signature you will need to register it. Follow the steps in the Register a digital ID section.

Setting up your electronic email signature (digital ID)

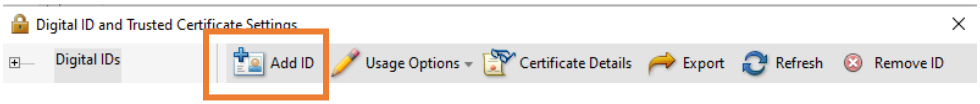
1. In Acrobat, click the **Edit** menu and choose **Preferences -> Signatures.**



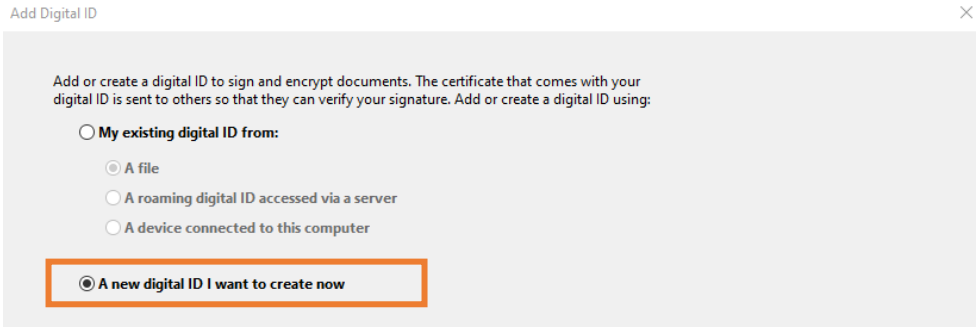
2. On the right, click **More** for **Identities & Trusted Certificates**.



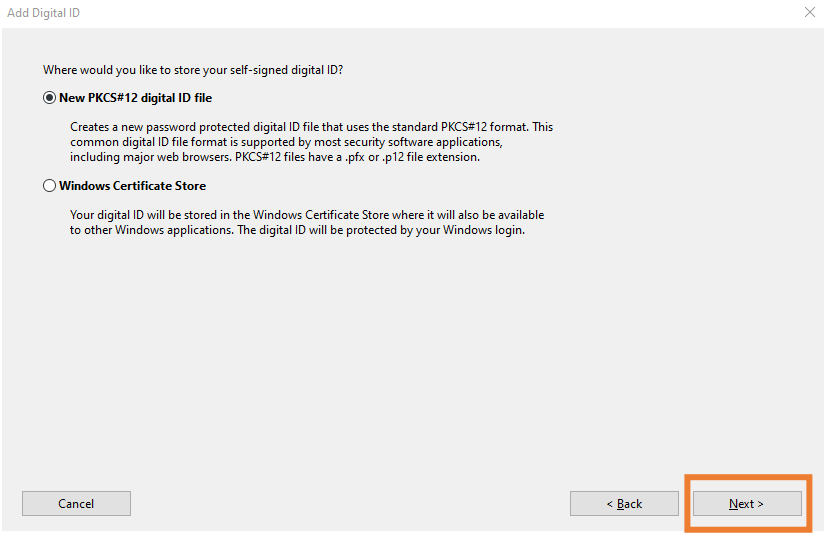
3. Select **Digital IDs** on the left, and then click the **Add ID** button



4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



5. Specify where to store the digital ID. Select the **New PKCS#12 Digital ID File** option and select **Next.**



TIP

- A popular location to store your digital is **New PKCS#12 Digital ID File.** When using this location Adobe stores the digital ID information in a file, which has the extension .pfx in Windows and. p12 in Mac OS. You can use the files interchangeably between operating systems. If you move a file from one operating system to another, Acrobat still recognizes it.

- By selecting **Windows Certificate Store (Windows only)** the digital ID will be stored to a common location from where other Windows applications can also

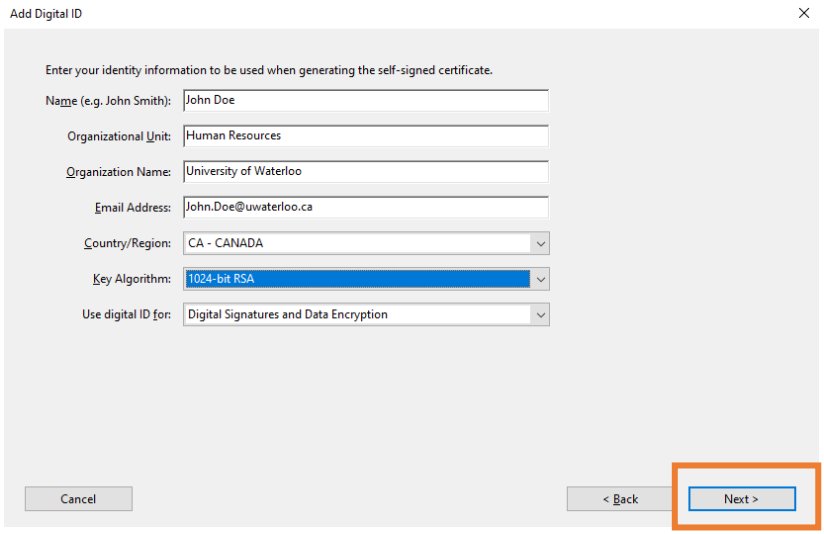
7. Complete the following information:

a. Type your name, email address, and other personal information for your digital ID.

TIP

- When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.

b. Select the 1024-bit RSA **Key Algorithm**.
c. From the **Use Digital ID For** menu select the digital ID for both signatures and data encryption.
d. Click **Next**.



8. Complete steps a-d below:

a) Select where to store your digital ID file

TIP

- The digital ID file is stored at the default location as shown in the **File Name** field.
- If you want to save your digital ID somewhere else, click **Browse** and choose the location.

b) Type a password for the digital ID file.

TIP

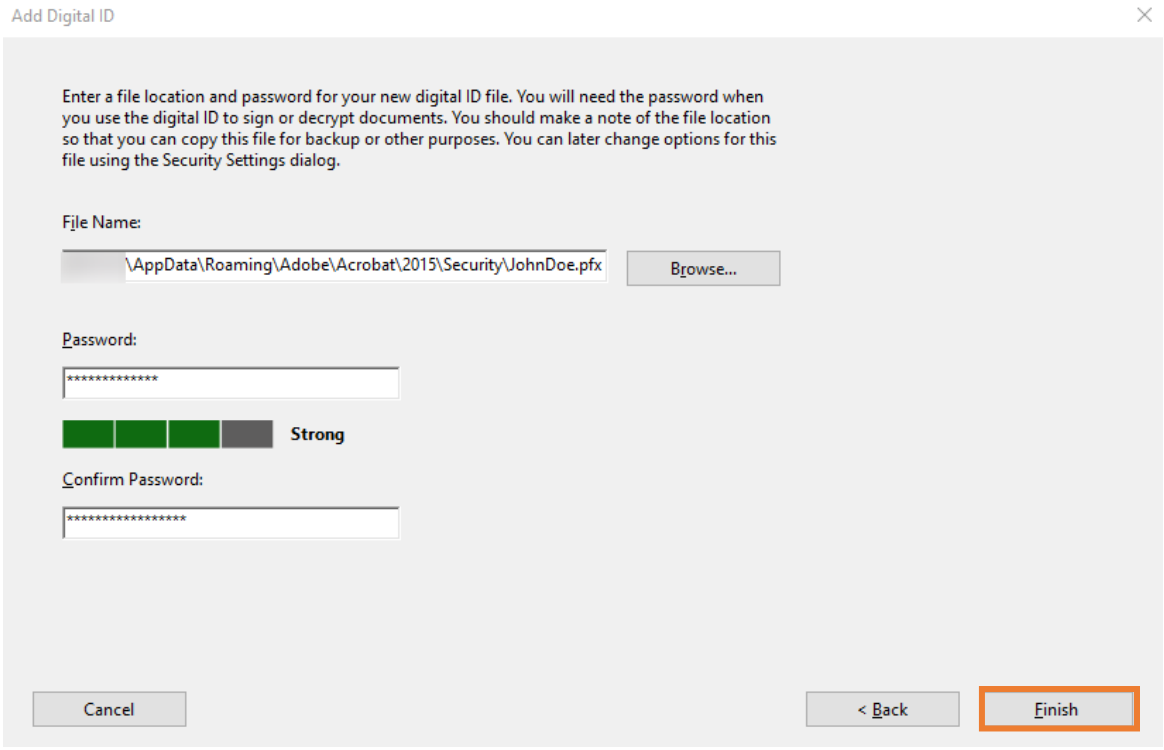
- For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns.

c) Reconfirm your password.

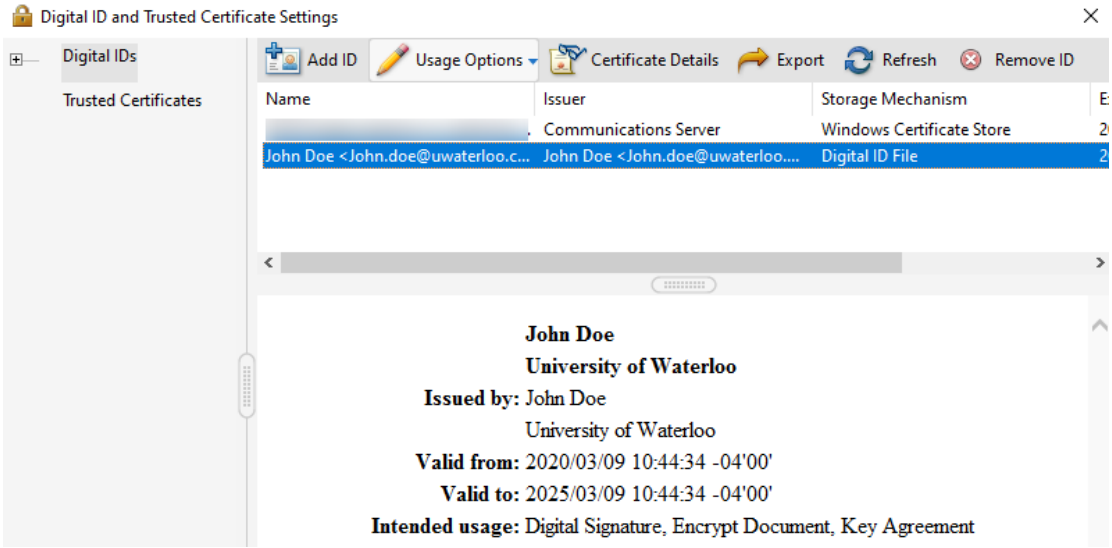
TIP

- If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace or browse and select a different location to store the file.

d) Click **Finish**.



9) Congratulations, the ID is created. You can export and send your certificate file to contacts who can use it to validate your signature.



For more information please visit [Adobe Help]

Register a digital ID

To use your digital ID, you will need to register it with Adobe Acrobat or Reader. Follow the instructions below to register your digital ID.

1. In Acrobat, click the **Edit** menu and choose **Preferences > Signatures**. In Identities & Trusted Certificates, and click **More**.
2. Select **Digital IDs** on the left.
3. Click the **Add ID** button .
4. Choose one of the following options:

   A File: Select this option if you obtained a digital ID as an electronic file. Follow the prompts to select the digital ID file, type your password, and add the digital ID to the list.

   A Roaming Digital ID Stored On A Server: Select this option to use a digital ID that's stored on a signing server. When prompted, type the server name and URL where the roaming ID is located.

   A Device Connected To This Computer: Select this option if you have a security token or hardware token connected to your computer.

5. Click **Next**, and follow the onscreen instructions to register your digital ID.

Signing a document digitally

1. Download and save the Vacation Carryover form to your computer
2. Open the form that you want to fill and sign
3. Fill in the form

TIP

- Fields with red boxes are required fields.
- To determine your current absence balances please review the 'View absence balances' guide housed within section 6. Vacation and Absence on the Workday user guides section.

4. Click on the signature box that applies to you. Ie for the employee

Section C: Employee Declaration

I certify the information provided is complete and accurate. I understand that the amount of carry over approved will be based on the actual amount available in my vacation bank as of July 1 and that this amount will not exceed the requested amount in Section B.

Employee's Signature: Date:

5. Select the Digital ID you want to use for signing
6. Click 'continue'
7. Enter the Digital ID PIN or Password
8. Click 'Sign'
9. Select a location on your computer to save the document to.

TIP

- When naming your form, consider including your full name ie Joe Bloggs Vacation Carryover request

10. Save the file

Emailing your document

Once saved, either:

1. Scroll to the bottom of the form and click on the 'Email Form' link.
2. Your default email program will open.

Or

1. Open email
2. Create new message
3. Attach the saved pdf vacation carryover form to an email

Receiving a signed document

1. Open the email
2. Right click on the attached file and save the file to your computer
3. Open Adobe
4. Open your saved file
5. Review content
6. To approve the document follow the instructions captured under "Signing a document digitally" section
7. To email the document follow the instructions captured under "Emailing your document" section

TIP

- The Department Head need only print their first and last name where a wet signature is applied.