

How to create an E-Signature

E-Signature workflow:

- When a Supervisor e-signs, the form will stay editable in order for the reviewer to make suggestions.
- When a Reviewer e-signs, the form will lock with the exception of the Employee Section.
- When an Employee e-signs, the form will lock everything with the exception of the submit button.

Step One: Click on the E-Signature field. This will prompt you to receive an “Add Digital ID” window (see below).

SUPERVISOR SECTION

I acknowledge that this document reflects my evaluation of the employee's performance and that it is accurate and true. I also acknowledge that prior to submission of this document to The Office of Human Resources, I reviewed this evaluation, the employee job description, and discussed the essential functions of the position with the employee.



Supervisor Signature

Supervisor Printed Name

Supervisor Job Title

Date

Step Two: If you do not have an existing digital signature, create one by clicking on “A new digital ID I want to create now.”

The screenshot shows a dialog box titled "Add Digital ID" with the following content:

I want to sign this document using:

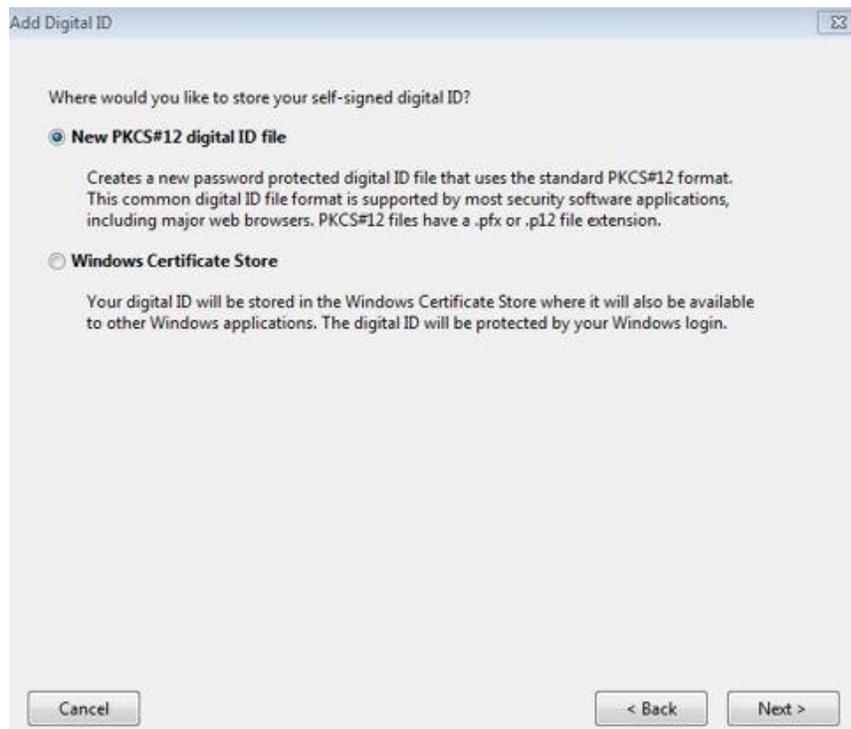
- My existing digital ID from:
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
- A new digital ID I want to create now

Annotations in the image include:

- An orange arrow pointing to the "My existing digital ID from:" label.
- A text box with the text "For existing E-Signatures click here." pointing to the "A file" radio button.
- An orange arrow pointing to the "A new digital ID I want to create now" radio button.
- A text box with the text "To create a new E-Signature click here." pointing to the "A new digital ID I want to create now" radio button.

Buttons at the bottom include "Cancel", "< Back", and "Next >".

Step Three: Select either option, then click “Next.”

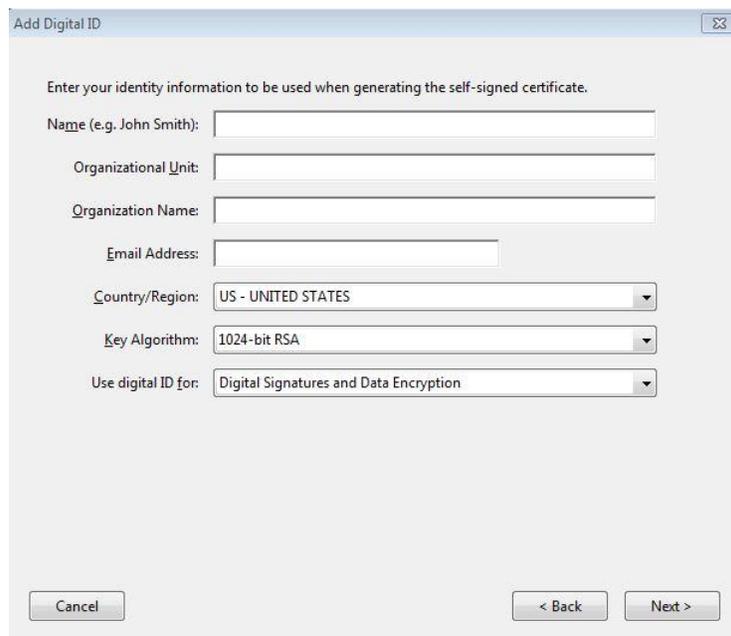


The screenshot shows a dialog box titled "Add Digital ID" with a close button in the top right corner. The main text asks, "Where would you like to store your self-signed digital ID?". There are two radio button options:

- New PKCS#12 digital ID file** (selected): "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."
- 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."

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Step Four: Enter your credentials then click “Next.”



The screenshot shows the same "Add Digital ID" dialog box, but now it prompts for identity information: "Enter your identity information to be used when generating the self-signed certificate." The fields are:

- Name (e.g. John Smith): [Text input field]
- Organizational Unit: [Text input field]
- Organization Name: [Text input field]
- Email Address: [Text input field]
- Country/Region: [Dropdown menu, currently showing "US - UNITED STATES"]
- Key Algorithm: [Dropdown menu, currently showing "1024-bit RSA"]
- Use digital ID for: [Dropdown menu, currently showing "Digital Signatures and Data Encryption"]

At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Step Five: Please enter a password.

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:
C:\Users\bmq851\AppData\Roaming\Adobe\Acrobat\11.0\Security\HectorGu

Password:
 Not Rated

Confirm Password:

This is where your E-signature will be stored.

Note: Once you create an E-Signature you can access it for future use. Please see [“How to Access an Existing E-Signature”](#) for further instructions.

Need help? Contact an HR Business Partner at 956-665-2451.