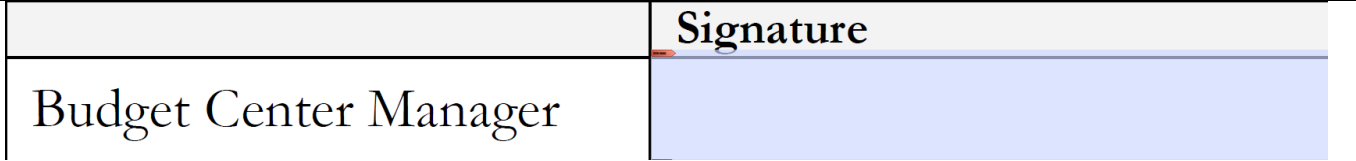
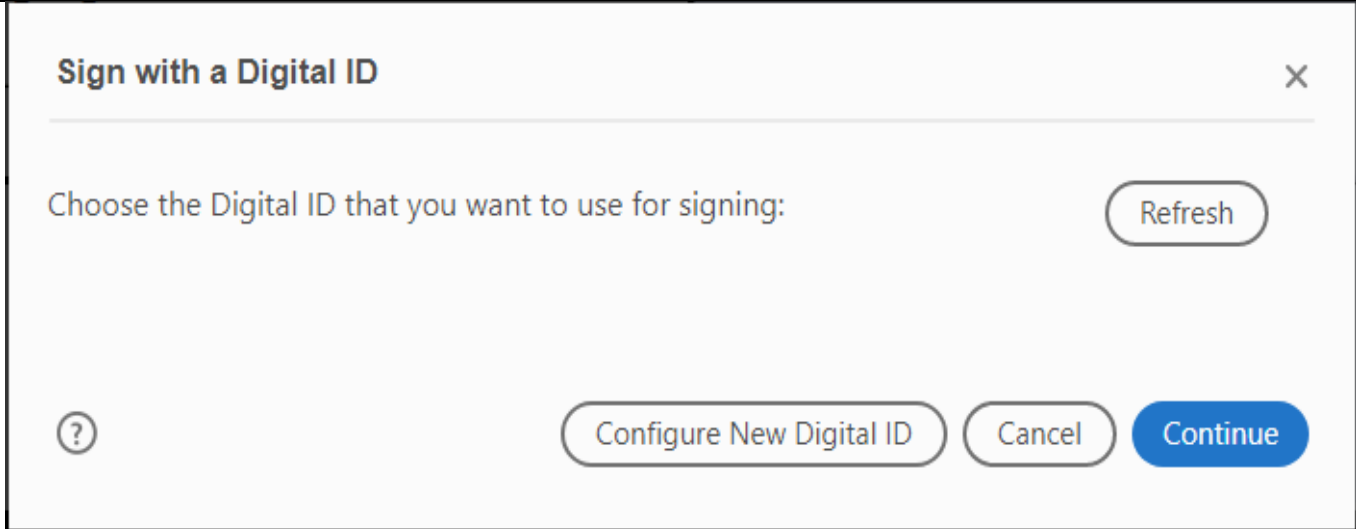


## Signing HR Documents through Adobe eSignature

- Locate the form you need to complete on <http://i.slcc.edu/hr/forms.aspx>
- Download the form and save it to your computer before you complete the fields
- Go to the form that you saved
- Complete the form

Step	Action	Image
1	Click on the signature ribbon	
2	Click the "Configure New Digital ID" button at the bottom of the "Sign in with a Digital ID" dialog box.	

3 The “Configure a Digital ID for signing” box appears. Select the “Create a new Digital ID” option and click continue.

### 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

4 Select the destination of the new Digital ID” box appears. You may select either choice, but in this example we are going to save the file to our computer.

### 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

5

“Create a self-signed Digital ID” box appears.

Fill in the information requested.

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	<input type="text" value="Bruin Bear"/>
Organizational Unit	<input type="text" value="Department"/>
Organization Name	<input type="text" value="Salt Lake Community College"/>
Email Address	<input type="text" value="bruin.bear@slcc.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>



6 “Save the self-signed Digital ID to a file” box appears.

From here, choose where on your computer you’d like to save the file and apply a password.

Apply and confirm a password.

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 :

Browse

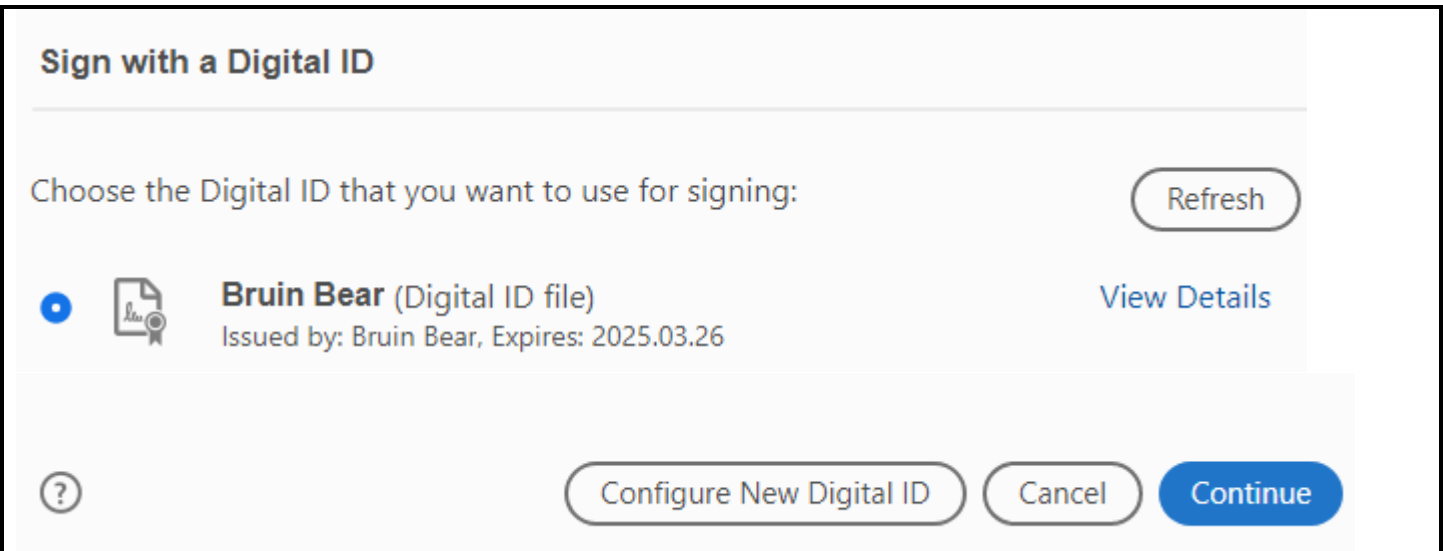

Apply a password to protect the Digital ID:

Confirm the password:



Back

Save

7	<p>Now your digital id is ready to use.</p> <p>Make sure it is selected and then click continue.</p>	 <p><b>Sign with a Digital ID</b></p> <p>Choose the Digital ID that you want to use for signing:</p> <p><a href="#">Refresh</a></p> <ul style="list-style-type: none"><li><input checked="" type="radio"/>  <b>Bruin Bear</b> (Digital ID file) Issued by: Bruin Bear, Expires: 2025.03.26</li></ul> <p><a href="#">View Details</a></p> <p><a href="#">Configure New Digital ID</a> <a href="#">Cancel</a> <a href="#">Continue</a></p>
---	--	--

8

From here you can click on the edit button to change the look of your signature.

### Sign as "Bruin Bear" ✕

Appearance

Created 2020.03.19 12:08:30 -06'... ▼

Create

Edit

**Bruin  
Bear**

Digitally signed  
by Bruin Bear  
Date: 2020.03.26  
14:48:57 -06'00'

[View Certificate Details](#)

Review document content that may affect signing

Review

*Enter the Digital ID PIN or Password...*

Back

Sign

9

Your options for customizing your signature appearance are Text, Draw, upload an image, or use none.

When you are finished customizing your image click save.

### Customize the Signature Appearance

Text Draw Image None

Digitally signed by  
<your common  
name here>  
Date: 2020.03.26  
14:50:22 -06'00'

[Click here to Draw](#)

#### Include Text

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Name | <input type="checkbox"/> Distinguished Name    |
| <input checked="" type="checkbox"/> Date | <input type="checkbox"/> Adobe Acrobat Version |
| <input type="checkbox"/> Logo            | <input type="checkbox"/> Location              |
| <input type="checkbox"/> Reason          | <input checked="" type="checkbox"/> Labels     |

#### Text Direction

Auto

#### Digits format





0123456789

Preset name Created 2020.03.19 12:08:30 -06'00'

Cancel

Save



10	Enter you're the password you created in step 6 and click sign.						
11	Adobe will likely prompt you to re-save the form. Once saved, the form will be successfully signed.	Budget Center Manager	<table border="1"> <thead> <tr> <th colspan="2" data-bbox="1289 1084 2051 1133">Signature</th> </tr> </thead> <tbody> <tr> <td data-bbox="1289 1133 1669 1235">  </td> <td data-bbox="1669 1133 2051 1235">Digitally signed by Bruin Bear Date: 2020.03.26 14:55:42 -06'00'</td> </tr> </tbody> </table>	Signature			Digitally signed by Bruin Bear Date: 2020.03.26 14:55:42 -06'00'
Signature							
	Digitally signed by Bruin Bear Date: 2020.03.26 14:55:42 -06'00'						