

## MCTC NOTES ON SETTING UP A DOCUMENT FOR DIGITAL SIGNING

### Setting up the document

To create a document allowing digital signatures (also known as a digital ID), there are various options - one that is inexpensive and which is already in use within our team is ADOBE Acrobat PRO (contact MCRI IT to purchase). Those signing (signatories) can sign a document electronically using the freely available Acrobat Reader DC (after the document has been created in ADOBE Acrobat PRO).

To set up your document to allow digital signatures:

- Create a PDF of your document (e.g from word)
- Create a Form version of your PDF document
  - Select “TOOLS”
  - Select “Prepare Form”
  - Select “Start” to allow the Adobe Acrobat Wizard insert form text boxes (the program inserts text boxes wherever it identifies a text box should go – you will then need to go through and delete the text boxes you don’t want!)
- Add digital signature boxes:
  - Right click your mouse button to add a Digital Signature
    - Ensure you position the Digital Signature box in the position you want the recipient to sign
    - Configure the digital ID signature box if required

The signer will be asked for 2-step authentication when signing (name & email address, password).

The program allows the person signing to import or to create a digital signature (see next section on how to create).

Once the document has been signed, it should be saved and returned to the issuer. If the document needs signing by more than one person, it should be sent to only one person at a time.

### Creating a digital signature

To create a digital signature, the person will be asked to provide details such as name, email address, organisation, organisation unit [i.e. department], country) and to set a password. The created digital signature should be saved to the MCRI personal drive.

### Support

MCTC can provide limited support - contact [crdo.info@mcri.edu.au](mailto:crdo.info@mcri.edu.au) for any outstanding issues with document or signature set up.