# 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:
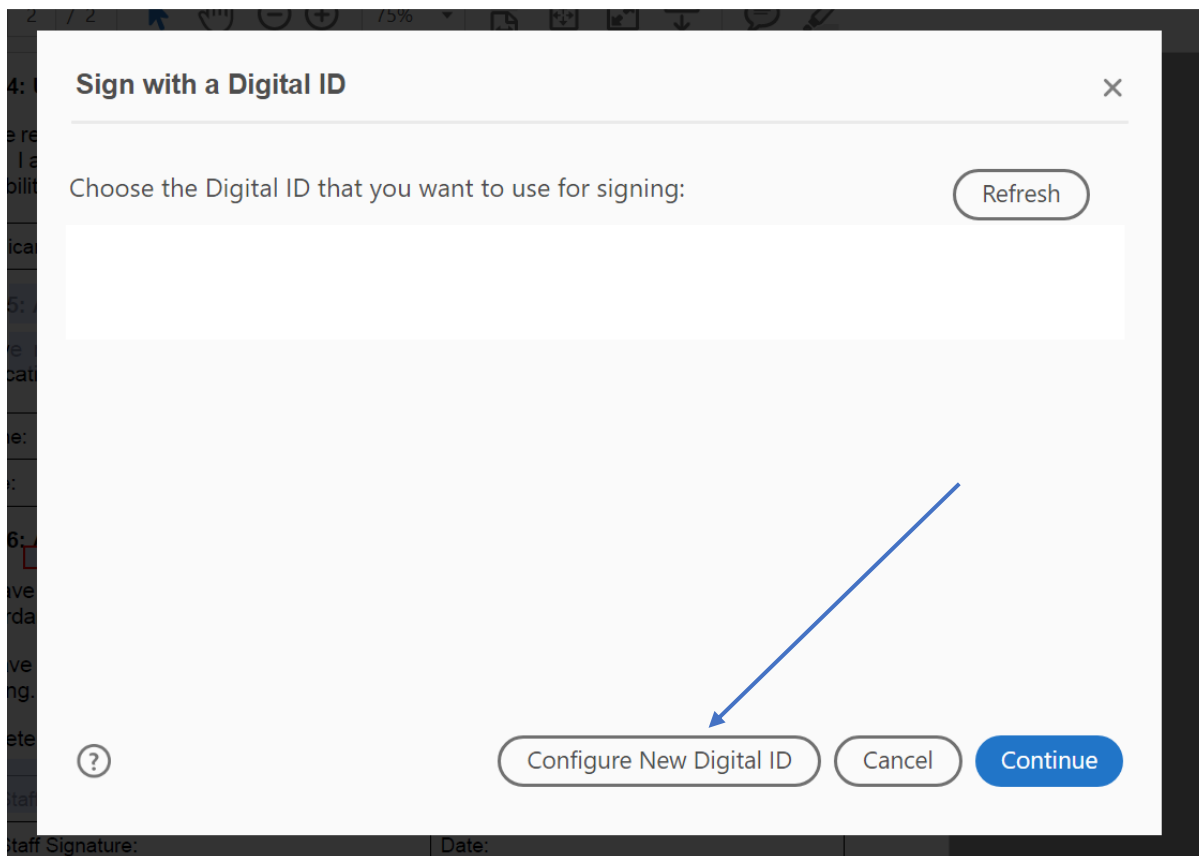
Part 4: Undertaking by Applicant

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.
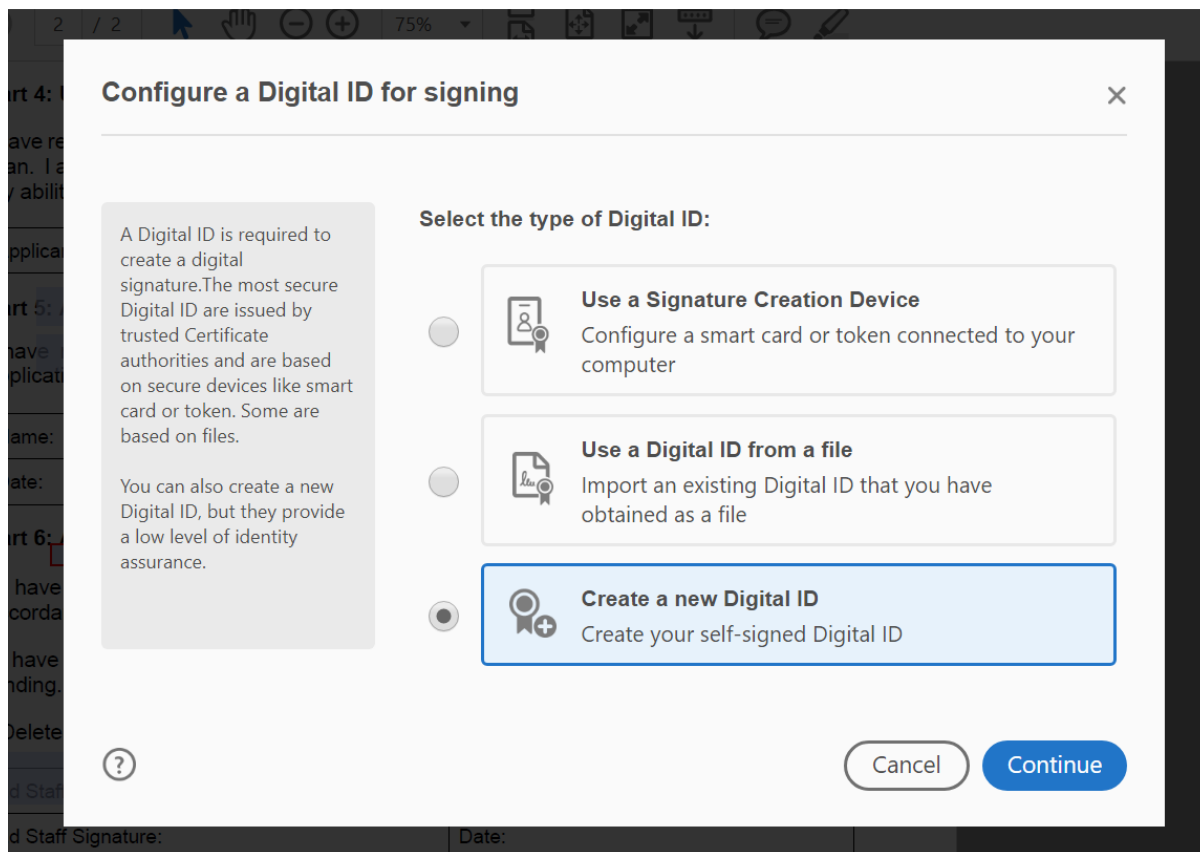
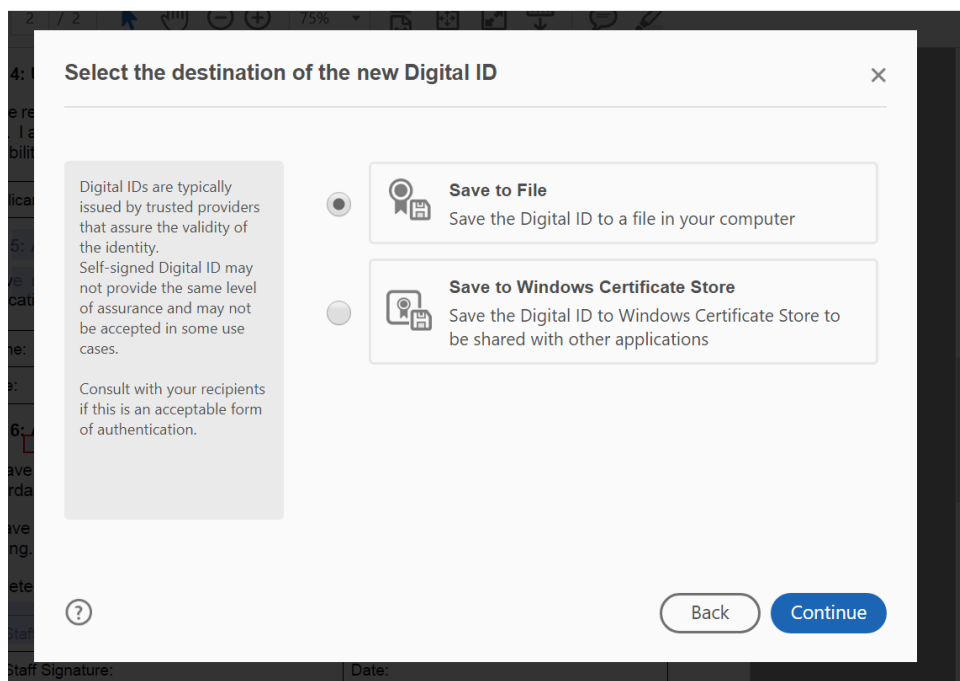| Applicant's signature:	Date: 29 Apr 21

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)

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

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

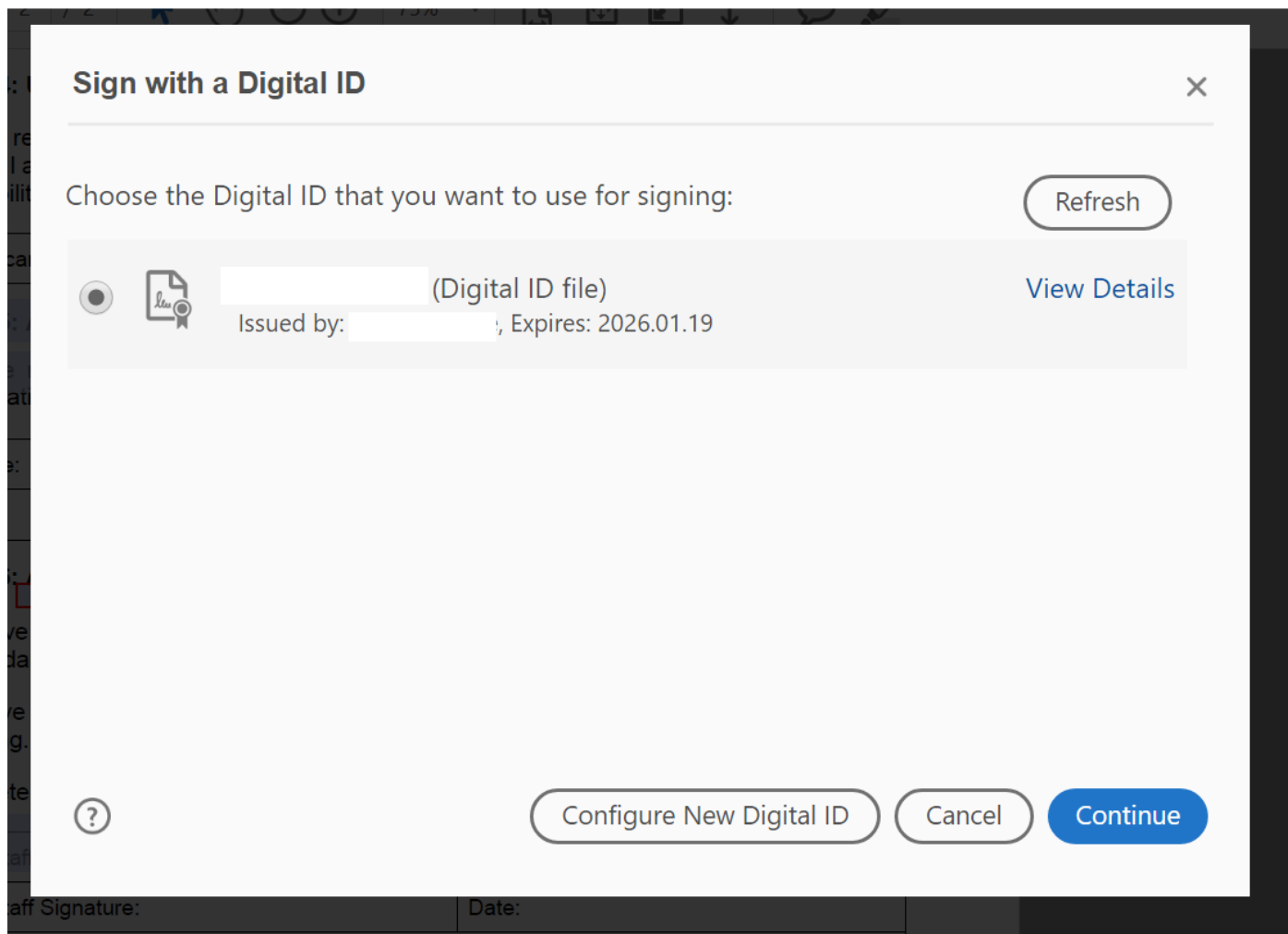Next, fill in the required boxes and click 'Continue'

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

Sign with a Digital ID   ✕

Choose the Digital ID that you want to use for signing: Refresh

⦿   [   ]   (Digital ID file)   View Details
    Issued by: [   ], Expires: 2026.01.19

?   Configure New Digital ID   Cancel   **Continue**

Staff Signature: Date:

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

Sign as   Joe Smith   ✕

Appearance   Standard Text   ⌄   Create

Joe
Smith

Digitally signed by Joe Smith
Date: 2021.04.30
08:38:51 +01'00'

                                              View Certificate Details

Review document content that may affect signing   Review

Enter the Digital ID PIN or Password...   Back   Sign