ICANSCRIPT Creating a digital signature for eScripting.



Congratulations for signing up to do secure e-scripting! ICANSCRIPT prescriptions promise the highest level of security. It is necessary for you to configure and upload your digital signature. This will validate the authenticity and integrity of your e-scripts.

The digital signature is made up of two parts: a **PNG file** for your digitised handwritten signature; and a **PFX file** for your Adobe class 2 certificate in PKCS#12 format secured with a password.

We suggest that you either print this or open it on a separate screen whilst we now walk you through the steps to set up both.

## First step:

We suggest you create a "Digital Signature" folder on your desktop to keep these files.



## Next is setting up your digitised handwritten signature PNG file.

#### Option 1: using a picture of your handwritten signature.

- Crop the picture of your signature to remove unnecessary "white space".
- Save it as a PNG file to your Digital Signature folder on your Desktop.

#### Option 2: using online software to record your signature.

- Visit the Wisestamp website, https://www.wisestamp.com/handwritten-signature-generator
- Drag or draw your signature in the rectangle as indicated.



• Click the "Download Signature" button.



• Save it as a PNG file to your Digital Signature folder on your Desktop.

Make sure that your digitised handwritten signature is the correct size to fit on the prescription.

• Open the handwritten signature file with the Microsoft Paint application.



- Select the Resize option.
- Select the "Pixels" option and make sure the "Maintain aspect ratio" is selected.
- If the horizontal is more than 200 pixels change it to 200 pixels. If the vertical is still more than 100 pixels change it to 100 pixels.



• Now select "Save as" select PNG file type and save the PNG file to your Digital Signature folder on your Desktop.



# Next set up your Adobe PFX class 2 certificate file secured with a password.

## Before you start:

- If you do not have the latest version of Adobe Acrobat Reader, <u>please download it here</u>.
- You cannot create a digital signature until you have a document to sign. Use Microsoft Word to create a blank file and save it as a PDF. Or <u>download our handy blank file here</u>.

### Step 1: Create a digital ID to place on your scripts.

• Launch Adobe Acrobat and open your blank PDF.

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• Locate "More Tools" in the right-hand menu pane.

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• Select the "Certificates" icon.

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#### • From the main menu bar, select "Digitally Sign".

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- With your mouse, click and drag to draw a square anywhere on the page.
- The "Sign with a Digital ID" popup will list any existing signatures you might have created.
- Ignore these. Create a NEW signature by clicking the "Configure New Digital ID" button.

Sign with	Sign with a Digital ID									
Choose the	Digital ID that you want to use for signing:	Refresh								
	<b>Dr. Sam Sample</b> (Digital ID file) Issued by: Dr. Sam Sample, Expires: 2028.08.03	View Details								
	Dr JP Stander (Digital ID file) Issued by: Dr JP Stander, Expires: 2028.08.04	View Details								
	<b>Dr. J.J. van Vuuren</b> (Windows Digital ID) Issued by: Dr. J.J. van Vuuren, Expires: 2028.05.16	View Details								
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• Now select the 3<sup>rd</sup> option, "Create a new Digital ID", to generate a self-signed ID. Click "Continue".

A Digital ID is required to	Select	the type	e of Digital ID:
create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart	0		Use a Signature Creation Device Configure a smart card or token connected to your computer
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	0	L	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

• Select "Save to File" and the "Continue" button.

Select the destination	of the ne	w Dig	ital ID	×
Digital IDs are typically issued by trusted providers that assure the validity of the identity.	•		Save to File Save the Digital ID to a file in your computer	
Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.	0		Save to Windows Certificate Store Save the Digital ID to Windows Certificate Store to be shared with other applications	
Consult with your recipients if this is an acceptable form of authentication.				
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Step 2: Add practice and details of the practitioner authorising prescriptions.

- Name and Surname add title and full name of the prescribing doctor, such as "Dr John Smith".
- Organisation Unit insert your HPCSA registration number, such as MP0123456.
- Organisation Name enter the last 7-digits of your BHF practice number.
- Email practitioner email address.
- Country select "ZA South Africa".
- Key Algorithm 2048-bit RSA.
- Use Digital ID for –Digital Signature.
- Now click the "Continue" button.

gital ID		)
Name	Dr. John Smith	
Organizational Unit	MP0123456	
Organization Name	1234567	
Email Address	drjohnsmith@gmail.com	
Country/Region	ZA - SOUTH AFRICA	~
Key Algorithm	2048-bit RSA	~
Use Digital ID for	Digital Signatures	~
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## Step 3: Almost there! You just need to secure your self-assigned ID.

- <u>First and very important</u>: Select "Browse" to find your Digital Signature folder on your Desktop which you created earlier.
- Specify the Filename with your MP-number and Full Name, as in: "MP0123456\_DrJohmSmith".
- Default file type is "PFX".
- Click "Save" to save your signature PFX file in that folder.

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- Now apply a secure password.
- <u>Take note of the password</u>. If you forget it you will need to create a new PFX file from scratch.
- Re-enter the same password then click "Save"

Save the self-signed Di	igital ID to a file ×
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up.	Your Digital ID will be saved at the following location : C:\Users\\arry.vanonselen\OneDrive - CGM\Desktop\M Browse Apply a password to protect the Digital ID: Confirm the password:
0	Back

- Notice your new signature at the top of the list in Acrobat. The PFX file is created in your Digital Signature folder on your Desktop.
- You can select "Continue" to view your digital signature and test your password by signing the blank.pdf.
- Or you can close the view of your digital signature by selecting the "X", top right.

#### Last step:

Great job!! Now you need to upload your digital signature files.

Once you have registered your practice you will received an email with the Subject: "New registrations for 1234567 – Next Steps". In this email, select the "UPLOAD YOUR DIGITAL SIGNATURE" link then follow the instructions.

New Registrations for Next Steps	Inbox ×		8	Ø						
noreply@cgmsa.co.za	7 Sept 2023, 13:19 (4 days ago)	☆	¢	:						
Dear Dr.										
Thank you for registering your practice for the following add-on features:										
We need you to configure your digital signature with Adobe Acrobat and upload it to validate the authenticity and integrity of your e-scripts. Learn How.										
UPLOAD YOUR DIGITAL SIGNATURE										
Thereafter you can start using ICANSCRIPT powered by CGM MEDISTAR after you have set up your MEDISTAR sign on password. Find the password set up link in the MEDISTAR registration "Thanks for signing up" email.										
Video Conferencing powered by CGM ClickDoc.										
Once the registration is completed, you will receive a confirmation email w features.	which will allow you to start using you	r select	ed nev	W						

If you have questions regarding your registration, please contact the CGM Support Centre on 0861 633 334 or email us on help.za@cgm.com.

Kind Regards, The CGM Team.

Need a hand? Please email help.za@cgm.com or call us on 0861 633 334.