


INCIDENT MANAGEMENT ELECTRONIC FORMS

Digital Signature

Outlined below is the process for adding and creating a digital signature.

Sign your PDF document with a digital signature according to the protocols of **Public Key Infrastructure (PKI)**.

1.  **Open** your PDF document.
2. **Right-click** in the PDF document where you want to add the Digital signature.
 1. **If you do not have a digital signature created click on 'Configure New Digital ID'**
 2. **Create a new Digital ID**
 3. **Save to File**
 4. **Create a self-signed Digital Signature**
 1. **Name**
 2. **Organizational Unit**
 3. Organizational Name
 4. Email Address
 5. Country/Region
 6. Key Algorithm (do not change)
 7. Use Digital ID for (leave set on digital signatures)
 5. Browse and select a spot you want the signature to be located within your filing system.
 6. Apply a Password
3. **Select *Sign Document*** from the right-click menu.

Note: This option is not available in *Edit Mode*. Click the  - OR -  icon in the toolbar to switch to a compatible mode.

4. **Select *Digital Signature***.
5. Use the *radio buttons* and *dropdown menus* to add the signature file.
6. **Click *Affix Signature*** to add the signature to your document.