

## USING AN ADOBE DIGITAL SIGNATURE

In order to comply with the legislative requirements, we require that all referrals forms are signed by the referring clinician. In order to permit electronic referrals, our referral form has been set up to make use of Adobe's digital signature functionality.

The referral form must be completed in Adobe Acrobat or Adobe Reader in order to add a digital signature. Adobe Reader is available to download free-of-charge from <https://get.adobe.com/uk/reader/>.

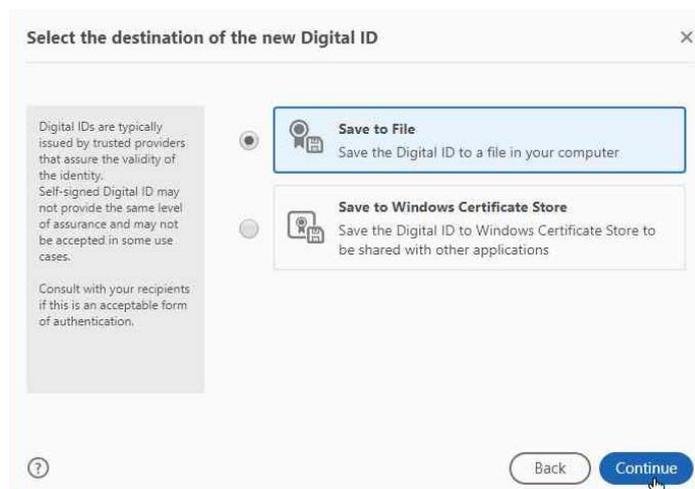
If for whatever reason you cannot insert a digital signature into the form, please print the form, add a manual signature and either fax or scan and email the form to us.

Please follow the instructions below to create a digital ID for the first time. After setting up a digital ID, this digital ID can be used each time you sign this (or any other) document.

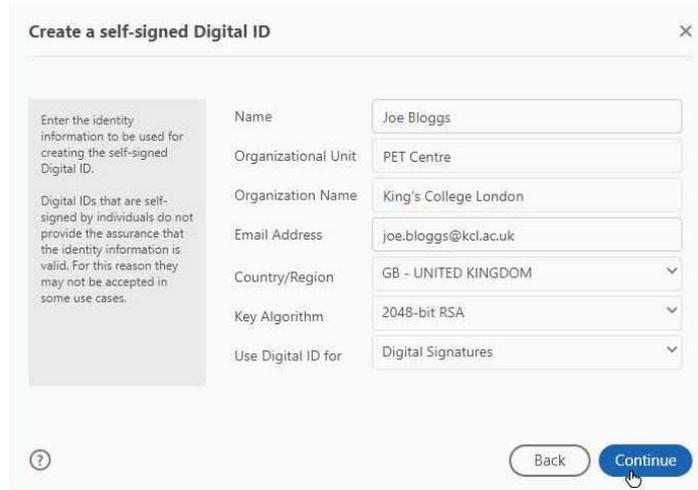
1. Click on the signature box and click **Configure Digital ID**. Click **Create a new Digital ID** and **Continue**.



2. Click **Save to File** and **Continue**.



3. Enter your details and click **Continue**.



**Create a self-signed Digital ID**

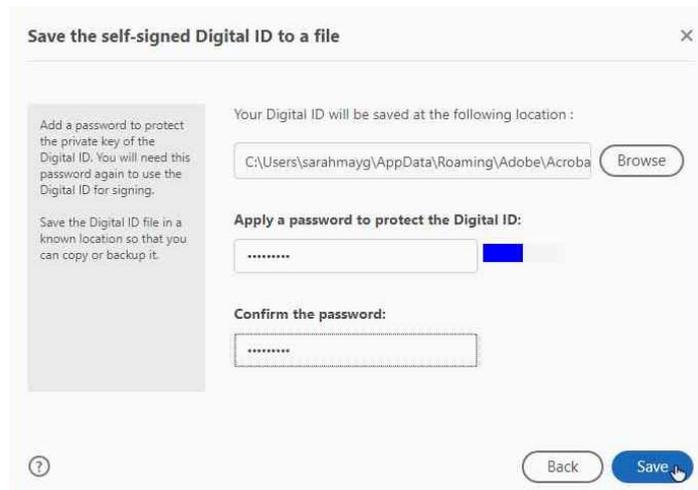
Enter the identity information to be used for creating the self-signed Digital ID.

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	Joe Bloggs
Organizational Unit	PET Centre
Organization Name	King's College London
Email Address	joe.bloggs@kcl.ac.uk
Country/Region	GB - UNITED KINGDOM
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

Back Continue

4. Set up a password and click **Save**.



**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\sarahmayg\AppData\Roaming\Adobe\Acroba Browse

**Apply a password to protect the Digital ID:**

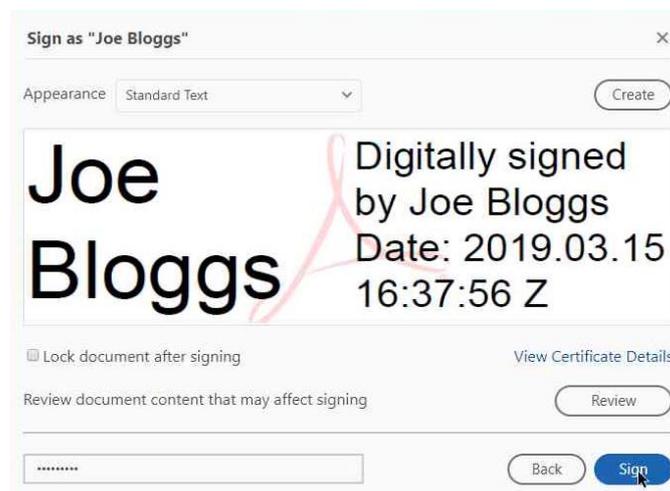
.....

**Confirm the password:**

.....

Back Save

5. Re-enter your password and click **Sign**. You will be prompted to save the document if you haven't already done so and the digital signature will appear in the form.



**Sign as "Joe Bloggs"**

Appearance Standard Text Create

Joe Bloggs Digitally signed by Joe Bloggs  
Date: 2019.03.15 16:37:56 Z

Lock document after signing View Certificate Details

Review document content that may affect signing Review

..... Back Sign