





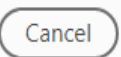
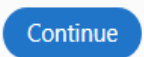
Adobe Verified Digital Signature Process

Follow these instructions to add a digital signature to an ICAEW application form.

Left click on signature box.


Signature

A box will appear and will show the below options. Please select 'Configure New Digital ID'.

I certify that neither of ICAEW, its officers, servants, members of its council or




Select 'Create a new Digital ID' 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

Select where you would like this to be saved and 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

?

BackContinue

Enter your FULL NAME and EMAIL ADDRESS into the boxes and click save.

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

Enter your full name

Organizational Unit

Enter Organizational Unit...

Organization Name

Enter Organization Name...

Email Address

Enter your email address

Country/Region

GB - UNITED KINGDOM

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures

?

BackSave

Adobe Verified Digital Signature Process

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Select the signature you want to use to sign the form and click continue.

Sign with a Digital ID [X]

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

- ☒ **Full name** (Windows Digital ID)
Issued by: [redacted], Expires: 2029.07.04 [View Details](#)
- ☐ **Full name** (Windows Digital ID)
Issued by: [redacted], Expires: 2028.10.11 [View Details](#)
- ☐ **Full name** (Windows Digital ID)
Issued by: [redacted], Expires: 2028.12.07 [View Details](#)

[?] [Configure New Digital ID] [Cancel] [Continue]

This will now preview. Click sign for this to be added to the form.

Sign as **Full Name** [X]

Appearance: Standard Text [v] [Create]

Full Name Digitally signed by **Full Name**
Date: **Date**
Time

[View Certificate Details](#)

Review document content that may affect signing [Review]

[Back] [Sign]

It may then ask you to save the form. Save and then the signature will appear on the form as per below.

Signature	Full name	Digitally signed by Full name Date: Date Time
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This has now been successfully signed and is verified with your email address.