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'

Sign with a Digital ID	×
Choose the Digital ID that you want to use for signing:	Refresh
? Configure New Digital ID Cancel	Continue
Signature: Date:	

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

A Digital ID is required to	Select	the type	of Digital ID:
create a digital signature.The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart			Use a Signature Creation Device Configure a smart card or token connected to your computer
card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity		Lug	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
assurance.	۲		Create a new Digital ID Create your self-signed Digital ID

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

Digital IDs are typically issued by trusted providers that assure the validity of the identity.	۲		Save to File Save the Digital ID to a file in your computer	
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.	\bigcirc	(P)	Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications	
Consult with your recipients if this is an acceptable form of authentication.				
?			Back Continu	9

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

Enter the identity information to be used for	Name	Joe Smith	
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 valid. For this reason they may not be accepted in some use cases.	Email Address	Joe.smith200@mod.gov.uk	
	Country/Region	GB - UNITED KINGDOM	``
	Key Algorithm	2048-bit RSA	``
	Use Digital ID for	Digital Signatures	`

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

Save the self-signed D	Digital ID to a file ×
Add a password to protect the private key of the	Your Digital ID will be saved at the following location :
Digital ID. You will need this password again to use the Digital ID for signing.	C:\Users\ClarkeS166\OneDrive - Ministry of Defence\Pe Browse
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
	Confirm the password:
?	Back Save
nature:	Date:

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.

Sign	with a	a Digital ID			×
Choos	se the I	Digital ID that y	ou want to use for signing:	Refres	sh
۲		Issued by:	(Digital ID file) , Expires: 2026.01.19	View De	etails
?			Configure New D	Digital ID Cancel Con	tinue
Signature:			Date:		

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

		n n
Sign as Joe Smith		×
Appearance Standard Text	~	Create
Joe Smith	by Jo Date:	ally signed e Smith 2021.04.30 3:51 +01'00'
Review document content that ma	ay affect signing	View Certificate Details
Enter the Digital ID PIN or Password		Back Sign
ory Notes (Ed Staff use only):	ana.	