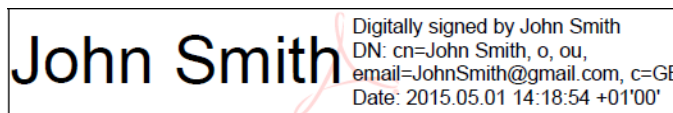# Placing a Digital ID (digital signature) using Adobe Reader
A step by step guide

A digital ID is a small box of text that you can place on a document to verify that you have 'signed' the document. It is important to note that it does not look like a handwritten signature.

Here is a picture of a digital signature. When it is placed in a document it carries hidden information which verifies who has placed the signature and confirms that the document has not been altered.

John Smith
Digitally signed by John Smith
DN: cn=John Smith, o, ou,
email=JohnSmith@gmail.com, c=GB
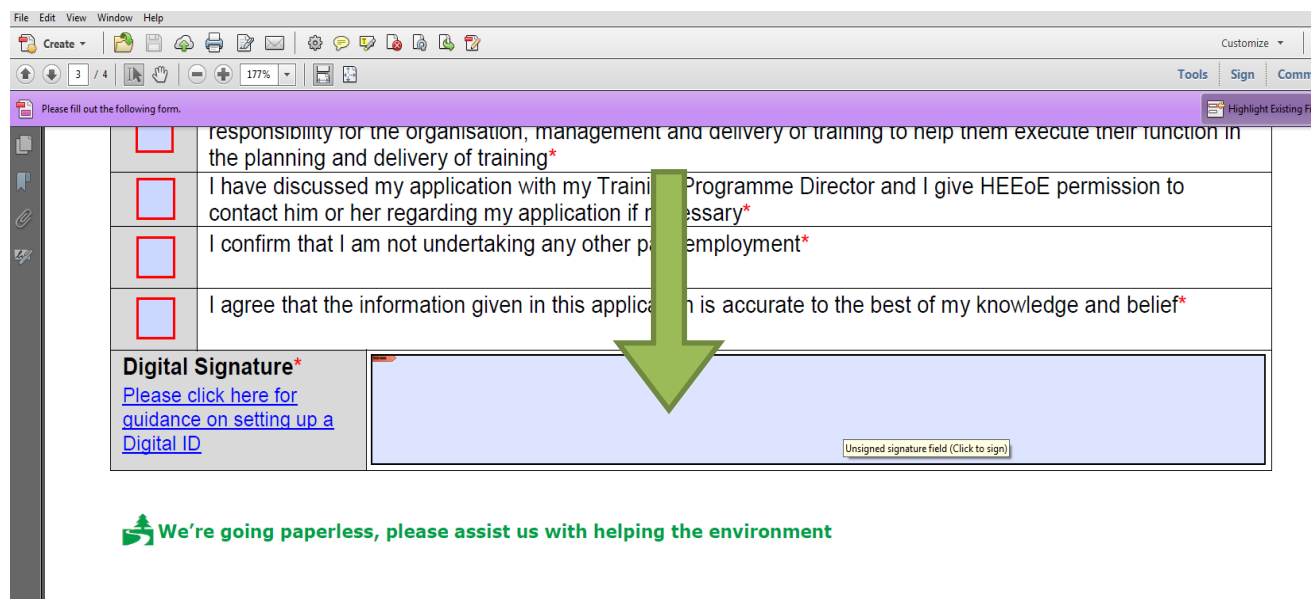Date: 2015.05.01 14:18:54 +01'00'

The information on here is about placing a signature using Adobe Reader. If Adobe Reader is not already preinstalled on your computer you can download it for free from this website: http://www.adobe.com/uk/products/reader.html. This works with either Windows or Mac OSX or iOS.

Important note: Signing or gaining approval for your electronic application form is the last step in completing your form, signing the form before entering all the data will invalidate the signature and data and your form will be rejected.
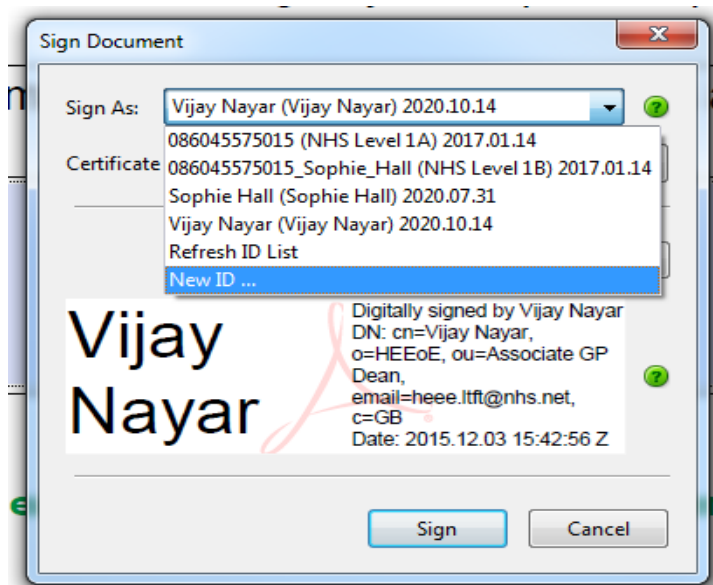
Please follow the instructions in this document so that you can apply a digital signature to your HEE forms. Further guidance can be obtained from Adobes official website by clicking here.

1. Click into the signature field to begin set up for your digital ID (you will only be required to complete the set up process once).
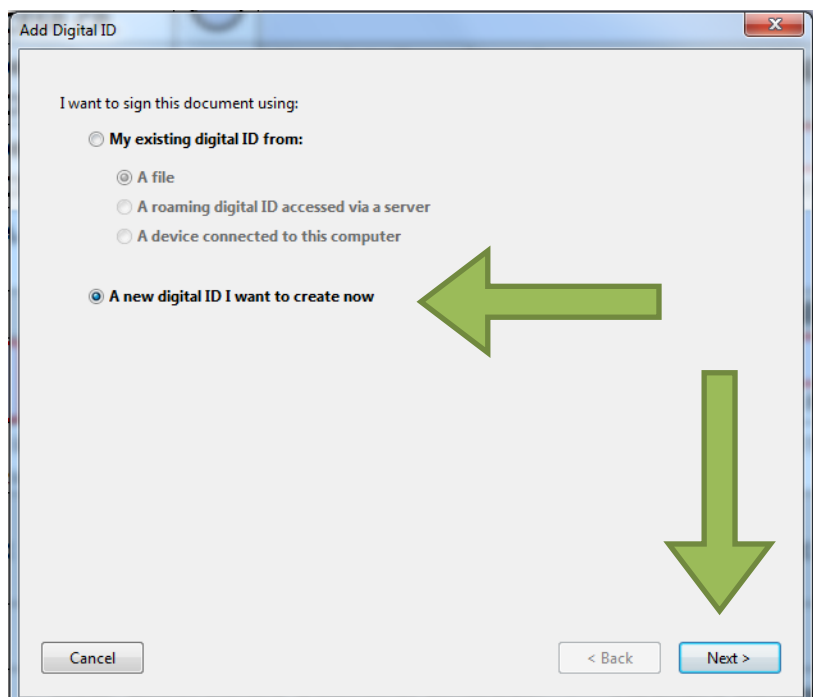
2. This will summon the digital signature wizard – see step 3

   Important note: Your Trust or Practice may already have a pre-set digital ID, in which case the below box will appear. Please click the drop down arrow and select New ID – this will then take you to step 3.
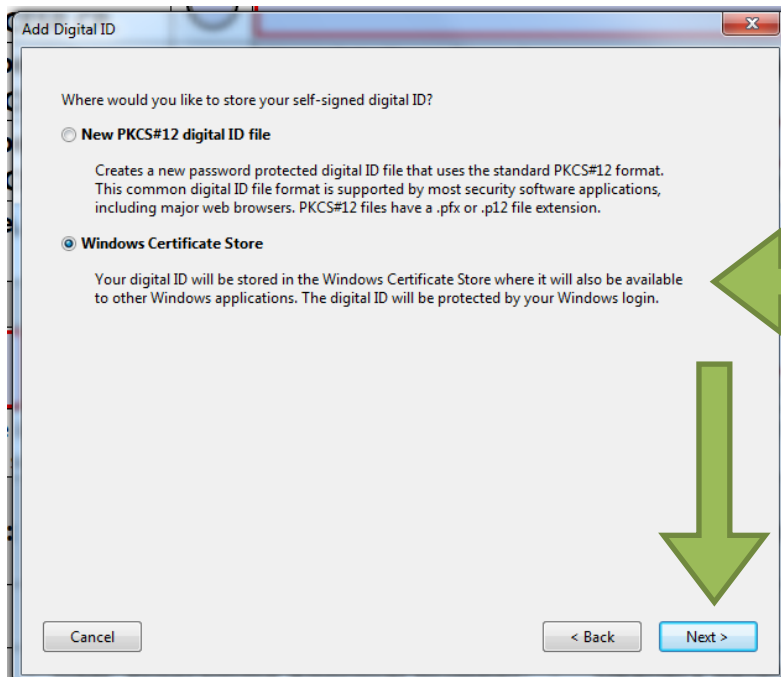
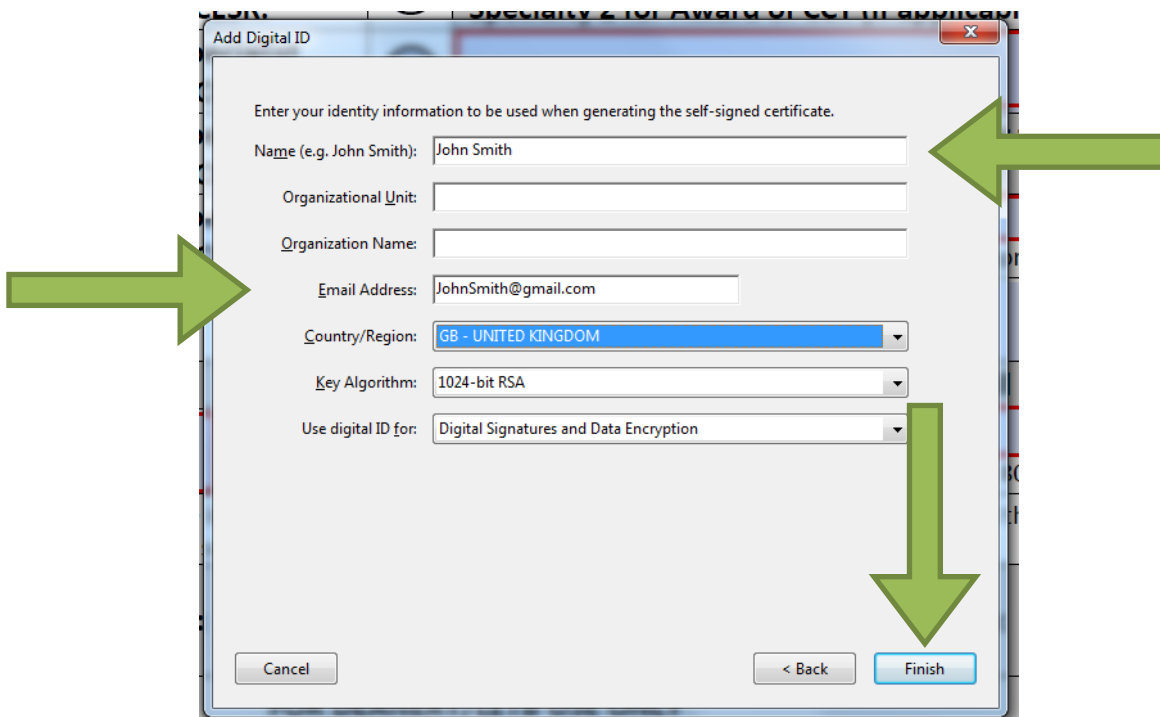3. select "A new digital ID I want to create now" then click "Next"

   Important note: If the digital signature wizard does not appear when you click in the signature box you have not opened the form in Adobe Reader. Please close the form and open in Adobe Reader or follow the instructions above and download the free software if necessary.

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4. Click "Windows Certificate Store" followed by "Next"

5. Enter your full name, email address and country (GB). If you are an approver and signing a declaration, please also enter the name of your base Trust or Practice in the Organisational Name field. Once complete click "Finish".

6. Congratulations, you have now generated a digital signature. Click "Sign" and you will be prompted to save a signed copy of the document.

7. Once saved, your digital signature will be inputted automatically into the form and it may now be submitted by email to HEE for review.