

# DocumentSign™ - Higher Education Services

Certified Document Services (CDS) provides a cost effective PDF digital signing solution.



## Trends in Higher Education

Over 22,000 applications were received by Harvard University to the class of 2010 with about 2,100 students being admitted. Imagine the effort to flush through tens of thousands of applications just to locate the top 10% of candidates? Each of the 22,000 applicants will need to be notified of their acceptance or refusal. Now envision the number of notifications that take place every year as thousands of Admission Offices tackle the very same issue of secure and timely document delivery. There is no doubt, that Higher Education is a paper-intensive, high transaction industry that produces vast amounts of highly sensitive documents. Specific examples include:

- Diplomas
- Certifications
- Transcripts
- Admission letters
- Financial aid notifications

## Demand for Transcripts

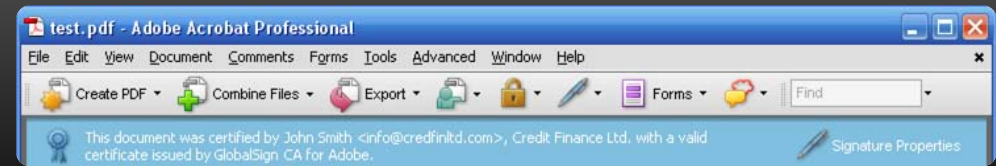
Many universities and college registrars' offices have been inundated with transcript requests creating a mountain of paper work, significant courier expensive, and soaring costs surrounding the labor intensive processing associated with creating authentic transcripts. Often alumni request transcripts in an urgent attempt to meet an employment requirement or to make a graduated school application deadline. With the advent of diploma mills, where schools brand name can be easily harmed via falsified transcripts and diplomas, Registrars are looking for ways to meet the demand for the secure delivery of transcripts in days, not weeks, while at the same time protecting the school brand name. Automating the process is relatively easy, but how can schools automate without compromising both their and alumni security?

## Certified Document Services

Certified Document Services (CDS) is one of the services enabled by the Adobe root certificate authority and was introduced into the Acrobat product offering with version 6.0. CDS enables document authors to sign Portable Document Format (PDF) files, using standard digital certificates, which automatically validate when authors are using free Adobe® Reader® software. No additional client software or configuration is required. CDS was designed to enable organizations and individuals who publish high-value documents to large and disparate recipient groups to increase the assurance level that the document's integrity and authenticity are preserved. By adding a CDS signature to a PDF file, document authors can increase this assurance level without requiring recipients to deploy additional software. When a recipient opens a transcript with the free Adobe Acrobat Reader, the Reader displays a visible verification sign. That means the academic institution's identity was verified by a trusted organization and that the transcript has not been altered

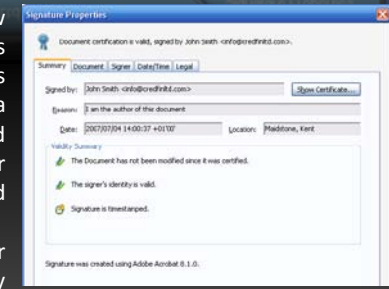
## How it works...

Following a thorough verification of both the individual and / or the organization requesting a DocumentSign digital ID, GlobalSign will issue the digital ID in the form of a Digital Certificate, securely stored and protected on a SafeNet® hardware cryptographic device. Authors can digitally certify PDFs (desktop and server-based solutions available) using certificates "chained" up to the trusted Adobe Root. Approval signatures may also be applied at a later stage. Recipients simply need to open the document using the Adobe free reader to instantly verify the authenticity and integrity of the document. Adobe's simple to interpret "Blue Ribbon, Question Mark, and Red X" trust messaging allows even novice users an easy to understand method to determine if the document is from a legitimate source.



By clicking on the signature properties, recipients can view additional information, such as signing certificate details including information about the certificate policy, signer's contact information, Certificate Revocation information via embedded Certificate Revocation List (CRL) details and time-stamping information which are the foundation for strong authentication, long term validity, data-integrity and non-repudiation of the signature.

Higher Education providers no longer need to fear their brand and reputation are at risk in the event a legitimately authored PDF is maliciously modified and falsely re-circulated under their name.



**Modified/Changed**  
**Potential issue!**



**Unknown Author**  
(Revoked, Expired or non trusted Digital ID)  
**Potential issue!**



**Certified**  
**Trusted**

**Remember! For the highest assurances of who created a document, look for the Blue Security Bar and Blue Rosette.**

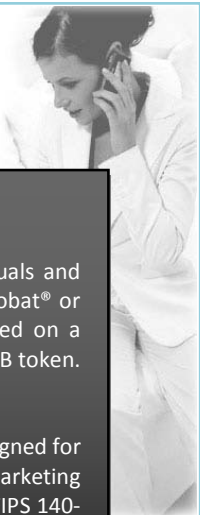


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# DocumentSign™ - Who else benefits?

## Digital IDs for the Adobe PDF Platform: Certified Document Services (CDS)



### eNotarization:

CDS digital IDs used by Notaries to certify (i.e. Notarize) PDFs are only provided by authorized CDS participants like GlobalSign, and are delivered and controlled under a strict Certificate Policy created by Adobe Systems Inc. In this respect, the authenticity of the signature can be verified automatically by some 700+ Million copies of Adobe's PDF reader in use around the world. This simple fact removes the myriad of issues created when individual countries, organisations and individuals try to control individual trust models across international boundaries where the recipient's software cannot be guaranteed.

### Healthcare:

The New England Journal of Medicine, 2004, reports "*paperwork represent 31% of all health care costs*". CDS can help relieve the burden on physicians surrounding cumbersome processes involving patient paper-work while being part of a CFR 21 Part 11 compliant solution.

### Engineering, Architectural, & Construction

(AEC) professionals benefit from CDS with faster design collaboration, more efficient and less expensive electronic document storage, and stronger protection via tamper evident easy to understand trust symbols. Now engineering drawings and product documentation can be exchanged among customers, partners, contractors, and building departments with the assurances both parties require. CDS meets or exceeds most Federal and State electronic signature guidelines with minimal impact to the author as well as an easy to understand and highly trusted experience for the recipient.

### Government

CDS supports both local and federal government initiatives including the Government Paperwork elimination Act helping reduce costs, enhance citizen accessibility to government information, and reduce unnecessary environmental waste while at the same time providing high assurances to its citizens that the information is legitimate.

### Financial Services

Industry best practices coupled with government imposed regulation like Sarbanes-Oxley make CDS an attractive option as a thorough audit of the signature properties are embedded in the document itself. Well after the Digital ID expires, the signature characteristics are preserved providing relying parties strong authentication of the author, whether the content is still intact, and the exact date and time of the transaction.

### The Notarial and Legal professions

CDS provides unequalled support of trusted documents in multiple languages. This alone facilitates increased cross border transactions as both sides are able to interrogate the authenticity of a document in their local language; *the ideal solution for e-Notarization.*

### Other uses:

All sectors can benefit from publishing external facing marketing materials, supplier e-agreements, and internal high stakes documents that have been certified with DocumentSign Digital IDs. The Adobe CDS program protects the organization's brand name from malicious alteration of company generated e-documents.

## Solution Highlights...

**PersonalSign™ Pro Digital ID** for Adobe PDF is a desktop solution designed for individuals and organizations with low volume requirements. Authors can certify PDFs using Adobe® Acrobat® or Adobe® LiveCycle® solutions and a GlobalSign DocumentSign™ Digital ID securely stored on a cryptographic device. For low volume requirements this is a SafeNet FIPS 140-1 level 2 USB token. *(highlighted below)*

**DepartmentSign Digital ID** for Adobe PDF is an automated PDF digital signing solution designed for organizations with medium volume requirements. A role-based credential e.g. 'Marketing Department' is issued and its corresponding private key securely protected on a SafeNet FIPS 140-1 level 2 cryptographic device such as a Luna® PCI HSM (Hardware Security Module)

**Enterprise PKI Lite (from Q2 2009)** for includes options for an Enterprise to manage the full life-cycle of Digital IDs issued under their organization name. i.e. Individual signing USB tokens or central-based credentials for either role-based signings or server held individual Digital IDs. Distributed implementations involve providing organization administrators (acting as the organization registration authority) a bulk shipment of Safenet USB tokens which work in conjunction with Acrobat Standard/Professional/3D. Centralized, server-based implementations work with SafeNet hardware security modules (optionally sold) that are highly integrated with Adobe's LiveCycle Enterprise Server suite. The net result is a highly automated solution with robust signing functionality.



*SafeNET iKey™ 2032 USB Cryptographic security comes as standard for all PersonalSign and PersonalSign professional solutions – Portable/Flexible/Reliable*

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