



DocumentSign Digital IDs for Adobe GCC ePKI Certificate Installation Guide Rev.1.0

BEFORE YOU BEGIN- REVIEW SYSTEM REQUIREMENTS

1. Software Requirements

Your computer must contain one of the following Microsoft Operating System:

- Windows XP Professional (SP 2)
- Windows Vista
- Windows 7
- Microsoft Internet Explorer V5.5 SP2 or higher
- At this time support for the iKey supports both 32 bit and 64 bit versions of the Vista operating system

2. Hardware requirements for the SafeNet iKey 2032 USB token

- An available USB port for your USB iKey token
- Minimum of 128MB of RAM

3. Software requirements for Adobe Acrobat Reader.

<http://www.adobe.com/products/reader/productinfo/systemreqs/index.html>

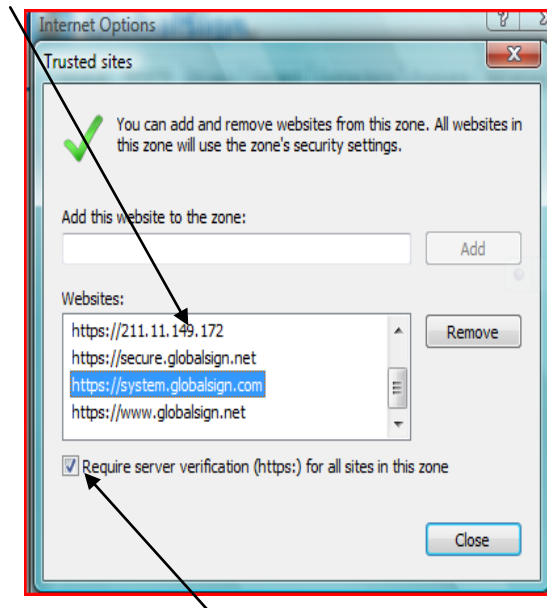
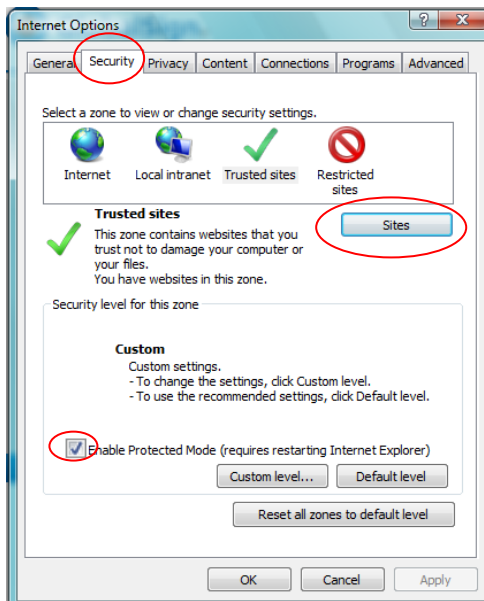
4. Software requirements for the Adobe Acrobat Family.

<http://www.adobe.com/products/acrobatpro/productinfo/systemreqs/>

5. Vista and Internet Explorer Users

1. Due to the added security that Microsoft has introduced to Vista you will need to make sure all the following steps are completed before installing your certificate. Missing even one step can cause an error at the final stage of installing the certificate, which will result in the entire process needing to be restarted.
2. Before you install your certificate you must make the following changes, as described below:
 - Open Internet Explorer
 - Go to "Tools"
 - Select "Internet Options"
 - Select the "Security Tab"
 - Check off "Enable Protected Mode" in the Security level for this zone section (if listed)
 - Click to Highlight "Trusted Sites" (green check mark) and select "Sites"

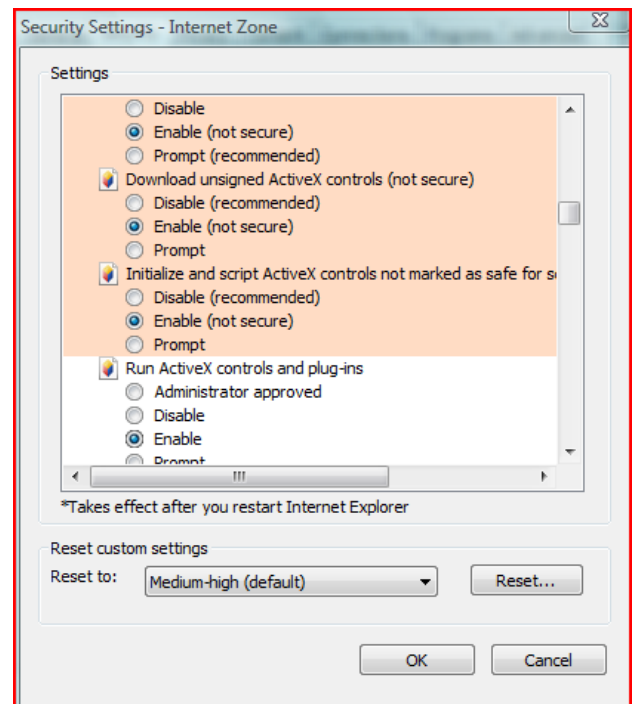
- Add the following website names in the “Trusted Sites” list:
 - i. <https://system.globalsign.com>
 - ii. <https://systemeu.globalsign.com>



Check off “Require server verification” if listed

3. Close and re-start Internet Explorer, you’ll need to reopen Internet Options and click “trusted sites” and then click on the security table and click “Custom Level”.
4. Scroll down to the “Active X controls and plug-ins” and change the following default settings.

- Allow previously unused ActiveX controls to run without prompt: set to Enable
- Allow Scriptlets: set to Enable
- Automatic prompting for ActiveX controls: set to Enable
- Binary and Script behaviours: set to Enable
- Display video and animation on a webpage that does not use external media player: set to Enable
- Download Signed ActiveX controls: set to Enable
- Download unsigned ActiveX controls: set to Enable
- Initialize and script ActiveX controls not marked as safe for scripting: Enable
- Only allow approved domains to use ActiveX without prompts - Enable
- Run ActiveX controls and plug-ins set to Enable
- Script ActiveX controls marked safe for scripting: set to Enable
- Click Ok (if any security pop ups occur you will want to Allow/OK them)



- Click Apply (if any security pop ups occur you will want to Allow/OK them)
- Close and re-open IE7 or IE8

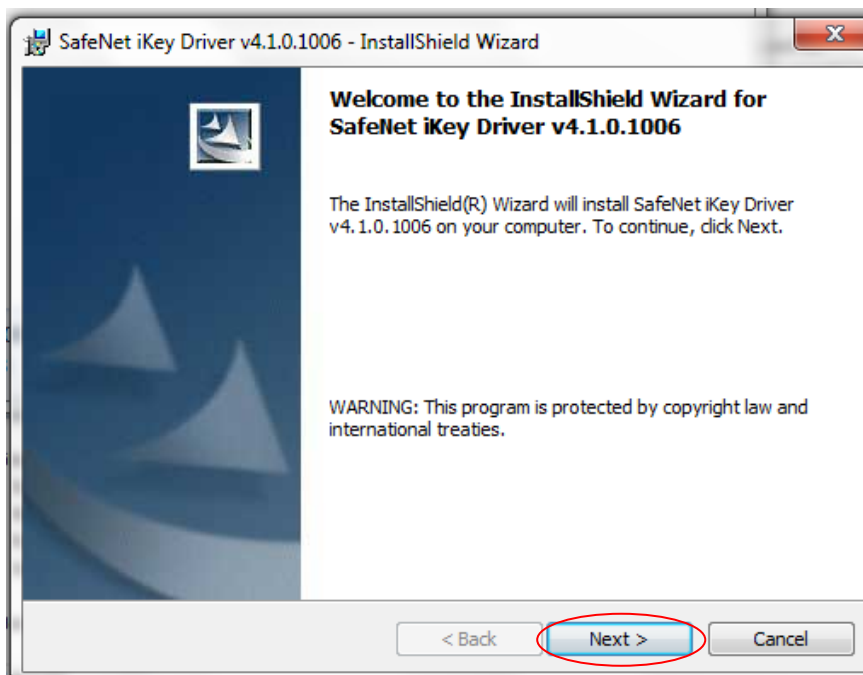
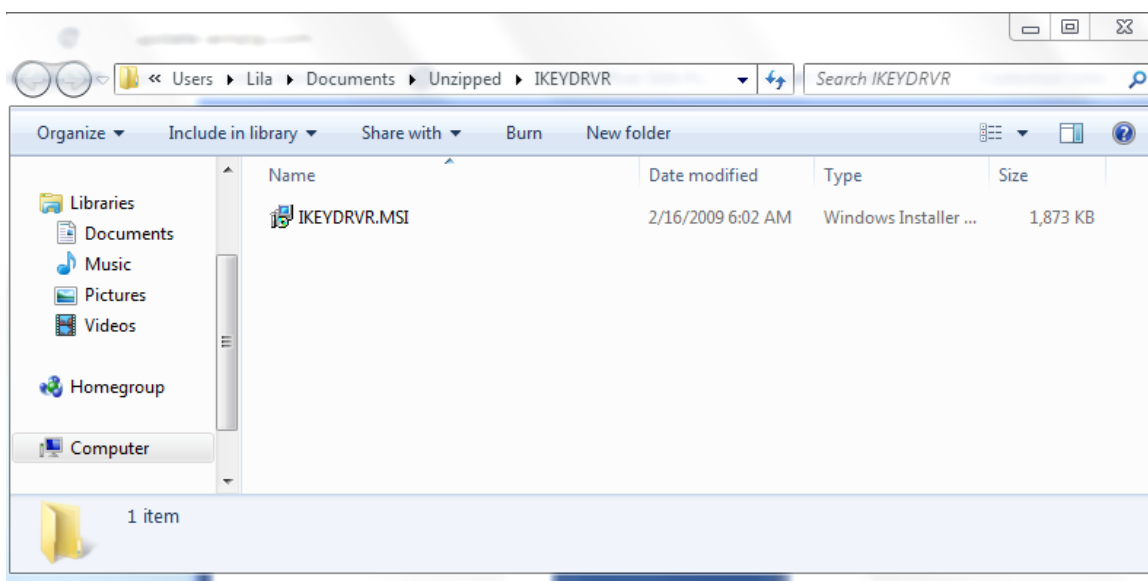
INSTALLING YOUR DOCUMENTSIGN DIGITAL CERTIFICATE

***Before beginning the installation process you must have your SafeNet USB iKey token in hand.**

Step 1: Run Token Drivers: <http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html#22>

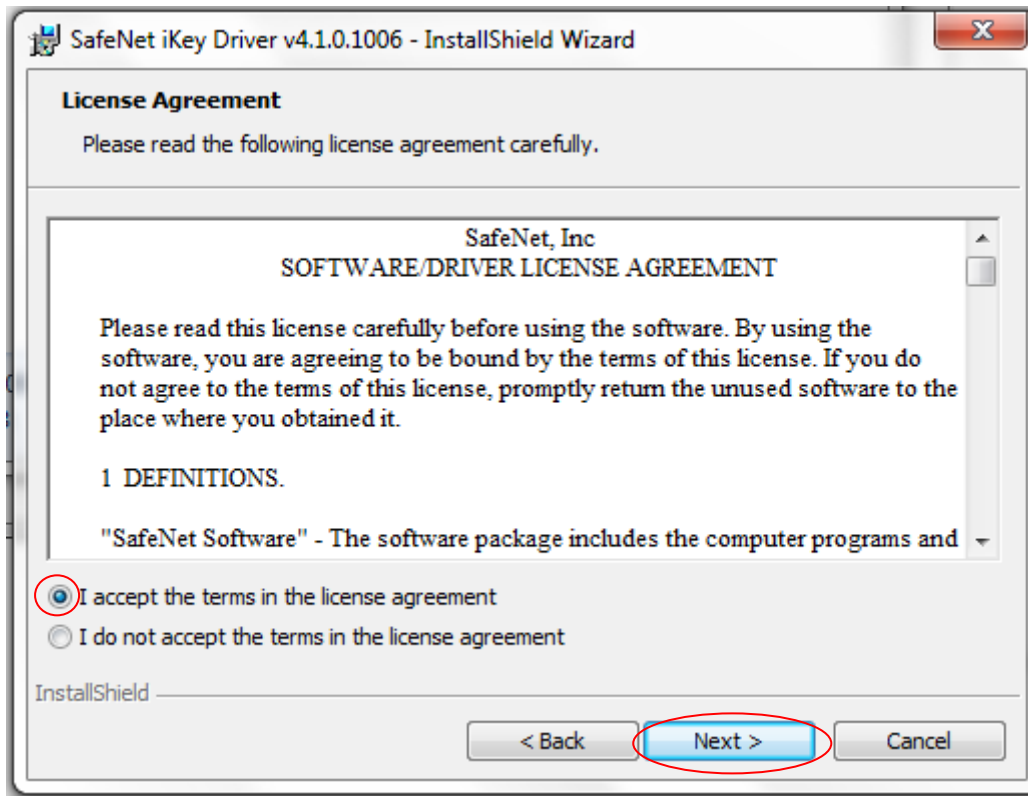
You will need to select the appropriate driver depending upon if you are running a 32 or 64 bit operating system and save the appropriate driver to you computer.

1. With token unplugged, unzip Token Drivers and double click on “ikeydriver.msi”

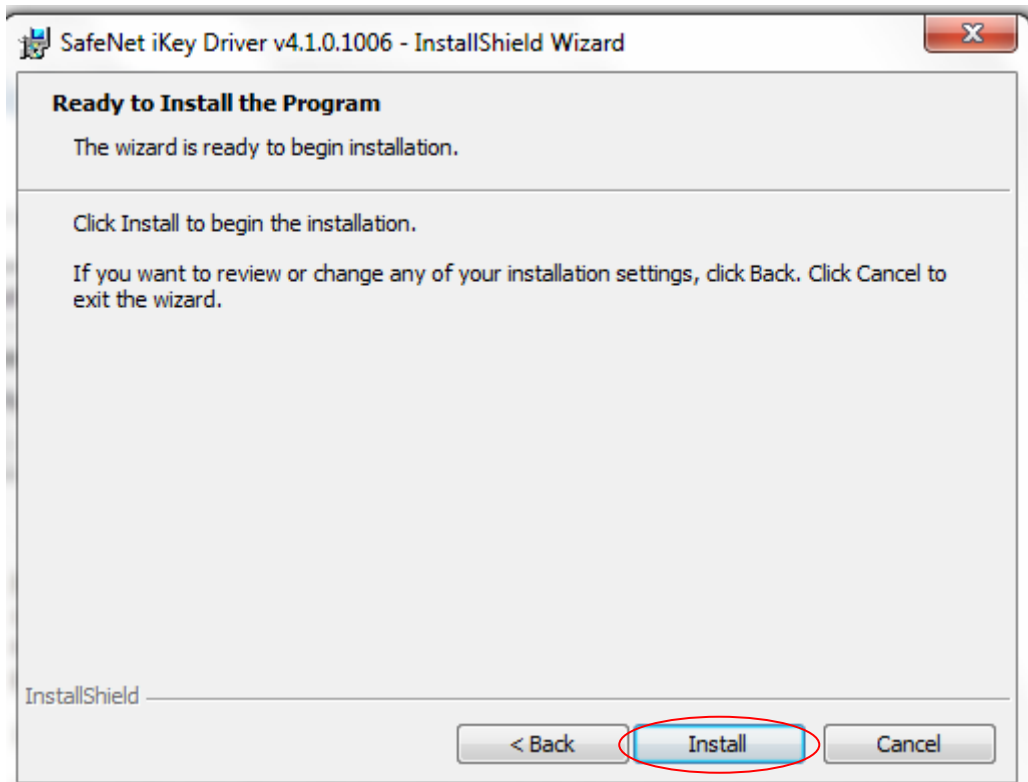


2. Follow all default prompts by clicking “Next” when prompted

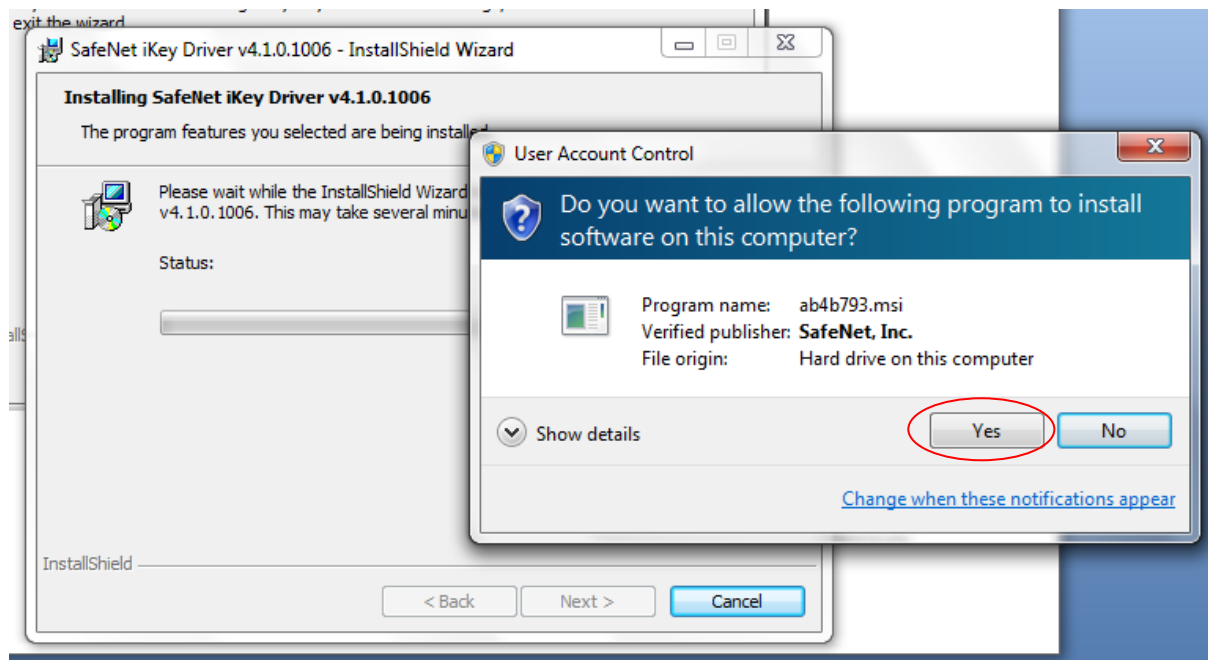
3. Accept Subscriber Agreement then click Next



4. Begin the installation by clicking "Install"

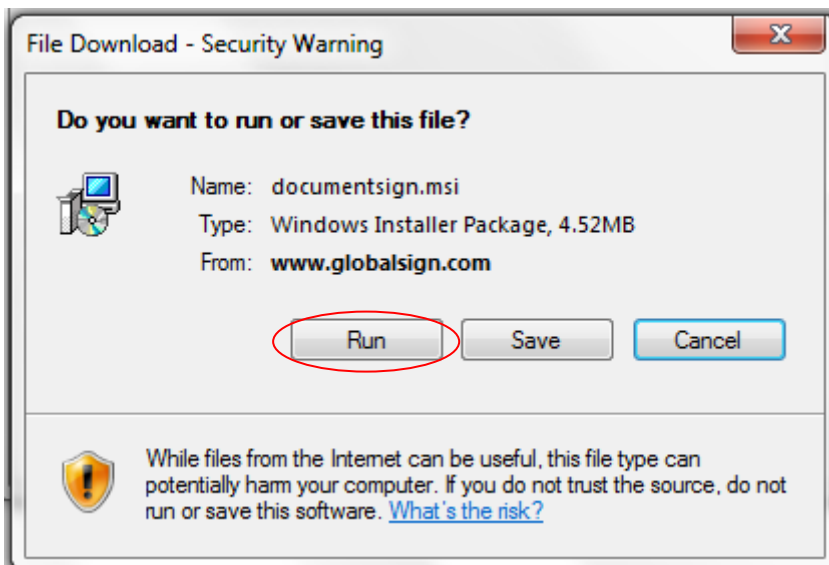


5. Click “Yes” to the User Account Control” prompt.

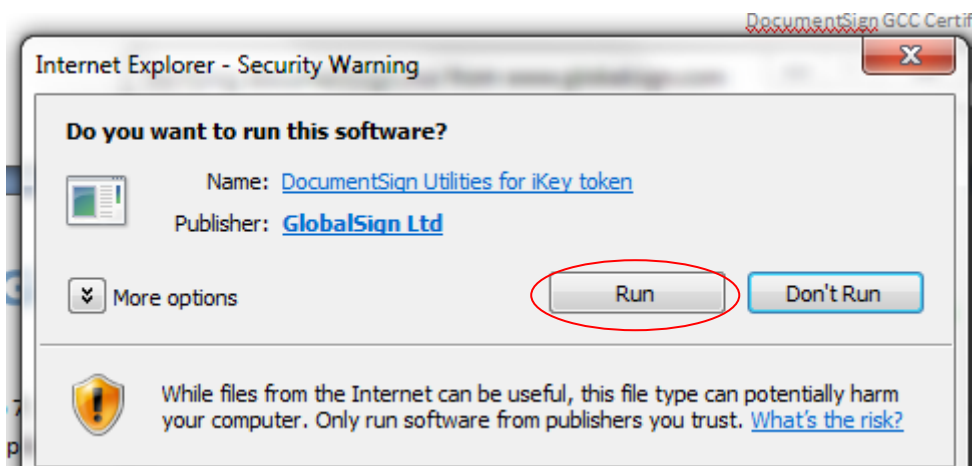


6. Complete installation and insert token when prompted

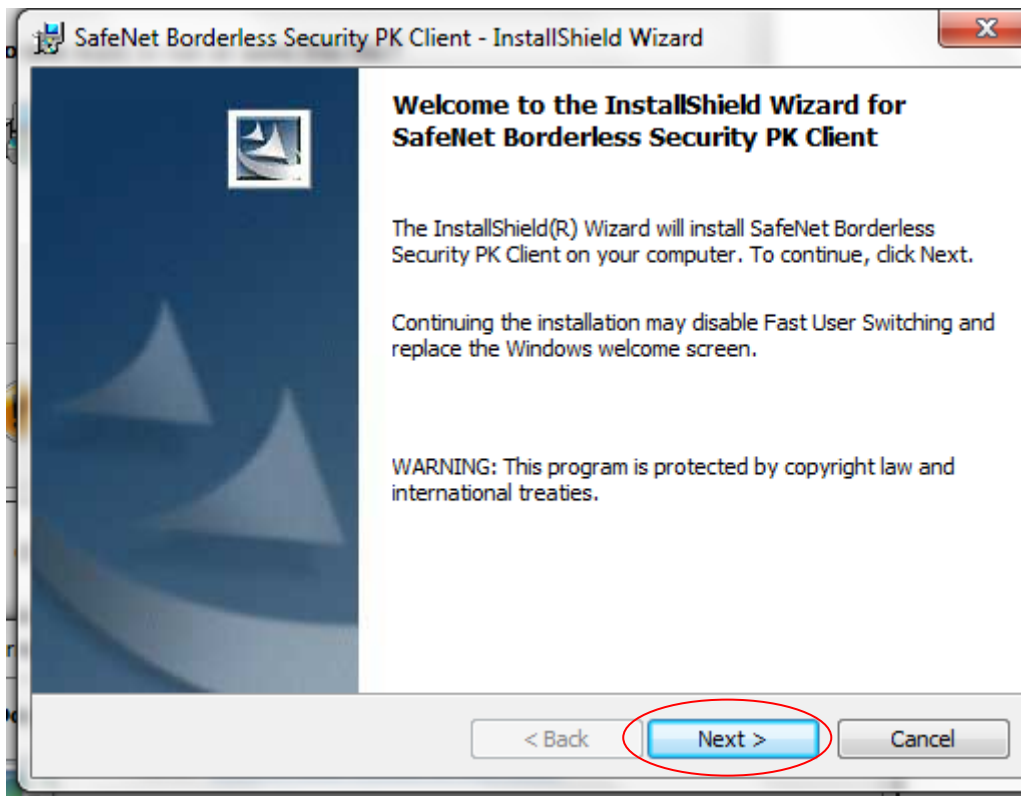
Step 2: Run Token Utilities: <http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html#22> Run documentsign.msi by clicking “Run”



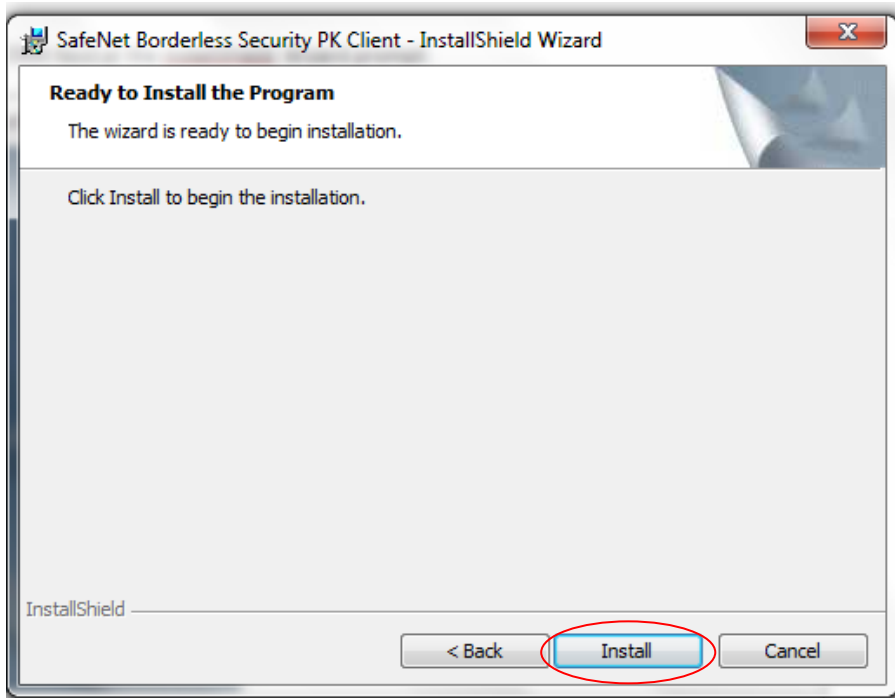
1. Click “Run” at the following prompt



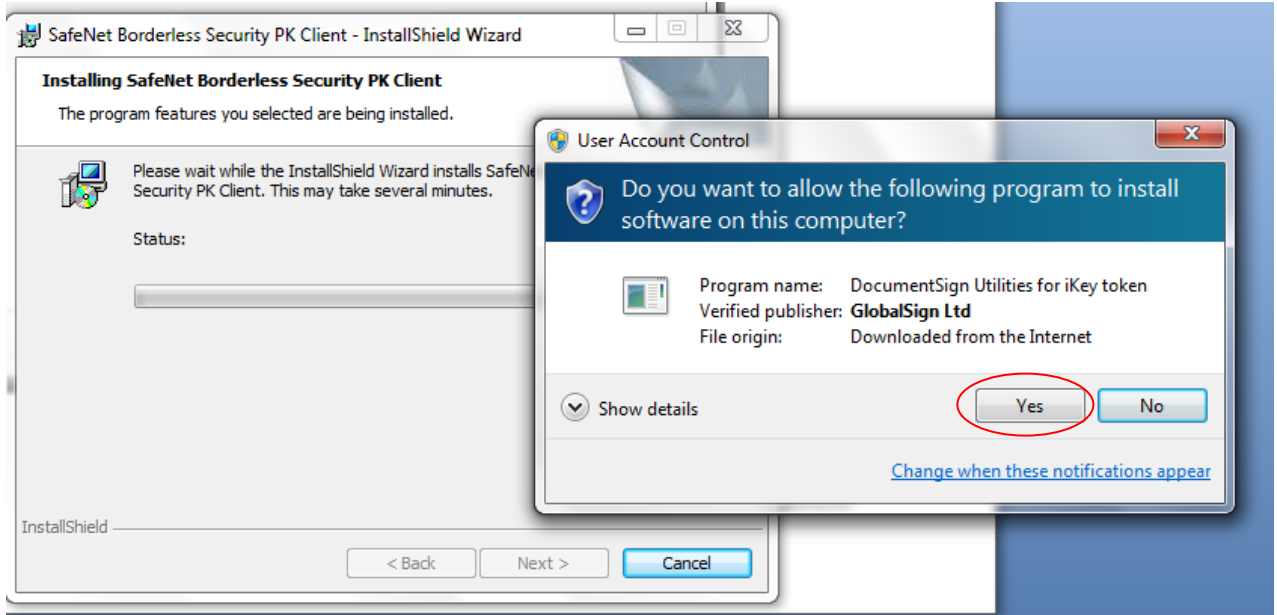
2. Click Next at the InstallShield Wizard prompt:



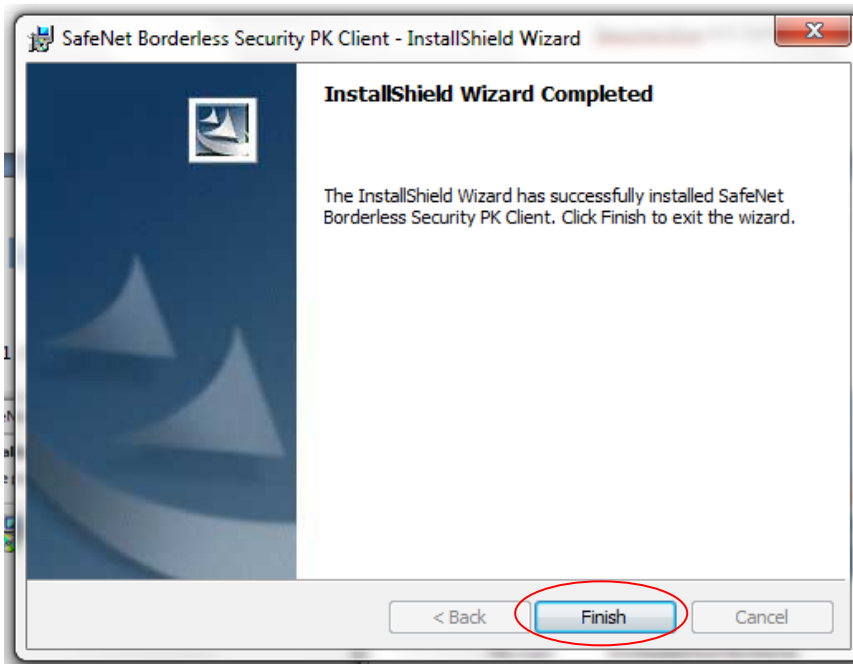
3. Begin Installation by clicking “Install”



4. Click “Yes” at the User Account Control prompt:



5. Click “Finish” to complete the Token Utility Installation

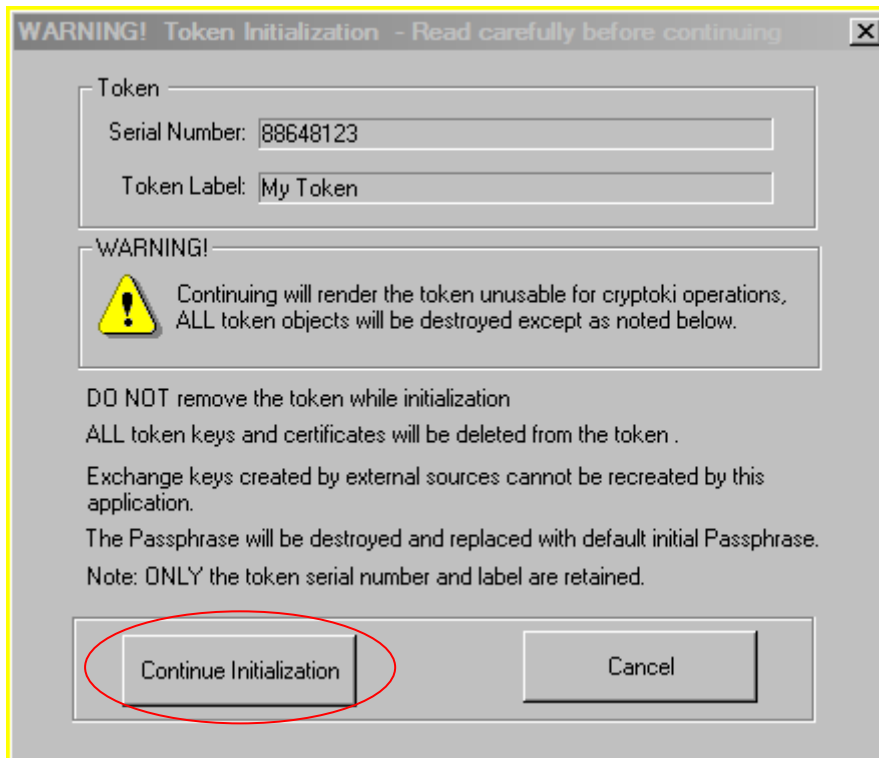


Step 3: Initialize your Token

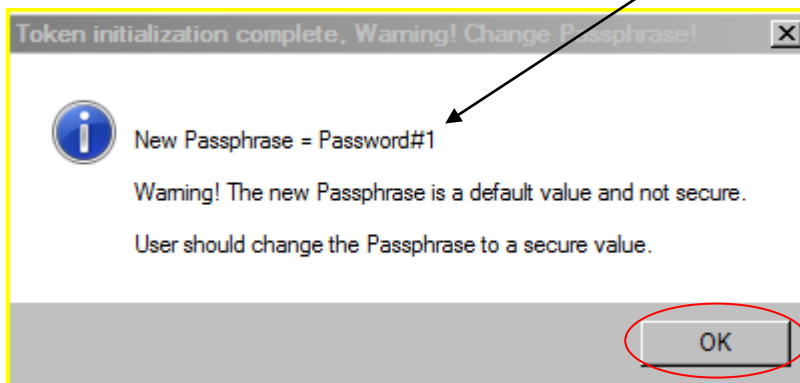
1. Go to the Start Menu > Programs > SafeNet > Borderless Security PK > SafeNet Token Utilities
2. Click on the “Token” menu and select “Initialize Token...”



3. When the WARNING! screen opens, click “Continue Initialization”



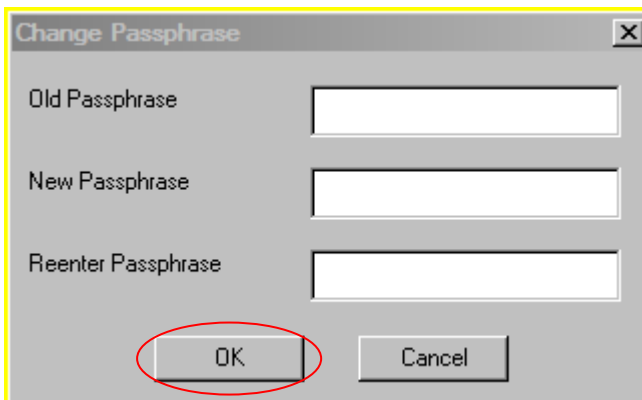
4. Your token passphrase will now be set to the default of Password#1 (remember this passphrase as you will need it for the next step) Click “OK”



5. Click the “Change Passphrase” button



5. Enter the Old Passphrase (Password#1) Then select a new password for your token, this password is important as it allows access to your token. Then click “OK”

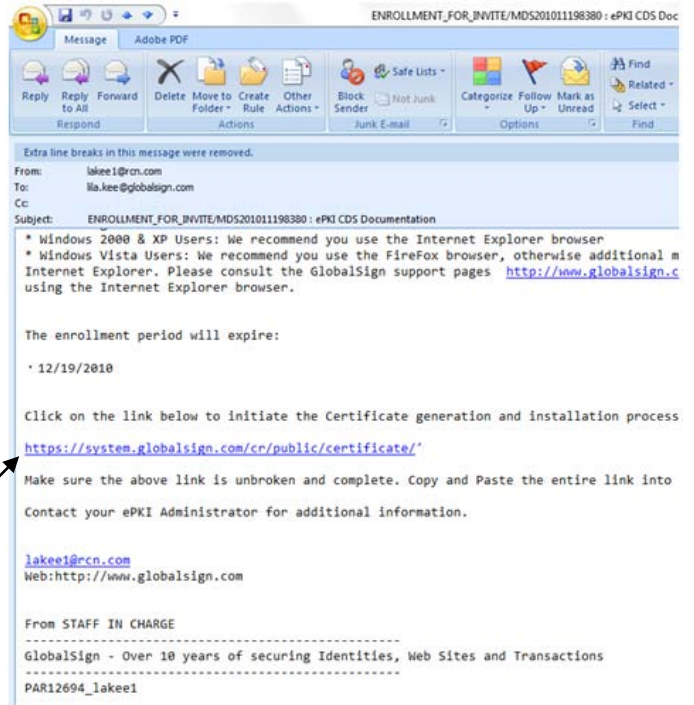


6. Your token password has now been changed

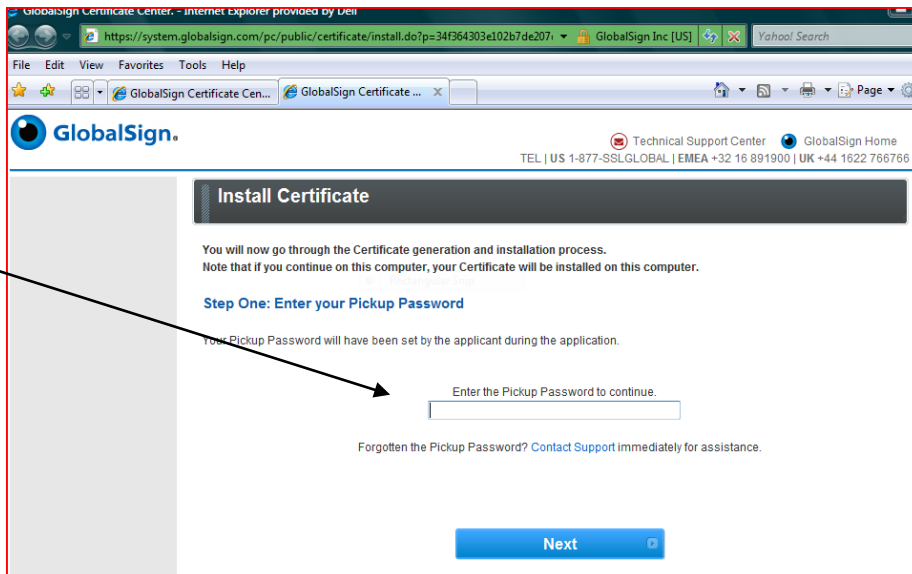
Step 4: Install your DocumentSign Certificate

1. Pick up your Certificate

Your Administrator will register you for a DocumentSign Digital ID through the GlobalSign ePKI digital certificate portal. As part of the registration, your ePKI Administrator will establish a one-time only certificate pick up password you'll need to install the Digital ID on the USB token also supplied by your Administrator.

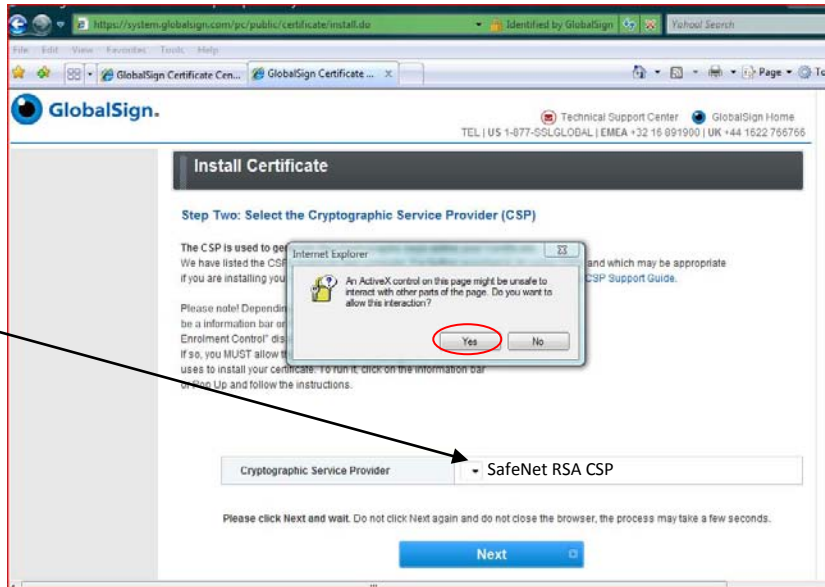


- You will receive an email from your Administrator via GlobalSign's ePKI service inviting you to install your DocumentSign CDS digital ID on the previously provided USB token. Do not begin this process until you have completed the System Requirement readiness steps.
- Click on the link inside the email to "pick up" your certificate. Please note, install must be done in Internet Explorer if you have another browser set as your default then you will want to copy and paste this URL into Internet Explorer.
- Enter your pickup password and click "next"

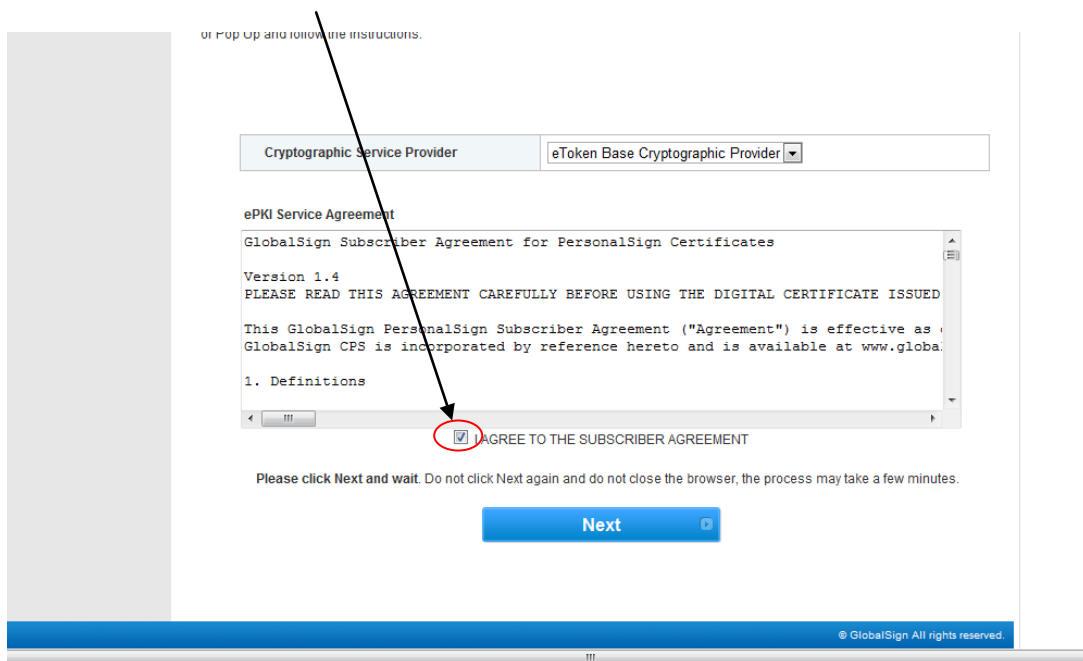


Password is
case sensitive

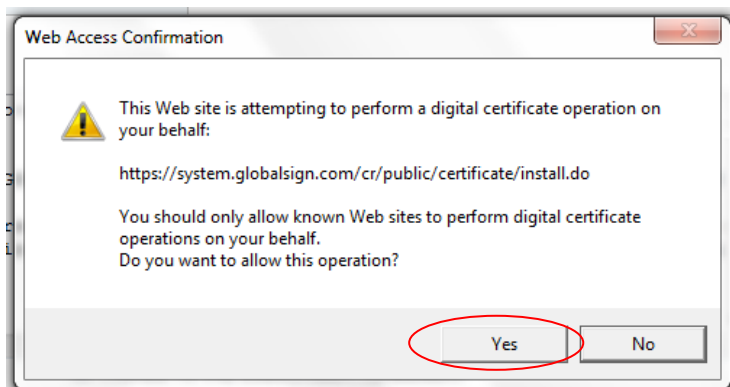
5. Any Active X control windows that open click “Yes” or “Allow” to continue the install process. The Cryptographic Service Provider will be listed as “SafeNet RSA CSP” or “eToken Base Cryptographic Service Provider” Click “Next”



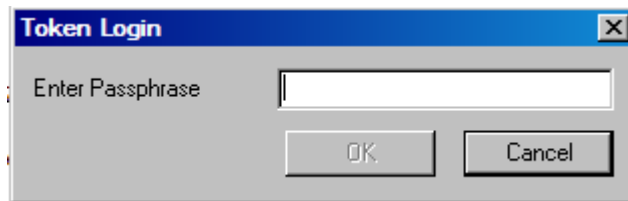
6. Next, Accept the GlobalSign Subscriber Agreement



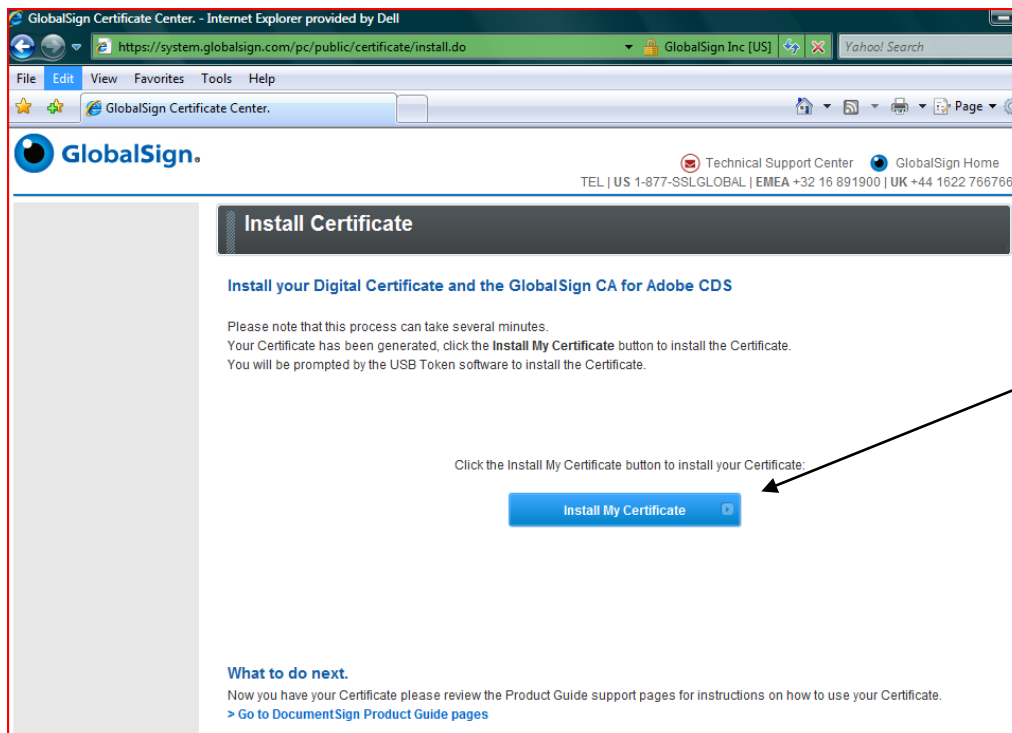
7. Accept the Web Access Confirmation

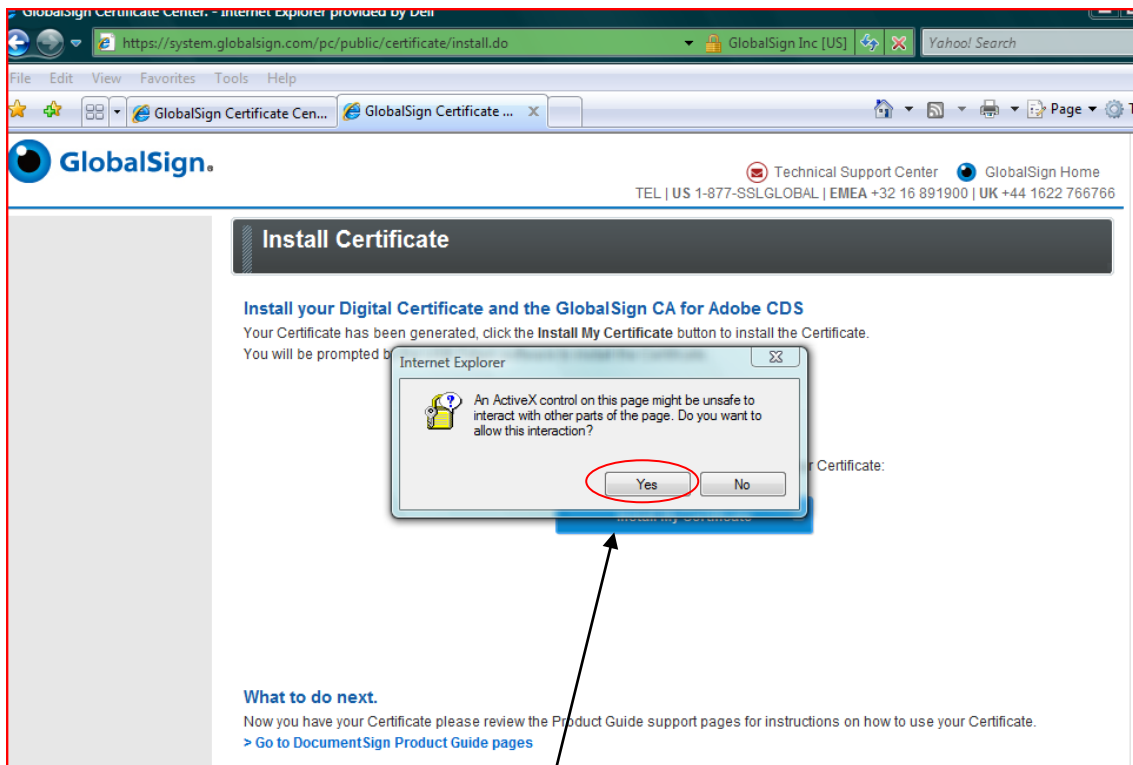


8. Log into the USB Token using your Passphrase set during the token initialization process.
Please note after you click next it may take several moments, do not close the browser.



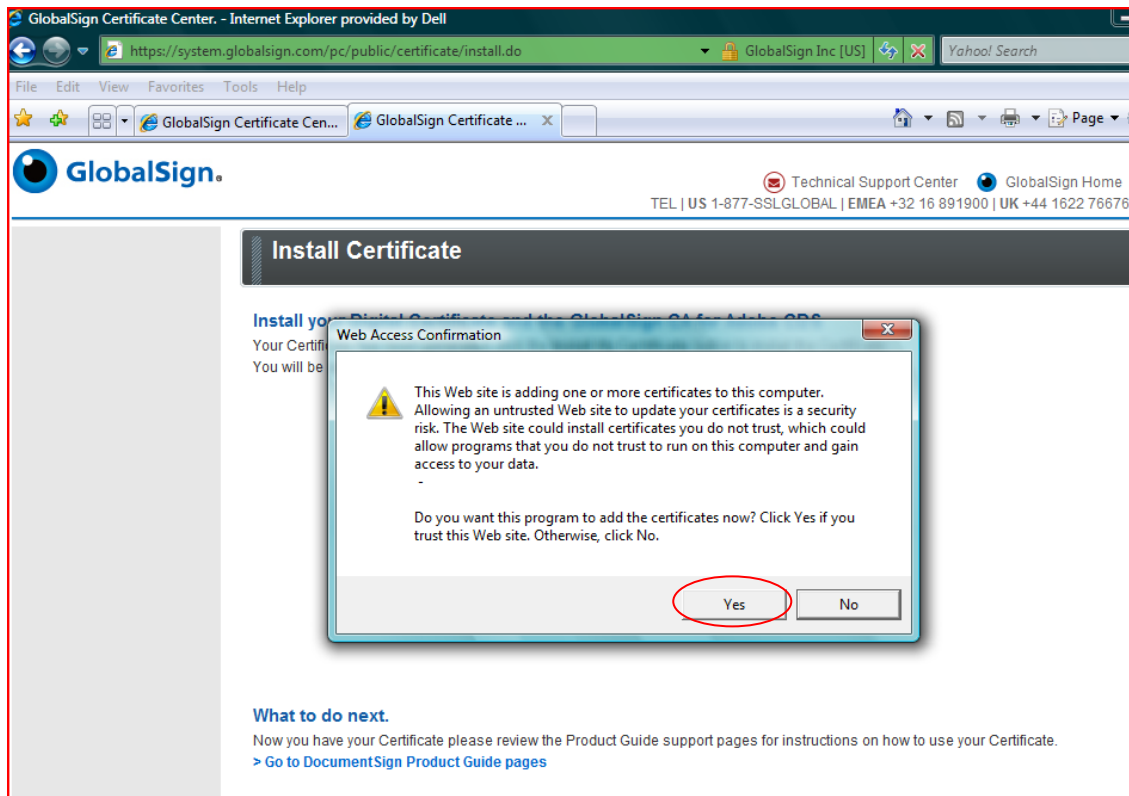
9. Next, click "Install my Certificate"

A screenshot of a web browser window showing the GlobalSign Certificate Center. The browser title is "GlobalSign Certificate Center. - Internet Explorer provided by Dell". The address bar shows "https://system.globalsign.com/pc/public/certificate/install.do". The page content includes the GlobalSign logo, technical support contact information, and a section titled "Install Certificate". Under this section, it says "Install your Digital Certificate and the GlobalSign CA for Adobe CDS". Below this, it states: "Please note that this process can take several minutes. Your Certificate has been generated, click the Install My Certificate button to install the Certificate. You will be prompted by the USB Token software to install the Certificate." A blue button labeled "Install My Certificate" is centered on the page, with an arrow pointing to it from the right. At the bottom, there is a "What to do next" section with a link to "Go to DocumentSign Product Guide pages".

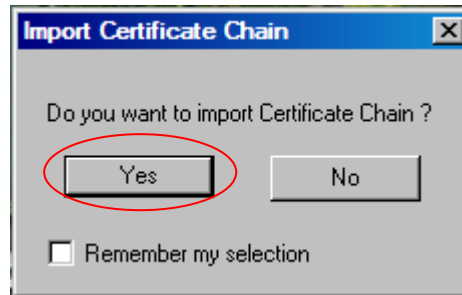


10. If an Active X window pops up click “Yes” or “Allow”

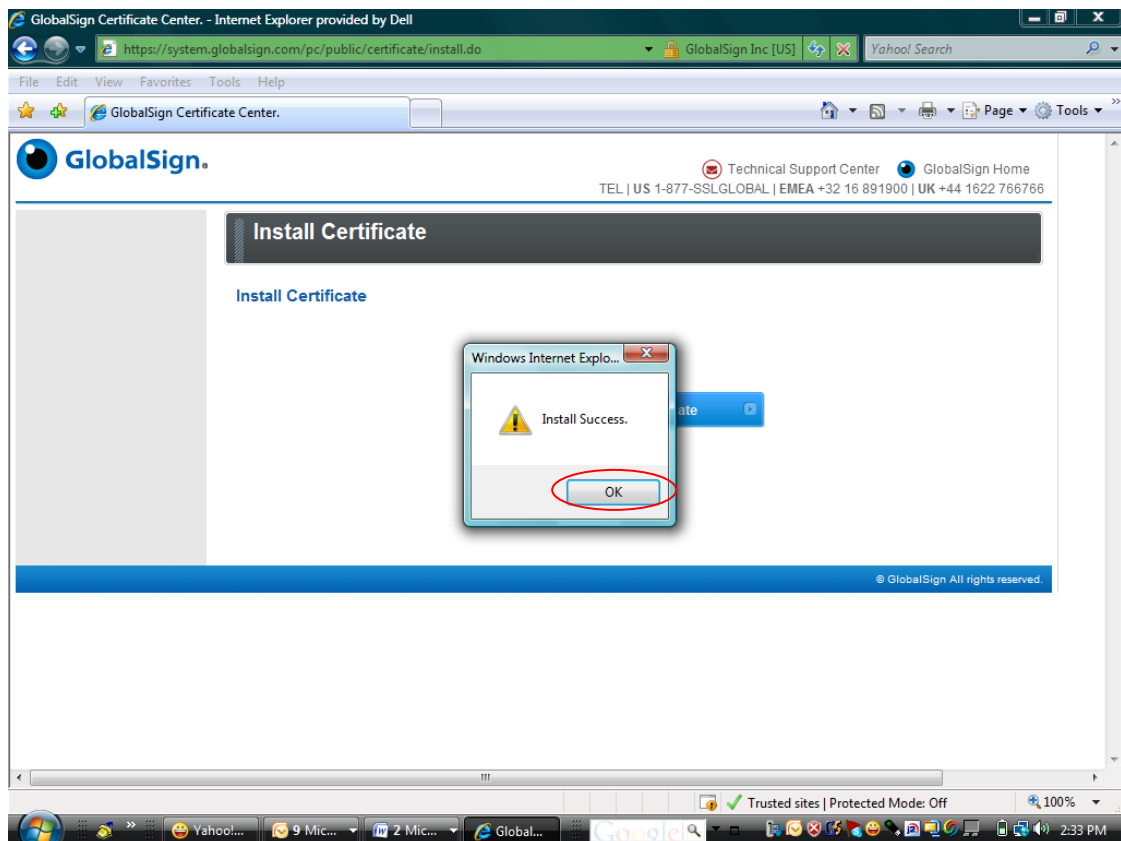
11. Click “Yes” at the Web Access Confirmation Prompt



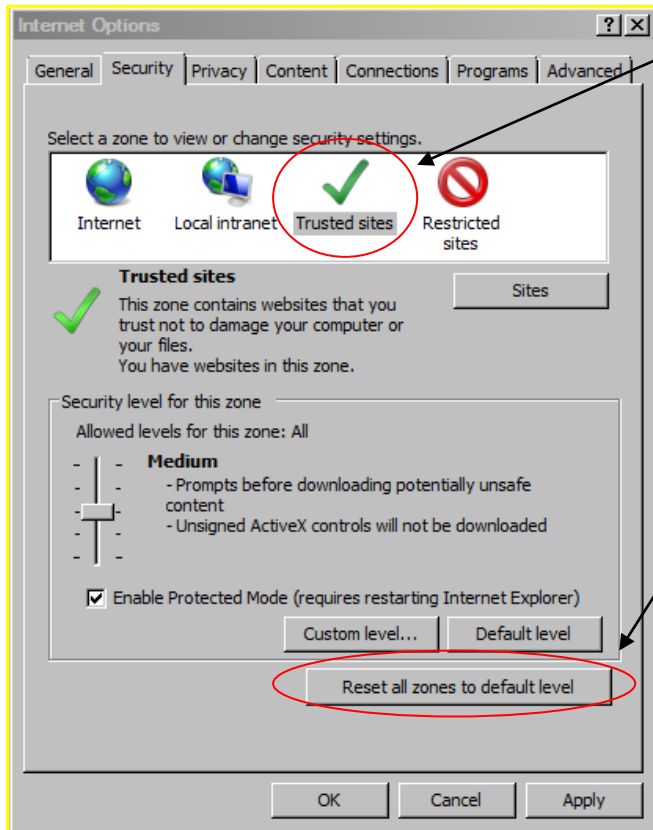
12. Click “Yes” to Import Certificate Chain



13. Once the process has been completed, you will receive a confirmation “Installation Success”, click “OK”



* After successful installation of the DocumentSign digital ID, re-establish your Internet Explorer security settings back to the original default settings by clicking on the "Default level". This can only be done AFTER you have installed your certificate. You can do this by in the Internet Explorer browser going to Tools > Internet Options then click the "Security" tab at the top. Then click the "Trusted Sites" icon.



Then in Security Settings, click the "Reset all zones to default level" button

Once reset you can click "OK" and close both the Security Settings and Internet Options windows.

17. Verify the certificate has been properly installed onto the USB Token by logging into the SafeNet Client Authentication tools found in your Program files (Start >Programs > SafeNet Client Authentication Tools)

PROCEDURE COMPLETE.

You are now ready to start signing Adobe PDF documents. Consult your Acrobat help for further details.