Annexure D

# HOW TO USE ADOBE READER'S ELECTRONIC SIGNATURE TO **DIGITALLY SIGN A DOCUMENT**

**Compiled by GAVIN MILLER** 

**JUNE 2020** 

This manual was created using Adobe Acrobat Reader DC Version 2018.011.20040





### CONTENTS

1.	Hov	How to create a PDF document					
	1.1	Save as PDF	3				
	1.2	Print to PDF	5				
2.	Hov	v to create an Adobe Reader Electronic ID	7				
3.	Hov	w to insert a digital ID into a PDF document (e.g. digitally sign it with your digital ID)	13				
4.	Add	ling text comments to a document before you sign	17				
5.	Loc	king the document with the final signature	20				
5.	Hov	v to Validate an Electronic Signature in a PDF Document	24				

### 1. How to create a PDF document

This manual will assist you to apply an Adobe Reader electronic signature to a document. The signature can only be applied to a document that is in PDF format. Therefore, if the document requiring your signature is not already in PDF format, it first needs to be converted to a PDF document. I will show you two ways in which you can convert a Word (or Excel, or PowerPoint, etc.) document to PDF.

### 1.1 Save as PDF

The first method is to use the "Save as" function in Word (or Excel, etc.).

⊟ 5 · 0 ≠									
File	Home	Insert	Design	Layout	References	Mailings	Revie		
Paste						≡   ¢≣∙			
Clipboard I	ra l		Font		Est.	Paragraph			
• · } ·	1	2 .	1 + 3 +	1 • 4 • 1	. 5	6 • • • 7 •	ı · 8		

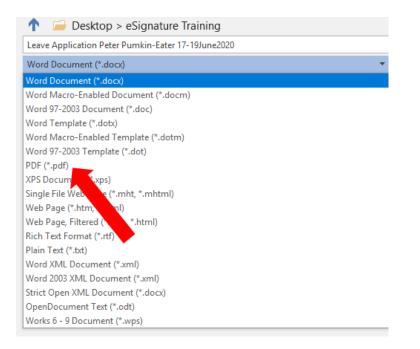
• Select "File" on the Menu bar.



• Select "Save As" from the drop-down list.



- 1. Determine the location for the document to be saved.
- 2. Choose a file name, or leave the default file name.
- 3. Click on the down arrow indicated.



- - Click "Save".

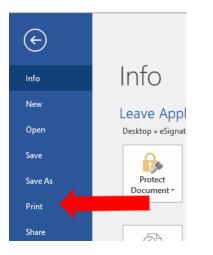
Your document is now saved as a PDF document.

### 1.2 Print to PDF

The second method is to use the "Print to PDF" option. This method is useful when wanting to print and send PDF documents that are password protected. After the document has been printed to PDF, it will no longer have a password. Please be sure that this is the result you want. If you want to retain the password, rather use the "Save As" function discussed above. This retains the password. There are options to add a new password to a PDF document, but it is not covered in this manual.

H	5- <b>U</b>	Ŧ				Leave	Application	Peter Pum
File	Home	Insert	Design	Layout	References	Mailings	Review	View
Paste	Sut En C	1			Aˆ Aੋ Aa - A - ª⊻ - 4			
	Clipboard	G.		Font		G.	Paragra	aph
<b>L</b> .	1 + 1 + 2	· · · 1	2 .	1 · 3 · 1	· 4 · i · 5	6 .	i • 7 • i	· 8 · I

• From the Menu Bar, click on "File".



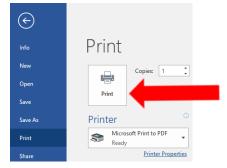
• From the drop-down list select "Print".



• In the "Print" dialogue box. Click on the down-arrow in the printer selection box.

$\bigotimes$	L			
Info	Print			
New	Copies: 1			
Open				
Save	Print			
Save As	Printer <sup>①</sup>			
Print	Second Global Print Driver			
Share	Brother HL-5350DN series			
Export	Brother HL-5350DN series Printer Offline			
Close	Ready			
Account	Ready			
Feedback	Microsoft XPS Document Writer Ready			
Options	S OneNote for Windows 10 Ready			

• From the printer drop-down list select "Microsoft Print to PDF".



- Click "**Print**".
- A "Save Print Output As" dialogue box will open

→ * ↑	> Thi	is PC > Desktop > eSignature Training		1	✓ Ö Searc	h eSignature Train	iing
rganize 🔻 🛛 Ne	w folde	ir					-
This PC	^	Name	Date modified	Туре	Size		
E Desktop	÷.,	🗾 2020-05-07 DOTP e-Signatures Protocol v	2020/06/10 12:54	Adobe Acrobat D	1 699 KB		
Documents		🗾 Bank test	2020/06/17 11:41	Adobe Acrobat D	323 KB		
🖶 Downloads	~	Leave Application Peter Pumkin-Eater 15	2020/06/12 09:44	Adobe Acrobat D	299 KB		
File name:	Leave	Application Peter Pumkin-Eater 17-19June2020		2			
Save as type:	PDF D	ocument (*.pdf)					
Hide Folders						Save	Cancel

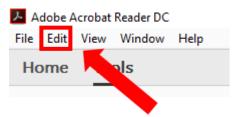
- 2. Confirm/change the file name.
- 3. Click "Save".

Your document is now saved as a PDF document.

### 2. How to create an Adobe Reader Electronic ID



• Find the Acrobat reader icon on your desktop and open the application



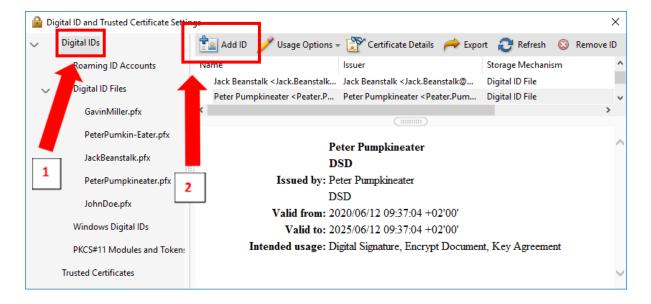
• Click "Edit" on the menu bar.

5	<u>U</u> ndo	Ctrl+Z
Ċ	<u>R</u> edo	Shift+Ctrl+Z
	Cu <u>t</u>	Ctrl+X
	<u>С</u> ору	Ctrl+C
Ê	<u>P</u> aste	Ctrl+V
	<u>D</u> elete	
	Select All	Ctrl+A
	D <u>e</u> select All	Shift+Ctrl+A
	Copy File to Clip <u>b</u> oard	
0	T <u>a</u> ke a Snapshot	
	Check Spelling	Þ
	Look Up Selected Word	
Q	<u>F</u> ind	Ctrl+F
	Advanced Search	Shift+Ctrl+F
	Protect <u>i</u> on	Þ
	Accessibility	Þ
	Manage Tools	
_ [	Preferences	Ctrl+K

• Click on "**Preferences"** in the Edit dialogue box.

ategories: Commenting	Digital Signatures	
Documents	Creation & Appearance	
ull Screen		
General	Control options for signature creation	More
Page Display	Set the appearance of signatures within a document	
D & Multimedia	Verification	
Accessibility		
mail Accounts	<ul> <li>Control how and when signatures are verified</li> </ul>	More
orms		
dentity		
nternet	Identities & Trusted Certificates 2	
avaScript		
anguage	Create and manage identities for signing     Manage credentials used to trust documents	More
leasuring (2D)	Manage credentials used to trust documents	
feasuring (3D)		
1easuring (Geo)	Document Timestamping	
fultimedia (legacy)		
fultimedia Trust (legacy)	Configure timestamp server settings	More
eading		
eviewing		
earch		
ecurity		
ecurity (Enhanced)		
ignatures		
pelling		
racker		
rust Manager		
Inits		

- 1. Click on "Signatures".
- 2. Click on the "More" button in the section titled "Identities & Trusted Certificates".



- 1. Click on "Digital IDs"
- 2. Click on the "Add ID" button

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	
1	2
Cancel	< Back Next >

- 1. Select the option "A new digital ID I want to create now".
- 2. Click on the "**Next**" Button.

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.	
O 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.	
	=
	2
Cancel	< Back Next >

- 1. Select the option "New PKCS#12 digital ID file".
- 2. Click on the "**Next**" Button.

d Digital ID		>
Enter your identity infor	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):		
Organizational <u>U</u> nit:	2	
Organization Name:	3	
<u>E</u> mail Address:	4	
<u>C</u> ountry/Region:	US - UNITED STATES 5	
<u>K</u> ey Algorithm:	2048-bit RSA 🗸	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	
Cancel	< Back	Next >

- 1. Type your name, e.g. "Peter Pumpkineater".
- 2. Type the name of your organizational Unit, e.g. "Table Mountain SDA".
- 3. Type your organizations name, e.g. "DSD".
- 4. Type your email address, e.g. <u>Peter.Pumpkineater@westerncape.gov.za</u>.
- 5. From the drop-down menu, select "ZA South Africa".

Add Digital ID				×
Enter your identity inform	ation to be used when generating the self-signed certificate.			
Na <u>m</u> e (e.g. John Smith):	Peter Pumpkineater			
Organizational <u>U</u> nit:	Table Mountain SDA			
Organization Name:	DSD			
<u>E</u> mail Address:	Peter.Pumpkineater@westerncape.gov.za			
<u>C</u> ountry/Region:	ZA - SOUTH AFRICA	$\sim$		
<u>K</u> ey Algorithm:	2048-bit RSA	$\sim$		
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	$\sim$	_	
Cancel			< Back Next >	

• Once completed and the result is like the above, click the "Next" button.

Add Digital ID	×
Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a n so that you can copy this file for backup or other purposes. You can later of file using the Security Settings dialog.	ote of the file location
File Name:	
C:\Users\ AppData\Roaming\Adobe\Acrobat\DC\Security\Pete	Browse
Password:	
Not Rated	A good password will contain both
Confirm Password:	uppercase and lowercase letters,
	numerals, special characters and
	spaces
Cancel	< Back Finish
Califer	< DACK FINISN

• Select and type in a password. E.g. "I ate 2 Pumpkins @ home".

Add Digital ID		×
Enter a file location and password for your new digital ID file. You will need you use the digital ID to sign or decrypt documents. You should make a ne so that you can copy this file for backup or other purposes. You can later of file using the Security Settings dialog.	ote of the file location	
File Name:		
C:\Users\ AppData\Roaming\Adobe\Acrobat\DC\Security\Pete	Browse	
Password:	Make sure that all four rectangles turn green and the word " <b>Best</b> " appears. This will indicate that you have a strong password.	2
Cancel	< Back	Finish

- 1. Confirm the password.
- 2. Click on the "Finish" button.

Digital IDs	ங Add ID 🥖 Usage Options 🗸 🛐 Certificate Details   Export 🛛 Refresh 🛛 Remo	ve l[
Roaming ID Accounts	Name Issuer Expires	
<ul> <li>Digital ID Files</li> </ul>	Peter Pumpkineater < Peter.Pumpk Peter Pumpkineater < Peter.Pump 2025.06.18 09:43:37 Z	
		1
	Peter Pumpkineater DSD	L
	DSD Issued by: Peter Pumpkineater	L
PeterPumpkineater.pf	DSD	L
PeterPumpkineater.pr	Valid from: 2020/06/18 11:43:37 +02'00'	L
Windows Digital IDs	Valid to: 2025/06/18 11:43:37 +02'00'	L
	Jken: Intended usage: Digital Signature, Encrypt Document, Key Agreement	L

• You now have a digital ID for Peter Pumpkineater.

# 3. How to insert a digital ID into a PDF document (e.g. digitally sign it with your digital ID)

- Open the PDF document you wish to sign.
- For the purposes of this manual, I will use a leave form that requires more than one signature. The same principles would apply to other documents.

File Edit View Window Help Home Tools 020-05-0 OF APPLICATION FOR × PERSAL Number: 1 1 8 7 0 4 7 8 Shift worker Yes No X Address during the Leave Period 5 Buttemut Street Pumpkin Patch Garden Village Tel. No: 021-555-0055 Mobile: 0810810810 SECTION A: For Periods covering full day	🔀 APPLICATION FOR LEAVE OF ABSENCE - Adobe Acrobat Reader DC			- 0 ×
Image: Pumpkin-Eater       PERSAL Number:       1       1       7       4       7       8       Shift worker       Yes       No       X         Address during the Lave Penod       5       Butternut Street       Casual Employee       Yes       No       X       Image: Pumpkin Patch       Garden Village       Image: Pumpkin Patch       Component       Component       Image: Pumpkin Patch       Image: Pumpkin Patch       Component       Image: Pumpkin Patch       Image: Pumpkin Patch </td <td>File Edit View Window Help</td> <td></td> <td></td> <td></td>	File Edit View Window Help			
Image: Pumpkin-Eater       PERSAL Number:       1       8       7       0       4       7       8       Shift worker       Ves       No       X         Address duing the Lave Penod       5       Social Development       Component       Dispartment       Output to the law Penod       6       More Tools         Fill & Sign       Tel. No: 021-555-0055       Mobile: 0810810810       Directorate: Research, Population & Knowledge       More Tools	Home Tools 2020-05-07 OF APPLICATION FOR.	×		
Z1 (a)         Surname: Pumpkin-Eater       Initials: P         PERSAL Number: 1       1       8       7       0       4       7       8       Shift worker       Yes       No       X         Address duing the Leave Penod       5       Social Development       Casual Employee       Yes       No       X         Pumpkin-Patch       Department       Component       Directorate: Research, Population & Knowledge       More Tools         Tel. No: 021-555-0055       Mobile: 0810810810       Management       Management       Management				
DEX (II)         APPLICATION FOR LEAVE OF ABSENCE         Surname:       Pumpkin-Eater       Initials:       P         PERSAL Number:       1       1       8       7       8       Shift worker       Yes       No       X         Address duing the Leave Period       Casual Employee       Yes       No       X       Wore Tools         Address duing the Leave Period       Department       Social Development       Component       Our Tools         Fill & Sign       Tel. No: 021-555-0055       Mobile: 0810810810       Management       Management       Management				
APPLICATION FOR LEAVE OF ABSENCE          Surname:       Pumpkin-Eater       Initials:       Personance       Personance       Casual Employee       Yes       No       Xes       Fill & Sign         Address during the Leave Period       6       Casual Employee       Yes       No       Xes       Yes       No       Xes       More Tools         Pumpkin Patch       Garden Village       Component       Componen				^
APPLICATION FOR LEAVE OF ABSENCE         Surname:       Pumpkin-Eater       Initials:       P         PERSAL Number:       1       1       1       7       0       4       7       8       Shift worker       Yes       No       X         Address during the Leave Period       5       Social Development       Casual Employee       Yes       No       X       Wore Tools         Pumpkin Patch       Social Development       Component       Directorate: Research, Population & Knowledge       More Tools         Tel. No: 021-555-0055       Mobile: 0810810810       Management       Management       Management			<b>71</b> (a)	Comment
Surrame:     Pumpkin-Eater     Initialis:     P       PERSAL Number:     1     1     8     7     0     4     7     8     Shift worker     Yes     No     X       Address dumg the Leave Penod     5     Butternut Street     Department     Department     Component     Component       Pumpkin Patch     Component     Component     Directorate: Research, Population & Knowledge       Tel. No: 021-555-0055     Mobile: 0810810810     Management				
PERSAL Number:       1       1       8       7       0       4       7       8       Shift worker       Yes       No. X         Address during the Leave Period       Casual Employee       Yes       No. X       Department         Sutternut Street       Department       Social Development       Component         Garden Village       Component       Directorate: Research, Population & Knowledge         Tel. No: 021-555-0055       Mobile: 0810810810       Management				📿 Fill & Sign
Address during the Leave Period 5 Butternut Street Pumpkin Patch Garden Village Tel. No: 021-555-0055 Mobile: 0810810810 Management Component Directorate: Research, Population & Knowledge Management				
S Butternut Street Department Pumpkin Patch Social Development Garden Village Component Tel. No: 021-555-0055 Mobile: 0810810810 Directorate: Research, Population & Knowledge Management			163	C Mary Tests
Social Development       Garden Village     Component       Tel. No: 021-555-0055     Mobile: 0810810810			ee Yes	More loois
Garden Village Component Directorate: Research, Population & Knowledge Management				
Tel. No: 021-555-0055 Mobile: 0810810810 Directorate: Research, Population & Knowledge Management			nent	
Tel. No: 021-555-0055 Mobile: 0810810810 Management	Garden Village			
management	Tel Ne: 004 EEE 00EE Mehile: 0040040		search, Population & Knowledge	
SECTION A: For Periods covering full day		management		
Type Of Leave Taken As Working Days Start Date End Date Number Of Working Days				
Annual Leave 17 June 2020 19 June 2020 3		17 June 2020 19 June 2020	3	
Normal Sick Leave 1	Normal Sick Leave <sup>1</sup>			•

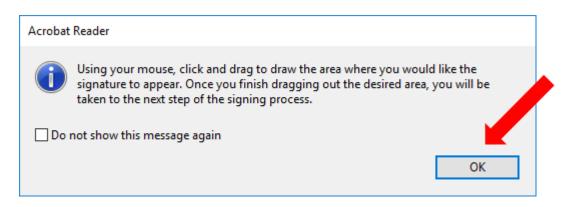
• In the "**Tools**" box click on "**More Tools**". (Or click on the "**Tools**" menu if the Tools box is not visible).

🗾 APPLIC	ATION FOR LEA	VE OF ABSENCE - Adobe Acrobat I	Reader DC			-		×
File Edit	View Window	v Help						
Home	Tools	2020-05-07 DOTP	APPLICATION FOR					
Q Fin	d your tools he	ere						
							1	
		=	Cen	Ŀ		E a		
		Comment	Fill & Sign	Stamp	Measure	Certificates		
		Open 💌	Open 💌	Open 💌	Open 👻	Open 👻		

• Click on "Certificates".

	V FOR LEAVE OF AB Window Help	SENCE - Adobe A	crobat Rea	der DC												-	×
Home To	ools 202	0-05-07 DOTP	·	APPLIC		FOR	×										
8 🖶	Q	•	1 / 1	k	Ð	Θ	Ð	125	% •		₩ ↓	R					
🔗 Certif	ficates •			Ó.	Digita	Ily Sign	Ca	Time	Stamp 🖧	Validate All Si	gnatures						$\times$
							_										^
													<b>Z</b> 1	<b>(a)</b>			
					AP	PLICAT		I FO	R LEAVE O	F ABSENC	E						
	Surname:	Pumpkin-E	ater							Initials:		P					
	PERSAL Nu	imber:	1 1	8	7	0 4	1	7	8	Shift wo	rker	Yes		No	X		
		uring the Leav	ve Perioc	1						Casual E	Employee	Yes		No	X		
	5 Butternu									Departm	ent						
	Pumpkin P									Social D	evelopment						
	Garden Vil	llage								Compor	ent						
											ate: Research	, Popula	ation &	Know	ledge		
	Tel. No: 02	21-555-0055		N		081081		·		Manage							
					SE	CTION	A: I	For F	Periods cov	ering full d	ay						
•		ave Taken As	Workin	g Days				art Da		End Dat		Numb	ber Of	Workin	ng Days		
	Annual Leav						17	lune	2020	10.1	0000	3					
	Normal Sick							June	2020	19 June	2020	3					

Click on "Digitally Sign".



• The message box above will appear. Click "**OK**" and click and drag to draw the area in which you would like your signature to appear.

Specif	y Type of special Leave		M
Leave for Union Office Bear	ers (Provide Evidence)		H N
I am certifying that the inform Furthermore, I fully understan	quainted myself of my available leave cr ation provided is correct. Any falsificatio d that if I do not have sufficient leave cr	n of information in this regard m	ay form for disciplinary action.
	as at 30. June 2000 will be automatically		
application_mv capped leave	as at 30. June 2000 will be automaticalb	DATE	

• Once you have dragged a box for your signature, a "Sign with a Digital ID" dialogue box will appear.

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	John Doe (Digital ID file) Issued by: John Doe, Expires: 2025.06.12	View Details
	Peter Pumkin-Eater (Digital ID file) Issued by: Peter Pumkin-Eater, Expires: 2025.06.12	View Details ≡
۵ لیو	Peter Pumpkineater (Digital ID file) Issued by: Peter Pumpkineater, Expires: 2025.06.18	View Det s
0	Configure New Digital ID	Cancel Continue

• Select the signature you wish to use and click on the "Continue" button.

Appearance Created 2020.06.10 13:07:28 +02 v Create Edit Peter Pumpkine at by Peter Pumpkine atter Digitally signed by Peter Pumpkine atter Date: 2020.06.22 08:26:53 +02'00' Lock document after signing view Certif 2 tails Review document content that may affect signin Revie Enter the Digital ID PIN or Password action of the "Sign" button. 1 Surface View Gertif 2 to tails Create View Certif 2 to tails Create Vie	Sign as "Peter Pumpkineater"	×
Pumpkineat Pumpkineat er Peter Pumpkineater Date: 2020.06.22 08:26:53 +02'00' Lock document after signing Review document content that may affect signin Review docum	Appearance Created 2020.06.10 13:07:28 +02	~ Create Edit
<ul> <li>Lock document after signing</li> <li>View Certif 2 stails</li> <li>Review document content that may affect signin</li> <li>Review</li> <li>Review</li> <li>Enter the Digital ID PIN or Password</li> <li>Back Sign</li> <li>Inter the password for your signature.</li> <li>Sign Back Sign</li> <li>Click on the "Sign" button.</li> <li>Save As</li> <li>Sa</li></ul>	Pumpkineat	Peter Pumpkineater Date: 2020.06.22
<ul> <li>2. Click on the "Sign" button.</li> <li>Save As</li> <li></li></ul>	Lock document after signing Review document content that may affect signing	gnin Review
Organize ▼       New folder       Image: Size with the second se	<ul> <li>2. Click on the "Sign" button.</li> <li>Save As</li> </ul>	1
	Organize  New folder  This PC Desktop Documents Downloads	BEE ▼ Date modified Type Size Nq <sup></sup> natch your search.

- ∧ Hide Folders
  - 1. Confirm or choose a new location to save your signed document.
  - 2. Confirm or choose a new file name for your signed document.
  - 3. Click on the "Save" button.

Save

Cancel

Specif	y Type of special Leave		Н	N
Leave for Union Office Bear	ers (Provide Evidence)		Н	
I am certifying that the inform Eurthermore. I fully understan application, my capped leave	quainted myself of my available leave cred ation provided is correct. Any falsification of that if I do not have sufficient leave cred as at 30 June 2000 will be automatically of Digitally si Date: 2020	of information in this regard may form lits from my previous or current leave utilised.	n ground for direction a cycle to created of my	, Further, ry action.
EMPLOYEE SIGNATURE		DATE		
	Recommendation By Superv	isor/Manager (Mark With X)		
Recommended	Not Recommended	Rescheduled		
	Not Recommended			ļ

• Your document is now digitally signed.

# 4. Adding text comments to a document before you sign

• Open the PDF document you wish to sign after adding text comments.

				Z1 (a)				
	TION FOR LEAVE OF	ABSENCE						
Surname: Pumpkin-Eater PERSAL Number: 1 1 8 7 0	4 7 8	Initials: Shift worker	P Yes	No	x			
Address during the Leave Period		Cacual Employee	Yes	No	X			
5 Buttemut Street Pumpkin Patch		Department Social Development			_			
Garden Village		Component Directorate: Recearch	Decidat	on 8 Know	dedae			
Tel. No: 021-555-0055 Mobile: 08108		Management	, Popular	un a raio	neuge			
SECTION Type Of Leave Taken As Working Days	A: For Periods cover Start Date	ring full day End Date	Numbe	r Of World	no Davis			
Annual Leave	17 June 2020	19 June 2020	3	- or mona	a cayo			
Normal Slok Leave 1 Temporary Incapacity Leave	This application form m	ust not be used to apply f	br tempore	ny Incapac/	v leave.			
	Temporary Incapacity L	eave must be applied for he Management Policy an	on the app	lication for	0			
	and III-health Retiremen	t for Public Service emple	oyees. Ple	ase contact	Personnel			
Leave for Occupational Injuries and Disease	Office for further inform	ation.						
Specify Type of Eliness								
Adoption Leave <sup>2</sup> Family Responsibility Leave (Provide Evidence)			-					
Special Leave Specify Type of special Leave								
Leave For Union Office Bearers (Provide								
Evidence) Type Of Leave Taken As Calendar Days/Months	Start Date End D	Date Number O	fWorking	Days				
Unpaid Leave (Provide Motivation)				-				
Pre-natal Leave (Provide Evidence) Maternity Leave (Attach Medical Certificate)		No. of Cale	endar Mor	the				
	eriods oovering parts							
Type Of Leave Taken As Working Days	Date Start			mber of H	ours/			
Annual Leave	otart	Circ rille	M	nutec H	м			
Normal Slok Leave				н	M			
Family Responsibility Leave (Provide Evidence) Special Leave				H	M			
Specify Type of special Leave				H	M			
Leave for Union Office Bearers (Provide Evider								
	lable edits and wit ny faistication of informat	th the rules governing the lor <b>e and rules</b> is regard may for				ال مر ا	ما محمد من م	
Furthermore, I fully understand that if I g ave suff	clent leave credits from m		e cycle to	cover for m	Y	In t	nis example	e, you are the
	automatically utilised. Digitally signed by	/P Pu d at	er			Sur	pervisor tha	t must.
Peter Pump Jeater	Date: 2020.06.22 0		iei					
EMPLOYEE SIGNATURE		C				1)	Recommer	nd the
Recommended Not Recommendat	on By Supervisor/Mana ed	sge ak With X) scheduled			1		application	forloover
REMARKS (If not recommanded please state the rea	sons & the dates in the	ca rescheduling):					applicatior	i for leave;
		a a a a a a a a a a a a a a a a a a a				2)	Add a com	ment in the
		•			I	-,		
							comment a	area; and
						21	Sign as the	Supervisor
MANAGER'S/SUPERVISOR'S SIGNATURE		DATE				5)	Sign as the	Supervisor
Approved With Full Pay Approved	Head Of Depar	Not Approved			_			
	3							
REMARKS (If approved with a change in condition of	r pay the approx	red, please provide mot	ivabonj:					
SIGNATURE OF HOD OR DESIGNEE		DATE						
	DATA CAPTURING							
CAPTURED BY: CAPT	URED ON:	Signature						
CHECKED BY: CHEC	KED ON:	Signature						
-								
<sup>1</sup> Applications in respect of sick leave of three or m medical practitioner.		-						
<sup>3</sup> Applications for adoption leaves must be accompl both spouses are in the employ of the Public Servir	anied by a declaration on I te.	how the entitlement will b	e used in t	he case wh	ere			
							- 0 X	
APPLICATION FOR LEAVE OF ABSENCE - Adobe Acrobat Reader DC File Edit View Window Help							- 0 X	
Home Tools 2020-05-07 DOTP × APPLICATIO	N FOR - ×							
	) (-) (+) 120% ·		0					
		19 E E +	22					
or						1	Comment	
Surname: in-Eater	LICATION FOR LEAVE C	Initials:	P			4	🗶 Fill & Sign	
PERSAL Number 1 1 8 7 Address during the Period	0 4 7 8	Shift worker Casual Employee	Yes Yes	No 2 No 2		(	More Tools	
5 Butternut Street Pumpkin Patch		Department Social Development						
Garden Village		Component	D	A 1/- 1				
	810810810	Directorate: Research, Management	Population	a Knowled	8e			
SEC Type Of Leave Taken As Working Days	TION A: For Periods con Start Date	ering full day End Date	Number	Of Working I	Davs			
Annual Leave	17 June 2020	19 June 2020	3					

• Click on "Comment" in the Tools box. (Or click on "Tools" and then click on "Comment").

Home Tools       APPLICATION FOR ×         P       P       O       P       IIII       P			Z1 (a)	No Comment	ź٠ ۲	7	•
	At least one signature requires validating.		Signature Pan	el Search Comments			
Home Tools APPLICATION FOR ×	🗩 Comment • 🛛 🖗 🖉	[ Ŧ Ŧ₀ T₄ T 囯 🖉 🖉 옵ơ		🗞 🗮 Aa			×
							_
File Eait View Window Help	Home Tools APPLICATION FOR	, x					
	File Edit View Window Help						

• The "Comment" menu bar will open.

	Z1 (a)	ĝ. ∇
Lin, At least one signature requires validating.	62 Signature Panel	
🗩 Comment • 🛛 🖉 ፲ 푼 ☜ Ta T 🔟 🥕 🎍 욥 · @ · ㅋ ㄹ 🗆	0 🖻 0 🗘 🖓 🗃 🖉 🖄 🧮 Aa	>
🖺 🖶 🖂 Q,   🗇 U - 1 / 1   🖡 🖑 🖂 🐨 🗾 🛒 🖉 📰 📰 🐺	₽ L	
Home Tools APPLICATION FOR ×		
File Edit View Window Help		

• Click on "Add Text Box".

	Recommendation By Su	pervisor/Manager	(Mark With X)				
Recommended	Not Recommended		Rescheduled				
REMARKS (If not recomme	REMARKS (If not recommended please the reasons & the dates in the case of rescheduling):						
MANAGER'S/SUPERVISOR	R'S SIGNATURE		TE				

• Drag a **Text Box** over the area in which you want to add your comment.

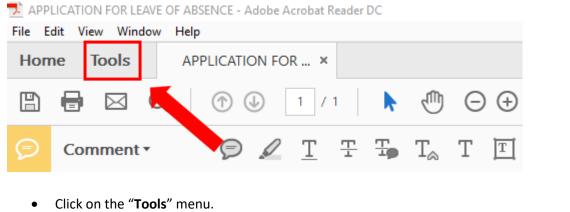
Recommendation By Superv	/isor/Manager (Mark With X)				
Recommended Yes Not Recommended	Rescheduled				
REMARKS (If not recommended pleases the reasons & the dates in the case of rescheduling):					
MANAGER'S/SUPERVISOR'S SIGNATURE	DATE				

• Type your comment in the **Text Box**.

Recommendation By Supervisor/Manager (Mark With X)							
Recommended	Yes	Not Recommended		Rescheduled			
· ·	REMARKS (If not recommended please state the reasons & the dates in the case of rescheduling): The leave was telephonically approved on the morning of 17 June 2020						
The leave was lele	phoni	cally approved on t	ne morning c	or 17 June 2020			
MANAGER'S/SUPERVISO	R'S SIGN	ATURE	D	ATE			

• Follow the same process to add additional comments.

• You have now successfully added comments to your document and it is ready for your digital signature as Supervisor.



	ADDENCE - Addbe Acrobat Nedder De				
File Edit View Window	Help				
Home Tools	APPLICATION FOR				
<b>Q</b> Find your tools here	2				
		$\square$	$\mathbf{Q}$		
		( lon			
	Comment	Fill & Sign	Stamp	Measure	Certificates
	Open 👻	Open 💌	Open 🔻	Open 👻	Open 👻

• Click on "Certificates" and follow the same process as in section 3 above to apply your Digital ID to the document.

Peter Pum	okineater Digitally sig	ned by Peter Pumpkineater 06.22 08:46:05 <u>+02'00'</u>			
EMPLOYEE SIGNATURE	Date: 2020.0	06.22 08:46:05 +02'00' DATE			
_	Recommendation By Supervis	or/Manager (Mark With X)			
Recommended	es Not Recommended	Rescheduled			
	ded please state the reasons & the date	<b>U</b> ,			
The leave was telep	honically approved on the m	ioming of 17 June 2020			
	Digitally sig	ned by lack Beanstalk			
Jack Bea		gned by Jack Beanstalk .06.22 11:54:25 +02'00'			
	Date: 2020				
Jack Bea MANAGER'S/SUPERVISOR'S	SIGNATURE	.06.22 11:54:25 +02'00' DATE			
	Date: 2020	.06.22 11:54:25 +02'00' DATE			

• The document is now ready for the Manager's approval and signature.

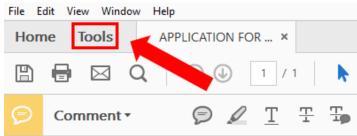
## 5. Locking the document with the final signature

• Only follow these steps if you are the last person to sign the document. No changes or additional digital signatures are possible after a document has been locked.

Approval By Head Of Department (Mark With X)						
Approved With Full Pay Yes Approved Without Pay	Not Approved					
REMARKS (If approved with a change condition of payment or not approved, please provide motivation):						
SIGNATURE OF HOD OR DESIGNEE	DATE					

• Add your comments as required.

🔁 APPLICATION FOR LEAVE OF ABSENCE - Adobe Acrobat Reader DC



• Click on "**Tools**".

Par	R		Do
Fill & Sign	Stamp	Measure	Certificates
Open 👻	Open 👻	Open 💌	Open 👻
	_		Fill & Sign Stamp Measure

• Click on "Certificates".

Depuication for LEAVE OF ABSENCE - Adobe Acrobat Reader DC		-		х	
File Edit View Window Help					
Home Tools APPLICATION FOR ×					
🖺 🖶 🖂 Q,   🗇 🕘 🚺 / 1   🖡 🖑 🕞 🕀 113% 🔻 🛗 🖉 🏹   g					
<i>i i</i>				×	
As Signed and all signatures are valid, but with unsigned changes after the last signature		On Sig	gnature P	anel	
Approval By H Department (Mark With X)				^	
Approved With Full Pay         Yes         Approved Without Pay         Not Approved           REMARKS (If approved with a change in condition of payment on the roved, please provide motivation):         Not Approved         Not Approved					
·					
SIGNATURE OF HOD OR DESIGNEE DATE					
DATA CAPTURING					

• Click on "Digitally Sign".

Approval By Head Of De	nartment (Mark With Y)		
Approved With Full Pay Yes Approved Without Pay	Not Approved		
EMARKS (If approved with a change in condition of payment or r	not approved, please provide motivation):		
REMARKS (If approved with a change in condition of payment or i	not approved, please provide motivation):		
REMARKS (If approved with a change in condition of payment or i	not approved, please provide motivation):		
REMARKS (If approved with a change in condition of payment or I	not approved, please provide motivation):	·	

• Drag your mouse to draw over the area in which you want your signature to appear.

Sign w	vith a	a Digital ID	×	
Choose	e the [	Digital ID that you want to use for signing:	Refresh	
	L.	Jack Beanstalk (Digital ID file) Issued by: Jack Beanstalk, Expires: 2025.06.12	View Details	
ا ھ		Gavin Miller (Digital ID file) Issued by: Gavin Miller, Expires: 2025.06.10	View Details	
)	h.	John Dee (Bigital ID (ile) Issued by: John Doe, Expires: 2025.06.12	View Petalle	
-	-			
?		Configure New Digital ID	Cancel Continue	-

• Choose your signature and click on the "Continue" button.

Sign as "Gavin Miller"	×
Appearance Created 2020.06.10 13:07:28 +02	✓ Create Edit
Gavin Miller	Digitally signed by Gavin Miller Date: 2020.06.22 12:24:58 +02'00'
Cock document after signing Review document content that may affect s	2 View Certificate tails Revie
Enter the Digital ID PIN or Password	Back Sign

- 1. Check the tick-box to "Lock the document after signing".
- 2. Enter your password.
- Click on the "Sign" button.

👤 Save As		×
< > ~ 🛧 📘	<ul> <li>Windows (C:) &gt; Users &gt; Desktop &gt; Leave Applications v さ</li> </ul>	Search Leave Applications 🛛 🔎
Organize 🔻 Ne	ew folder	Bee 🔹 💙
💻 This PC	Name     Date modified     Type	Size
<ul> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> </ul>	Leave Application Peter Pums       17       2020/06/22       11:54       Adobe Acrobat D         Leave Application Peter Pumkineater       17       2020/06/22       08:46       Adobe Acrobat D	292 <b>3</b>
File name: Save as type:	Leave Application Peter Pumkineater 17-19June2020 comments & signed & approved Adobe PDF Files (*.pdf)	` `
∧ Hide Folders	2	Save Cancel

- 1. Confirm the location where the file should be saved.
- 2. Confirm the file name.
- 3. Click on the "Save" button.

Approval By Head Of Department (Mark With X)		
Approved With Full Pay Yes Approv	ved Without Pay	Not Approved
REMARKS (If approved with a change in condition of payment or not approved, please provide motivation):		
Gavin Miller		med by Gavin Miller 06.22 12:42:04 +02'00'
SIGNATURE OF HOD OR DESIGNEE		DATE

- The document is now digitally signed and locked.
- No additional comments or signatures can be added.

### 5. How to Validate an Electronic Signature in a PDF Document

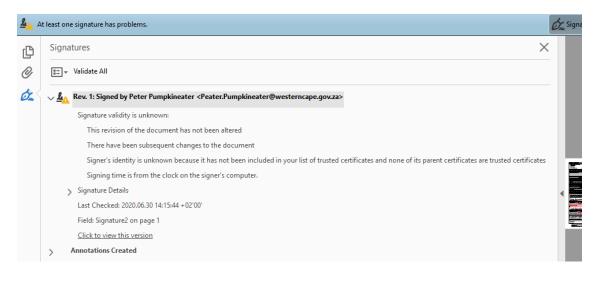
• When you receive an electronically signed PDF document, you first must "Validate" the signature to ensure that the signature can be trusted. When opening a signed PDF document Adobe will indicate in the top left-hand corner of the document whether the signature is from a trusted source or not.



- 1. In the example above, "At least one signature has a problem".
- 2. Click on "Signature Panel" on the right to open the Signature Panel.

	🖶 🖂 Q   🗇	
<u>م</u> م	t least one signature has problems.	
ß	Signatures X	
Ø	📰 🗸 Vin ate All	APPI Surname: Pumpkin-Eater PERSAL Number: 1 1 8 7 (
Ó.	> 🔏 Rev. 1: Signed by Peter	Address during the Leave Period 5 Buttemut Street Pumpkin Patch

• Click on the arrow indicated.



• The signature properties will open.

<u> 4</u> A	t least one signature has problems.
ß	Signatures X
Ø	📰 👻 Validate All
Óm	√ 🦺 Rev. 1: Signed by Peter Pumpkineater <peater.pumpkin th="" ∺<=""></peater.pumpkin>
	Signature validity is unknown:
	This revision of the document has not been altered
	There have been subsequent changes to the documen
	Signer's identity is unknown because it has not been inc
	Signing time is from the clock on the signer's computer.
	> Signature Details
	Last Checked: 2020.06.30 14:15:44 +02'00'
	Field: Signature2 on page 1
	Click to view this version

• If some of the text is obscured, drag the column border to the right

<u><u><u></u></u></u>	t least on	e signature has problems.	On Sign
ß	Signa	atures X	
Ø	8 <u>-</u>	Validate All	
Ó.	~ <u>k</u>	Rev. 1: Signed by Peter Pumpkineater <peater.pumpkineater@westerncape.gov.za></peater.pumpkineater@westerncape.gov.za>	
		Signature validity is unknown:	
		This revision of the document has not been altered	
		There have been subsequent changes to the document	
		Signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates	E
		Signing time is from the clock on the signer's computer.	
	2	Signature Details	•

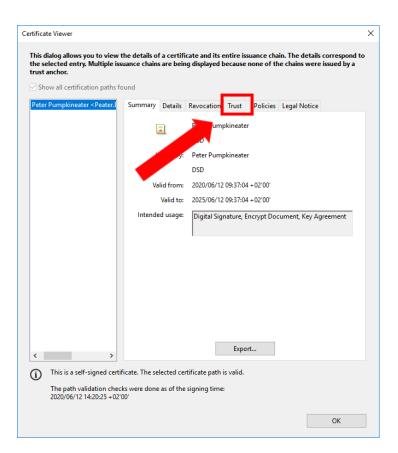
- You must ensure that the signature is from a trusted source. Manual verification is required. If you trust the signature, proceed to the next step, validating the signature.
- If you do not recognise the signature as authentic, you may have to contact the person to verify that they sent the document.
- A signature will also present with a "**problem**" if the sender of the document used a different computer than the original signature you trusted.



- 1. Right click on the signature.
- 2. A drop-down menu will open.
- 3. Click on "Show Signature Properties...".

Signature	e Properties	×
<u>k</u>	Signature validity is UNKNOWN. Signing Time: 2020/06/12 14:20:25 +02'00'	
Valid	lity Summary	
	The revision of the document that was covered by this signature has not been altered; however, there have been subsequent changes to the document.	
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.	
The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.		
Signing time is from the clock on the signer's computer.		
	Signature was validated as of the signing time: 2020/06/12 14:20:25 +02'00'	
Sign	er Info	
	Path validation checks were successful.	
Revocation checking was not performed.		
	Show Signer's Certificate	
Adv	vanced Properties Validate Signature Close	

- The "Signature Properties" dialogue box will open.
- Click on the "Show Signer's Certificate..." button.



• Click on the "Trust" tab.

Peter Pumpkineater < Peater.	Summary Details Revocation Trust Policies Legal Notice
	This certificate is not trusted.
	Trust Settings
	Trust Settings
	X Sign documents or data
	X Certify documents
	Execute dynamic content is embedded in a certified
	document
	Execute high privilege Jack privi
	Perform privileged system
	printing, file access, etc.)
	Add to Trusted Certificates
×	
This is a self-signed cert	ificate. The selected certificate path is valid.
9	:ks were done as of the signing time:

- Click on the "Add to Trusted Certificates..." button.
- Compiled by Gavin Miller, June 2020

Acrobat	Security X
<u>^</u>	If you change the trust settings, you will need to revalidate any signatures to see the change.
	Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?

• Click on the "**OK**" button.

Import Contact Settings X
Certificate Details
Subject: Train The-trainer < Train. The-trainer@westerncape.gov.za>
Issuer: Train The-trainer < Train. The-trainer@westerncape.gov.za>
Usage: Digital Signature, Encrypt Document, Key Agreement
Expiration: 2025/06/30 16:06:54
Trust
A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.
Use this certificate as a trusted root
If signature validation succeeds, trust this certain for
Signed documents or data
Dynamic content
Embedded high privilege JavaScript
Privileged system operations (networking, printing, file access, etc.)
2
Help OK Cancel

- 1. Ensure that both the selection boxes are ticked.
- 2. Click on the "**OK**" button.

Show all certification paths fo	
Savin Miller < gavinmiller@w	Summary       Details       Revocation       Trust       Policies       Legal Notice         This certificate is not trusted.       Trust Settings       ************************************
9	Add to Trusted Certificates

• Click on the "**OK**" button again.

Signatur	e Properties	×
<u>L</u>	Signature validity is UNKNOWN. Signing Time: 2020/07/01 06:48:19 +02'00'	
Valio	lity 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 signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.	
	Signing time is from the clock on the signer's computer.	
	Signature was validated as of the signing time: 2020/07/01 06:48:19 +02'00'	
Sign	er Info	
	Path validation checks were successful.	
	Revocation checking was not performed.	
	Show Signer's Certificat	
Ad	vanced Properties Validate Signature Close	

• Click on the "Validate Signature" button.

Signature Properties	×
Signature is VALID, signed by Signing Time: 2020/06/30 16	r The Trainer < The.Trainer@westerncape.gov.za>.
Validity Summary	
The document has not	been modified since this signature was applied.
	ed that Form Fill-in, Signing and Commenting are ent. No other changes are permitted.
The document is signe	d by the current user.
Signing time is from th	e clock on the signer's computer.
Signature was validated 2020/06/30 16:42:27 +0	d as of the signing time: 2'00'
Signer Info	
Path validation checks	were successful.
Revocation checking is trusted.	not performed for Certificates that you have dire
[	Show Signer's Certificate
Advanced Properties	Validate Signature Close

- 1. The signature is now valid.
- 2. Click on the "Close" button.

#### APPLICATION FOR LEAVE OF ABSENCE - Adobe Acrobat Reader DC

File E	Edit View Window Help
Hor	me Tools APPLICATION FOR ×
Ð	
<u>h</u> ;	Signed and all signatures are valid.
ß	Signatures X
Ø	E validat 2
Ó.	> 🌆 Rev. 1: Signed by Train The-trainer < Train. The-trainer@westerncape.gov.za>

- 1. The indicator in the left corner will now indicate that the signature is valid.
- 2. The signature just validated will have a green tick as indicated, showing that it is a valid signature.

The validation process is usually a once off process. If the same person signs a document on the same computer, your computer will recognise it as valid. If the same person uses a different computer, you will have to validate the signature again. Signatures remain valid for the validity period.