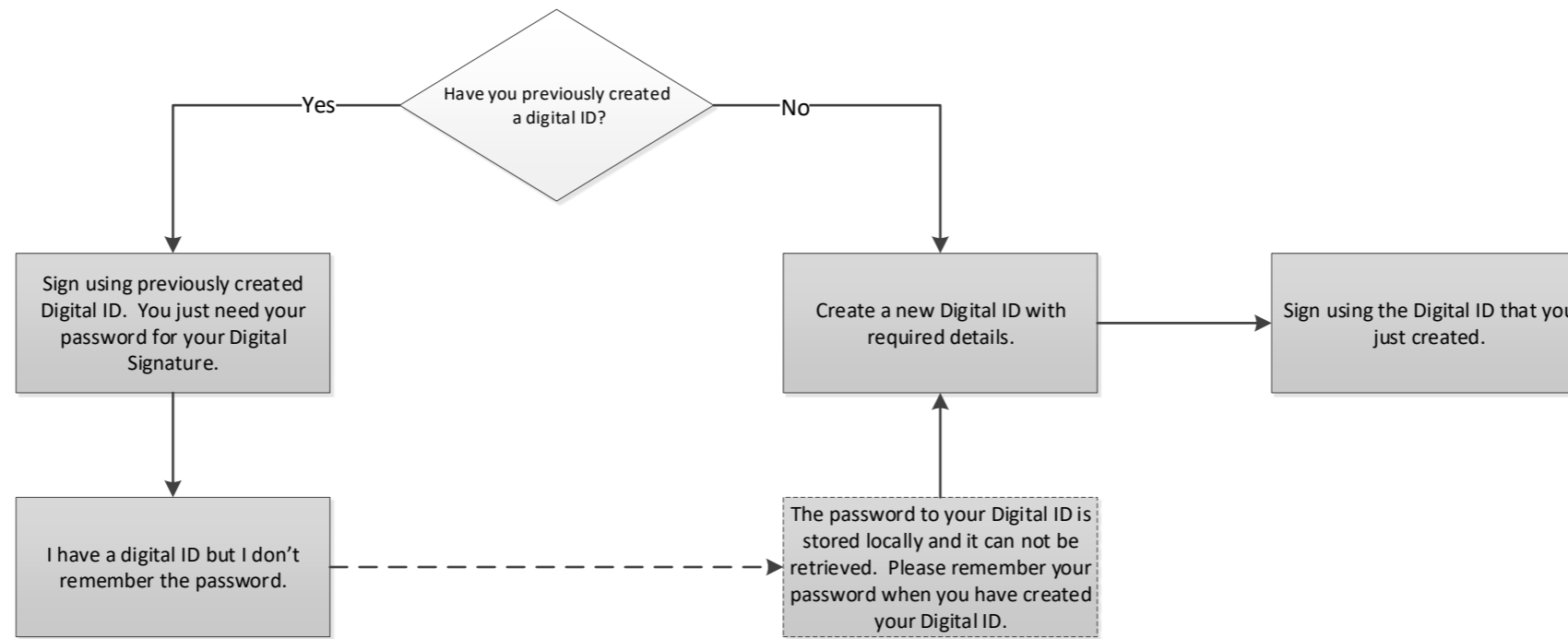


HOW TO CREATE A DIGITAL SIGNATURE AND ELECTRONICALLY SIGN DOCUMENTS



CLAIMANT'S SIGNATURE		SUPERVISOR'S SIGNATURE	
FULL NAME	<input type="text"/>	FULL NAME	<input type="text"/>
SIGNATURE	<input type="text"/>	SIGNATURE	<input type="text"/>
DATE	<input type="text"/>	DATE	<input type="text"/>

1 Start. Click on the Electronic signature fields on the new Overtime Form

Digital ID Configuration Required

This signature field requires a digital signature identity.
Would you like to configure one now?

2 1. Click on "Configure Digital ID" to create your new electronic signature.

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID
Create your self-signed Digital ID

3 2. Select the "Create a new Digital ID" option and click on "Continue".

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication.

- Save to File
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

4 3. Choose "Save to file" option.

5 Fill in Digital Identity details. Retain the Key Algorithm as 2048-bit RSA.

Create a self-signed Digital ID

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.

Name: Timothy Dalton
 Organizational Unit: MIS
 Organization Name: Business Intelligence
 Email Address: t.dalton@uq.edu.au
 Country/Region: AU - AUSTRALIA
 Key Algorithm: 2048-bit RSA
 Use Digital ID for: Digital Signatures

6 Type in a password for your Digital ID. Remember this password, you will need it when you sign later. Click "Save" to save this signature.

Save the self-signed Digital ID to a file

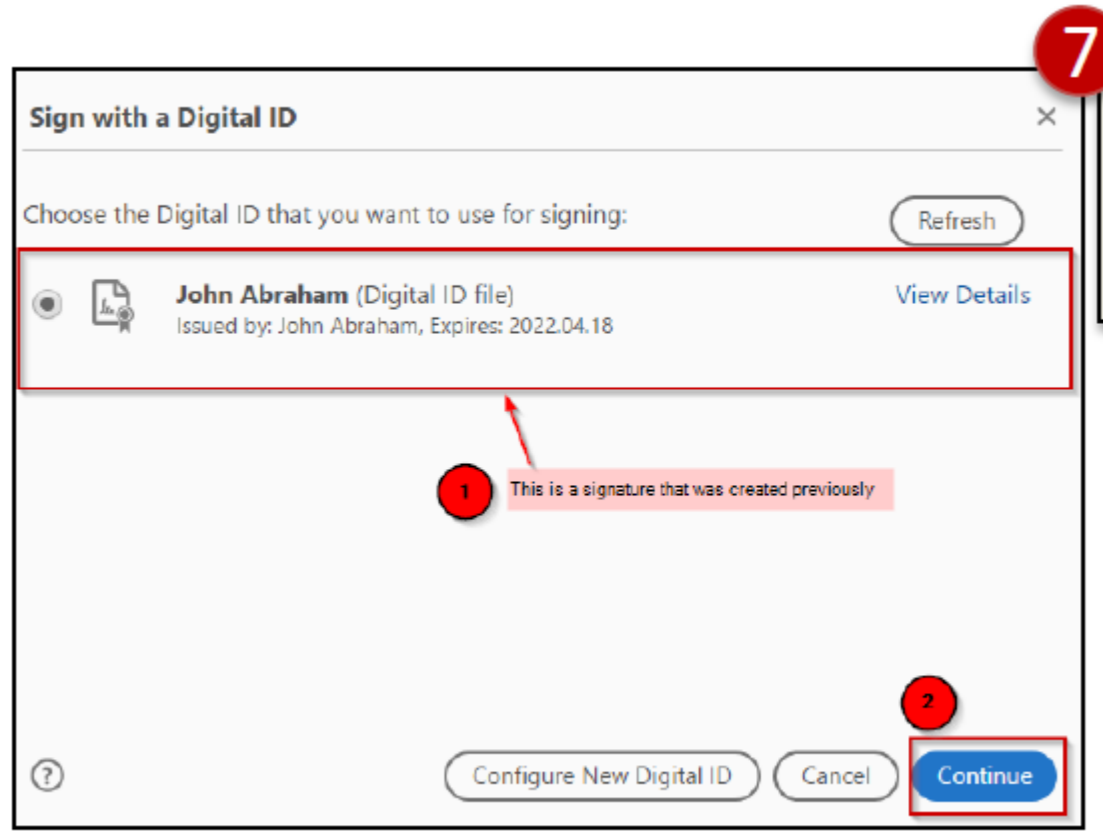
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

 Confirm the password:



Sign with a Digital ID

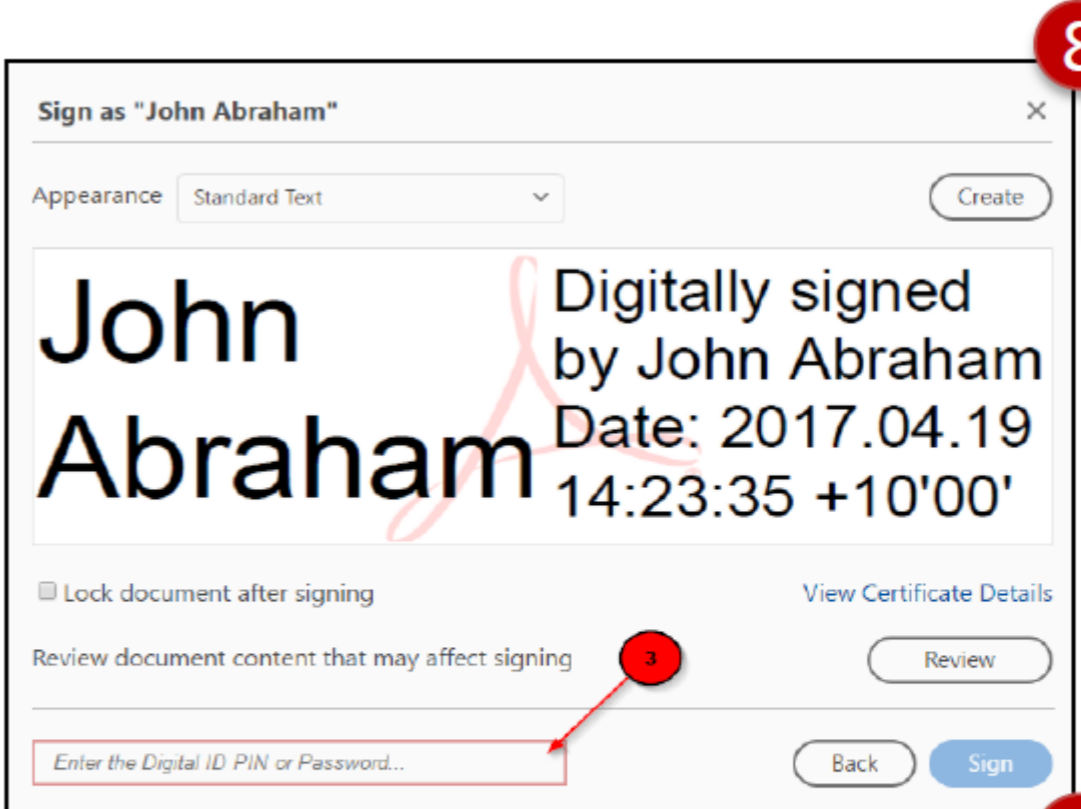
Choose the Digital ID that you want to use for signing: Refresh

John Abraham (Digital ID file) View Details
 Issued by: John Abraham, Expires: 2022.04.18

1 This is a signature that was created previously

Configure New Digital ID Cancel **2** Continue

- 7**
1. Note that you already have created your electronic signature earlier.
 2. Click **Continue**.



Sign as "John Abraham"

Appearance: Standard Text Create

John Abraham Digitally signed by John Abraham
 Date: 2017.04.19 14:23:35 +10'00'

Lock document after signing View Certificate Details

Review document content that may affect signing Review

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

- 8**
3. Enter the password for your Digital ID.

CLAIMANT'S SIGNATURE		SUPERVISOR'S SIGNATURE	
FULL NAME	Digitally signed by John Abraham	FULL NAME	
SIGNATURE	John Abraham	SIGNATURE	
DATE	Date: 2017.04.18 15:31:53 +10'00'	DATE	

- 9**
- Form has been signed digitally. Save this document before emailing it.