Creating a Digital Signature
Acknowledgement of Completion Certificate

Date Program Completed: _____

Signature of Participant: _____

Date Signed: _____

Step 1

Click on 'Signature of Participant' box

'Configure a Digital ID for signing' box appears

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature. The most secure Digital ID 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

Cancel   Continue

Step 2

Click on 'Create a new Digital ID' radio button

Click 'Continue' button

'Select the destination of the new digital ID' box appears

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

Back   Continue

Step 3

Click on 'Save to File' radio button

Click 'Continue' button

'Create a self-signed Digital ID' box appears

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: Enter Name...

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: Enter Email...

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back   Continue

Step 4

Enter 'Name' (mandatory)

Enter 'Email Address' (mandatory)

Enter 'Country /Region'

Click 'Continue' box

'Save the self-signed Digital ID to a file' box appears

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 :

C:\Users\JDoe\Documents\JaneJDoe.pfx   Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back   Save

Step 5

Enter a password

Confirm the password

Click 'Save' button

'Sign with a Digital ID' box appears

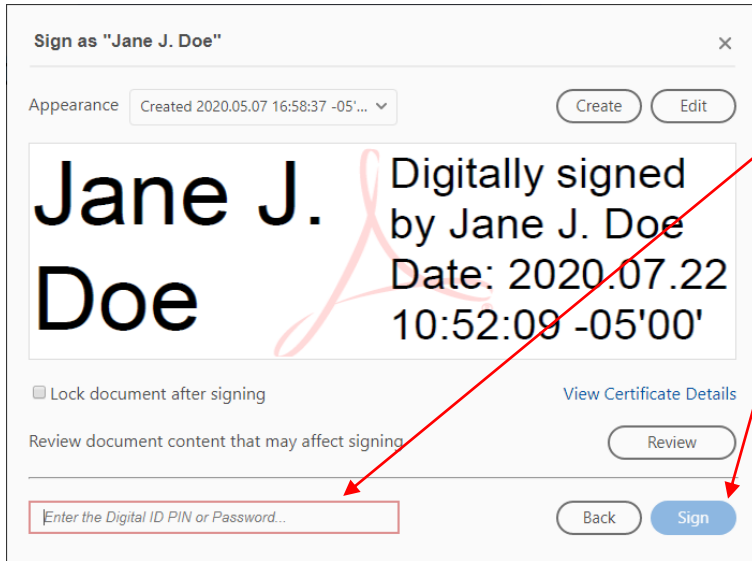---

Sign with a Digital ID

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

Jane J. Doe (Digital ID file)
Issued by: Jane J. Doe, Expires: 20XX.XX.XX   View Details
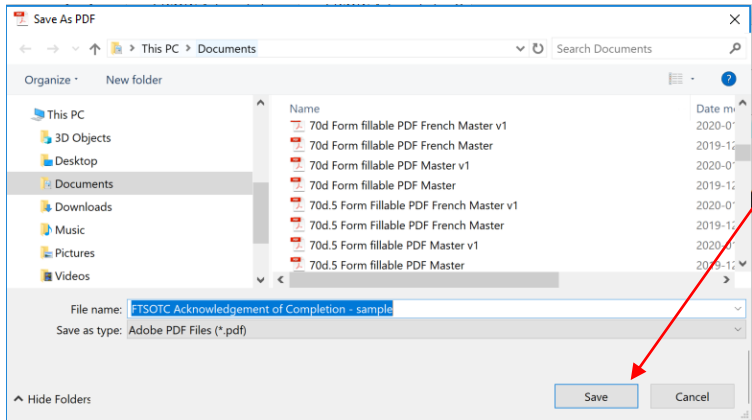
Configure New Digital ID   Cancel   Continue

Step 6

Click 'Continue' button

'Sign as <name>' box appears

Sign as "Jane J. Doe"

Appearance: Created 2020.05.07 16:58:37 -05'... Create Edit

Jane J. Doe Digitally signed by Jane J. Doe Date: 2020.07.22 10:52:09 -05'00'

☐ Lock document after signing   View Certificate Details

Review document content that may affect signing   Review

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

Step 7

Enter password (created in Step 5)

Click 'Sign' button

'Save As PDF' box appears

Save As PDF

← → ↑ 📁 This PC › Documents   Search Documents

Organize ▾   New folder

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos

Name   Date mo
📄 70d Form fillable PDF French Master v1   2020-0
📄 70d Form fillable PDF French Master   2019-12
📄 70d Form fillable PDF Master v1   2020-0
📄 70d Form fillable PDF Master   2019-12
📄 70d.5 Form Fillable PDF French Master v1 2020-0
📄 70d.5 Form Fillable PDF French Master   2019-12
📄 70d.5 Form fillable PDF Master v1   2020-0
📄 70d.5 Form fillable PDF Master   2019-12

File name: FTSOTC Acknowledgement of Completion - sample

Save as type: Adobe PDF Files (*.pdf)

Hide Folders   Save   Cancel

Click 'Save' button

Step 8

Click 'Save' button

Screen returns to form

Date Program Completed:

Signature of Participant: **Jane J. Doe** Digitally signed by Jane J. Doe Date: 2020.07.22 10:17:28 -05'00'

Date Signed:

Form displays digital signature showing name, date and time the signature was applied to the document