

To create your Digital ID (Signature) on the Test Order forms

After downloading the form to your computer from the webpage. Close out of your web browser. Open the form on your computer, **do not open it in your web browser**, then fill in the data fields. When you get to the bottom of the last page, and are ready to sign the form, click on the **Signature** field.

The screenshot shows the Adobe Acrobat Reader DC interface. The main document is a test order form with the following sections:

- the job-relatedness of the POST for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the POST are valid job requirements.**
- Limitation of Liability**
In no event will S&A be liable for any indirect, consequential, exemplary, or special damages arising out of this agreement or purchase or use of POST products. The user agrees that S&A is not responsible for any liability or expense incurred by the user arising out of any claim asserted by any third party that relates to use of POST test materials. S&A's total liability to the user of POST test materials is limited to the user's total purchase price paid for the POST test materials.
- Authorized Signatory**
The person signing this agreement on behalf of the user agency has the full authority to enter into this agreement on behalf of the user and is authorized to bind the user to the terms of this agreement. S&A reserves the right to require the signature on this agreement of any other officer, employee of agent of the user agency who is now, or later becomes, responsible for test administration.
- Termination**
S&A and the Pennsylvania Chiefs of Police Association have the right to terminate this agreement and withhold or recall POST materials if terms and conditions of this agreement are believed to have been violated.
To maintain the reliability and validity of the POST, the individual who signs this agreement accepts, on behalf of the agency, to comply with the terms and conditions of the purchase and security agreement.

The form contains several input fields with the following data:

John Q. Smith, Chief of Police		My Department	
Print Name and Title		Name of Agency/Organization	
[Signature Field]		09/05/19	123 Street
Signature		Date	Address
717-123-4567	myemailaddress@mydepartment.org	My Town, PA 11111	
Phone	Email	City/State/Zip	

At the bottom of the form, there is a logo for Stanard & Associates, Inc. with the tagline "Quality Through Selection" and "Data for Decisions in Management". The footer text reads: "© 2008 Stanard & Associates, Inc. All Rights Reserved. Rev. March '14".

A red arrow points to the signature field in the input table above.

On the right side of the screenshot, the Adobe Acrobat Reader DC sidebar is visible, showing the "Export PDF" panel. The panel includes a search bar, a "Convert" button, and options for "Create PDF" and "Edit PDF".

The following window will appear. If you already have a digital ID choose the one you want to use then click **Continue**. Fill in the remaining fields on the form and save the form. You are then ready to attach it to an email and email it to testorders@pachiefs.org directly from your computer. There's no need to print it and scan it.

If you do not have a digital ID click **Configure New Digital ID**.

Sign with a Digital ID ×

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

-  **John Q. Smith** (Windows Digital ID)
Issued by: John Q. Smith, Expires: 2024.09.05 View Details
-  **John Smith** (Windows Digital ID)
Issued by: John Smith, Expires: 2024.09.04 View Details

? Configure New Digital ID Cancel Continue

Choose **Create a new Digital ID** then click **Continue**

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature. The most secure Digital IDs 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

Choose Save to **Windows Certificate Store** then click **Continue**

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

Enter your **Name, Organizational Unit, Organization Name, Email address** and choose **US-United States** and the defaults for **Key Algorithm** and **Use Digital ID** for then click **Save**

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	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	US - UNITED STATES ▾
Key Algorithm	2048-bit RSA ▾
Use Digital ID for	Digital Signatures ▾

? Back Save

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	<input type="text" value="John Q. Smith"/>
Organizational Unit	<input type="text" value="Police Administration"/>
Organization Name	<input type="text" value="My Police Department"/>
Email Address	<input type="text" value="jqsmith@mypolicedepartment.org"/>
Country/Region	US - UNITED STATES <input checked="" type="checkbox"/>
Key Algorithm	2048-bit RSA ▾
Use Digital ID for	Digital Signatures ▾

? Back Save

Click **Sign**

Sign as "John Q. Smith" ×

Appearance Standard Text ▼ Create

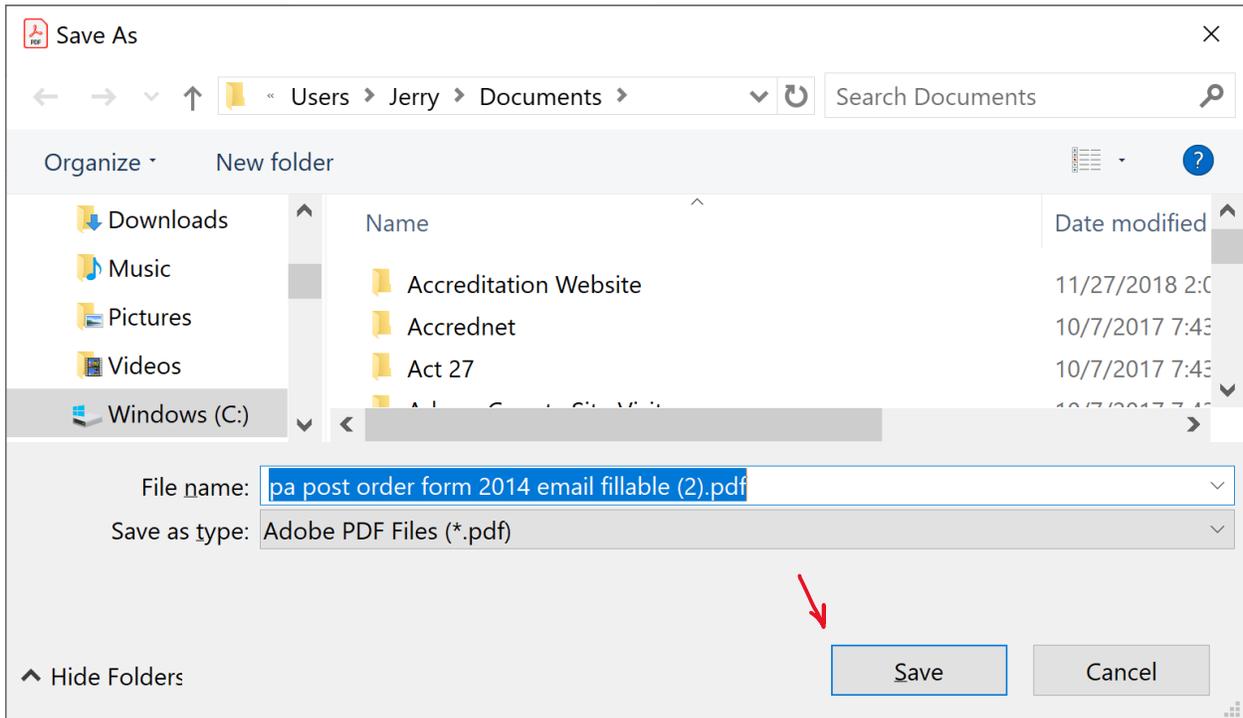
**John Q.
Smith** Digitally signed
by John Q. Smith
Date: 2019.09.05
15:37:08 -04'00'

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

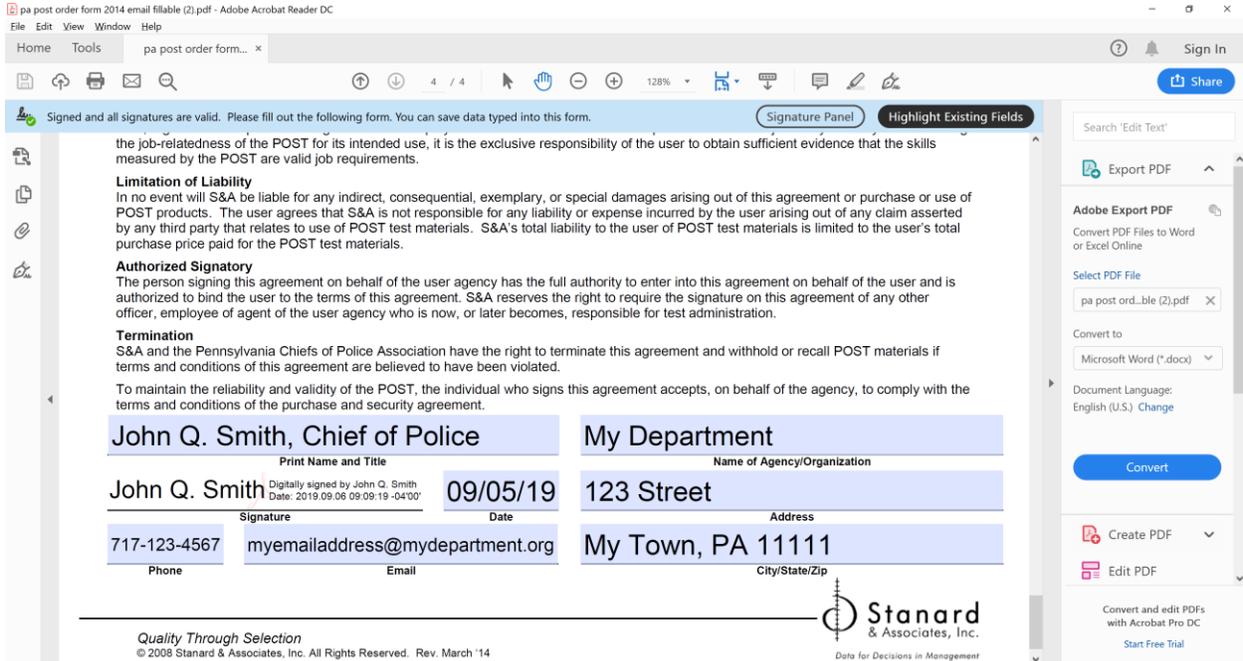
Review document content that may affect signing Review

Back **Sign**

A window will open allowing you to save the form to your computer. Click **Save**



Your Digital ID will now appear in the Signature field on the form:



Close out of the form. Now you can send an email message to testorders@pachiefs.org and attach the saved form directly from your computer without having to print it, scan it, and email the paper version.