Methods used to apply the digital signatures

1. **Signing through the integrated systems**: This is the highly recommended method, as it is easy to use and does not require any configuration by the end user. A copy of the signed documents is mostly kept in the system making it easier for document archiving. It is highly recommended to use the newly updated smart admin system for all the exchanged documents and information within and out of the institutions.
2. **Signing using Acrobat PDF reader digital singing tools using digital certificate**. This method is not recommended is it requires the user to go through some setups and no reliable timestamp applied.

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