How to create your digital ID signature

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

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 >

Step 3.

Choose the first option

Click 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\Sign   Browse...

Password:
******

Confirm Password:
******

Cancel   < Back   Finish

Type your password into the field.

Click 'Sign'

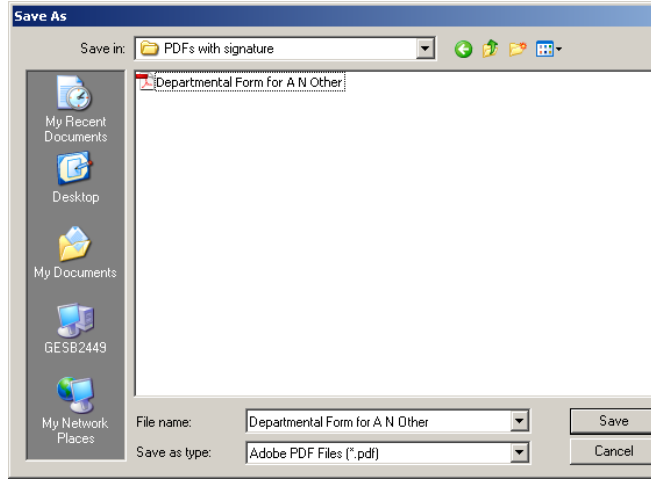**Sign Document**

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

Digital Identification
Sign transaction, Encrypt document

Leonie Moore <leonie.moore@gesb.com.au>

2017/05/10 10:17:47 +08'00'

Leonie Moore

Password:

Appearance: Standard Text

Leonie Moore

Digitally signed by Leonie Moore
DN: cn=Leonie Moore, o=GESB, ou=Product Communications, email=leonie.moore@gesb.com.au, c=AU
Date: 2012.05.10 10:17:48 +08'00'

Refresh IDs   Sign   Cancel

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.