

Hospital Contact Form

How to Create an Electronic Signature

Step 1 Obtain a Digital ID

- ➔ Click on the **Signature** field to initiate the digital signature process
- ➔ Upon clicking, the following box will appear:
 - To create a digital signature, click ***A new digital ID I want to create now***
 - If you have an existing digital signature, click ***My existing digital ID from***
 - 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:

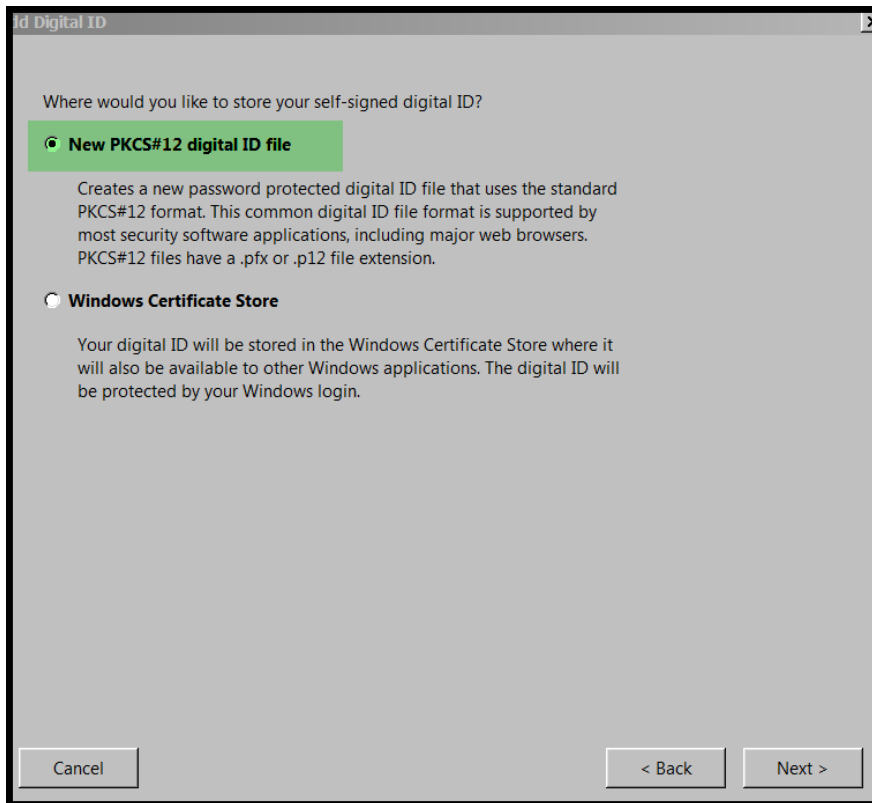
- A file
- A roaming digital ID accessed via a server
- A device connected to this computer

A new digital ID I want to create now

Cancel < Back Next >

Step 2 Where to Store your Digital ID

- ➔ Click New PKCS#12 digital ID file to store signature
- ➔ Click ***Next***



Step 3 Enter Personal Information

- ➡ Only fill in the fields highlighted in green
 - Name
 - Organizational Unit
 - Organizational Name
 - Email Address
- ➡ Click **Next**

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

Name (e.g. John Smith): Giovanna De Chiara

Organizational Unit: Provider Education and Outreach

Organization Name: eQHealth Solutions

Email Address: gdechiara@eqhs.org

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Step 4 Create a Password

- ➔ At this time, you will be prompted to create a password
 - Password should contain at least 6 characters- *numbers and special characters may be used*
- ➔ Confirm password and click **Finish**

Step 5 Sign the PDF Document

- ➔ Re-enter password(highlighted in green) and click **Sign**
- ➔ **Save as:** For your records, save your document to your computer
- ➔ To sign the document, click the **Signature** field on the Hospital Contact Form and click *Sign*

Sign Document

Sign As: ?

Password:

Certificate Issuer: Giovanna De Chiara

Appearance:

Giovanna De Chiara Digitally signed by Giovanna De Chiara
DN: cn=Giovanna De Chiara, o=eQHealth Solutions, ou=Provider Education and Outreach, email=gdechiera@eqhs.org, c=US
Date: 2014.07.24 14:16:22 -05'00' ?

Lock Document After Signing ?

