

## Digitally signing a PDF for the first time

To improve the security of our digitally fillable PDF forms, we have recently added an encrypted signature function to our forms. This new functionality means you will not need to print our form, scan and email or fax it back us – you can complete the form right on the screen.

If you have never signed a form using Adobe's Digital ID functionality before, you can follow the following steps to create a new ID and sign the document.

**Step 1 -** Whenever you encounter a signature panel such as below, click anywhere in the signature area to begin the Digital ID signing process.

**Step 2** – If this is the first time using the Digital ID functionality, the following box will appear; Select "A new digital ID I want to create now" and then *Next*. If this isn't your first time, skip to Step 5

**Step 3** – Select "Windows Certificate Store" and then *Next*.

Step 4 – Enter your details – Full name, email address and country are compulsory, you can also choose to only use this Digital ID for 'Digital Signatures' in the selected pulldown box. Click *Next*.

## I want to sign this document using:

A file
 A

Add Digital ID

- A roaming digital ID accessed via a server
  A device connected to this computer



Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Si

Add Digit	tal ID	application or Same								
Wh	nere would you like to s	store your self-signed digital ID?								
0	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.									
0	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.									
	to other Windows ap	pplications. The digital ID will be protected by your Windows login.								
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Ent	tal ID									
Ent	tal ID ter your identity inform	hation to be used when generating the self-signed certificate.								
Ent	tal ID ter your identity inform <u>m</u> e (e.g. John Smith):	hation to be used when generating the self-signed certificate.								
Ent	tal ID ter your identity inform <u>m</u> e (e.g. John Smith): Organizational <u>U</u> nit:	hation to be used when generating the self-signed certificate.								
Ent	tal ID ter your identity inform <u>m</u> e (e.g. John Smith): Organizational <u>U</u> nit: <u>O</u> rganization Name:	ation to be used when generating the self-signed certificate.								

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**Step 5** – When this box appears, your Digital ID is ready to be used to sign the document. Select your Digital ID in the "Sign As" pulldown box and click *Sign*.

Sign Document								
Sign As:  John Smith (John Smith) 2020.10.15    Issued by: John Smith  More Details								
Appearance: Standard Text								
John Digitally signed by John Smith								
Smith Date: 2015.10.16 10:20:01 +11'00'								
Click Review to see if document content may affect signing								
Help Sign Cancel								

**Step 6** – After each time you use the Digital ID, Adobe will ask you to save the file, you can safely save the file and continue to make changes to the form until you are finished. Some of our forms will ask you to sign several times – such as for a Rebate application, Direct Debit and Membership Application.

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File name: Save as type:		signed.pdf PDF Files (*.pdf)							•
Hide Folders						Save		Cancel	

**Step 7** – After you have completed the Digital signature, the box will be filled out with your details similar to the screenshot, below.



If you have any questions about digital signing, please contact CBHS' Member Care team at <u>help@cbhs.com.au</u> or by phone on 1300 654 123.