

ICANSRIPT 

Creating a  
**digital signature**  
for **eScripting.**

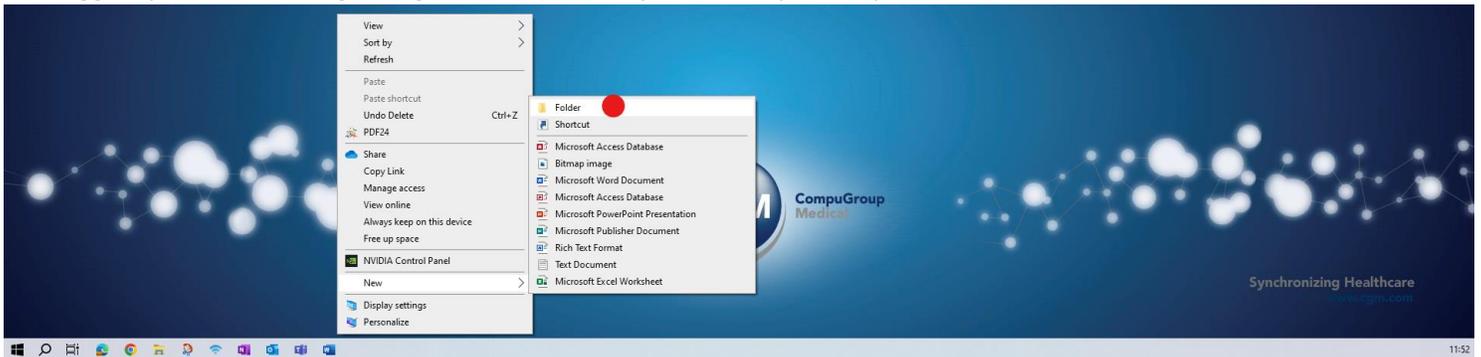
Congratulations for signing up to do secure e-scripting! ICANSRIPT prescriptions promise the highest level of security. It is necessary for you to configure and upload your digital signature. This will validate the authenticity and integrity of your e-scripts.

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.



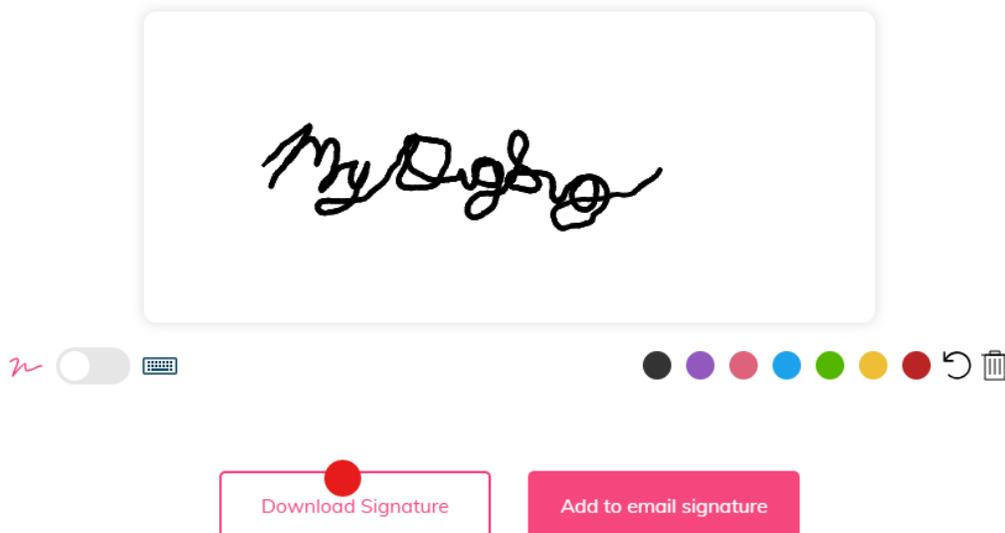
Next is setting up your digitised handwritten signature PNG file.

### 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.

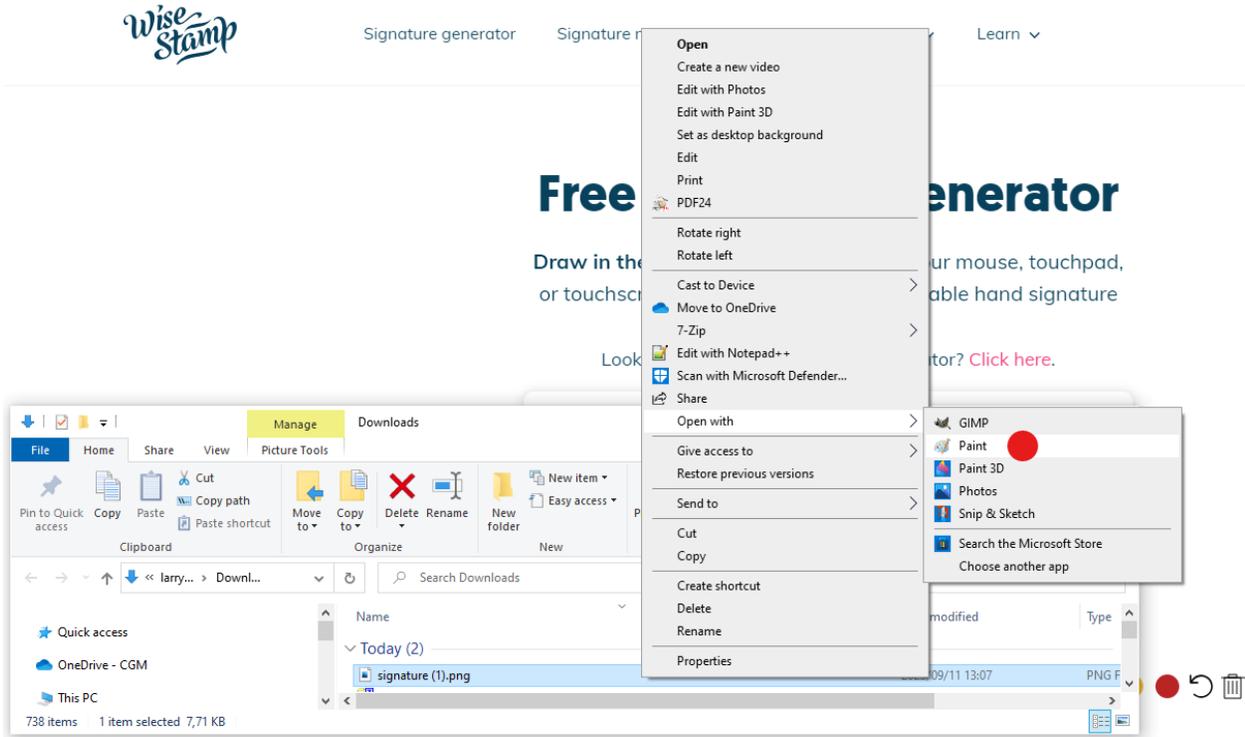


- Click the “Download Signature” button.

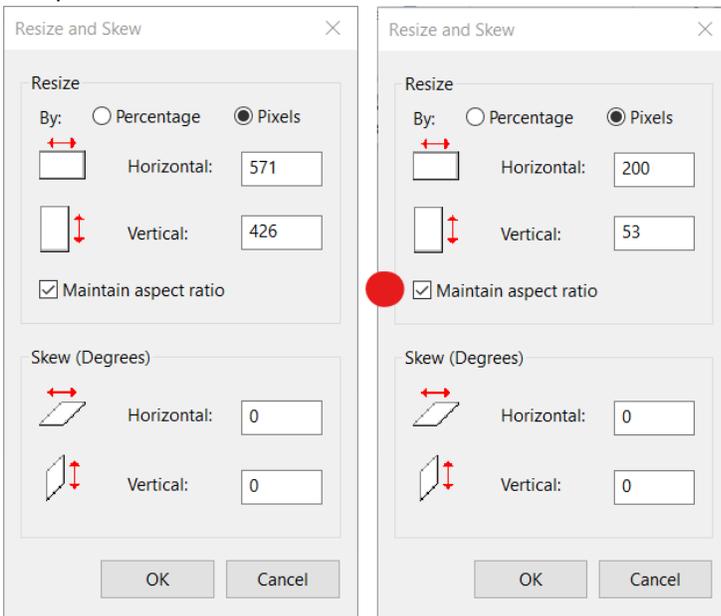
- Save it as a PNG file to your Digital Signature folder on your Desktop.

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.

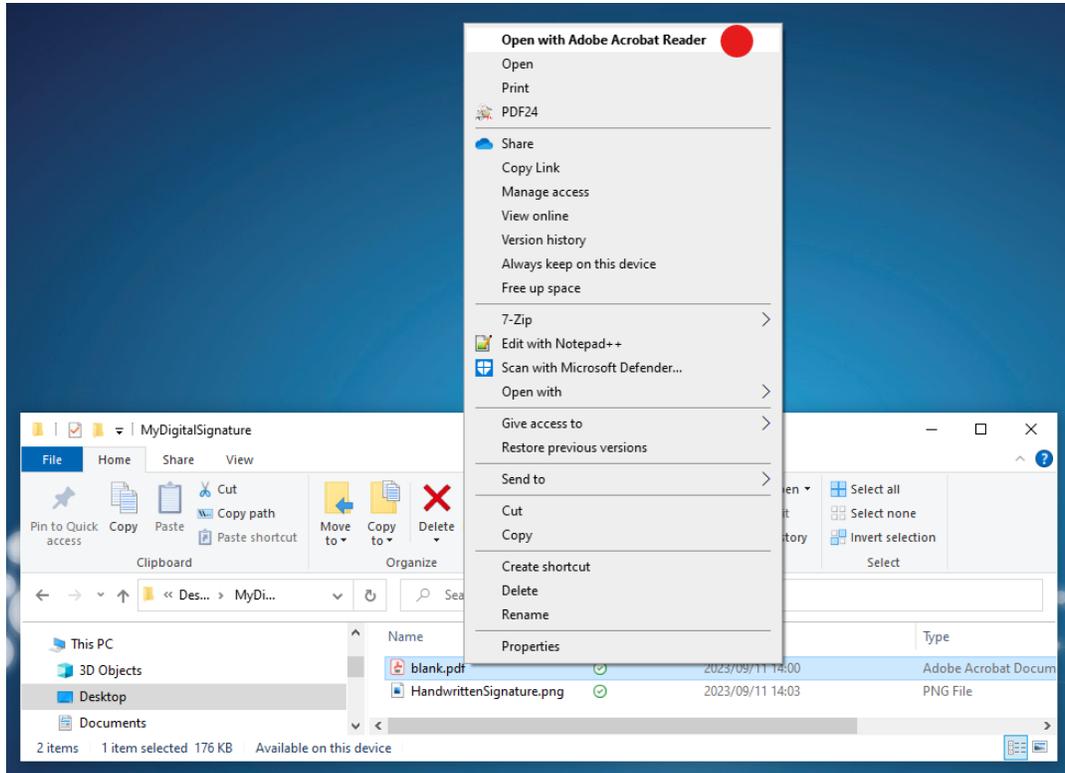
Next set up your Adobe PFX class 2 certificate file secured with a password.

Before you start:

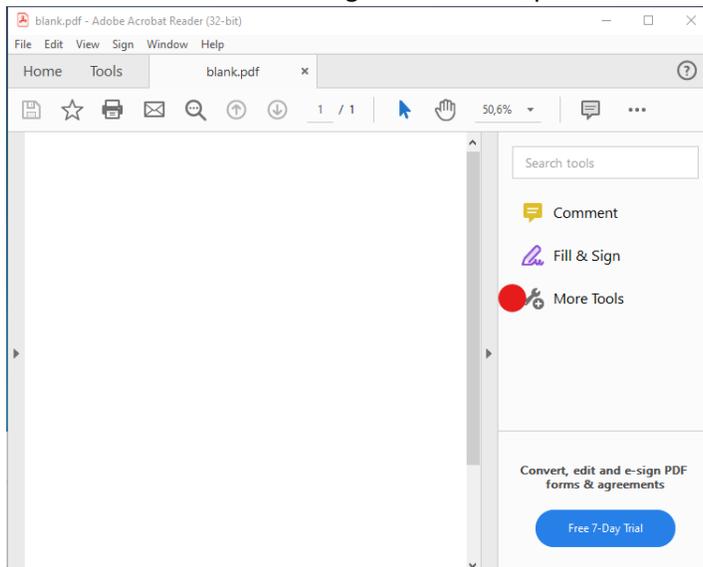
- If you do not have the latest version of Adobe Acrobat Reader, [please download it here](#).
- You cannot create a digital signature until you have a document to sign. Use Microsoft Word to create a blank file and save it as a PDF. Or [download our handy blank file here](#).

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

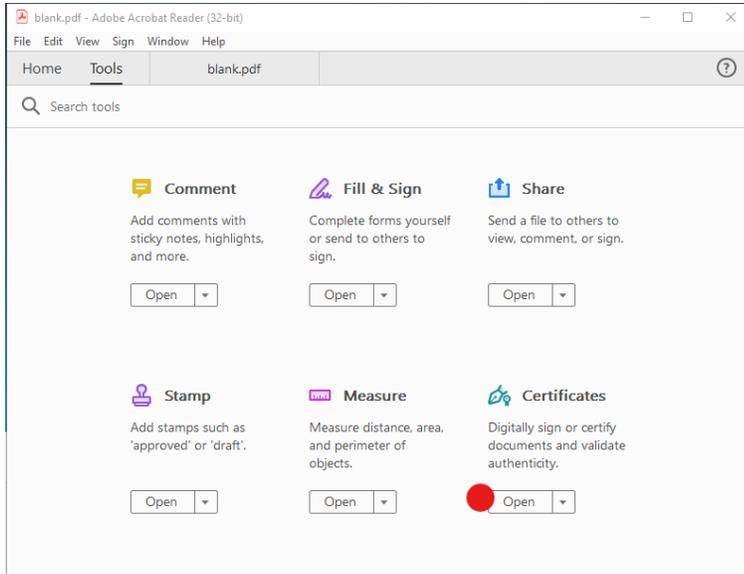
- Launch Adobe Acrobat and open your blank PDF.



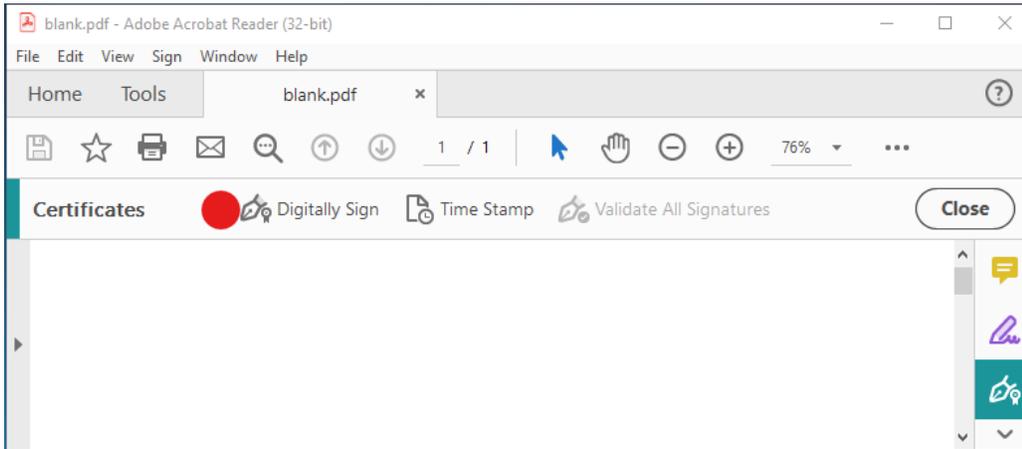
- Locate “More Tools” in the right-hand menu pane.



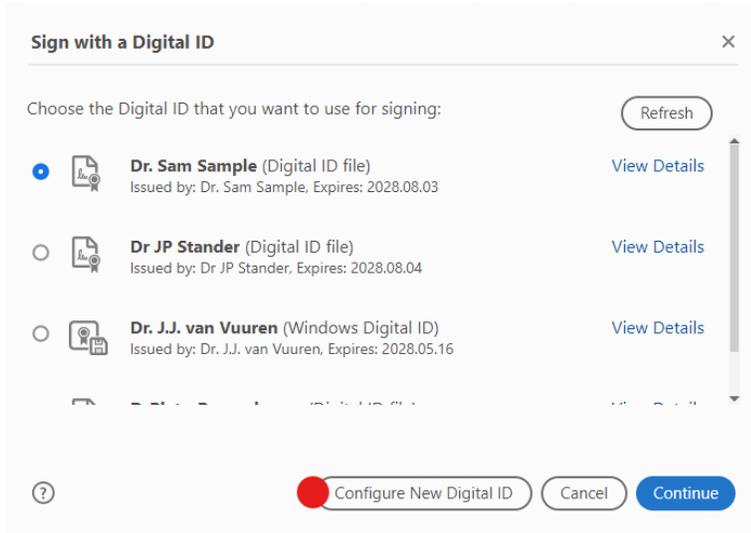
- Select the “Certificates” icon.



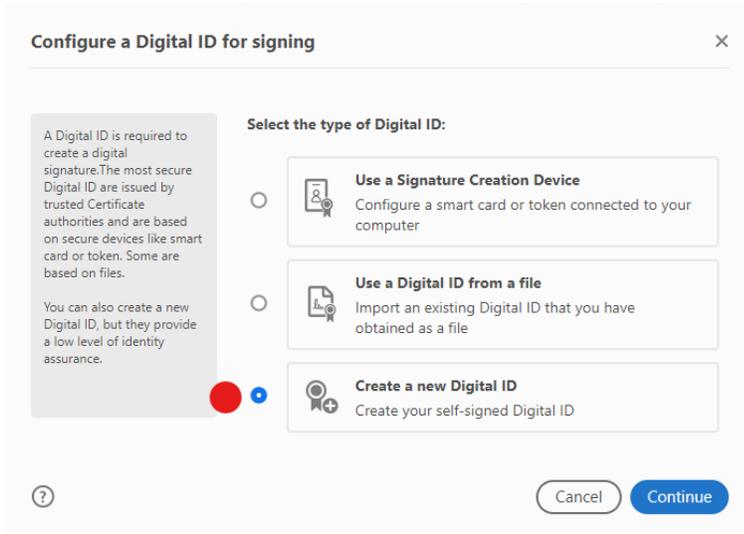
- From the main menu bar, select “Digitally Sign”.



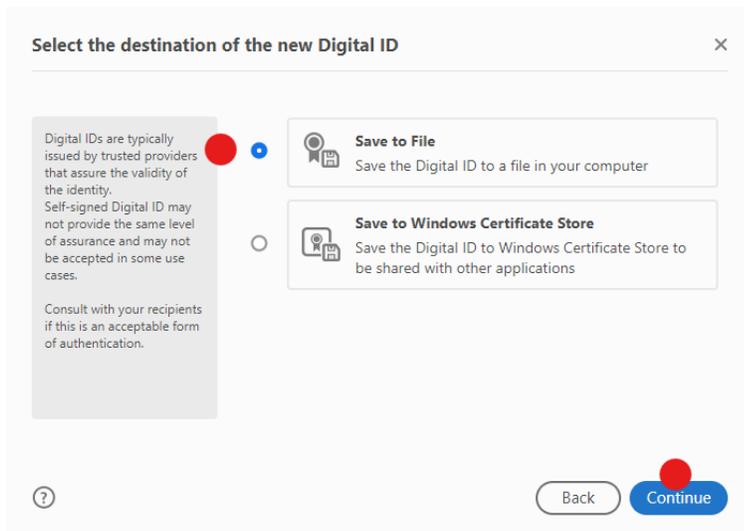
- With your mouse, click and drag to draw a square anywhere on the page.
- The “Sign with a Digital ID” popup will list any existing signatures you might have created.
- Ignore these. Create a NEW signature by clicking the “Configure New Digital ID” button.



- Now select the 3<sup>rd</sup> option, “Create a new Digital ID”, to generate a self-signed ID. Click “Continue”.

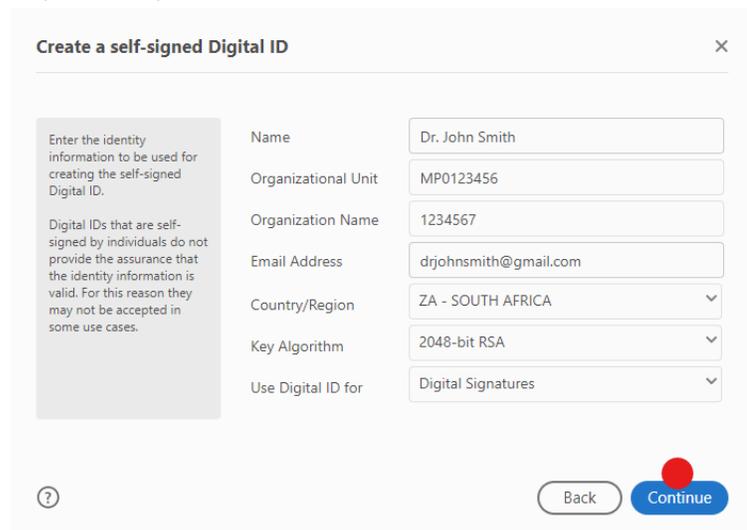


- Select “Save to File” and the “Continue” button.



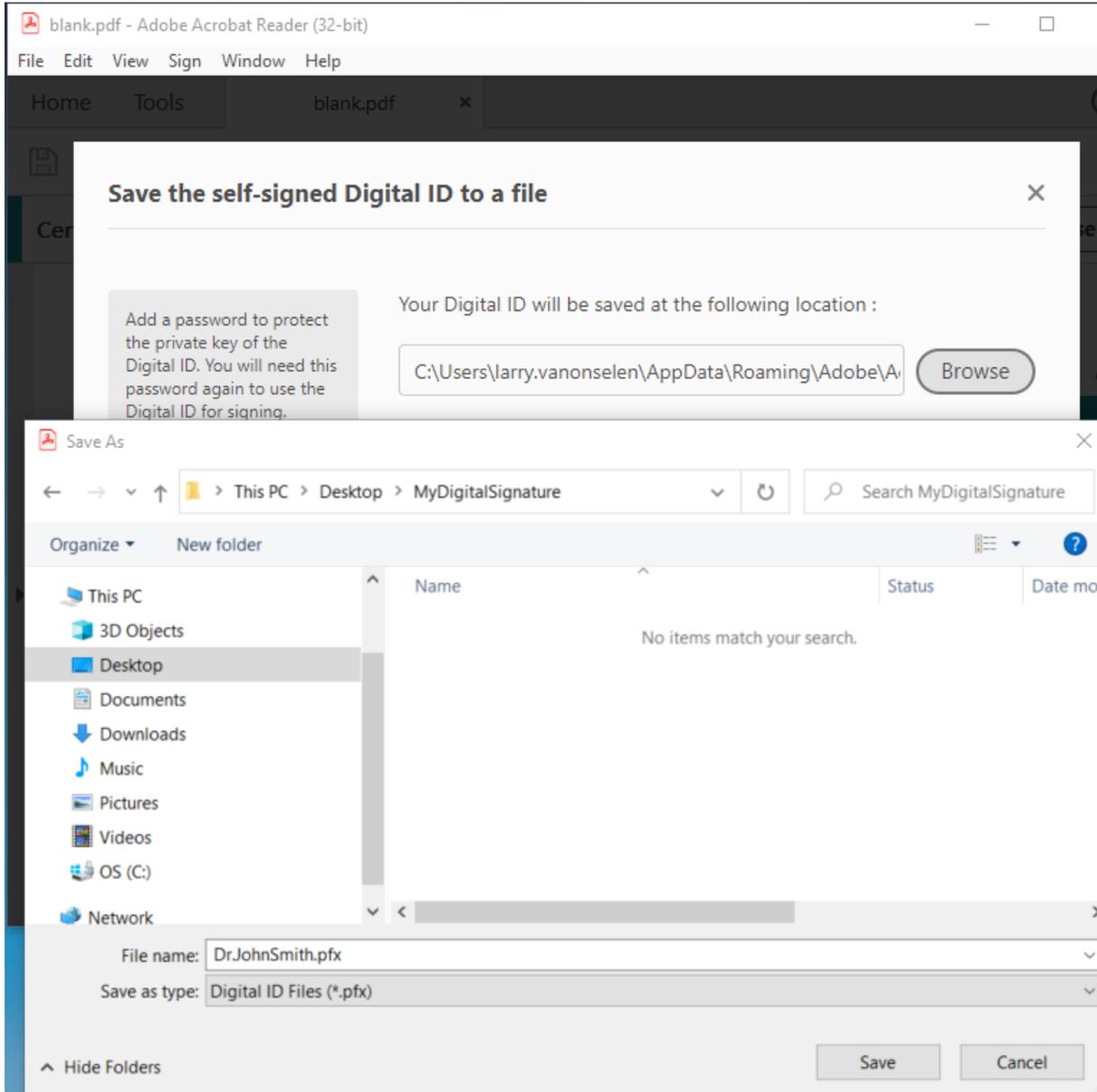
## Step 2: Add practice and details of the practitioner authorising prescriptions.

- 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.



Step 3: Almost there! You just need to secure your self-assigned ID.

- **First and very important:** 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\_DrJohnSmith”.
- Default file type is “PFX”.
- Click “Save” to save your signature PFX file in that folder.



- Now apply a secure password.
- **Take note of the password.** 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 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 :

C:\Users\larry.vanonselen\OneDrive - CGM\Desktop\M
Browse

**Apply a password to protect the Digital ID:**

.....

**Confirm the password:**

.....

?

Back
Save

- 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 [REDACTED] - Next Steps Inbox x 🖨️ 📧

noreply@cgmsa.co.za 7 Sept 2023, 13:19 (4 days ago) ☆ ↶ ⋮

to [REDACTED]

**Dear Dr. [REDACTED]**

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 ICANSRIPT 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 which will allow you to start using your selected new features.

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.**