**Creating a Digital Signature Using Adobe Reader**

A digital signature is a small box of text that you can place on a document to verify that you have “signed‟ the document. It does not look like a handwritten signature.

**Signing your Form R is the last step in completing the form. Please be aware that signing the form before entering all the data will invalidate the signature and your form will be rejected.**

Here is a picture of a digital signature. When it is placed in a document, it carries hidden information which verifies who has placed the signature and confirms that the document has not been altered.

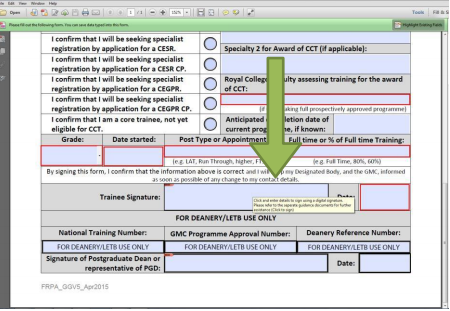


The information within this guide is about placing a signature using Adobe Reader. You can download Adobe Reader for free using this website: <http://www.adobe.com/uk/products/reader.html>

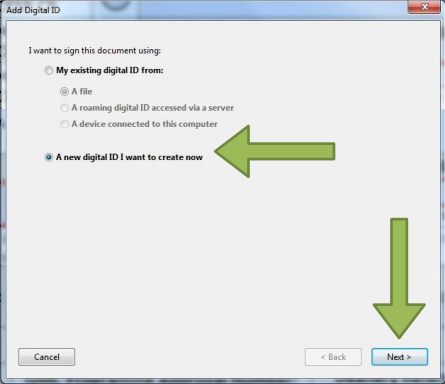
It works with either Windows or Mac OSX or iOS.

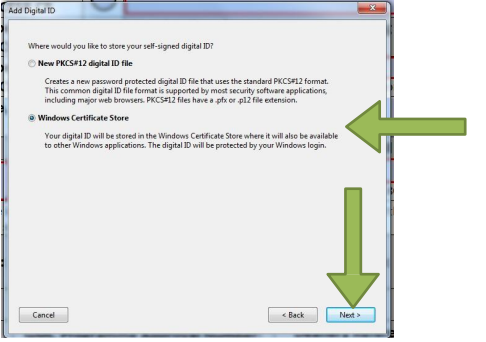
Please follow the instructions in this document so that you can apply a digital signature to your HEENW forms. Further guidance can be obtained from Adobe’s official website by clicking on the link: <https://helpx.adobe.com/reader/11/using/sign-pdfs.html#sign_with_a_digital_id>.

1. Once you have completed ALL other fields within your Form R, click into the signature field to begin signing it:

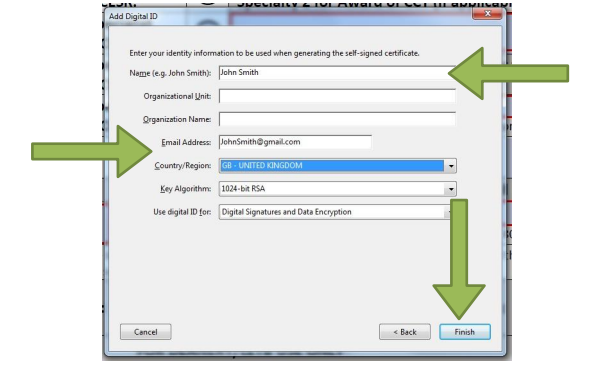


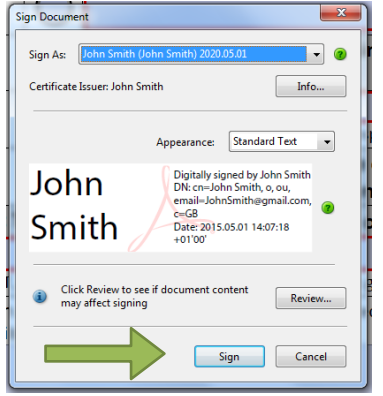
2. This will summon the digital signature wizard, select “A new digital ID I want to create now” then click “Next”

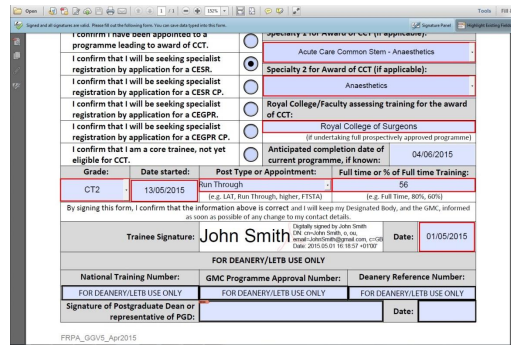


3. Click “Windows Certificate Store” followed by “Next” 

4. Enter your full GMC registered name, email address and country, once complete click “Finish”.

**Please note, the email address entered here MUST match the address registered at HEENW. Your Form R must also be submitted to us or your ES as an existing trainee from this same email address. If these conditions are not met, your Form R will be rejected as incomplete.** 

5. You have now generated a digital signature. Click “Sign” to save a new signed copy 

6. Once saved, your digital signature will be inputted automatically into the form and it may now be submitted.