
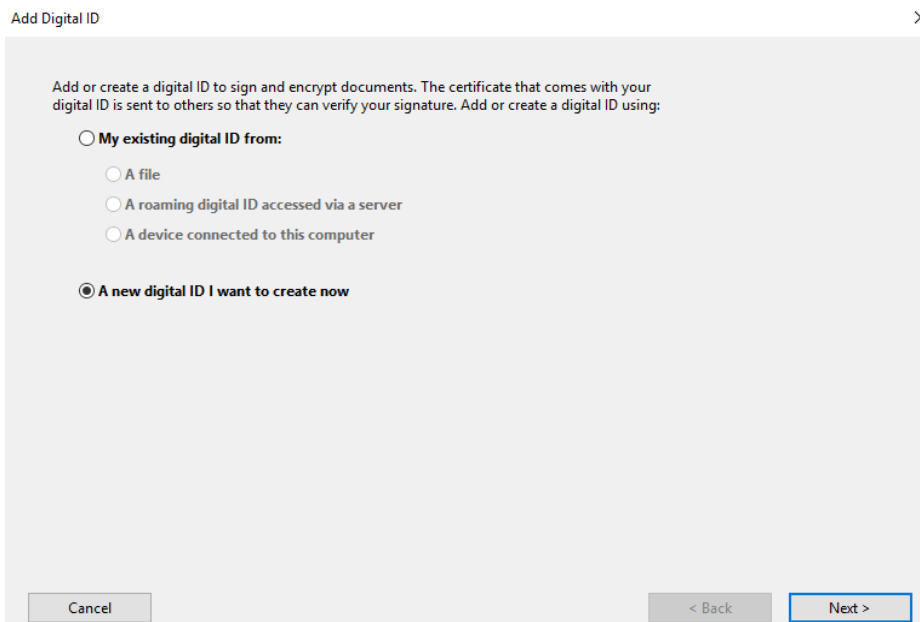


## QUICK SHEET: HOW TO CREATE AND INSERT A DIGITAL ID SIGNATURE

1. Open the form into which the digital ID signature needs to be inserted.
2. Signature fields are marked with a flag (  ). Click into the applicable signature field for your job title. *(If you have already created/saved a digital ID, skip to step #7 for instructions on how to insert it.)*

### CREATING A NEW DIGITAL ID:

3. If inserting a digital ID signature for the first time, the following *Add Digital ID* screen will appear. Select the radio button next to “A new digital ID I want to create now” and click “Next.”



Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

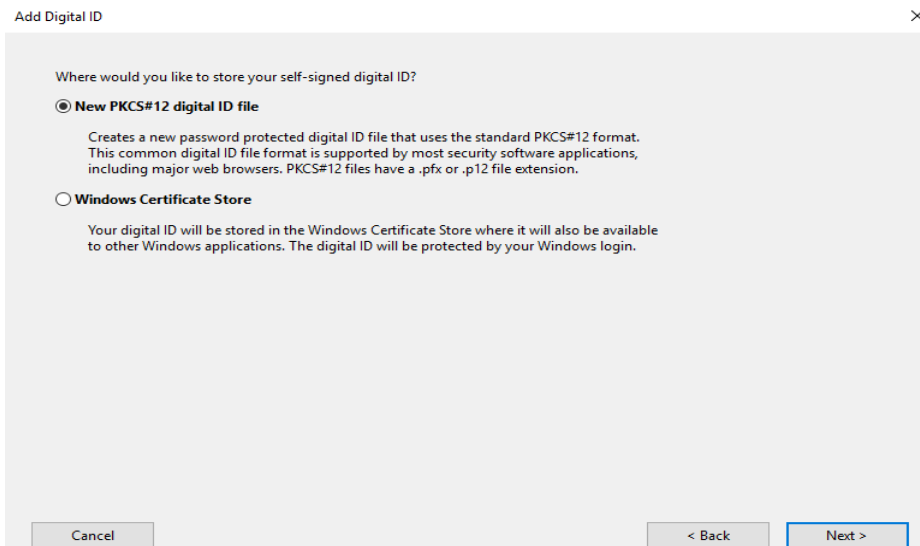
☐ My existing digital ID from:

- ☐ 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

Cancel < Back Next >

4. Select the radio button next to “new PKCS#12 digital ID file” and click “Next.”



Add Digital ID

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 >

5. Enter your identifying information, including FULL Name, Organizational Unit, Organizational Name, and Email Address.

Add Digital ID ×

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:

Key Algorithm:

Use digital ID for:

6. Assign a password for your digital ID signature and click “Finish.” (Be sure to ***retain this password*** for future use, as you will be required to enter it each time you wish to digitally sign a form.)

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:

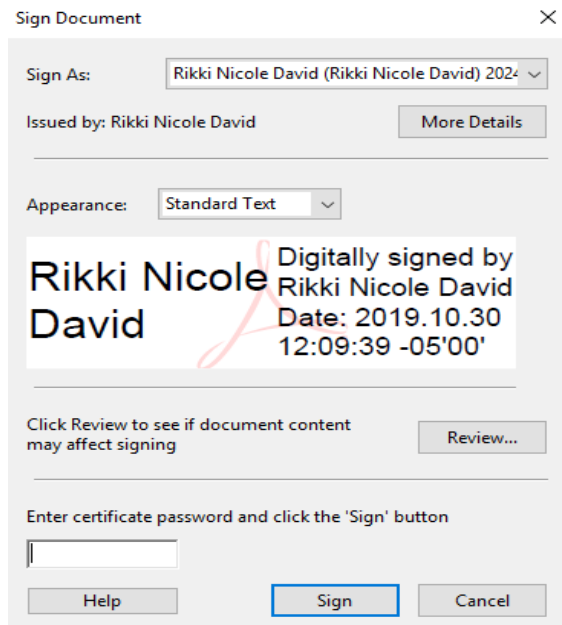
Password:  
  

**Not Rated**

Confirm Password:

### INSERTING A SAVED DIGITAL ID:

- On the *Sign Document* screen, the digital ID that you saved will automatically populate into the “Sign As” and “Appearance” fields. Simply enter the password that you assigned for your digital ID and click “Sign.”



Sign Document

Sign As: Rikki Nicole David (Rikki Nicole David) 2024

Issued by: Rikki Nicole David

Appearance: Standard Text

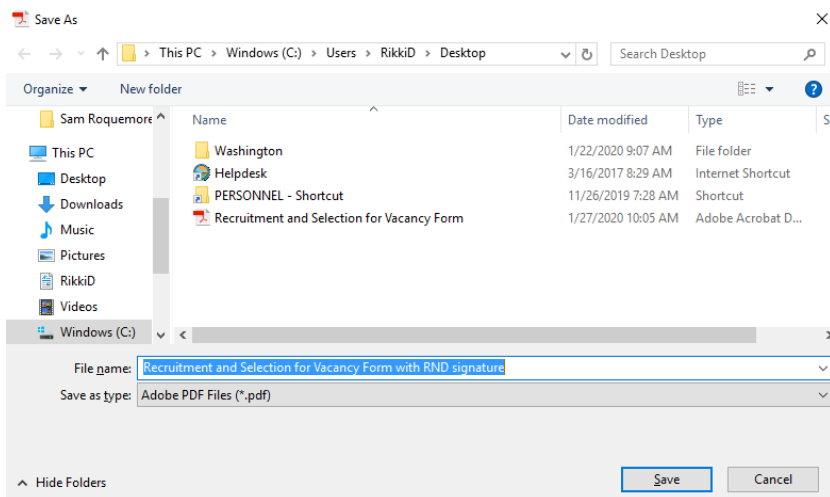
Digitally signed by Rikki Nicole David  
Date: 2019.10.30 12:09:39 -05'00'

Click Review to see if document content may affect signing

Enter certificate password and click the 'Sign' button

Help Sign Cancel

- The *Save As Screen* appears. Select a location to which you wish to save the form on your computer. Leave the File Name the same as it has been automatically populated. Click the “Save” button.



Save As

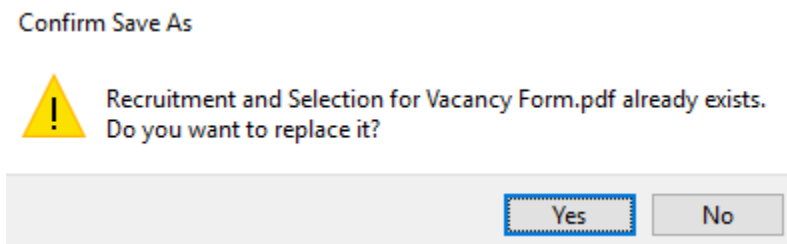
This PC > Windows (C:) > Users > RikkiD > Desktop

File name: Recruitment and Selection for Vacancy Form with RND signature

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

- The *Confirm Save As* screen indicates that the current form already exists and asks whether you want to replace it. Click “Yes.”



Confirm Save As

Recruitment and Selection for Vacancy Form.pdf already exists.  
Do you want to replace it?

Yes No

10. Your electronic signature will now populate in the Signature field as follows:

Rikki Nicole David

Digitally signed by Rikki Nicole David  
Date: 2020.01.27 10:12:49 -06'00'

11. Click the  button in the top right hand corner to close the form.

12. Locate the form into which you saved your digital ID signature on your computer and email it as an attachment to the next person from whom an approval is required. Use the same email chain and cc: those individuals that have already inserted their digital ID signatures, so that all parties involved are aware of the routing status of the form. Once fully executed, email the form as an attachment to Human Resources for processing.

Once electronically signed by:

Supervisor/Division Head →

Assistant Secretary →

Undersecretary →

Secretary →

Route to:

Assistant Secretary

Undersecretary, with cc: to Supervisor/Division Head

Secretary, with cc: to Supervisor/Division Head and Assistant Secretary

→ [DNR-HumanResources@la.gov](mailto:DNR-HumanResources@la.gov) , with cc: to Supervisor/Division Head, Assistant Secretary, and Undersecretary

*NOTE: If you wish to remove your signature for any reason from a form after it has been inserted, simply right click on your digital ID signature, select "Clear Signature," and save the form.*