

How to put a Digital Signature on Non-disclosure Agreement (NDA)

The PDF file for NDA can be edit by Acrobat Reader.

Blank fields for “Presentation Number”, “Affiliation” and “Date” can be entered normally.

Blank field next to “Name” needs Digital Signature.

This document explains how to put a Digital Signature on the NDA.

Please provide the following information affirming your oath of non-disclosure.

Name:

Presentation Number:

Affiliation:

Date:

1. Please click the blank field next to Name.

Digital ID Configuration Required

This signature field requires a digital signature identity.
Would you like to configure one now?

Help Configure Digital ID Cancel

2. If it is the first time that you using Digital Signature, you need to configure your Digital ID (otherwise, please go to Step 6). Click ‘Configure Digital ID’

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID
Create your self-signed Digital ID

Cancel Continue

3. Select “Create a new Digital ID”.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

4. Select “Save to File”.

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Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

Email address is not valid

5. Provide your information and click “Continue”. Your “Name” and “Email Address” must be entered.

Your new Digital ID will be provided by setting a password in the next window.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

- John Doe** (Digital ID file) [View Details](#)
Issued by: John Doe, Expires: 2025.08.11

6. Choose your Digital ID.

Sign as "John Doe"

Appearance:

John Doe Digitally signed by John Doe
Date: 2021.08.16 12:38:18 +09'00'

Lock document after signing [View Certificate Details](#)

Review document content that may affect signing

7. The preview shows up. Enter your password and click “Sign” after checking the preview.

Please provide the following information affirming your oath of non-disclosure.

Name: Digitally signed by John Doe Date: 2020.08.11 12:38:49 +09'00'

Presentation Number:

Affiliation:

Date:

8. Finally, please provide all other information and send the file.