

How to create your digital ID signature

Open the writeable PDF of the 'Departmental report' form via the secure Employer Online site.

Departmental report
GOLD STATE SUPER
Member Services Centre 13 43 72 Facsimile 1800 300 067 gesb.com.au
PO Box 1755, Perth WA 6842 Level 4 Central Park, 152 St Georges Terrace, Perth

SECTION 1 REASON FOR REPORT
✓ the reason that applies
 Termination of employment
OR
 Retrospective salary increase

SECTION 2 MEMBER DETAILS
To be completed by the HR/Payroll Officer
Provide the member number and personal details.
GESB member number

Mr Mrs Miss Mx Other
Surname (Family name) please print

Given names

Male Female
Postal address

Postcode

Telephone - home

Telephone - mobile

Payroll number

Government department/agency

SECTION 3 TERMINATION DETAILS
✓ the reason for termination
 Resignation Employment lapsed
 Age retirement Dismissal
 Disability retirement Death
 Transferred to employer's super scheme
 Retrenchment/voluntary severance
 Withdrawn from Gold State Super

SECTION 4 EMPLOYER CERTIFICATION
The HR/Payroll Manager or their authorised delegate must make this certification.
I hereby certify that I have read and understand the definitions provided, and have duly applied correct amounts to the information provided. I understand that this organisation will be liable for any overpayment due to incorrect information provided.
Name

Position

Telephone - work

Your signature

Date

Step 1.

Click on red tab in signature box.

Step 2.

If you already have an electronic signature file saved as a **.PSX FILE**, then choose the first option 'Browse for an existing digital ID file'

To create your digital ID file, choose the third option.

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.

- Browse for an existing digital ID file
- Configure a roaming ID for use on this computer
- Create a self-signed digital ID for use with Acrobat
- Look for newly inserted hardware tokens

Cancel < Back Next >

Step 3.

Choose the first option

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 >

Step 4.

Complete your details in all the fields.

Leave 'Enable Unicode Support' **unchecked**

Click Next >

Add Digital ID

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

Name (e.g. John Smith): Leonie Moore

Organizational Unit: Product Communications

Organization Name: GESB

Email Address: leonie.moore@gesb.com

Country/Region: AU - AUSTRALIA

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Step 5.

Enter a file location and password for your new digital ID file.

Add and confirm a password.

Click Finish

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: N:\Marketing\Communications\New Files\Product Comms\2012\Administration\Sig Browse...

Password: *****

Confirm Password: *****

Cancel < Back Finish

Type your password into the field.

Click 'Sign'

Sign Document

Digital ID: Leonie Moore <leonie.moore@gesb.com.au>

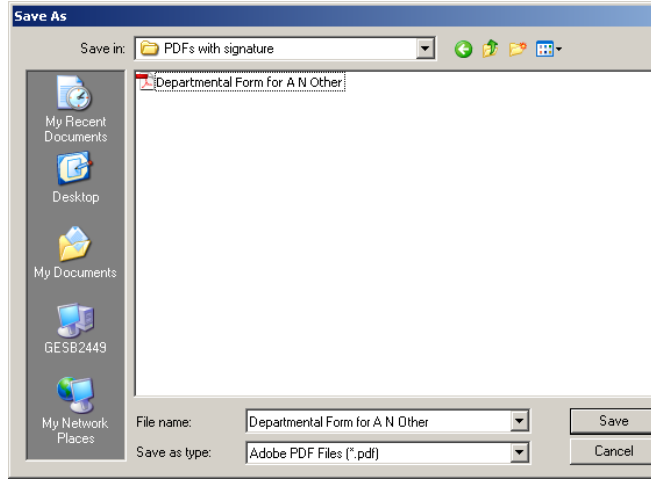
Password: [password field]

Appearance: Standard Text

Refresh IDs Sign Cancel

Digital Identification
Sign transaction, Encrypt document
Leonie Moore <leonie.moore@gesb.com.au>
2017/05/10 10:17:47 +08'00'
Leonie Moore

Choose where to save the form as a PDF



As the PDF saves into your chosen area, it adds your digital ID signature.

Submit this PDF form electronically to Payrollgeneral@gesb.com.au.