# GlobalSign PDF Signing Trial Certificate

Installing and utilizing your PDF Signing Trial Certificate





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### Installation Guide for PDF Signing Trial Certificate (90 Day Demo)

- 1. We advise that you use Internet Explorer as your browser and make the following changes:
  - a. Open Internet Explorer
  - b. Go to 'Tools'
  - c. Select 'Internet Options'
  - d. Select the 'Security' Tab
  - e. Highlight 'Trusted Sites' and select 'Sites'
  - f. Add the 'Trusted Sites': <u>https://system.globalsign.com</u> and <u>https://systemeu.globalsign.com</u>
  - g. Then on the 'Security' Tab, Select 'Custom Level'
  - h. Scroll down to the "Active X controls and plug-ins" and change the following TO:
    - i. Allow previously unused ActiveX controls to run without prompt: ENABLE
    - ii. Allow Scriptlets: ENABLE
    - iii. Automatic prompting for ActiveX controls: DISABLE
    - iv. Binary and Script behaviors: ENABLE
    - v. Display video and animation on webpage that does not ...: DISABLE
    - vi. Download Signed ActiveX controls: PROMPT
    - vii. Download unsigned ActiveX controls: PROMPT
    - viii. Initialize and script ActiveX controls not marked as safe for scripting: PROMPT
    - ix. Run ActiveX controls and plugins: ENABLE
    - x. Script ActiveX controls marked safe for scripting: ENABLE
  - i. Click OK
  - j. Click APPLY
  - k. Close and re-open IE7

- 1. Begin by installing the Adobe Root (provided in this link, Step 11) : <u>http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html#11</u>
- 2. In the pop-up window, Click: 'Open'



3. Click: 'Install Certificate'. EX:



4. You will be guided by the 'Certificate Import Wizard'. Click: NEXT:



5. Choose: "Place all certificates in the following store" and click "Browse". Select the option "Trusted Root Certification Authorities". Click: "Next".

Certifica	te Store			
Cer	ificate stores are system areas where certific	ates are kept.		
Wn the	dows can automatically select a certificate sto certificate.	ore, or you can spe	ofy a location for	
	Automatically select the certificate store be	ased on the type of	fcertificate	
	Ace all certificates in the following store			
	Certificate store:			
	Trusted Root Certification Authorities	5	Browse	
Learn mo	re about <u>certificate stores</u>			
		Back Next	Cance	_

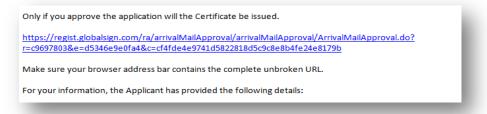
6. To complete the Certificate Import process, click "Finish":

<b>5</b>	Completing the Cer Wizard The certificate will be imported You have specified the followin	after you dick Finish.
		rtificate
	( <u> </u>	,
	< Back	Finish Cancel

 Now you can apply for GlobalSign's PDF Signing for Adobe CDS Application (Free 90 Day Trial) at: <u>http://www.globalsign.com/document-security-compliance/adobe-cds/buy-adobe-cds/free-a</u>

GlobalSign.	Problems Signing up? Tet 1-877-775-4562	(1)	0	3
		Select Product	Select Region	Account Details
Sign up for 90-Day Free	PDF Signing Trial			
elect your Region:				
Select Region				
North America (Un	ted States & Canada)			
	r worldwide customers. GlobalSign has Country or Region to ensure you receive			
in the most appropr		e ine best support i	rom our stan	
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	GO DOOK			

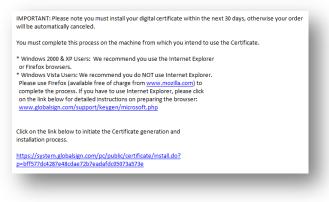
- 8. Complete the online application process: 1. Account Setup > 2. Product Details > 3. Completed
- 9. After the application process, you will receive the following emails from GlobalSign:
  - a. Welcome to GlobalSign email including your account & GCC Login Details
  - **b.** Confirmation email for ordering PDF Signing for Adobe CDS 90 Day Trial including your order information.
  - c. Approve Application (Order ID) email used to begin certificate issuance process.
  - d. Trial Certificate is ready to be issued email with Pickup & Install instructions (received after order is approved).
  - e. Trial Certificate has been issued email with notification that your certificate has been issued.
- 10. When you complete the application process, refer to **Approve Application (Order ID) email**. **Open the link** provided in the email to Approve the application of the Certificate. EX.



11. In your Internet browser, choose to APPROVE the Certificate Application by clicking the button: "I APPROVE".

Application Date	2012-03-01 15:52:04.932	
	I APPROVE I DO NOT APPROVE	
Please contact suppo	rt if you require further assistance.	

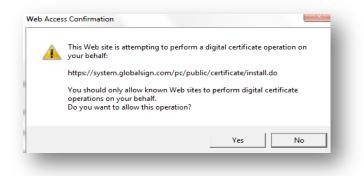
 Once received, refer to the Trial Certificate is ready to be issued email containing the Pickup/ Install instructions. As recommended, open the provided link in Internet Explorer to initiate the Certificate generation and installation process.



13. You will be prompted to enter the **"Pickup Password"** that you **previously created** during the online application process. Enter the Pickup Password and click **Next**.

	te generation and installation process. puter, your Certificate will be installed on this computer.	
Step One: Enter your Pickup	Password	
our Pickup Password will have been	set by the applicant during the application.	
	Enter the Pickup Password to continue.	
Forgott	en the Pickup Password? Contact Support immediately for assistance.	
	Next 🖙	

14. On the popup window, select "Yes" and allow GlobalSign to perform a digital certificate operation:



15. In the pop-up window, select: "Yes, make this Certificate exportable"

Select: Cryptographic Service Provider (default): "Microsoft Enhanced Cryptographic Provider v1.0" Select: "I AGREE TO THE SUBSCRIBER AGREEMENT" Click: "Next"

CSP is used to generate the cryptographic ke	we within your Certificate	
	or further assistance on using CSPs and which may be appropriate	
	sevice such as crypto USB, view the CSP Support Guide.	
se note! Depending on your browser / Operating		
information bar or Pop Up asking you to install "	Microsoft Certificate	
olment Control" displayed at the top of this page. by you MUST allow this to run. It is a safe program	But user brouser	
s to install your certificate. To run it, click on the in		
op Up and follow the instructions.		
1999		
	Ves, make this Certificate exportable	
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	Check if you wish to allow the Certificate and associated cryptogr-	
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Cryptographic Service Provider equipment tailure or telecommunic GlobalSign. Key Generation Under the GlobalSign model the su- use a trustworthy system as detail to generate the private-public ke (a) GlobalSign generates subjection (b) ClobalSign generates subjection (c) ClobalSign generates subje	keys to be exposable. This means you can back up the Certificat it to another computer at a later time. Microsoft Enhanced Cryptographic Provider v1.0 w attorne pressroom peycons the resentance control or becriber has the opportunity to allow GlobalSign to led within the CPS and marketed as autoCRS in order led within the CPS and marketed as autoCRS in order set hous the following term also apply: we keys using an algorithm recognized as being fit	e or mov
Cryptographic Service Provider equipment tailure or telecommunic GlobalSun. Key Generation Under the SlobalSign model the su use a trustworthy system as detail to generate the private-public ke (a) GlobalSign generates subscrib for the surveys of algorithm of the sub- string of the surveys of algorithm of the surveys of algorithm of the surveys sub-sub-sub-sub-sub-sub-sub-sub-sub-sub-	keys to be exposable. This means you can back up the Certificant it to another computer at a later time. Microsoft Enhanced Cryptographic Provider vt 0 w attoms pressoon beyong the ressonable control or describer has the opportunity to allow GlobalSign to lad within the CPS and marketed as autoCRS in order lad within the CPS and marketed as autoCRS in order	e or mov
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16. Click: "Install My Certificate"

our Certificate has been gene	fficate and the GlobalSign CA for Adobe CDS rated, click the Install My Certificate button to install the Certificate. B Token software to install the Certificate.	
	Click the Install My Certificate button to install your Certificate: Install My Certificate	
What to do next.	please review the Product Guide support pages for instructions on how to use your Certificate.	

**17.** You will be notified with: "Install Success". The installation process is now complete. Instructions on how to use your PDF Signing Trial Certificate are provided below.



### Locating your PDF Signing Trial Certificate (After Installation)

After a successful installation you can view/find your PDF Signing Trial Certificate in your **Internet Explorer Browser**:

- a. Open Internet Explorer
- b. Go to 'Tools'
- c. Select 'Internet Options'
- d. Select the 'Content' Tab
- e. Click the 'Certificates'

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Issued T	Го		Issued By	Expiratio	Friendly Name
Cally	Cooke		GlobalSign PersonalSign 2 CA - G2	2/23/2013	<none></none>
Cally	Cooke		GlobalSign SHA256 CA for Adobe	5/31/2012	<none></none>
CALL	Y COOKE		GlobalSign CodeSigning CA - G2	3/3/2013	<none></none>
🟹 cally.	.cooke@globa	il	GlobalSign PersonalSign 1 CA - G2	3/2/2013	<none></none>
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### Using a GlobalSign PDF Signing Certificate

With a GlobalSign PDF Signing Certificate you can perform the following actions:

- Add Certifying Signatures to Adobe PDF Documents
- Add Approval Signatures to Adobe PDF Documents
- Enable PDF Security, including document integrity, authorship and time stamping

PLEASE NOTE: <u>The 90-Day Free PDF Signing Trial Certificate</u> is for internal testing purposes only. Adobe Security displays the following message when using the trial certificate:

8	The digital ID used to Certify/Ubiquitize/Sign this document has been i Adobe's internal test purposes only. Hence the identity of the signer m be trusted.	
		ОК

Digital Signatures provide authenticity, integrity, and origin of the document.

- Authenticity the digital signature helps to assure that the signer (such as the document author) is who he or she claims to be.
- Integrity the digital signature helps to assure that the content of the document or email has not been changed or tampered with since it was digitally signed.
- **Non-repudiation** the digital signature helps to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

There are TWO types of Signatures used to sign PDF Documents:

CERTIFIED SIGNATURES: Signatures that certify a PDF are called certifying signatures. **\*Only the first person to** sign a PDF (most often, the author) can add a certifying signature. A certifying signature attests to the contents of the document and allows the signer to specify the types of changes allowed for the document to remain certified. Changes to the document are detected in the Signatures panel.

APPROVAL SIGNATURES: Approval signatures are performed when someone signs a document to show consent, approval, or acceptance.

Adobe Reader's simple to interpret "Blue Ribbon, Yellow Warning Triangle, and Red X" messaging allows even novice users an easy to understand method to determine if the document is legitimate:





Error! The author cannot be verified Do not Trust



The document has been modified since it was signed by the author Do not Trust

### **Adding Certifying Signatures to Adobe PDF Documents**

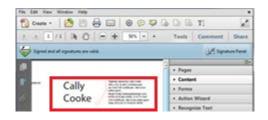
#### **CERTIFYING YOUR PDF**

Certifying a PDF indicates that you **approve of its content** and allows you to **specify the types of changes** that are **permitted** for the PDF to remain certified. A certification signature is **applied by the originator** when the document is ready for use. The originator **specifies** what **changes** are allowed; choosing **one of three levels** of modification permitted:

- 1. No changes
- 2. Form fill-in only
- 3. Form fill-in and commenting

Certifying Signatures can be VISIBLE or NON-VISIBLE. EX.

EXAMPLE **VISIBLE** SIGNATURE: In the signature field within the document



			Window				DET	1	1
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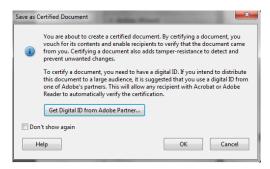
EXAMPLE **NON-VISIBLE** SIGNATURE: Blue ribbon icon in document status bar/ Signature panel

#### HOW TO: CERTIFY A PDF DOCUMENT WITH A VISIBLE/ NON-VISIBLE SIGNATURE

- 1. Once you have a document open you wish to digitally sign, click the Tools Tab.
- Expand the "Sign & Certify" tab. Under the Certify section, select either "With Visible Signature" or "Without Visible Signture".

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		▶ Recognize Text
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		ign Document
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		🔏 Apply Ink Signature
		ime Stamp Document
		🔏 Validate All Signatures
		💱 More Sign & Certify 👻
		Certify
		🐓 With Visible Signature
		Without Visible Signature
		***************************************

3. A 'Save as Certified Document' dialog box will appear with information on certifying documents. Click OK.



4. If you're adding a visible signature, draw the signature field on the page. Follow the on-screen instructions to select a digital ID, if prompted. EX.

Certify Document				
Sign As:	Cally Cooke	2		
Certificate Issuer: GlobalSign SHA256 CA for Adobe Info				
Permitted	Actions After Certifying (	2		
Form fill-in and digital signatures				
	Sign Cancel			

5. Reminder: When applying a signature using *the 90-Day Free PDF Signing Trial Certificate,* Adobe Security will display the "internal test purposes only" warning. Click OK to continue.

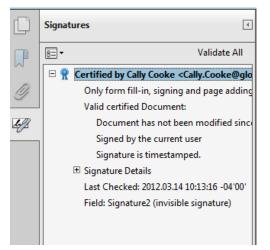
\*This Security message will not appear when using an official GlobalSign PDF Signing Certificate as GlobalSign is an approved member of Adobe's Certified Document Services (CDS) program and our PDF Signing Certificates are transparently trusted by Adobe Acrobat.



6. Your signature will appear either in the signture field (Visible Signture) or at the top of the document (Non- visible Signature).

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1 / 1 12.6% Tools Comment Share	Signed and all signatures are valid.	Gell Signature Panel
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	Cally Series Cally	•
<cally.cooke@globalsign.com>, GS, certificate issued by GlobalSign SHA256</cally.cooke@globalsign.com>		and the second sec
CA for Adobe.	OR Cooke Cooke Cooke Cooke	Wisard
CATOFAGDE.	UR + Recogn	ize Text

7. By clicking the **Signture Panel** button, you can view the signature details. GlobalSign partners with Seiko for timestamping so the date and time are captured each time you sign a document, providing the unarguable evidence essential for time sensitive transactions and audit trails.



### Adding Approval Signatures to Adobe PDF Documents

#### SIGNING YOUR PDF

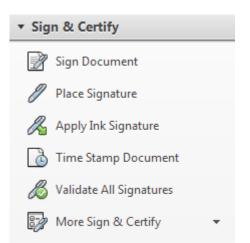
You can sign a PDF to indicate your approval. A PDF can be signed more than once and by more than one person. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on options you choose. The actual information for your digital signature is embedded in the PDF.

#### HOW TO: SIGN A PDF DOCUMENT

- 1. Go to the "Tools" tab, select "Sign & Certify"
- 2. Click: "Sign Signature" and follow the on-screen prompts to apply your digital signature.



- 3. You may also choose to:
  - a. Place Signature Digital Signs document using default signature
  - b. Apply Ink Signature Manually Draw Signature using "Red Pencil"
  - c. Validate Signatures Prompt Adobe to Validate Signatures
  - d. More Sign & Certify Additional options



# **Frequently Asked Questions**

To view a list of our most common questions, please visit our support website at <a href="http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html">http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html</a>

#### **GETTING HELP**

GlobalSign provides technical support through our Client Service departments around the world. <u>www.globalsign.com/support</u>

GlobalSign EU	GlobalSign UK
Tel: +32 16 891900	Tel: +44 1622 766766
www.globalsign.eu	www.globalsign.co.uk
sales@globalsign.com	sales@globalsign.com
GlobalSign DE	GlobalSign NL
Tel: +49 30 8878 9310	Tel: +31 20 8908021
www.globalsign.de	www.globalsign.nl
	Tel: +32 16 891900 www.globalsign.eu sales@globalsign.com GlobalSign DE