

## Create an electronic signature

Also known as a digital signature or digital ID

The following steps will show you how to create a digital signature within the editable check-in template.

You'll only need to create the signature once. Thereafter, using a password, it will populate automatically.

Open the check-in template you are required to sign.

### Step 1

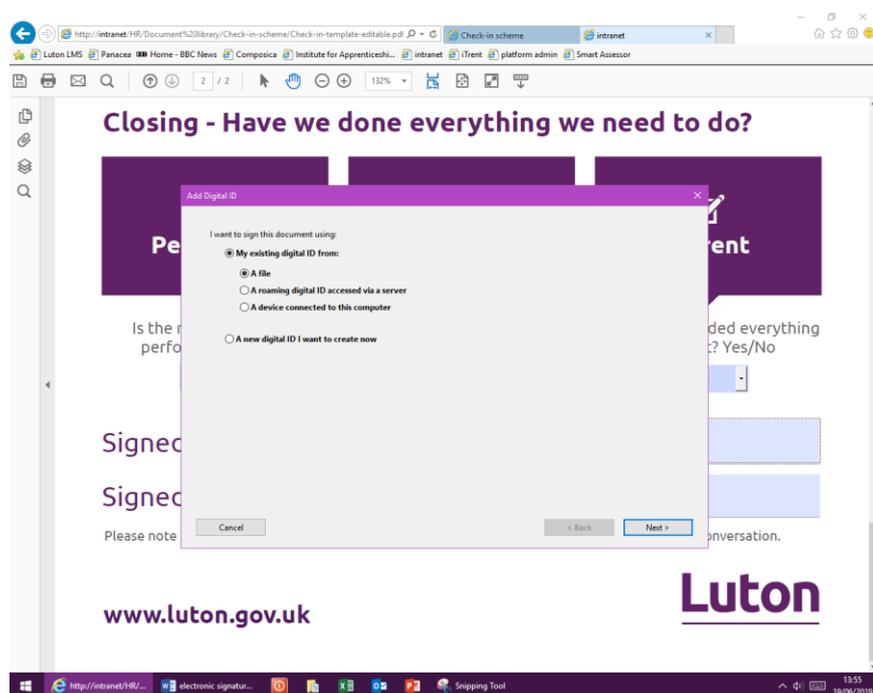
Click in the relevant signing box.

Signed by manager:

Signed by employee:

Please note that by signing this document you are confirming that this is a true reflection of the conversation.

You'll then see the 'add digital ID' box.



## Step 2

Select 'a new digital ID I want to create now'.

I want to sign this document using:

- My existing digital ID from:**
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now**

Press 'next'.

Select the first option: 'new PKCS#12 digital ID file'.

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Press 'next'.

## Step 3

Complete the required details.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):	<input type="text" value="Ailsa White"/>
Organizational Unit:	<input type="text" value="Workforce &amp; Organisational Development"/>
Organization Name:	<input type="text" value="Luton Council"/>
Email Address:	<input type="text" value="ailsa.white@luton.gov.uk"/>
Country/Region:	<input type="text" value="GB - UNITED KINGDOM"/>
Key Algorithm:	<input type="text" value="2048-bit RSA"/>
Use digital ID for:	<input type="text" value="Digital Signatures and Data Encryption"/>

## Step 4

Select the file location for you digital ID. Leave the filename as the default provided.

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

 **Not Rated**

Confirm Password:

## Step 5

Enter a password. You'll need this password to access your digital signature in future. If possible choose a password that indicates four green boxes. This suggests a strong secure password. The word 'best' will appear for a strong password.

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

Password:

 **Best**

Confirm Password:

Click 'finish'.

## Step 6

You'll then see the digital signature. Enter the password you chose and click 'sign'.

Sign Document

Sign As: Ailsa White (Ailsa White) 2024.06.19

Issued by: Ailsa White [More Details](#)

Appearance: Standard Text

**Ailsa White** Digitally signed by Ailsa White  
Date: 2019.06.19 14:07:47 +01'00'

Click Review to see if document content may affect signing [Review...](#)

Enter certificate password and click the 'Sign' button

[Help](#) [Sign](#) [Cancel](#)

Your signature will now appear on the form.

Signed by manager: **Ailsa White** Digitally signed by Ailsa White  
Date: 2019.06.19 14:10:09 +01'00'

Signed by employee: 

Please note that by signing this document you are confirming that this is a true reflection of the conversation.

Once this process has been done, the next time you need to sign a check-in form, click on the signature box and complete step 6 only.