



You will need to have Adobe Acrobat Reader version 9 or above installed to complete a PGS registration form or PGS changes form electronically. Here is link to download for free:

<https://acrobat.adobe.com/uk/en/acrobat/pdf-reader.html>

### How to electronically sign a PGS document.

1. Download and open the document (if downloading from the website). Or skip to next step if opening from attachment sent by your diocese.
2. At the bottom of the form, double click with your mouse in the 'Sign' box.

	SIGN	PRINT NAME	DATE (dd/mm/yy)
Treasurer			
1st Church warden			
Incumbent			

If the Parish is in vacancy, a second church warden may sign in place of the incumbent

Parish Giving Scheme Registered England No. 8824540. Registered Charity No. 1156606  
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PGS-SINGLEREGFORM-0421

3. Select 'Configure Digital ID' from the pop up.

**Digital ID Configuration Required**

This signature field requires a digital signature identity.

Would you like to configure one now?

Buttons: Help, **Configure Digital ID**, Cancel

3. Select 'Create a new Digital ID' and press continue.

**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

Buttons: ? (help), Cancel, Continue

4. Select 'Save to File' and 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

5. Complete the required details: Name, Email Address and Country/Region and select continue.

### 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:

? Back Continue

6. Create a password – and select 'Save'.

### Save the self-signed Digital 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 :

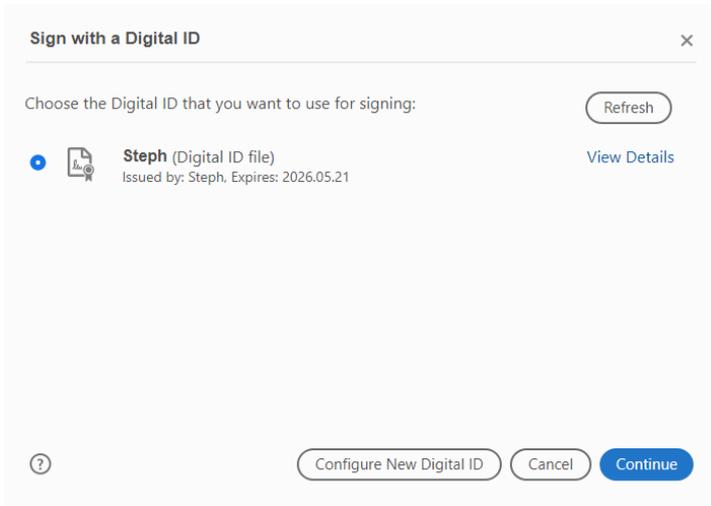
Browse

Apply a password to protect the Digital ID:

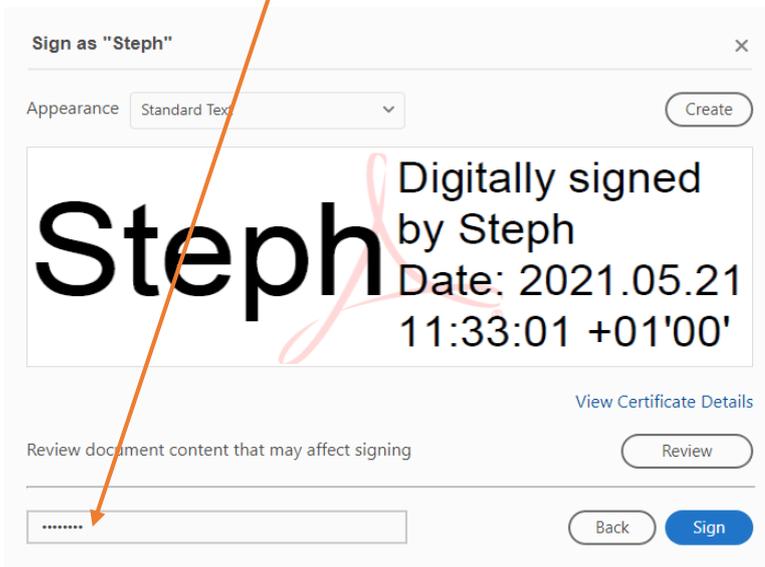
Confirm the password:

? Back Save

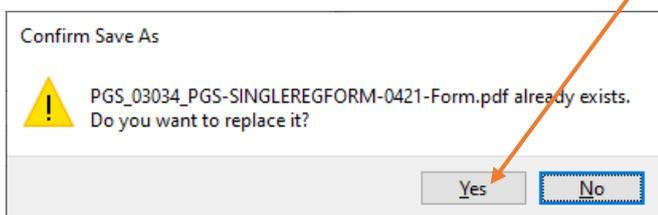
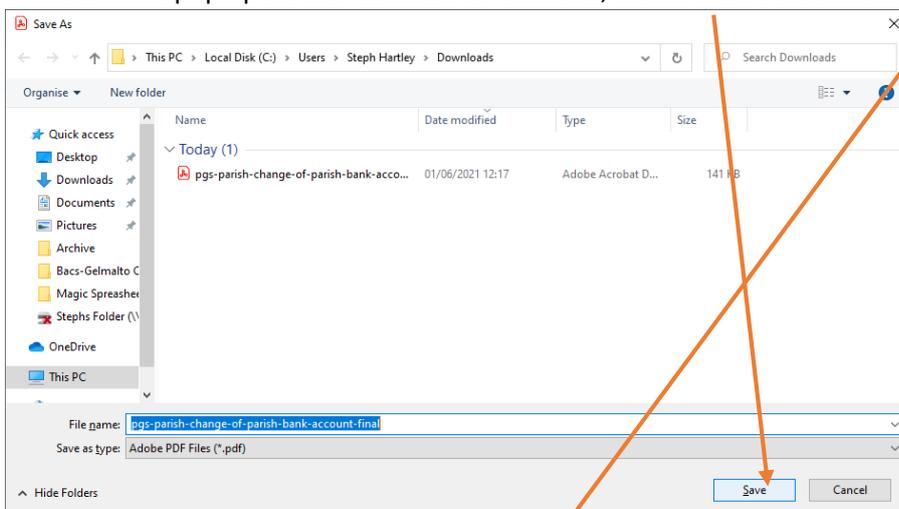
7. Your digital signature is now set up. Select continue to sign the document.



8. Enter your password and select sign.



9. You will see a pop up for the 'file save as' location, select 'save'. Then select yes on this pop up.



10. Your document is now signed.

SIGNED & VERIFIED			
	SIGN	PRINT NAME	DATE (dd/mm/yy)
Treasurer	<b>Steph</b> <small>Digitally signed by Steph Date: 2021.05.21 11:34:30 +01'00'</small>		
Ist Church warden			
Incumbent			

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11. Save the document and send to your Diocese for approval and processing.