


How to create a signature on a fillable PDF document

Download and save the PDF file that you have been sent to a suitable place, then open the form.

First click into the box, that requires a signature:

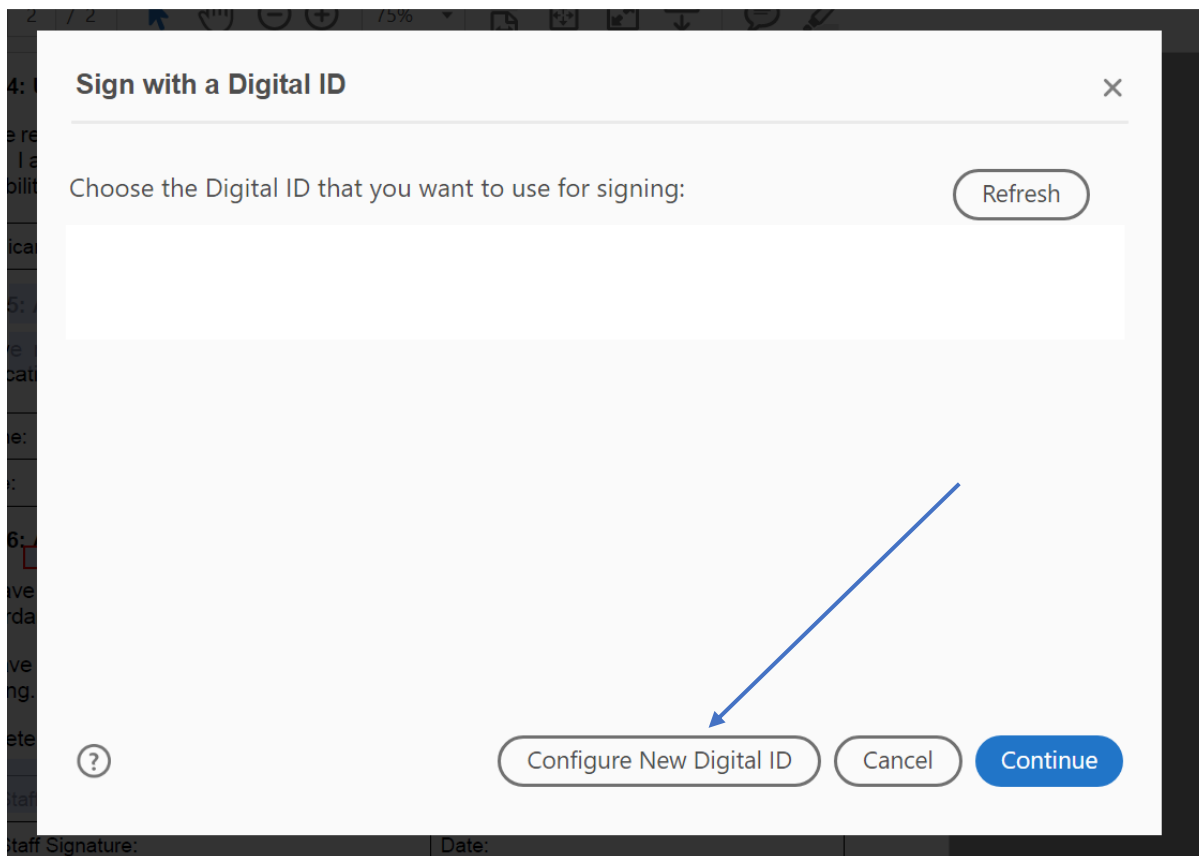
Part 4: Undertaking by Applicant

I have read the relevant policy. This learning activity forms part of my Personal Development Plan. I agree to inform the relevant Ed Staff of any changes in circumstances that may affect my ability to complete my course of study.

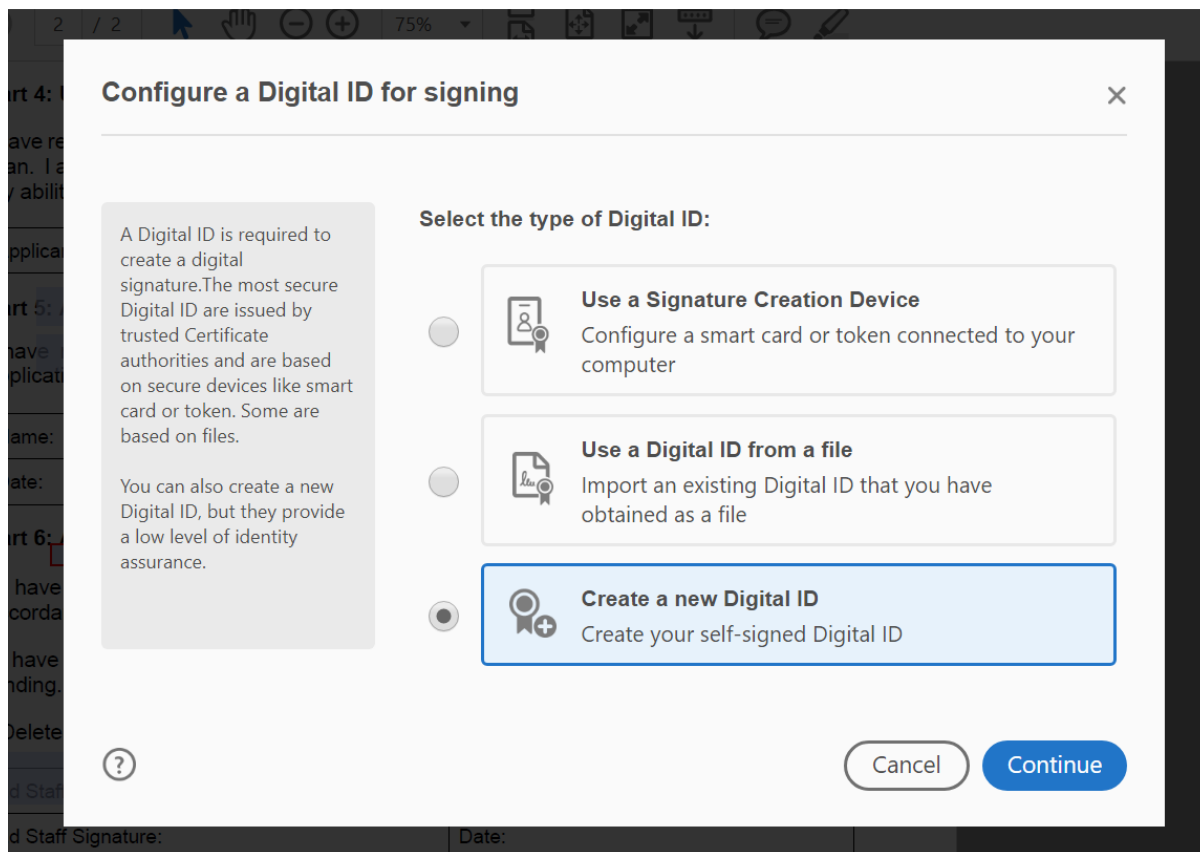
Applicant's signature: 

Date: 29 Apr 21

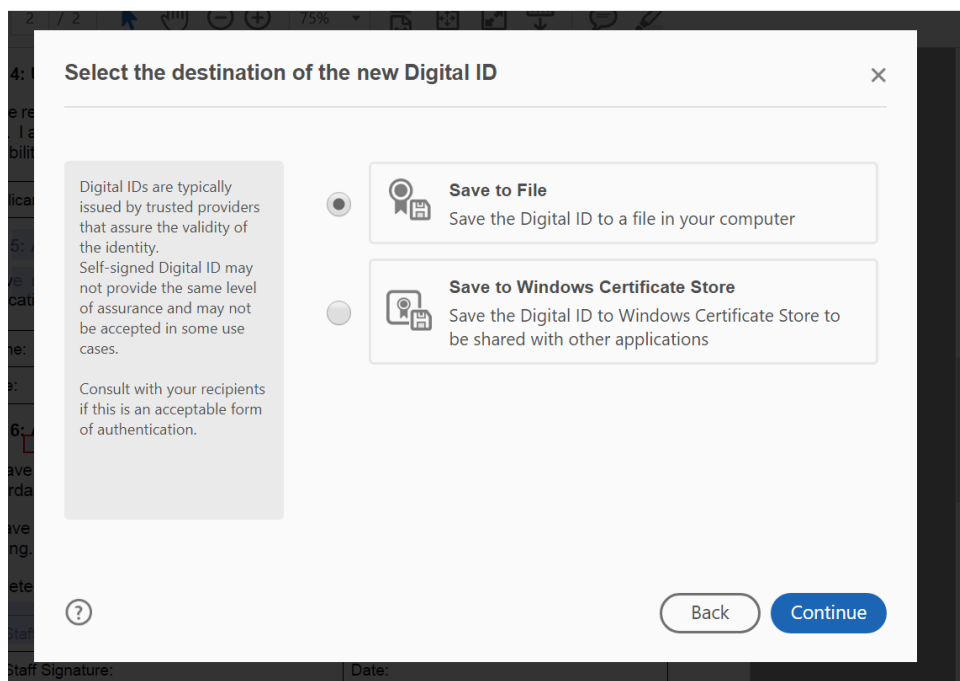
Next a new window will pop up. To create a signature click on 'Configure New Digital ID'



Then select the last option on the list: 'Create a new Digital ID' and click 'Continue'



Then select 'Save to file' and click 'Continue'



Next, fill in the required boxes and click 'Continue'

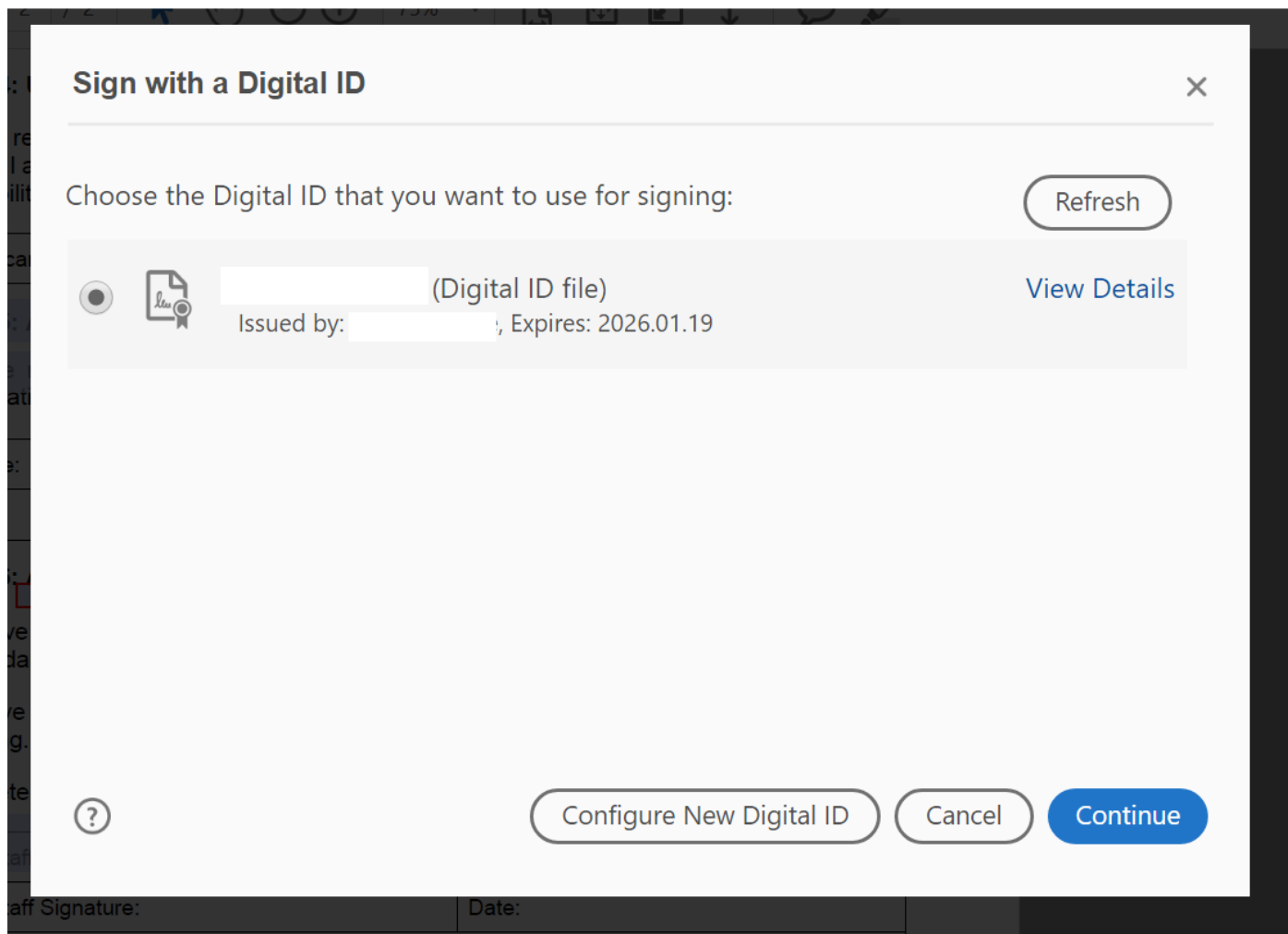
The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box containing the text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed 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." Below this box is a question mark icon. The main area of the dialog contains several input fields: "Name" (filled with "Joe Smith"), "Organizational Unit" (placeholder "Enter Organizational Unit..."), "Organization Name" (placeholder "Enter Organization Name..."), "Email Address" (filled with "Joe.smith200@mod.gov.uk"), "Country/Region" (dropdown menu showing "GB - UNITED KINGDOM"), "Key Algorithm" (dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (dropdown menu showing "Digital Signatures"). At the bottom right, there are two buttons: "Back" and "Continue".

Then click the 'Browse' button to select an appropriate place to save the file, then chose an appropriate password and click 'Save'

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file" with a close button (X) in the top right corner. On the left, there is a grey informational box containing the text: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it." Below this box is a question mark icon. The main area of the dialog contains the text "Your Digital ID will be saved at the following location :" followed by a text input field containing "C:\Users\ClarkeS166\OneDrive - Ministry of Defence\Pe" and a "Browse" button. Below this, there are two sections: "Apply a password to protect the Digital ID:" with an empty text input field, and "Confirm the password:" with another empty text input field. At the bottom right, there are two buttons: "Back" and "Save".

You have now successfully created a Digital ID.

Each time you go to fill in a password on a pdf fillable form the following window will pop up with your detail in. Select your signature and click continue. The following name has been blanked out for privacy.



Now place the password you selected into the bottom left box and click 'Sign'.

