

# GlobalSign Enterprise Solutions

BlueBeam® PDF Signing User Guide

PDF Signing Certificates for BlueBeam® Revu®



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## Introduction

Using PDF signing to certify and add approval signatures to electronic document workflows offers the same assurance of origin and integrity as a wet ink signature. PDF Signing can be used by an individual as well as an entire Enterprise to assure the recipient that the document is authentic, comes from a verified source, and has not been tampered with. This is seen across multiple verticals including architecture, engineering, and construction.

To add a digital signature to a PDF document a PDF signing application is required. These applications range from simple online solutions to desktop solutions which allow you to create, edit, collaborate on, and sign PDF documents. This solution guide has been created to demonstrate the purchasing and configuration of GlobalSign's PDF Signing Certificates with the PDF signing application BlueBeam® Revu®.

## GlobalSign Certificates

As a member of both Adobe's Certified Document Services (CDS) and Approved Trust List (AATL) GlobalSign's PDF Signing certificates are compatible with all versions of BlueBeam® Revu®. The type of certificate license you will require will depend on the number of users and volume of PDF documents which will require signatures. This guide will cover both scenarios outlined below:

- **Individual:** ideal for an individual with the need to sign PDFs (<2,000 signatures per year). If this is the solution you are looking for please proceed to [Appendix A: Purchasing Individual PDF Signing Certificates](#).
- **Enterprise PKI (EPKI):** ideal for organizations with multiple individuals with the need to sign PDFs and have the added benefit of managing all certificates in a central location. This centralizes lifecycle management including issuing, renewing, revoking, and reissuing. If this is the solution you are looking for please proceed to the next step, [Step 1 – Establishing an EPKI Account](#).

## Step 1 – Establishing an EPKI Account

If you do not already have a GlobalSign EPKI Account, you will need to register for an EPKI account and setup a Certificate Profile. A Certificate Profile will serve as a pre-vetted organization template containing the organization's identity records (such as organization name, city, state, etc.) that end user certificate requests will be issued from. Verifying the organization's identity associated with a profile typically **takes between 2 and 3 business days**.

If you already have an EPKI Account, please proceed to [Step 2- Registering Users for PDF Signing Certificates](#).

If you do not already have an EPKI Account, please follow the instructions below:

1. Navigate to <https://www.globalsign.com/pdf-signing/>. Click **How To Buy**.



2. Click **Select** under the Desktop Enterprise Level option.




**Desktop  
Enterprise Level**

PDF Signing Certificates stored on USB token for desktop deployments.  
For organizations who need multiple certificates within their organization.

Select


- If you require a license pack for five certificates you can purchase it by clicking **Select** under the 5 License Pack option and complete the purchasing process. For the purposes of this guide it is assumed you require more than five certificates. Click on **Get Quote** under the Need More? Option. An account representative will be in contact with you shortly to help you decide the best options for your EPKI account. The next step will be to register for an EPKI account.



**5 License Pack**

PDF Signing Certificate issued to an individual with credentials stored on USB. For organizations that need multiple certificates.

Select



**Need More?**

For volume pricing and information on our EPKI management platform, please contact your local sales office.

Get Quote

- Register** for an EPKI account by entering your account details. *Note: this is not the vetted profile information.*

**Account Details**

Please specify details for your account. Your account contact will receive notices regarding your Certificate application and will be the main contact associated with your GlobalSign Certificate Center (GCC) account. If you are applying on behalf of someone else, enter their details, and you can specify an additional Technical Contact for yourself later in the application process.

|   |   |
|---|---|
| First Name <small>Required</small>        | <input type="text"/>  |
| Middle Name or Initial                    | <input type="text"/>  |
| Last Name <small>Required</small>         | <input type="text"/>  |
| Email Address <small>Required</small>     | <input type="text"/><br><small>Please check email is accurate, this email address will be used in the application process</small> |
| Phone Number <small>Required</small>      | <input type="text"/><br><small>e.g. 603-570-7060 or 01622 766766</small>  |
| Fax Number                                | <input type="text"/><br><small>e.g. 603-570-7059 or 01622 662255</small>  |
| Organization Name <small>Required</small> | <input type="text"/><br><small>Specify the Organization Registered Name in full, including Inc, Ltd, NV, Plc etc</small>          |
| Department                                | <input type="text"/>  |
| Street Address 1 <small>Required</small>  | <input type="text"/><br><small>e.g. Two International Drive</small>   |
| Street Address 2                          | <input type="text"/><br><small>e.g. Suite 330</small>   |
| City <small>Required</small>              | <input type="text"/>  |
| State / County <small>Required</small>    | <input type="text"/>  |

- Choose a username and password. An account number (PAR####) will be appended to the username you choose. Click **Next** to continue.

**GlobalSign Certificate Center (GCC) Login Details**

Your GCC account allows you to manage all your GlobalSign Certificates and provides fast access to ordering additional products and renewing, reissuing and revoking current Certificates. Please create a memorable Username and Password.

|                                    |   |
|------------------------------------|---|
| <b>Username</b> Required           | <input type="text"/>  |
|                                    | <small>Username is case sensitive and must be 8 - 64 characters.<br/>Alpha-numeric values only (A-Z, 0-9)</small> |
| <b>Password</b> Required           | <input type="password"/>  |
|                                    | <small>Password is case sensitive and must be 8 - 64 characters.<br/>Alpha-numeric values only (A-Z, 0-9)</small> |
| <b>Password(re-enter)</b> Required | <input type="password"/>  |

**Next**

6. Confirm your account information and review the Terms of Service Agreement. Be sure to double check that all information is entered correctly. Click **Next** to continue.

**Terms of Service Agreement**

**GlobalSign Certificate Center (GCC) Terms of Service**

**Version 1.3**

**1 ACCEPTANCE OF TERMS**

**1.1** Your use of GlobalSigns GlobalSign Certificate Centre (GCC) and any related system or software (collectively, the Service), is subject to the terms and conditions of this GCC Terms of Service (the GCC T&C) between you and GlobalSign. GlobalSign means GlobalSign Inc and any entity which directly or indirectly controls, or is controlled by, or is under common control of GlobalSign Inc., including GlobalSign NV, GlobalSign K.K., and GlobalSign Ltd.

**1.2** Unless otherwise agreed in writing with GlobalSign, your agreement with GlobalSign will always include, at a minimum, the GCC T&C. In addition, when using the Service, you and GlobalSign shall be subject to any posted guidelines or rules applicable to GCC T&C, which may be posted from time to time (the Additional Terms) at <http://www.globalsign.com/repository/> All Additional Terms (including but not limited to our Privacy Policy) are hereby incorporated by reference into the GCC T&C. GlobalSign may also offer other services that are governed by different Terms of Service.

**1.3** If there is any contradiction between the Additional Terms and the GCC T&C, then the Additional Terms shall take precedence in relation to that Service.

**1.4** You agree to use the Service only for purposes that are permitted by (a) the GCC T&C and (b) any applicable laws and regulations, including any laws regarding the export of data or software.

**2 DESCRIPTION OF SERVICE**

☒ I AGREE TO TERMS OF SERVICE

**Back** **Next**

7. Choose the license pack size of Identity Certificates you wish to purchase. Click **Next**.

| PDF Signing for Adobe CDS  |
|--|
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Department - USB 5 pack  |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Department - USB 10 pack |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Department - USB 25 pack |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 5 pack    |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 10 pack   |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 25 pack   |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 50 pack   |
| <input type="radio"/> Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 100 pack  |

[Next](#)

8. Choose a validity period to be applied to your license pack (1-3 years).

**Optional** - Add an additional technical contact (this is commonly used when you are applying on behalf of someone else). Click **Next** to complete.

### Product Details - Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 5 pack

|  |  |
|--|--|
| <b>Certificate Validity</b> <i>Required</i><br>Multi-year offers significant per annum savings | <input checked="" type="radio"/> 1 year      \$0<br><input type="radio"/> 2 year      \$0<br><input type="radio"/> 3 year      \$0   |
| <b>Campaign Code</b>   | <input type="text"/> <a href="#">Redeem code</a><br><small>If you have a Campaign Code please enter and click "Redeem Code". This page will be reloaded with your appropriate discount.</small>                                  |
| <b>Coupon Code</b>   | <input type="text"/> <a href="#">Redeem code</a><br><small>If you have a one-off Coupon Code for a particular promotion please enter and click "Redeem Code". This page will be reloaded with your appropriate discount.</small> |
| <b>TOTAL COST</b> (inc. Tax)   | <b>\$ 0</b>  |

### Specify an Additional Technical Contact

If you are applying on behalf of someone else, you may specify an additional Technical Contact. The Technical Contact is typically the person who is responsible for the application process and collection of the issued Certificate. Click the Enter Technical Contact Details link to create the additional contact.

If you are applying for yourself, you do not need an additional Technical Contact, so please click Next.

NOTE: For PersonalSign 3 Pro applications the issued certificate will not be sent to the Technical Contact.

[Enter Technical Contact Information](#)

[Back](#)
[Next](#)

9. Enter the Certificate Profile Details. These details will be vetted and included as the certified identity within your issued certificates. Click **Next** to continue.

**Important** - make sure the details entered are correct as GlobalSign will vet the details you include.

## Certificate Profile Details

These details will be vetted and included as the certified identity within your issued Certificate. Make sure the details entered are correct - we will vet the details you include. To assist you, some details will be pre-populated from previous pages or from your GCC account details, you may overwrite these if needed.

Note. Within the form below you have the ability to define the certificates DistinguishedName (DN). One optional element is a freeform Organizational Unit (OU) description. The OU field allows you to enter a value that suits your business needs with a description such as "Marketing Team Building 5" for example. It is not mandatory to enter this but please note that if you choose to 'Lock a unique OU' then this means that the description you have chosen cannot be used again and is unique to this profile. An example of where you might choose to do this is for client authentication situations where each certificate needs one or two fixed unique strings to allow access such as 'O' and 'OU'.

|   |  |
|---|--|
| Organization <small>Required</small>                                | <input type="text" value="The Max, Inc."/>   |
| Organizational Unit <small>Optional unless locked as unique</small> | <div><input type="text"/><br/><input type="text"/><br/><input type="text"/></div> <div><input type="checkbox"/> Lock a unique OU</div> |
| Locality <small>Optional</small>                                    | <input type="text" value="Bayside"/>   |
| State or Province <small>Optional</small>                           | <input type="text" value="CA"/>  |
| Country <small>Required</small>                                     | <input type="text" value="United States - US"/>  |

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10. Complete the payment details.

## Payment Details

|                       |   |
|-----------------------|---|
| Purchase Order Number | <input type="text"/><br><small>Enter if you have a PO Number. This will be displayed in your Invoice</small>                                |
| Payment Method        | <div><input type="radio"/> Payment in arrears<br/><input type="radio"/> Credit Card<br/><input checked="" type="radio"/> Bank Deposit</div> |

11. Confirm your order details. Review and agree to the EPKI Service Agreement. Click **Next** when finished.

**ePKI Service Agreement**

Applicant, the private organization, business entity, government entity, international body or individual that applies for (or seeks renewal of) a Digital Certificate naming it as the "Subject".

- \* Certificate Revocation List ("CRL"): A collection of electronic data containing information concerning revoked Digital Certificates
- \* Certification Authority ("CA"): GlobalSign or an entity which is certified by GlobalSign to issue the Digital Certificate to the "Subject". GlobalSign is Applicant's CA hereunder.
- \* Contract Signer: Applicant's representative that may sign and submit a Subscriber Agreement or other service agreement.
- \* Digital Certificate: A collection of electronic data consisting of a Public Key, identifying information about the owner of the Public Key, and validity information, which has been Digitally Signed by GlobalSign. Certified shall refer to the condition of having been issued a valid Digital Certificate by GlobalSign, which Digital Certificate has not been revoked.
- \* Digital Certificate Custodian: A nominated individual responsible for the lifecycle of the Digital Certificate. This may or may not be the same entity as the Subscriber
- \* Digital Signature: Information encrypted with a Private Key which is appended to electronic data to identify the owner of the Private Key and verify the integrity of the electronic data. Digitally Signed shall refer to electronic data to which a Digital Signature has been appended.
- \* Local Registration Authority (LRA): An entity appointed (other than GlobalSign) that has the responsibility to identify and authenticate Subscribers requesting Digital Certificates. The LRA does not issue Digital Certificates. It merely requests the issuance of Digital Certificates on behalf of Subscriber whose identity it has verified. Under this Agreement, the organization agreeing to this Agreement is deemed to be the LRA
- \* North American Energy Standards Board (NAESB) Public Key Infrastructure (PKI) Standards ? WEQ-012 v3.0 and NAESB Accreditation Requirements for Authorized Certification Authorities. The technical and management details which a

☒ I AGREE TO THE ePKI SERVICE AGREEMENT

[Back](#) [Next](#)

12. The next screen will display your username and information about your profile. Save this information for your records.

| Application Completed |                         |
|-----------------------|-------------------------|
| User ID               | PAR96168_savedbythebell |
| License ID            | ML201312032352          |
| Profile ID            | MP201312031637          |

Once you have successfully created an EPKI account, your information will be sent to our vetting team. Vetting your organization details can take **up to 2-3 business days**. Once the vetting process is complete, you will receive an email notifying you of its completion.

Once your EPKI account is setup and established, please continue to [Step 2 – Registering Users for PDF Signing Certificates](#).

## Step 2 – Registering Users for PDF Signing Certificates

There are three options that the EPKI Administrator can use to "invite" users to apply for pre-approved digital certificates:

- Single – New Certificate (Order Certificates)
- Multiple – New Certificate BULK (Order Certificate BULK)

The following steps will walk you through the single invite process using the Order Certificates function. If you are looking to invite multiple users please refer to the instructions found in the EPKI Administrator Guide:

<https://www.globalsign.com/support/ordering-guides/globalsign-epki-admin-guide.pdf>

1. Login to your GlobalSign Certificate Center (GCC) account at [www.globalsign.com/login/](http://www.globalsign.com/login/).
2. Select the "Enterprise PKI" tab found on the top menu bar.





**Please note:** if this is your first time logging in your menu options will be limited. For first time users, you will need to enroll for an “EPKI Administrator Certificate”, which is an authentication certificate needed to access secure areas of GCC such as the Certificate Management section. Please follow the steps below to enroll for your administrator certificate.

- a. Click the **Get EPKI Administrator Certificate** link in the left hand menu to start the enrollment process.
- b. Follow the prompted steps to enroll and install your certificate.
- c. If you need further assistance and detailed instructions on how to enroll for your EPKI Administrator Certificate, please see our administrator guide located at <https://www.globalsign.com/support/ordering-guides/globalsign-epki-admin-guide.pdf>

3. In the left hand menu, select **Order Certificates** under My Certificates.



4. Next, select the **Profile** and **License** pack that you want to issue the certificate from. In most cases there will be only one option for each area. Click **Next**.

PAR52316\_kimj   [Logout](#)   [Technical Support Center](#)   [Contact Us](#)  
TEL | US +1 877 775 4562 | EMEA +32 16 891900 | UK +44 1622 766766

ACCOUNT & FINANCE   SSL CERTIFICATES   MANAGED SSL   CODE SIGNING, PERSONALSIGN, PDF SIGNING for ADOBE CDS   ENTERPRISE PKI

ePKI Home

**MY CERTIFICATES**  
• Order Certificates  
• Order Certificate BULK  
• Search Certificates  
• PKCS#12 Bulk Registration and Pickup  
• Search PKCS#12 Bulk Order History  
• Approve Pending Certificates

**MY LICENSES**  
• Search License Orders

**MY PROFILES**  
• Profile Configuration  
• Search Profiles

**MY ORDERING PORTAL**  
• Portal Configuration

**iOS CERTIFICATES**  
• Edit iOS Configuration

**EMAILS**  
• Manage E-mail Templates  
• View All Sent Emails

## Product Selection

1. Product Details   2. Completed

Select Profile   >>   Certificate Identity Details   >>   Confirm Details

### Product Details

Profile

|                                  | Profile ID     | BaseDN   | Organization      | Organization Unit   |
|----------------------------------|----------------|----------|-------------------|---------------------|
| <input checked="" type="radio"/> | MP201204040879 | Enabled  | GlobalSign Test   | AD Client Auth Test |
| <input type="radio"/>            | MP201303281292 | Disabled | GlobalSign, Inc.  |                     |
| <input type="radio"/>            | MP201310101581 | Disabled | GlobalSign Test 2 |                     |

License

|                                  | Service   | License Unused number |
|----------------------------------|---|-----------------------|
| <input type="radio"/>            | Enterprise PKI Lite For Personal Digital ID 1 year                  | 14                    |
| <input type="radio"/>            | Enterprise PKI Lite For iOS Authentication 1 year                   | 16                    |
| <input checked="" type="radio"/> | Enterprise PKI Lite PDF Signing for Adobe CDS Personal - USB 1 year | 11                    |

Next

5. Next, complete the **Certificate Identity Details**.

Provide the end-user identity details.

- Important** - Establish a one-time Pickup Password. **The user will need this password to install** the certificate onto their device; you must deliver this Pickup Password in an out-of-band method.
- Optional** - enter a reason or note associated with the registration. This note will appear in the Order History section of EPKI and may be useful for audit purposes.

Click **Next** to continue.

SSL CERTIFICATES

MANAGED SSL

CODE SIGNING, PERSONAL SIGN,  
PDF SIGNING for ADOBE CDS

ENTERPRISE PKI

Product Selection

1. Product Details

2. Completed

Select Profile

Certificate Identity Details

Confirm Details

Certificate Identity Details

|                                       |                      |
|---------------------------------------|----------------------|
| Common Name <small>Required</small>   | <input type="text"/> |
| Organization                          | GlobalSign Test      |
| Organizational Unit [Profile]         | AD Client Auth Test  |
| Organizational Unit                   | <input type="text"/> |
| Locality                              | Portsmouth           |
| State or Province                     | NH                   |
| Country                               | United States - US   |
| Email Address <small>Required</small> | <input type="text"/> |

Pickup Password Required

Password must be a minimum of 8 characters. Alpha-numeric values only (A-Z, 0-9)  

Password Generation

When the password automatic operation generation button is pressed, a random password automatic construction is set.

Pickup Password (re-enter) Required

Memo

Back

Next

6. Review and confirm registration details. If satisfied, click **Next** to complete the registration.

PAR52316\_kimj Logout Technical Support Center Contact Us  
TEL | US +1 877 775 4562 | EMEA +32 16 891900 | UK +44 1622 766766

SSL CERTIFICATES MANAGED SSL CODE SIGNING, PERSONALSIGN, PDF SIGNING for ADOBE CDS ENTERPRISE PKI

## Product Selection

1. Product Details 2. Completed

Select Profile » Certificate Identity Details » Confirm Details

### Confirm Details

#### Product Details

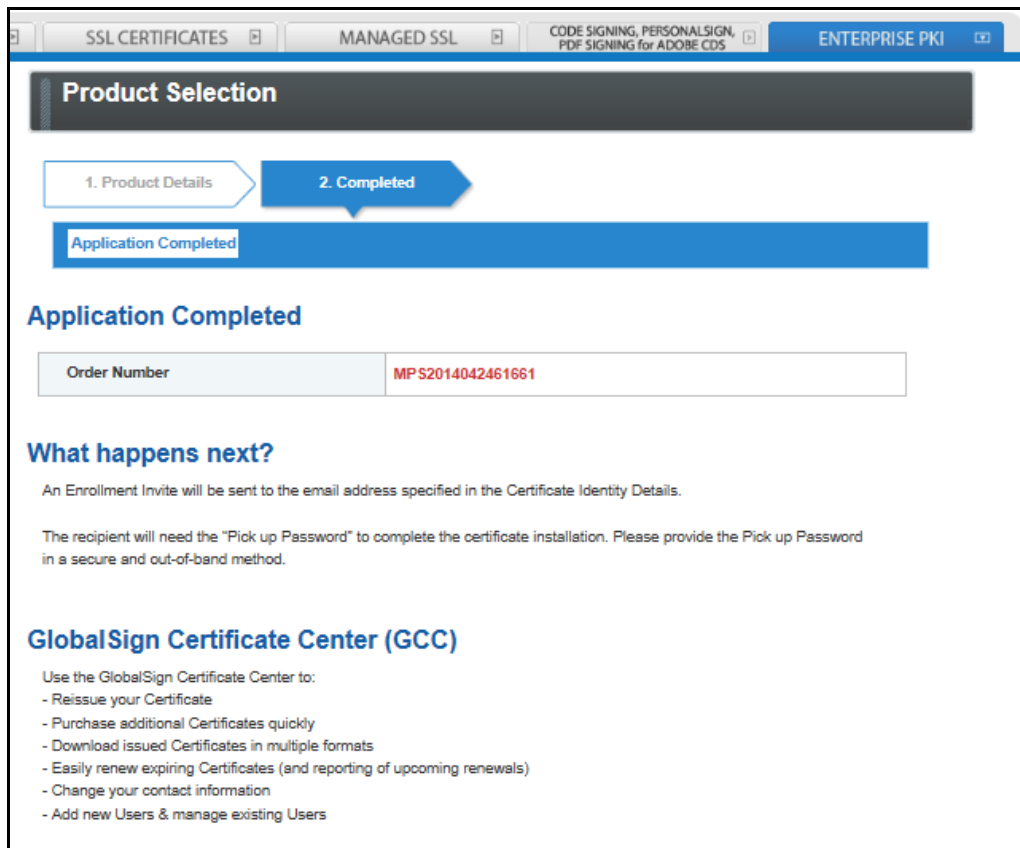
|            |                |
|------------|----------------|
| Profile ID | MP201204040879 |
| License ID | ML201404212867 |

#### Certificate Identity Details

|                     |                     |
|---------------------|---------------------|
| Common Name         | PDF Signing         |
| Organization        | GlobalSign Test     |
| Organizational Unit | AD Client Auth Test |
| Locality            | Portsmouth          |
| State or Province   | NH                  |
| Country             | United States - US  |
| Email Address       | @globalsign.com     |
| Memo                |                     |

Back Next

The registration is now complete and as indicated the Enrollment Invite will be sent to the email address specified in the Certificate Identity Details. Please continue to [Step 3 – Installing Your Certificate](#) to see how the user will complete the certificate pick-up and installation.



### Step 3 – Installing Your Certificate

Now that you have issued a PDF Signing Certificate it will need to be installed on a USB token. GlobalSign has standardized on offering SafeNet iKey USB tokens which will be shipped to you once the vetting process has been completed.

Once you receive the tokens you will need to take the following steps to complete the installation:

- Install the GlobalSign SafeNet Utility Drivers
- Initialize the USB token and set your USB token password
- Install the GlobalSign certificate on the USB token

Note the certificate must be installed within thirty (30) days from the date the order was placed.

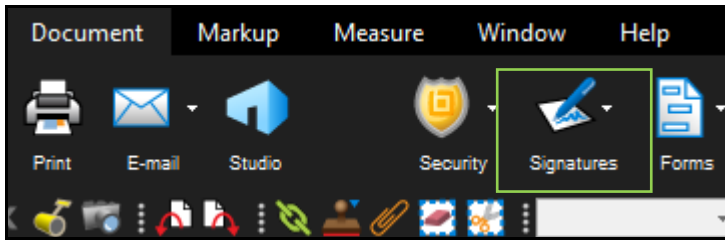
For detailed instructions on the steps outlined above please review the GlobalSign PDF Signing Certificates Installation Support guide: <https://www.globalsign.com/resources/installation-guide/pdf-signing-installation-guide.pdf>

Once you have successfully installed the certificate onto your USB token please proceed to [Your Certificate as a Digital ID in BlueBeam® Revu®](#).

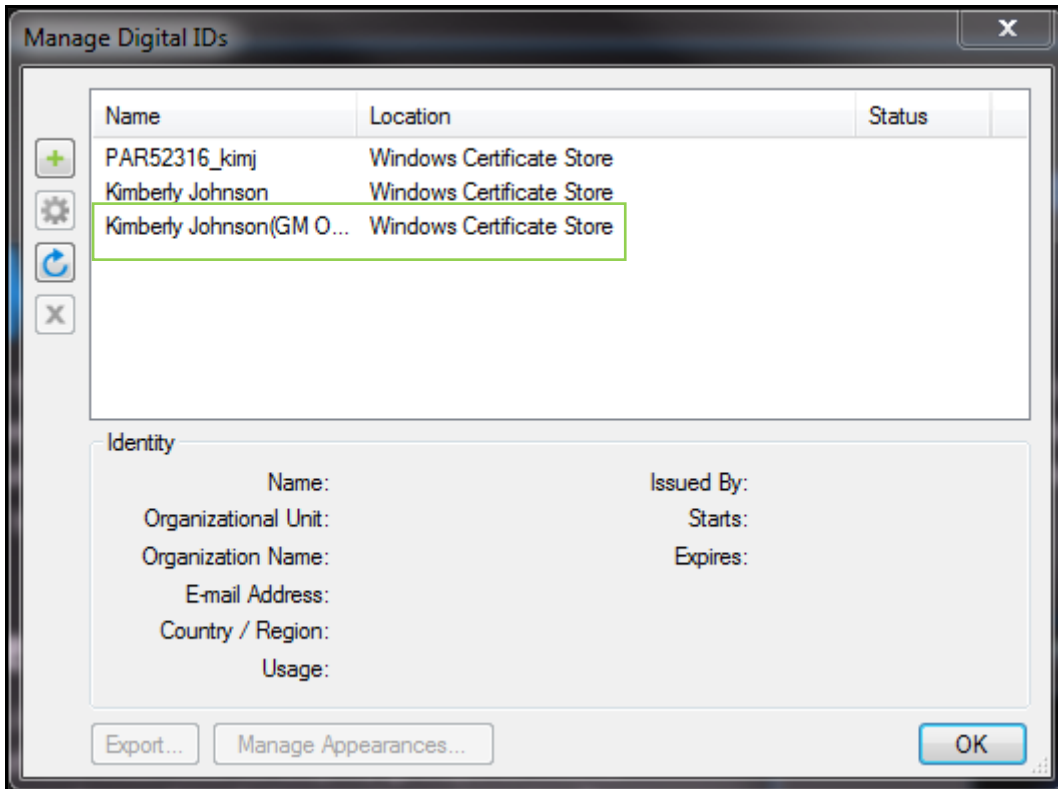
### Your Certificate as a Digital ID in BlueBeam® Revu®

With locally stored digital certificates you would typically be required to create a new digital ID within BlueBeam® Revu®, however with GlobalSign's PDF Signing Certificate on a USB token, the certificate automatically displays as an available digital ID once plugged into the computer.

1. To view your Digital IDs you will need to navigate to the Manage Digital IDs dialog by selecting **Document > Signatures > Digital IDs...**



2. Once in the Manage Digital IDs dialog you will see your PDF Signing Certificate displayed as an available digital ID.



## Using Your Certificate in BlueBeam® Revu®

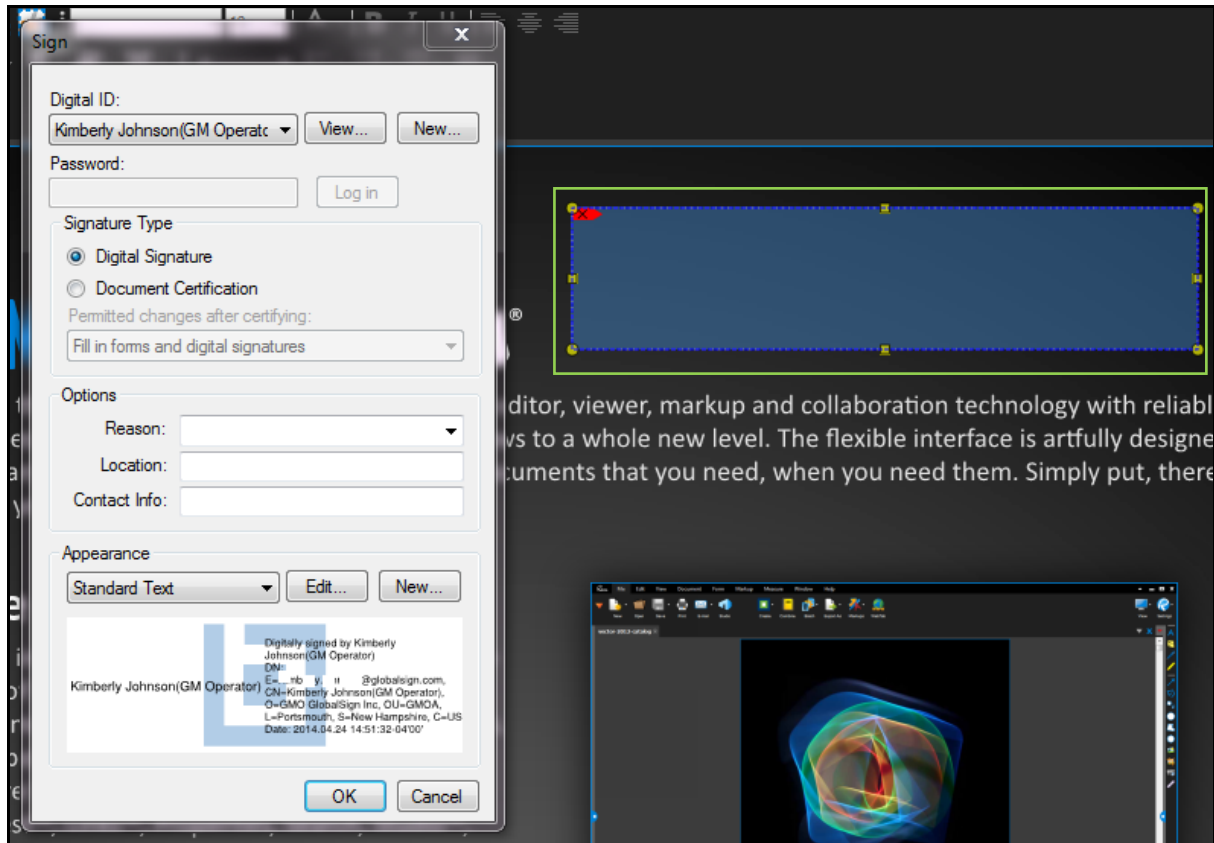
There are many different signature combinations and types within BlueBeam® Revu®. The following steps are to show a basic signing of a PDF document so that you can understand the process of using a GlobalSign PDF Signing Certificate. For all other signature scenarios please refer to the available BlueBeam® documentation and support page:

<http://www.bluebeam.com/us/support/>.

1. With a PDF document open select **Document** and from the **Signatures** drop down menu select **Sign Document**.

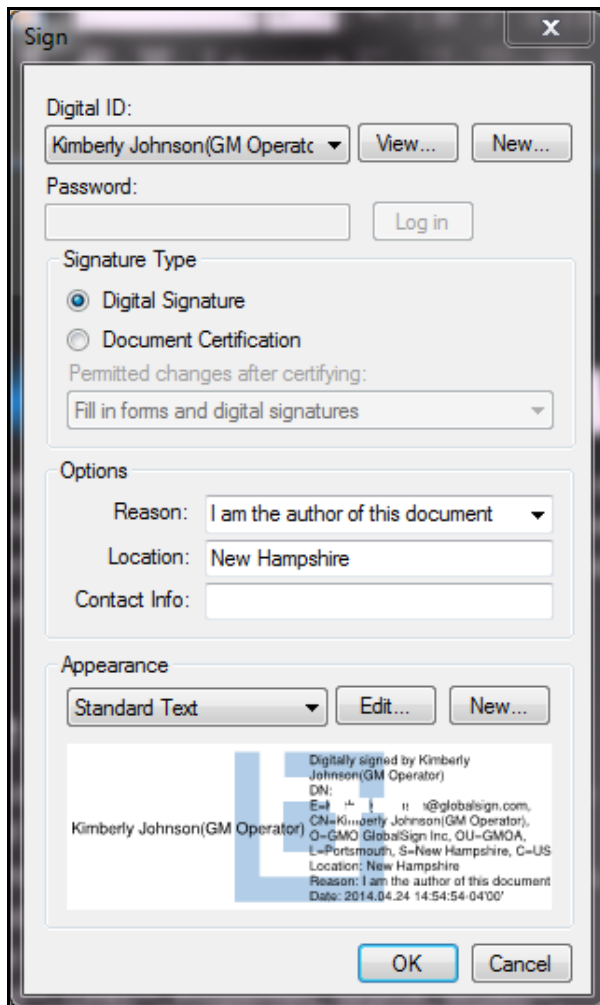


2. Use the cursor to draw the signature area on the document. Once the signature area is defined the **Sign** dialog will appear.

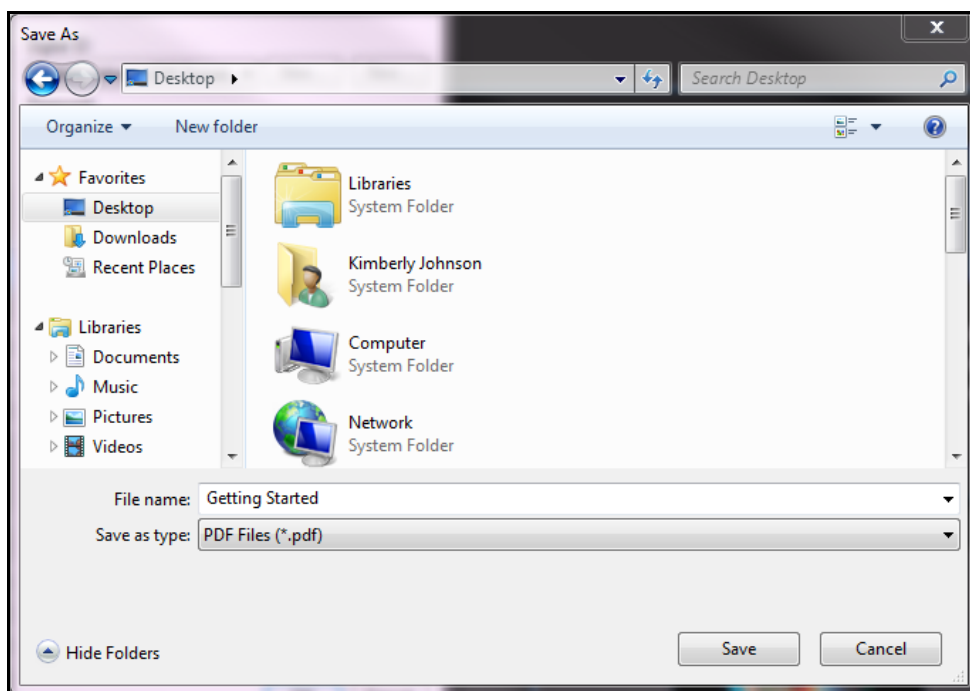


3. With the Sign dialog open use the **Digital ID** drop down to select your GlobalSign PDF Signing certificate. Select the **Signature Type**, fill in any options and adjust the Appearance as required. Click **OK** to continue.

For further information on how to customize the appearance of your signatures please review [Appendix B: Applying and Customizing Digital Signatures](#).

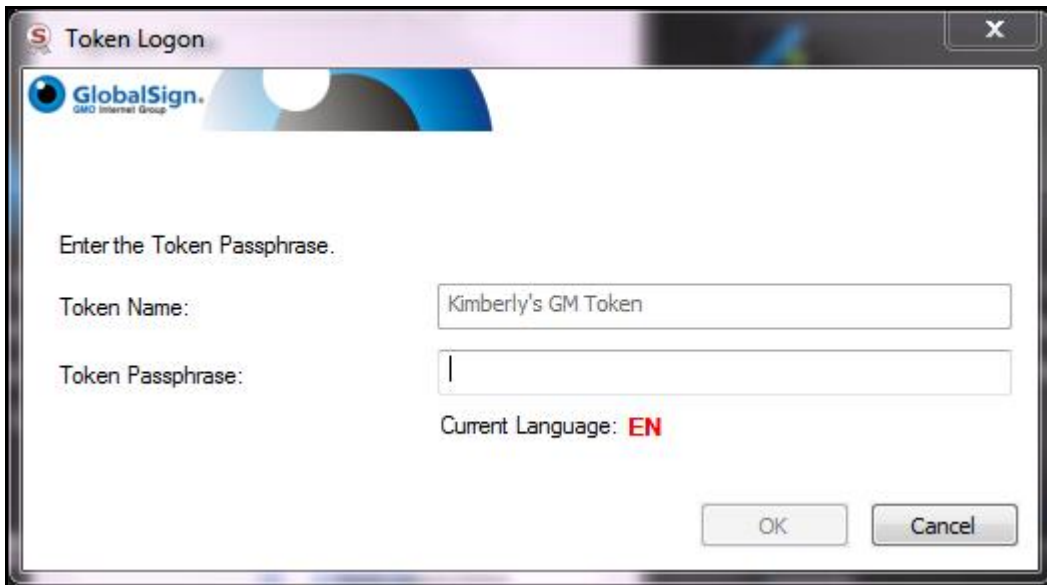


4. You will be prompted to save the PDF. Choose the desired location and click **Save**.

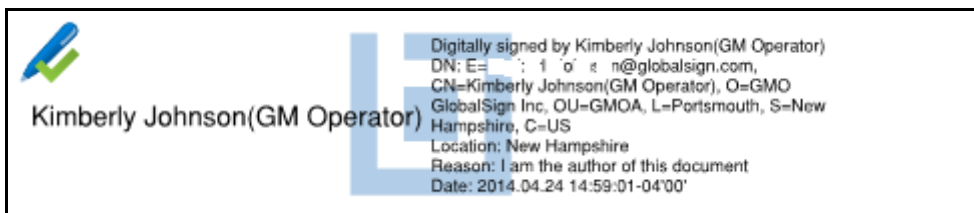




5. The Token Logon will appear for your USB token. Enter the **Token Passphrase** and click **OK**.



6. You have now signed the PDF document and your signature appears in the designated signature area.



## Appendix A: Purchasing Individual PDF Signing Certificates

The type of certificate license you will require will depend on the number of users and volume of PDF documents which will require signatures. This section is to explain the ordering process for individuals with the need to sign PDFs (<2,000 signatures per year). If you are looking for a greater volume of certificates please review the section on [GlobalSign Certificates](#).

1. Navigate to <https://www.globalsign.com/pdf-signing/> . Click **How To Buy**.



2. Click **Select** under the Desktop Individual Level option.



**Desktop Individual**

PDF Signing Certificate stored on USB token for desktop deployments.

**Purchase individual certificates if you need 5 or less.**

**Select**

3. Select your region from the dropdown menu and click **Select and Continue**.

**Select Region:**

Please Select your Region ▼

To best serve all our worldwide customers, GlobalSign has numerous of Global offices. Please select your Country or Region to ensure you receive the best support from our staff in the most appropriate local office.

**Select and Continue** **Go Back**

4. Select the product from the following options. It is recommended for most individuals to purchase the Medium Volume license pack for up to 2,000 signatures per year. Once you have selected your product click **Select and Continue**.

| For Individual Use               |   | USB Device Included |              |               |
|----------------------------------|---|---------------------|--------------|---------------|
|                                  |   | 1 Year              | 2 Years      | 3 Years       |
| <input type="radio"/>            | <b>PersonalSign Pro USB - Low Volume</b><br>Credential issued to individual for up to 500 certifying or approval signatures     | <b>\$370</b>        | <b>\$669</b> | <b>\$875</b>  |
| <input checked="" type="radio"/> | <b>PersonalSign Pro USB - Medium Volume</b><br>Credential issued to individual for up to 2000 certifying or approval signatures | <b>\$570</b>        | <b>\$995</b> | <b>\$1339</b> |

5. Your order will then be processed and the **Certificate Application** will appear. Complete all required information of the application and click **Next**. *Note: this is not the vetted certificate information.*

### Account Details

Please specify details for your account. Your account contact will receive notices regarding your Certificate application and will be the main contact associated with your GlobalSign Certificate Center (GCC) account. If you are applying on behalf of someone else, enter their details, and you can specify an additional Technical Contact for yourself later in the application process.

|   |   |
|---|---|
| First Name <small>Required</small>        | <input type="text"/>  |
| Middle Name or Initial                    | <input type="text"/>  |
| Last Name <small>Required</small>         | <input type="text"/>  |
| Email Address <small>Required</small>     | <input type="text"/><br><small>Please check email is accurate, this email address will be used in the application process</small> |
| Phone Number <small>Required</small>      | <input type="text"/><br><small>e.g. 603-570-7060 or 01622 766766</small>  |
| Fax Number                                | <input type="text"/><br><small>e.g. 603-570-7059 or 01622 662255</small>  |
| Organization Name <small>Required</small> | <input type="text"/><br><small>Specify the Organization Registered Name in full, including Inc, Ltd, NV, Plc etc</small>          |
| Department                                | <input type="text"/>  |
| Street Address 1 <small>Required</small>  | <input type="text"/><br><small>e.g. Two International Drive</small>   |
| Street Address 2                          | <input type="text"/><br><small>e.g. Suite 330</small>   |
| City <small>Required</small>              | <input type="text"/>  |
| State / County <small>Required</small>    | <input type="text"/>  |

You will also need to choose a username and password. An account number (PAR####) will be appended to the username you choose. Click **Next** to continue.

### GlobalSign Certificate Center (GCC) Login Details

Your GCC account allows you to manage all your GlobalSign Certificates and provides fast access to ordering additional products and renewing, reissuing and revoking current Certificates. Please create a memorable Username and Password.

|  |   |
|--|---|
| Username <small>Required</small>           | <input type="text"/><br><small>Username is case sensitive and must be 8 - 64 characters.<br/>Alpha-numeric values only (A-Z, 0-9)</small>     |
| Password <small>Required</small>           | <input type="password"/><br><small>Password is case sensitive and must be 8 - 64 characters.<br/>Alpha-numeric values only (A-Z, 0-9)</small> |
| Password(re-enter) <small>Required</small> | <input type="password"/>  |

Next

6. Confirm your account information and review the Terms of Service Agreement. Be sure to double check that all information is entered correctly. Click **Next** to continue.

Terms of Service Agreement

GlobalSign Certificate Center (GCC) Terms of Service

Version 1.3

1 ACCEPTANCE OF TERMS

1.1 Your use of GlobalSigns GlobalSign Certificate Centre (GCC) and any related system or software (collectively, the Service), is subject to the terms and conditions of this GCC Terms of Service (the GCC T&C) between you and GlobalSign. GlobalSign means GlobalSign Inc and any entity which directly or indirectly controls, or is controlled by, or is under common control of GlobalSign Inc., including GlobalSign NV, GlobalSign K.K., and GlobalSign Ltd.

1.2 Unless otherwise agreed in writing with GlobalSign, your agreement with GlobalSign will always include, at a minimum, the GCC T&C. In addition, when using the Service, you and GlobalSign shall be subject to any posted guidelines or rules applicable to GCC T&C, which may be posted from time to time (the Additional Terms) at <http://www.globalsign.com/repository/> All Additional Terms (including but not limited to our Privacy Policy) are hereby incorporated by reference into the GCC T&C. GlobalSign may also offer other services that are governed by different Terms of Service.

1.3 If there is any contradiction between the Additional Terms and the GCC T&C, then the Additional Terms shall take precedence in relation to that Service.

1.4 You agree to use the Service only for purposes that are permitted by (a) the GCC T&C and (b) any applicable laws and regulations, including any laws regarding the export of data or software.

2 DESCRIPTION OF SERVICE

☒ I AGREE TO TERMS OF SERVICE

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7. Choose a validity period to be applied to your license pack (1-3 years). Click **Next**.

**Certificate Application**

1. Account Setup 2. Product Details 3. Completed

Product Details >> Specify your certificate information >> Payment >> Confirm Details

**Product Details - PDF Signing for Adobe CDS Personal Pro >USB >Medium**

|   |   |
|---|---|
| Certificate Validity <small>Required</small><br>Multi-year offers significant per annum savings | <input checked="" type="radio"/> 1 year \$570<br><input type="radio"/> 2 year \$995<br><input type="radio"/> 3 year \$1,339   |
| Campaign Code   | <input type="text"/> <input type="button" value="Redeem code"/><br><small>If you have a Campaign Code please enter and click "Redeem Code". This page will be reloaded with your appropriate discount.</small>                                  |
| Coupon Code   | <input type="text"/> <input type="button" value="Redeem code"/><br><small>If you have a one-off Coupon Code for a particular promotion please enter and click "Redeem Code". This page will be reloaded with your appropriate discount.</small> |
| TOTAL COST (inc. Tax)   | <b>\$ 570</b>   |

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8. Next, complete the **Certificate Identity Details**. These details will be vetted and included as the certified identity within your issued certificate.

**Important** - make sure the details entered are correct as GlobalSign will vet the details you include.

**Important** - Establish a one-time Pickup Password. **You will need this password to install** the certificate onto your device. If you forget this password you will need to resubmit your order. Please copy it somewhere safe.

**Optional** - Add an additional technical contact (this is commonly used when you are applying on behalf of someone else).

Click **Next** to continue.

Create Temporary Pickup Password

Please create a temporary pickup password. You will only need this during the installation process. This is not the same as your account password.

If you forget this password you will need to resubmit your order. Please copy it somewhere safe.

Pickup Password Required

.....

Password must be a minimum of 8 characters. Alpha-numeric values only (A-Z, 0-9)

Pickup Password (re-enter) Required

.....

☒ Required I have copied this password to a safe location

Specify an Additional Technical Contact

If you are applying on behalf of someone else, you may specify an additional Technical Contact. The Technical Contact is typically the person who is responsible for the application process and collection of the issued Certificate. Click the Enter Technical Contact Details link to create the additional contact. If you are applying for yourself, you do not need an additional Technical Contact, so please click Next. NOTE: For PersonalSign 3 Pro applications the issued certificate will not be sent to the Technical Contact.

Enter Technical Contact Information

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Next

9. Complete the payment details.

10. Confirm the details you have entered and agree to the **DocumentSign Subscriber Agreement**. Click **Next** to continue.

DocumentSign Subscriber Agreement

Certification Authority ("CA"): An organization that is responsible for the creation, issuance, revocation, and management of Certificates. The term applies equally to both Roots CAs and Subordinate CAs. GlobalSign or an entity which is certified by GlobalSign to issue the Certificate to the "Subject". GlobalSign is Applicant's CA hereunder.

Compromise: A violation of a security policy that results in loss of control over sensitive information.

Digital Signature: To encode a message by using an asymmetric cryptosystem and a hash function such that a person having the initial message and the signer's Public Key can accurately determine whether the transformation was created using the Private Key that corresponds to the signer's Public Key and whether the initial message has been altered since the transformation was made. Digitally Signed shall refer to electronic data to which a Digital Signature has been appended.

Domain Name: The label assigned to a node in the Domain Name System.

Domain Name Registrant: Sometimes referred to as the "owner" of a Domain Name, but more properly the person(s) or entity(ies) registered with a Domain Name Registrar as having the right to control how a Domain Name is used, such as the natural person or Legal Entity that is listed as the "Registrant" by WHOIS or the Domain Name Registrar.

Domain Name Registrar: A person or entity that registers Domain Names under the auspices of or by agreement with: (i) the Internet Corporation for Assigned Names and Numbers (ICANN), (ii) a national Domain Name authority/registry, or (iii) a Network Information Center (including their affiliates, contractors, delegates, successors, or assigns).

Domain Name System: An Internet service that translates Domain Names into IP addresses.

Fully-Qualified Domain Name: A Domain Name that includes the labels of all superior nodes in the Internet Domain Name System.


☒ I AGREE TO THE SUBSCRIBER AGREEMENT

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Next

11. A confirmation email will now be sent to the email address you provided earlier. To approve the application you need to click the approval link within the approval email. Only if you approve the application will the certificate be issued.

12. Review the application details and **APPROVE** the application.



**APPROVE or DO NOT APPROVE Certificate Application**

An application for a PDF Signing <PersonalSign Pro> Certificate for Kimberly Johnson (GlobalSign) has been received.

In order to issue the Certificate, the right of the applicant to apply for the Certificate must be validated.

The following Applicant details were submitted during the ordering process.  
Please review the Applicant details below, and then:

☐ Click I APPROVE to authorize the order, or;  
☐ Click I DO NOT APPROVE to reject the order, the Certificate WILL NOT be issued.

**Application Details**

|                     |                           |
|---------------------|---------------------------|
| Order ID            | DS201404241162            |
| Common Name         | Kimberly Johnson          |
| Contact First Name  | John                      |
| Contact Middle Name | -                         |
| Contact Last Name   | Smith                     |
| Contact Phone       | 6031234567                |
| Contact Email       | john.smith@globalsign.com |
| Organization (O)    | GlobalSign                |
| Locality (L)        | -                         |
| State (S)           | -                         |
| Country (C)         | US                        |
| Application Email   | john.smith@globalsign.com |
| Application Date    | 2014-04-24 19:40:03.358   |

Please contact support if you require further assistance.

Once you have successfully ordered your PDF Signing Certificate and your application will be sent to our vetting team. Vetting your application details can take **up to 2-3 business days**. Once the vetting process is complete, you will receive an email notifying you of its completion. Once the vetting process is complete please proceed to [Step 3 – Installing Your Certificate](#).



### Thank you, you have APPROVED the Certificate Application

The Email Approval step of the vetting process for your PDF Signing <PersonalSign Pro> Certificate for Kimberly Johnson (GlobalSign) and Order ID DS201404241162 has been APPROVED.

For GlobalSign products that require only Email Approval, the Certificate will shortly be issued. For GlobalSign products that require additional vetting steps, a vetting agent will ensure they are completed as soon as possible. You do not need to do anything else at this stage, you will be contacted if required.

Please contact support if you require further assistance.

URL: <http://www.globalsign.com/support>  
E-mail: [support@globalsign.com](mailto:support@globalsign.com)

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## Appendix B: Applying and Customizing Digital Signatures

Further details on managing the appearance of signatures, adding the signature field and signing in fields can be found in the following BlueBeam® Revu® Tutorial: <http://www.bluebeam.com/us/bluebeam-university/pdf-tutorials/revu-10/digital-signatures.pdf>

## GlobalSign Contact Information

### GlobalSign Americas

Tel: 1-877-775-4562

[www.globalsign.com](http://www.globalsign.com)

[sales-us@globalsign.com](mailto:sales-us@globalsign.com)

### GlobalSign EU

Tel: +32 16 891900

[www.globalsign.eu](http://www.globalsign.eu)

[sales@globalsign.com](mailto:sales@globalsign.com)

### GlobalSign UK

Tel: +44 1622 766766

[www.globalsign.co.uk](http://www.globalsign.co.uk)

[sales@globalsign.com](mailto:sales@globalsign.com)

### GlobalSign FR

Tel: +33 1 82 88 01 24

[www.globalsign.fr](http://www.globalsign.fr)

[ventes@globalsign.com](mailto:ventes@globalsign.com)

### GlobalSign DE

Tel: +49 30 8878 9310

[www.globalsign.de](http://www.globalsign.de)

[verkauf@globalsign.com](mailto:verkauf@globalsign.com)

### GlobalSign NL

Tel: +31 20 8908021

[www.globalsign.nl](http://www.globalsign.nl)

[verkoop@globalsign.com](mailto:verkoop@globalsign.com)