Digital Signature - Help

1. Creating a new Digital Signature

.
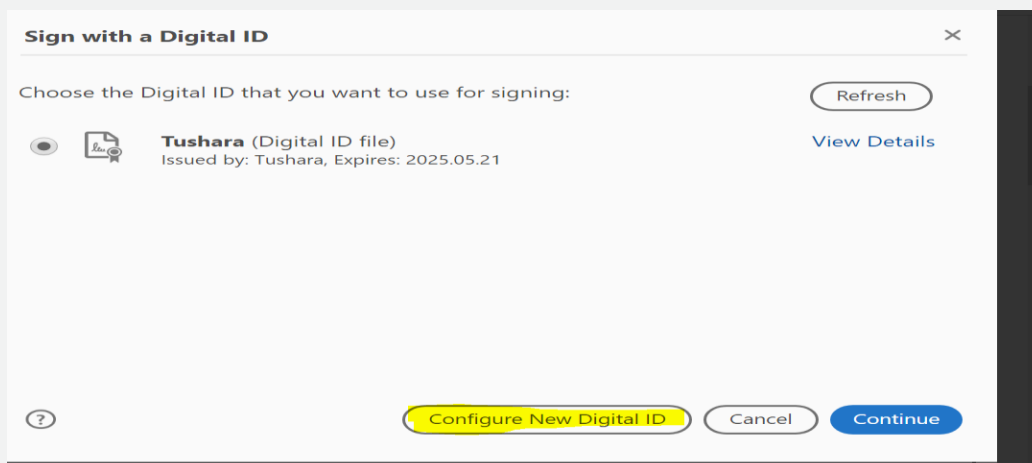
Step 1

Click on the red link in the signature text box provided.

Assessor Details			
Assessor Name (Printed)	Assessor number	Assessor Signature	Date
			day / month / year

Step 2

Click on 'Configure New Digital ID

Step 3

Select 'Create a new Digital ID' and click on '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

Step 4

'Save to File' is selected on the next pop-up, click 'Continue'

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

Step 5

Enter the details on the next screen 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	Test
Organizational Unit	Transport
Organization Name	Transport
Email Address	Test@gmail.com
Country/Region	AU - AUSTRALIA
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

(?)   Back   Continue

Step 6

1. Click 'Browse' to choose a location to save the file
2. Apply a password for the digital signature and click on '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 :

Jser\Profile\Profile047\tradhakris\Documents\Tushara\   Browse

Apply a password to protect the Digital ID:

•••••••••

Confirm the password:

•••••••••

(?)   Back   Save

Step 7

The new digital signature created is selected by default in the next screen. Click on 'Continue;.

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

○ **Test** (Digital ID file) View Details
  Issued by: Test, Expires: 2025.05.25

○ **Tushara** (Digital ID file) View Details
  Issued by: Tushara, Expires: 2025.05.21

(?) Configure New Digital ID Cancel Continue

Step 8

You are prompted to enter the password. Please enter the password in the text box.

Sign as "Test" ×

Appearance Standard Text Create

Test *Digitally signed by Test Date: 2020.05.25 12:35:52 +10'00'*

View Certificate Details

Review document content that may affect signing Review

Enter the Digital ID PIN or Password... Back Sign

Step 9

Click on 'Sign' and save the file to any location. The signature will then appear in the box provided.

2. Using a stored 'Digital Signature'

Step 1

Click on red link

Outcome	Pass ☐		Fail ☐	Terminated ☐

Assessment conducted following nationally recognised competency based assessment methods

Assessor Details

Assessor Name (Printed)	Assessor number	Assessor Signature	Date
			day / month / year

Step 2

Select the saved signature file and click on Continue

Sign with a Digital ID   ✕

Choose the Digital ID that you want to use for signing: (Refresh)

⦿ **Test** (Digital ID file)   View Details
    Issued by: Test, Expires: 2025.05.25

◯ **Tushara** (Digital ID file)   View Details
    Issued by: Tushara, Expires: 2025.05.21

?   (Configure New Digital ID)   (Cancel)   (Continue)

Step 3

Enter the password and click on Sign. Signature appears in the text box.

| Outcome | | Pass ☐ | Fail ☐ | Terminated ☐ |
Assessment conducted following nationally recognised competency based assessment methods

Assessor Details

Assessor Name (Printed)	Assessor number	Assessor Signature	Date
		Test _Digitally signed by Test Date: 2020.05.25 12:41:55 +10'00'_	day / month / year

Auditor's or RTO Representative's name (printed) Auditor's or RTO Representative's signature Date

3. View Signature Details

Step 1

Click on Signature in the text box.

Signature Validation Status

Signature is VALID, signed by Test <Test@gmail.com>.
- The document has not been modified since this signature was applied.
- The document is signed by the current user.

Signature Properties...   Close

Step 2

Click on Signature Properties

Signature Properties   ✕

Signature is VALID, signed by Test <Test@gmail.com>.

Signing Time: 2020/05/25 12:41:55 +10'00'

Validity Summary

The document has not been modified since this signature was applied.

The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.

The document is signed by the current user.

Signing time is from the clock on the signer's computer.

Signature was validated as of the signing time:
2020/05/25 12:41:55 +10'00'

Signer Info

Path validation checks were successful.

Revocation checking is not performed for Certificates that you have directly trusted.

Show Signer's Certificate...

Advanced Properties...   Validate Signature   Close