

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.”

A screenshot of the "Add Digital ID" dialog box. It contains the text "I want to sign this document using:" followed by five radio button options. The first option, "My existing digital ID from:", is selected. An orange arrow points from a text box "For existing E-Signatures click here." to this option. Below it are three more options: "A file", "A roaming digital ID accessed via a server", and "A device connected to this computer". The fifth option, "A new digital ID I want to create now", is unselected. An orange arrow points from a text box "To create a new E-Signature click here." to this option. At the bottom are "Cancel", "< Back", and "Next >" buttons.

Add Digital ID

I want to sign this document using:

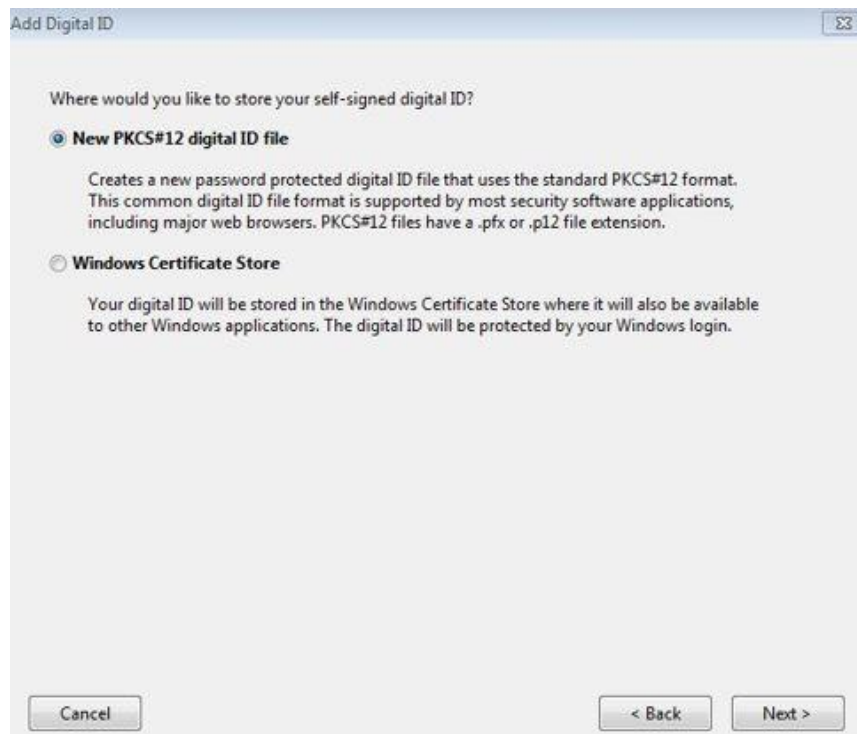
- ☒ My existing digital ID from:
- ☐ A file
- ☐ A roaming digital ID accessed via a server
- ☐ A device connected to this computer
- ☐ A new digital ID I want to create now

For existing E-Signatures click here.

To create a new E-Signature click here.

Cancel < Back Next >

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



The dialog box is titled "Add Digital ID" and contains the question "Where would you like to store your self-signed digital ID?". There are two radio button options. The first option, "New PKCS#12 digital ID file", is selected and includes a description: "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." The second option is "Windows Certificate Store", with a description: "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 >".

Where would you like to store your self-signed digital ID?

☒ **New PKCS#12 digital ID file**

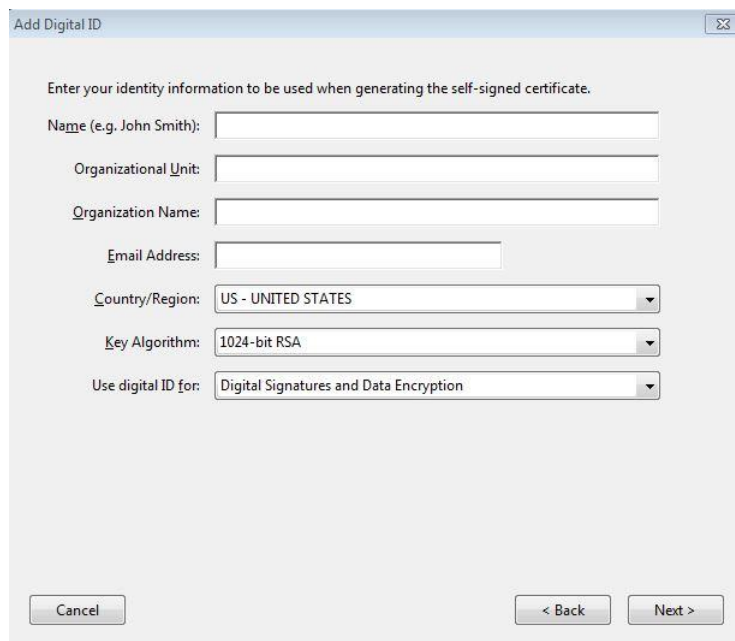
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ **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.

Cancel < Back Next >

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



The dialog box is titled "Add Digital ID" and contains the instruction "Enter your identity information to be used when generating the self-signed certificate." Below this are several input fields: "Name (e.g. John Smith):", "Organizational Unit:", "Organization Name:", and "Email Address:". There are also three dropdown menus: "Country/Region:" (set to "US - UNITED STATES"), "Key Algorithm:" (set to "1024-bit RSA"), and "Use digital ID for:" (set to "Digital Signatures and Data Encryption"). At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Step Five: Please enter a password.

Add Digital ID

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 Browse...

Password:

Not Rated

Confirm Password:

This is where your E-signature will be stored.

Cancel < Back Finish

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.