



Creating Your Digital Signature Certificate

1.0

AUTHOR

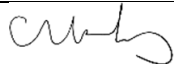
David Office

DATE PUBLISHED

29/03/2021

1.0 Version Control

Version:	1.0	(Author) Issued By:	David Office
Issued Date:	29/03/2021	Review Date:	29/03/2022
Document Owner:	David Office	Document Number	ISOP001

Approved By:	Clint Milnes	Position:	Chief Information Officer
Signature:		Approved Date:	29/03/2021

2.0 Document Revision History

Version Control Note: All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

Version Number	Date	Author Title	Status	Comment/Reason for Issue
0.1	29/03/2021	David Office	Initial Draft	New Procedure
1.0	29/03/2021	David Office	Approved	Procedure approved
1.0	29/03/2021	David Office	Released	Procedure released

2.1 Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. **Any printed copies of this document are not controlled.**

As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.

3.0 Table of Contents

1.0	Version Control	1
2.0	Document Revision History.....	1
2.1	Document Status.....	1
3.0	Table of Contents	2
4.0	Introduction	3
5.0	Creating the Digital Signature	3
6.0	Using the Digital Signature.....	9
7.0	References	13

4.0 Introduction

Digital signatures provide the facility for Winn Group to sign documents with a Digital signature, in lieu of printing out and physically signing documents. In order for employees to sign internal documents, the employee must create their digital signature. This procedure details the steps necessary to create a digital signature.

5.0 Creating the Digital Signature

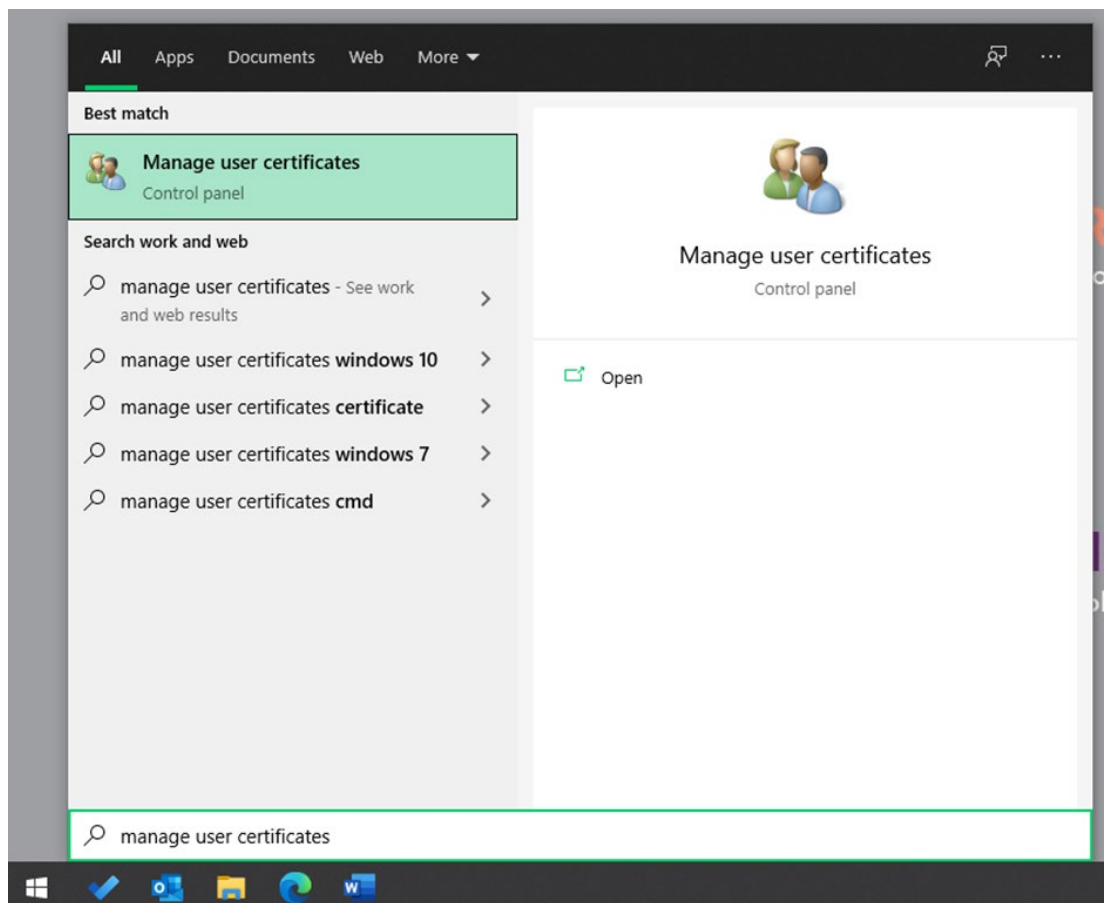
1. Log onto your workstation as usual. If you are working remotely, then you must login to Remote Desktop Services.

2. Click on the **Start** button

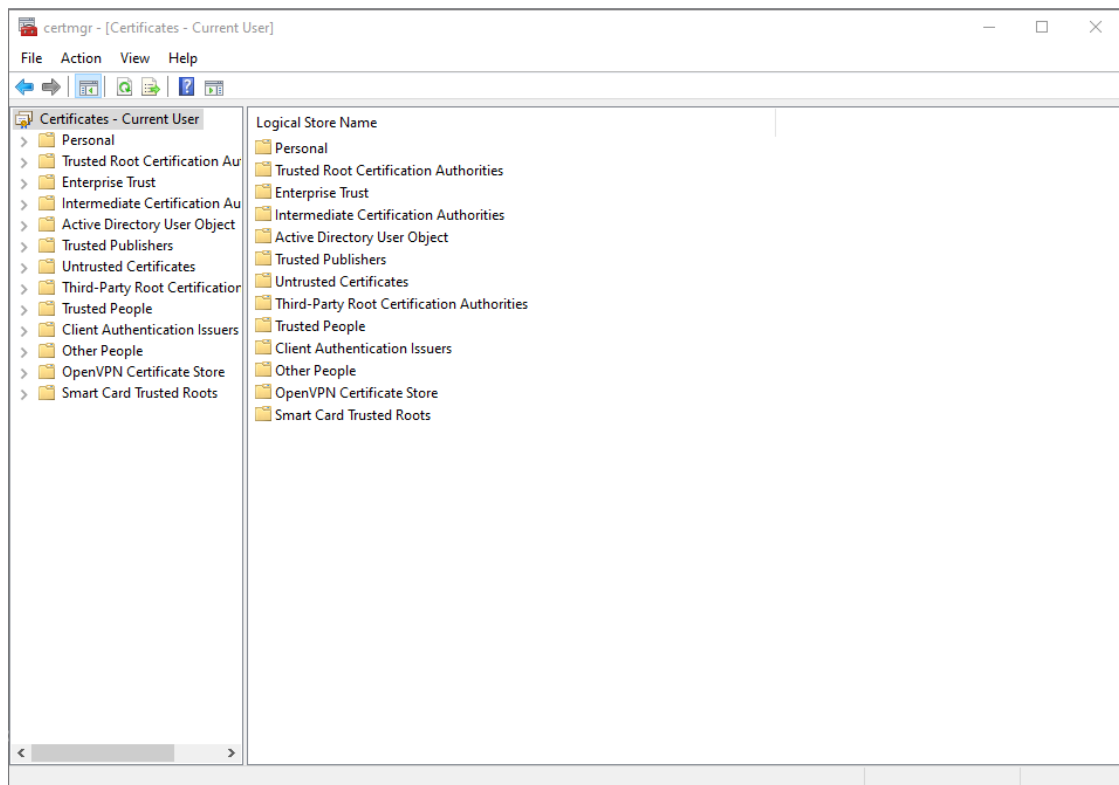


3. When the start menu opens, type **Manage user certificates**

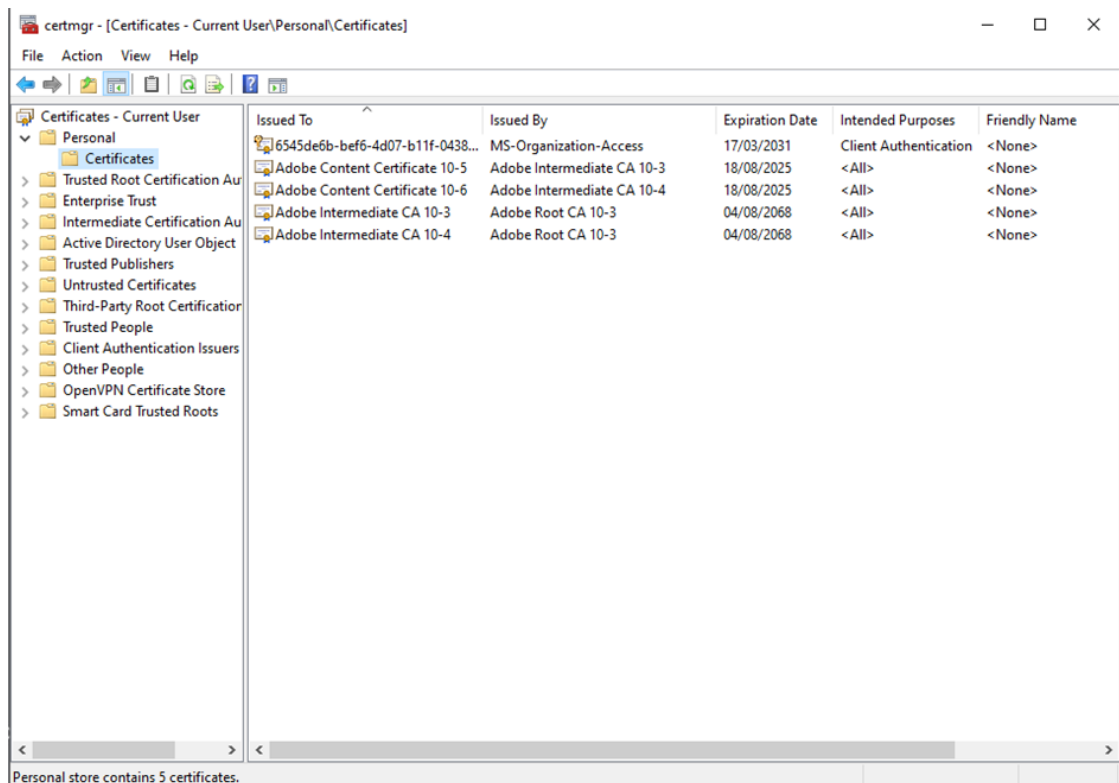
4. Click on **Manage user certificates**



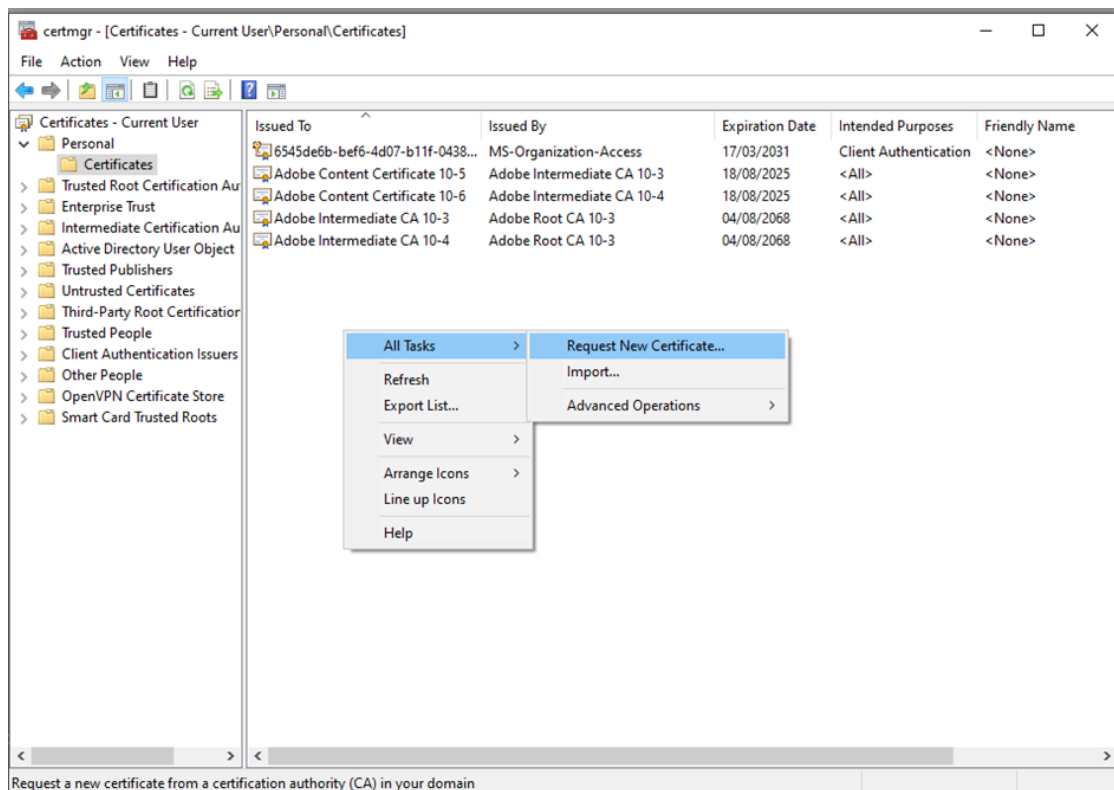
5. The **Certificates - Current User** window is launched



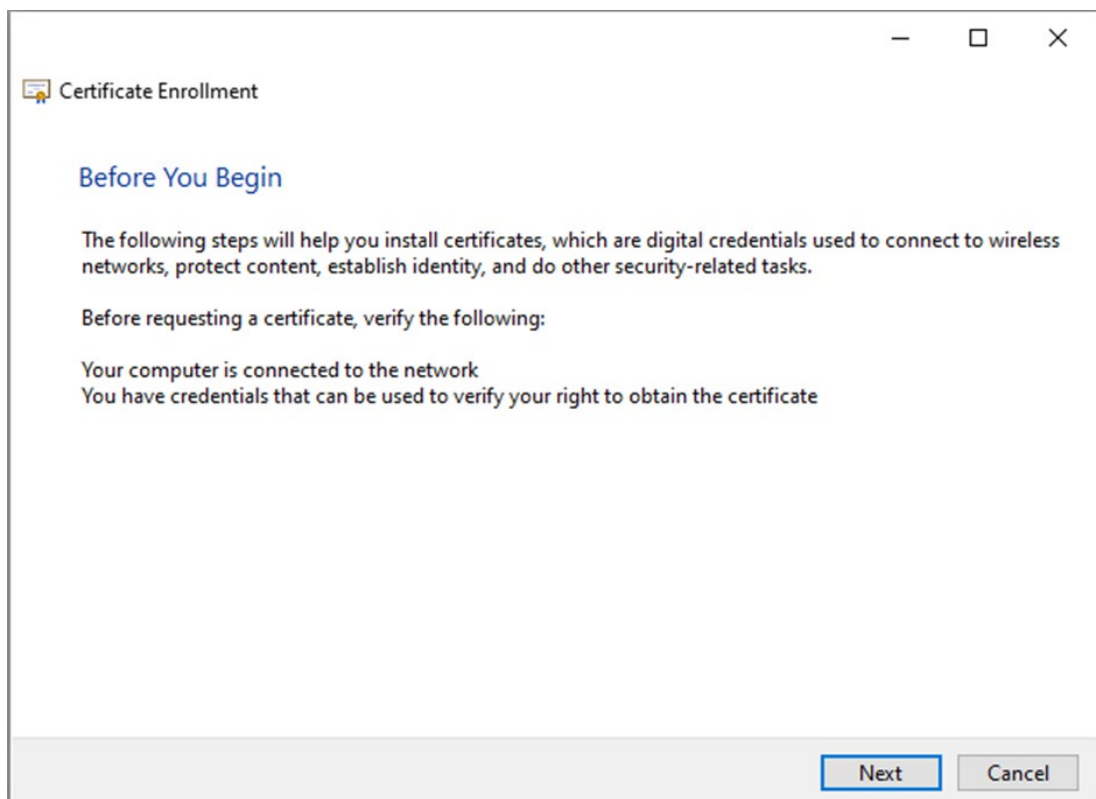
6. In the left-hand pane, Expand **Certificates - Current User** → **Personal** → **Certificates**. (Please note: you will see different information in the right-hand pane)



7. In the right-hand pane, in the white space, **right-click**. From the menu presented, select **All Tasks → Request New Certificate...**



8. The Certificate Enrollment wizard is presented. Click **Next**



9. On the **Select Certificate Enrollment Policy** window, ensure **Active Directory Enrollment Policy** is selected. Click **Next**

Certificate Enrollment

Select Certificate Enrollment Policy

Certificate enrollment policy enables enrollment for certificates based on predefined certificate templates. Certificate enrollment policy may already be configured for you.

Configured by your administrator

Active Directory Enrollment Policy

Configured by you [Add New](#)

Next **Cancel**

10. On the **Request Certificates** window, select **Winn Digital User Signature Only**. Click **Enroll**

Certificate Enrollment

Request Certificates

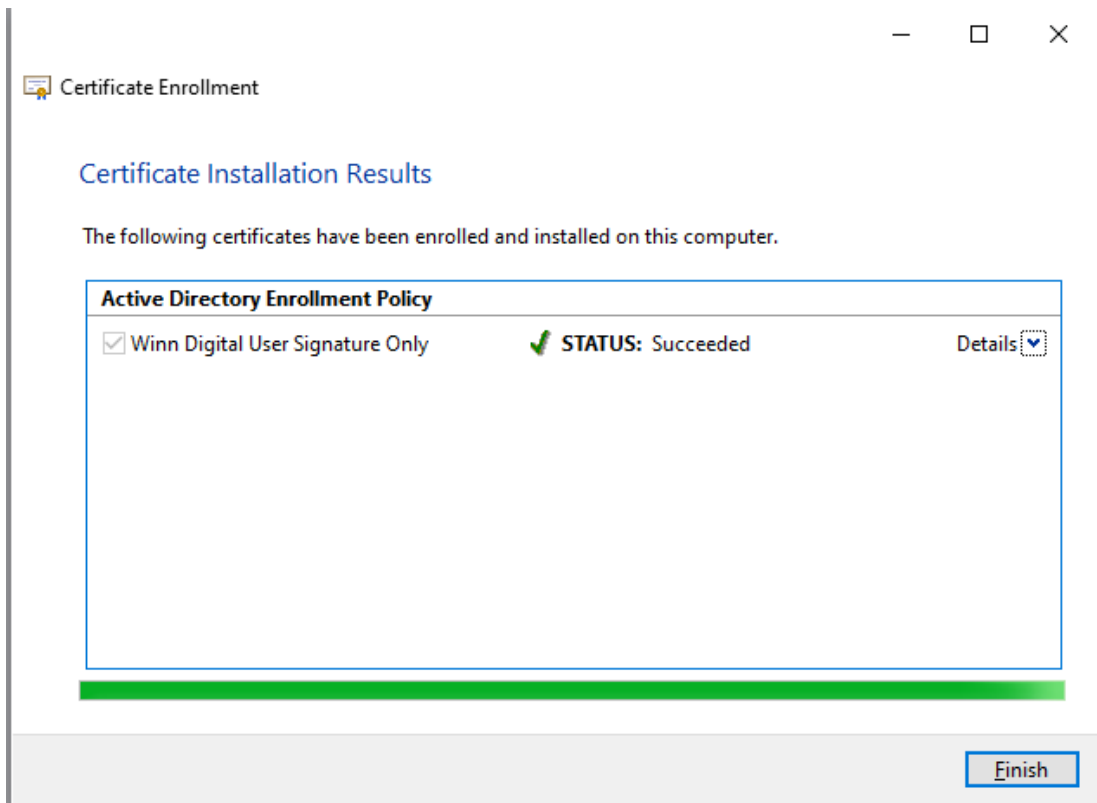
You can request the following types of certificates. Select the certificates you want to request, and then click Enroll.

Active Directory Enrollment Policy			
☐	Basic EFS	STATUS: Available	Details
☐	User	STATUS: Available	Details
☒	Winn Digital User Signature Only	STATUS: Available	Details

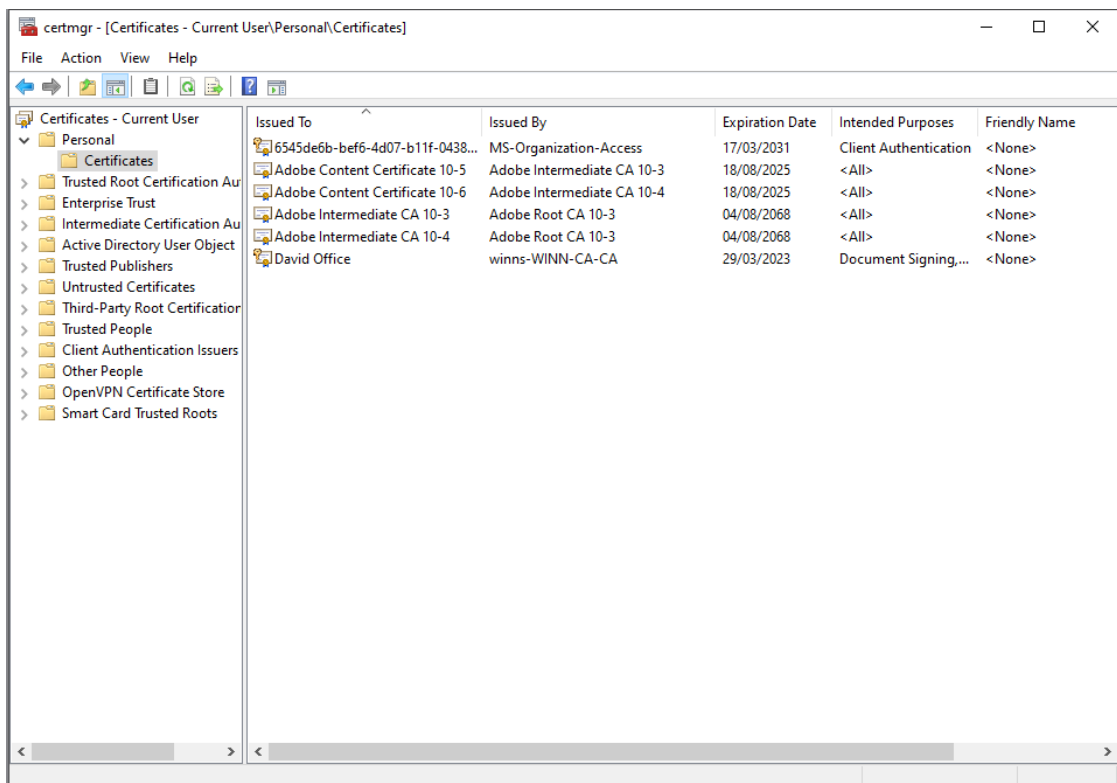
☐ Show all templates

Enroll **Cancel**

11. The certificate will be created, this will take a few seconds. Once created click **Finish**



12. The **Certificates - Current User** window is displayed. Check that you now have a certificate in the right-hand pane that matches your name



13. Click **Close** on the **Certificates - Current User** window

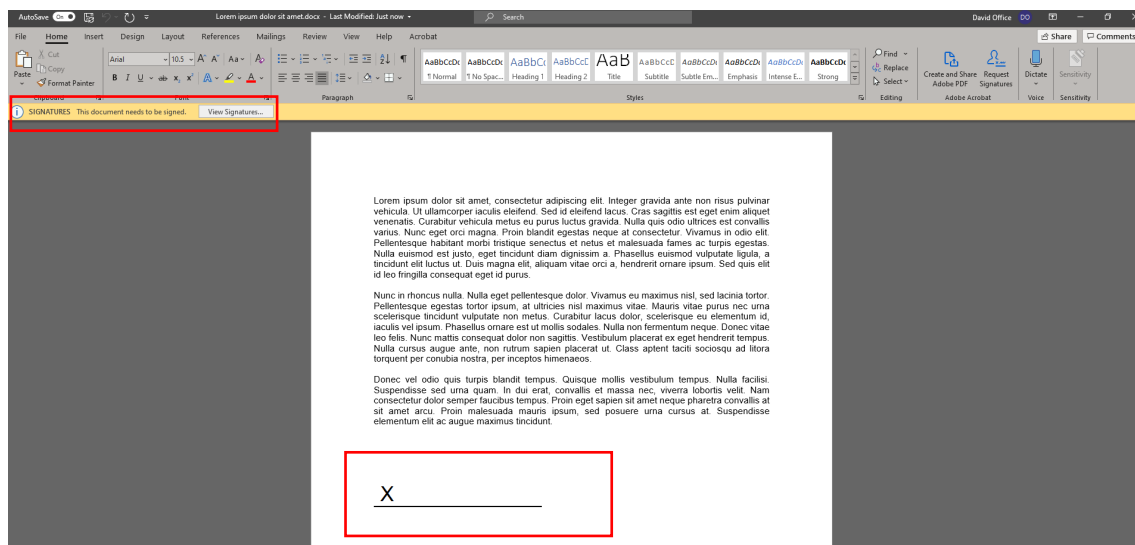


14. Your signature is now created on your workstation. You will only have to recreate your digital signature should you be provided with a new workstation.

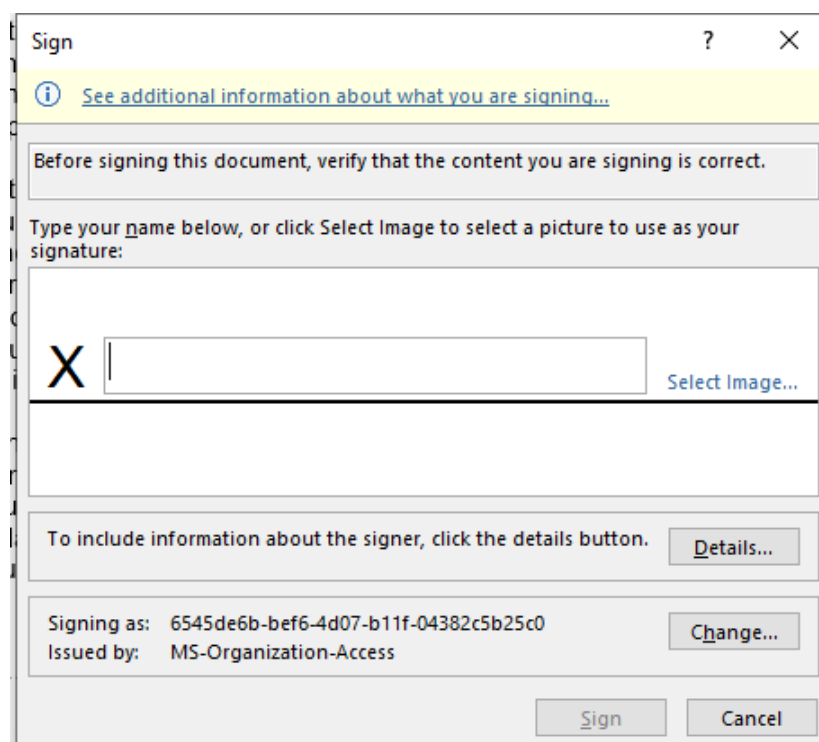
6.0 Using the Digital Signature

On occasion, you may receive a document to sign as part of your employment with Winn Group. If you receive such a document:

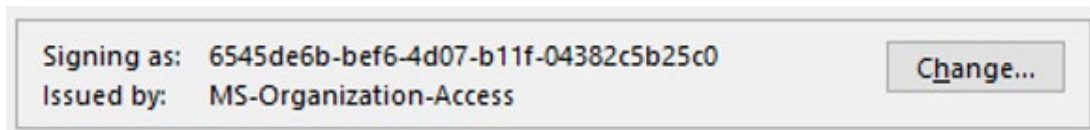
1. If the document was emailed to you, save the attachment to a suitable location.
2. Open the document
3. When the document opens, it will indicate that it is a document that needs to be signed, and there will be a signature box within the document.



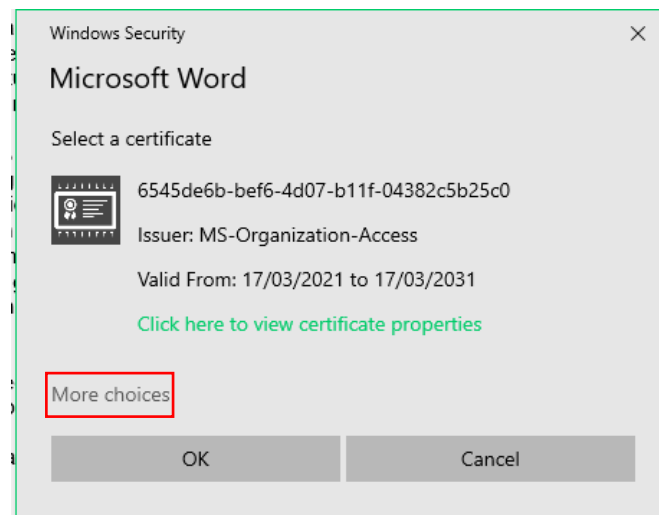
4. Double click in the signature area. You will be presented with the window to sign the document



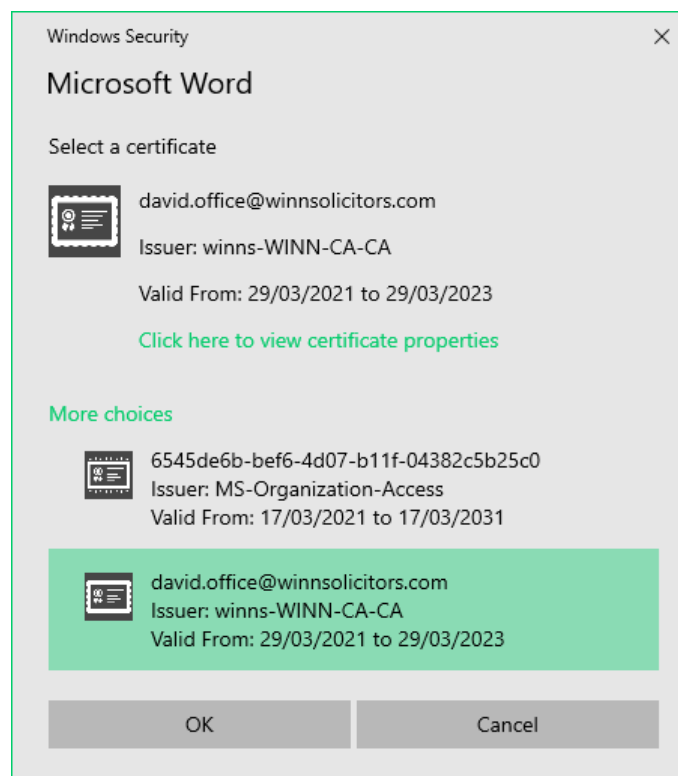
5. If the **Signing as** area **DOES NOT** show your name, then Click on **Change...**



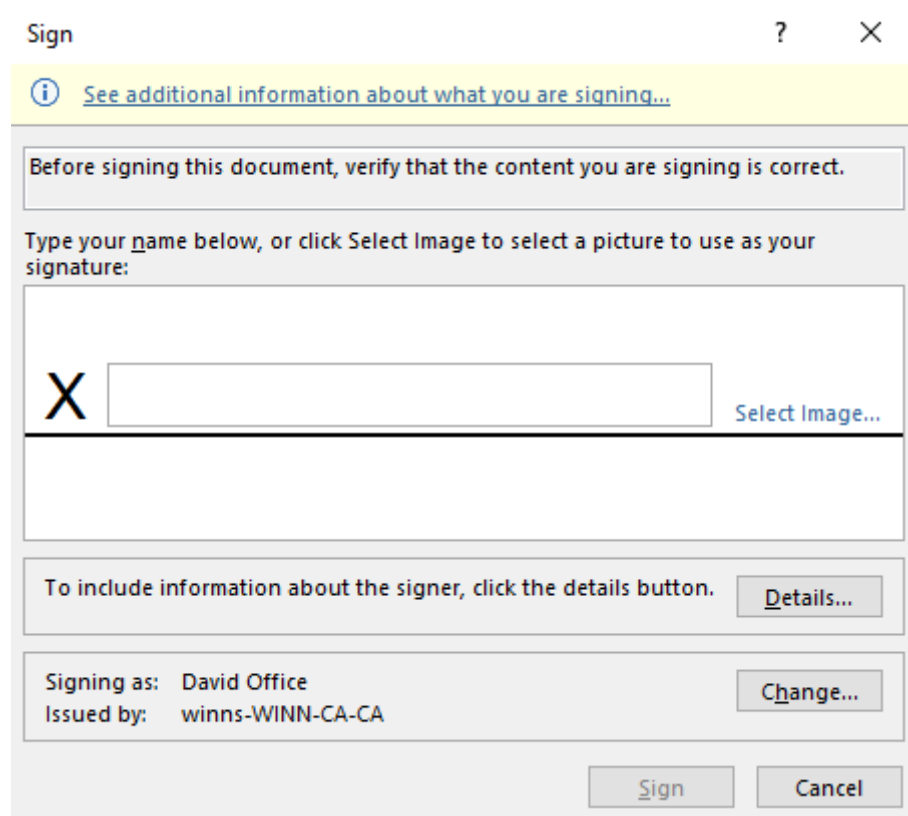
6. The **Windows Security** dialogue box is displayed. Select **More choices**



7. Select the certificate that contains your name/email address. Click **OK**

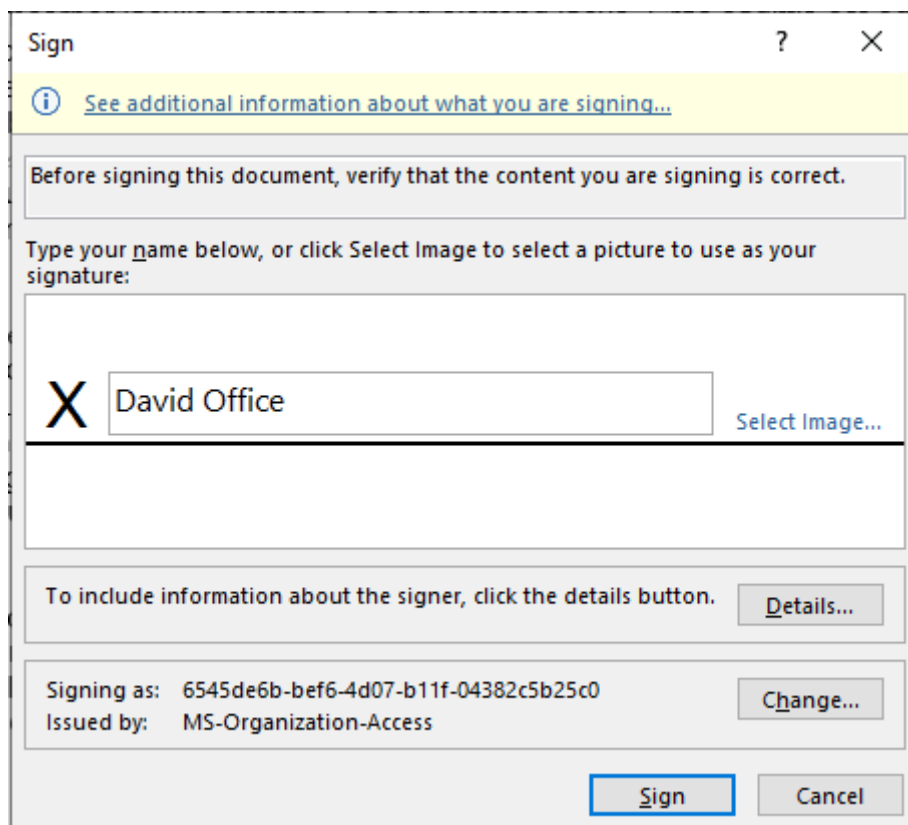


8. The **Signing as** area now shows your name



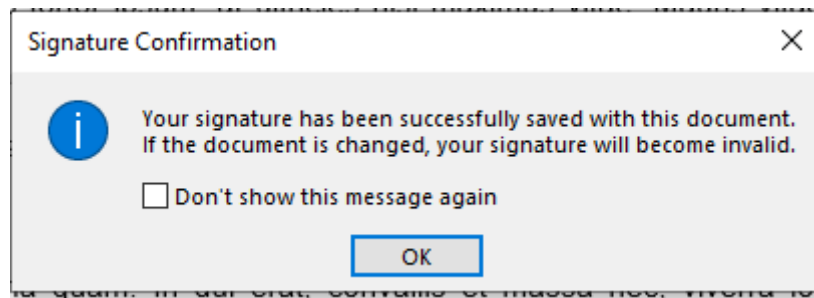
The 'Sign' dialog box is shown with a title bar containing a question mark and a close button. Below the title bar is a yellow information bar with a link: 'See additional information about what you are signing...'. The main content area contains a warning: 'Before signing this document, verify that the content you are signing is correct.' followed by the instruction: 'Type your name below, or click Select Image to select a picture to use as your signature:'. There is a large text input field with a large 'X' icon on the left and a 'Select Image...' link on the right. Below this is a section for 'Signing as' and 'Issued by' with a 'Change...' button. The 'Signing as' field currently shows 'David Office' and 'Issued by' shows 'winns-WINN-CA-CA'. At the bottom are 'Sign' and 'Cancel' buttons.

9. Type your name next to the X

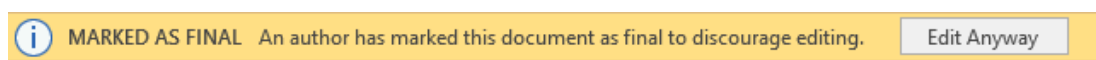


The 'Sign' dialog box is shown in the same state as the previous screenshot, but the text 'David Office' has been entered into the large text input field next to the 'X' icon. The 'Signing as' field now shows '6545de6b-bef6-4d07-b11f-04382c5b25c0' and 'Issued by' shows 'MS-Organization-Access'. The 'Sign' button is now highlighted with a blue border.

10. Click **Sign**. Your signature will be confirmed



11. The document is then marked as final, and cannot be edited. This is confirmed with the following message:

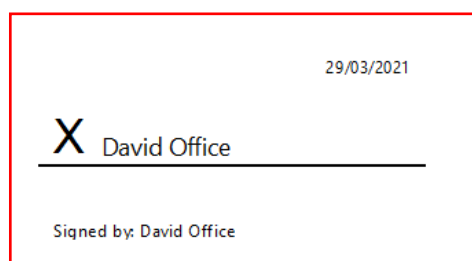


12. The Signature area will now contain your name and date. This indicates the document has been digitally signed.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer gravida ante non risus pulvinar vehicula. Ut ullamcorper iaculis eleifend. Sed id eleifend lacus. Cras sagittis est eget enim aliquet venenatis. Curabitur vehicula metus eu purus luctus gravida. Nulla quis odio ultrices est convallis varius. Nunc eget orci magna. Proin blandit egestas neque at consectetur. Vivamus in odio elit. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla euismod est justo, eget tincidunt diam dignissim a. Phasellus euismod vulputate ligula, a tincidunt elit luctus ut. Duis magna elit, aliquam vitae orci a, hendrerit ornare ipsum. Sed quis elit id leo fringilla consequat eget id purus.

Nunc in rhoncus nulla. Nulla eget pellentesque dolor. Vivamus eu maximus nisl, sed lacinia tortor. Pellentesque egestas tortor ipsum, at ultricies nisl maximus vitae. Mauris vitae purus nec urna scelerisque tincidunt vulputate non metus. Curabitur lacus dolor, scelerisque eu elementum id, iaculis vel ipsum. Phasellus ornare est ut mollis sodales. Nulla non fermentum neque. Donec vitae leo felis. Nunc mattis consequat dolor non sagittis. Vestibulum placerat ex eget hendrerit tempus. Nulla cursus augue ante, non rutrum sapien placerat ut. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

Donec vel odio quis turpis blandit tempus. Quisque mollis vestibulum tempus. Nulla facilisi. Suspendisse sed urna quam. In dui erat, convallis et massa nec, viverra lobortis velit. Nam consectetur dolor semper faucibus tempus. Proin eget sapien sit amet neque pharetra convallis at sit amet arcu. Proin malesuada mauris ipsum, sed posuere urna cursus at. Suspendisse elementum elit ac augue maximus tincidunt.



13. Return the document to the INTERNAL sender. Digital signatures will not sign documents intended for external recipients. Should you attempt to edit the document once signed, the signature will be removed, and you must re-sign the document.

7.0 References

The following documents will provide additional information:

Doc Reference Number	Title

This document has been prepared using the following standards and their applicable controls as reference:

Standard	Control	Description