

GlobalSign PDF Signing Trial Certificate

Installing and utilizing your PDF Signing Trial Certificate



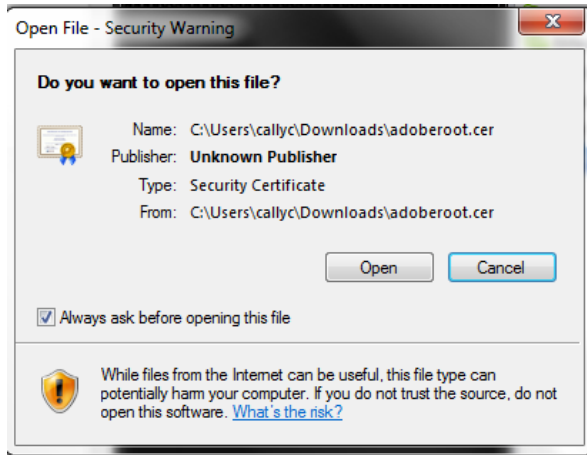
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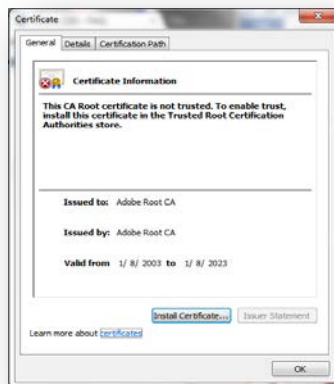
Installation Guide for PDF Signing Trial Certificate (90 Day Demo)

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': <https://system.globalsign.com> and <https://systemeu.globalsign.com>
 - 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) : <http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html#11>
2. In the pop-up window, Click: 'Open'



3. Click: 'Install Certificate'. EX:



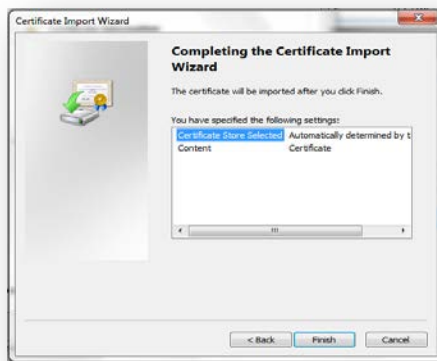
4. You will be guided by the 'Certificate Import Wizard'. Click: NEXT:



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



6. To complete the Certificate Import process, click **“Finish”**:



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



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.

Only if you approve the application will the Certificate be issued.

<https://regist.globalsign.com/ra/arrivalMailApproval/arrivalMailApproval/ArrivalMailApproval.do?r=c9697803&e=d5346e9e0fa4&c=cf4fde4e9741d5822818d5c9c8e8b4fe24e8179b>

Make sure your browser address bar contains the complete unbroken URL.

For your information, the Applicant has provided the following details:

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

Please contact support if you require further assistance.

12. 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.

IMPORTANT: Please note you must install your digital certificate within the next 30 days, otherwise your order will be automatically canceled.

You must complete this process on the machine from which you intend to use the Certificate.

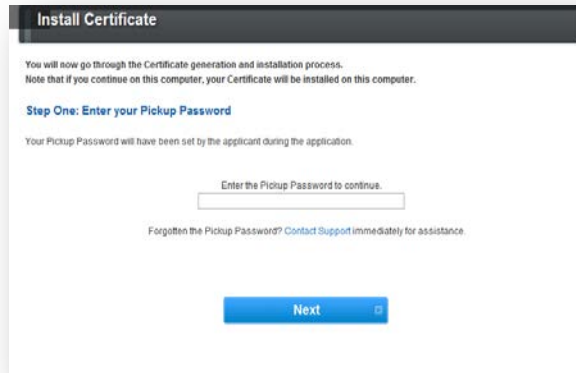
* Windows 2000 & XP Users: We recommend you use the Internet Explorer or Firefox browsers.

* Windows Vista Users: We recommend you do NOT use Internet Explorer. Please use Firefox (available free of charge from www.mozilla.com) to complete the process. If you have to use Internet Explorer, please click on the link below for detailed instructions on preparing the browser: www.globalsign.com/support/keygen/microsoft.php

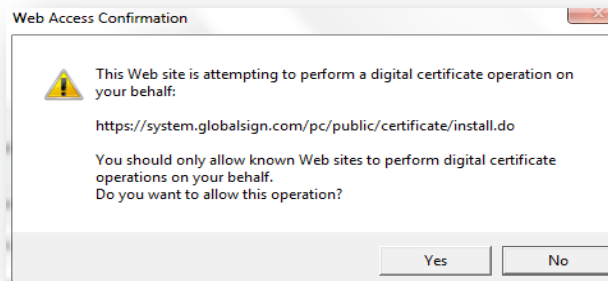
Click on the link below to initiate the Certificate generation and installation process.

<https://system.globalsign.com/pc/public/certificate/install.do?p=bff577d4287e48cdae72b7eadafdc05073a573e>

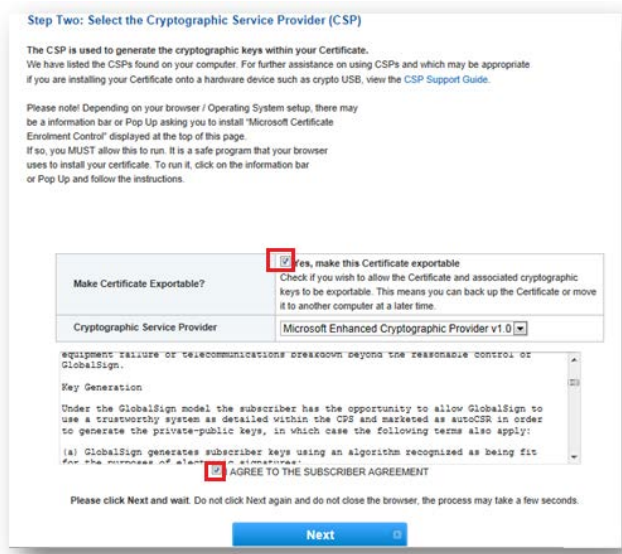
13. You will be prompted to enter the **“Pickup Password”** that you **previously created** during the online application process. Enter the Pickup Password and click **Next**.



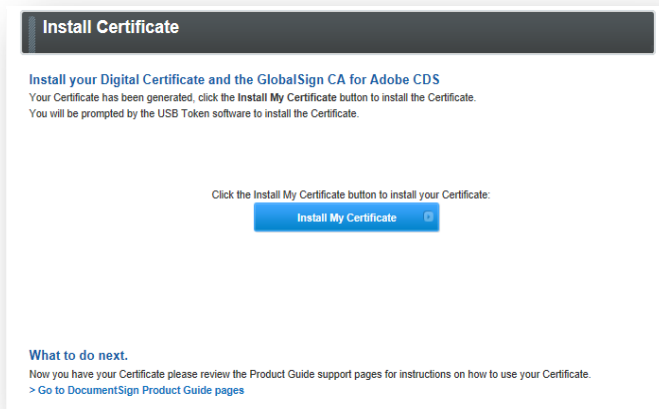
14. On the popup window, select **“Yes”** and allow GlobalSign to perform a digital certificate operation:



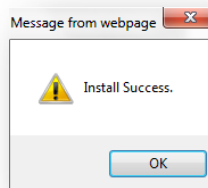
15. In the pop-up window, select: **“Yes, make this Certificate exportable”**
Select: Cryptographic Service Provider (default): **“Microsoft Enhanced Cryptographic Provider v1.0”**
Select: **“I AGREE TO THE SUBSCRIBER AGREEMENT”**
Click: **“Next”**



16. Click: “Install My Certificate”



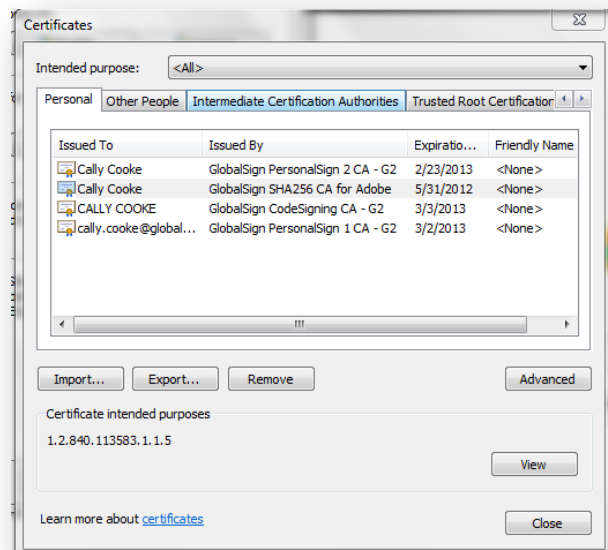
17. You will be notified with: “Install Success”. The installation process is now complete. Instructions on how to use your PDF Signing Trial Certificate are provided below.



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'

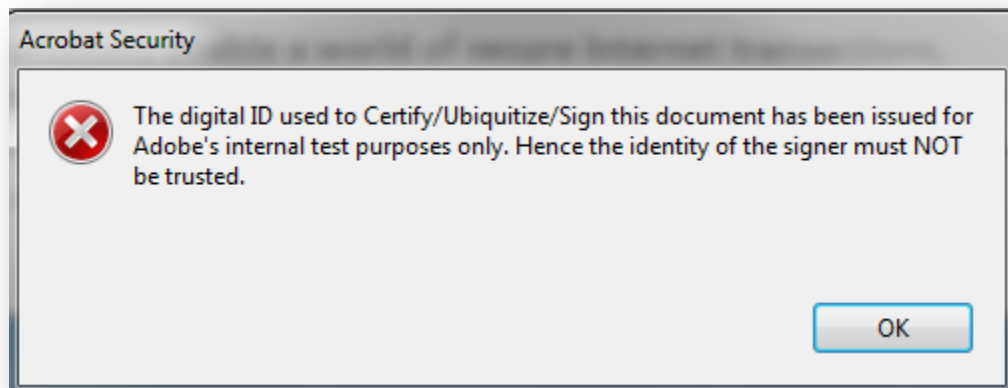


Using a GlobalSign PDF Signing Certificate

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



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:

 Valid and certified Authenticity and Integrity are verified Trust	 Error! The author cannot be verified Do not Trust	 Error! The document has been modified since it was signed by the author Do not Trust
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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



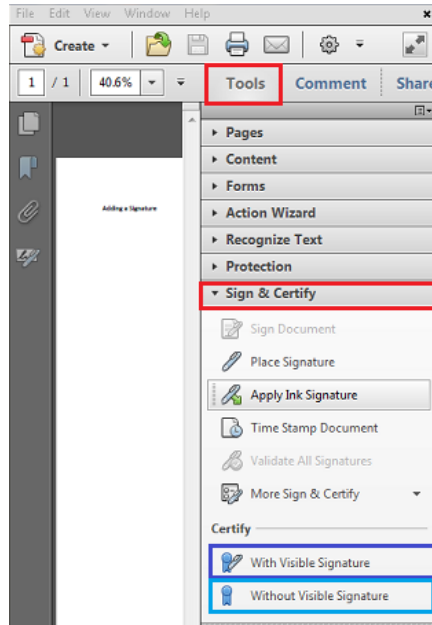
EXAMPLE NON-VISIBLE SIGNATURE:

Blue ribbon icon in document status bar/ Signature panel

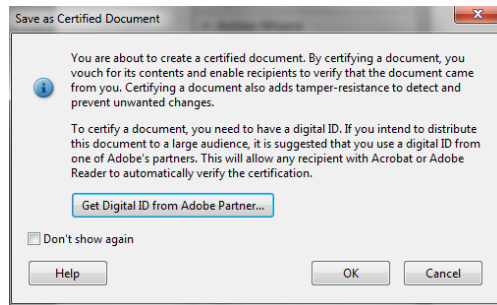


HOW TO: CERTIFY A PDF DOCUMENT WITH A VISIBLE/ NON-VISIBLE SIGNATURE

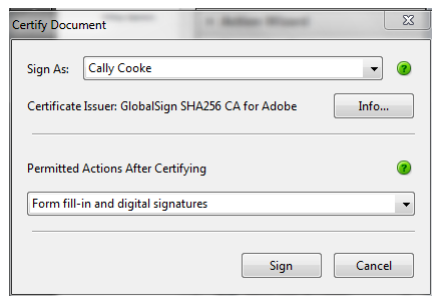
1. Once you have a document open you wish to digitally sign, click the **Tools Tab**.
2. Expand the “Sign & Certify” tab. Under the Certify section, select either “**With Visible Signature**” or “**Without Visible Signature**”.



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

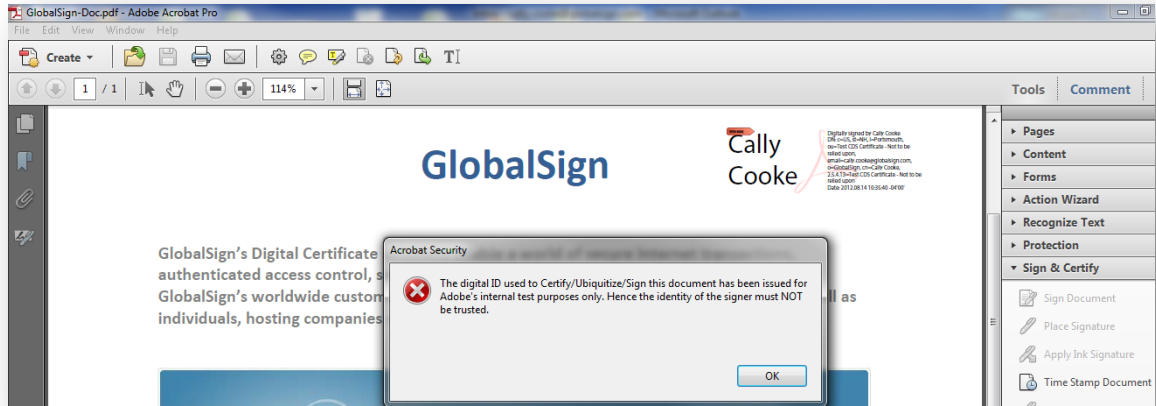


4. If you're adding a visible signature, draw the signature field on the page. Follow the on-screen instructions to select a digital ID, if prompted. EX.

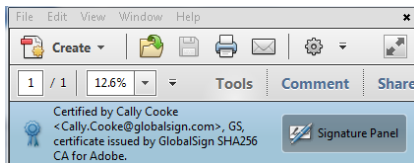


- Reminder: When applying a signature using the 90-Day Free PDF Signing Trial Certificate, Adobe Security will display the “internal test purposes only” warning. Click OK to continue.

***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.**



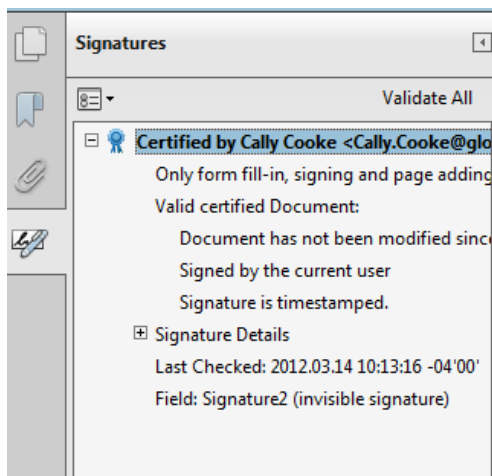
- Your signature will appear either in the signature field (Visible Signature) or at the top of the document (Non- visible Signature).



OR



- By clicking the **Signature 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.



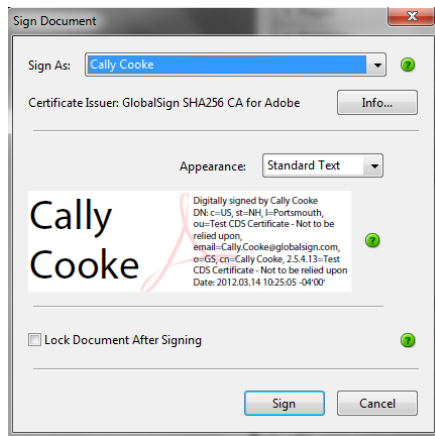
Adding Approval Signatures to Adobe PDF Documents

SIGNING YOUR PDF

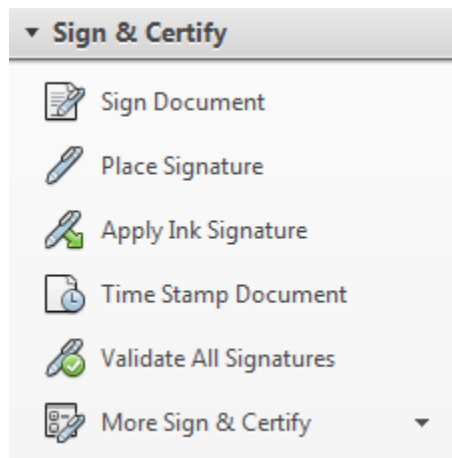
You can sign a PDF to indicate your approval. A PDF can be signed more than once and by more than one person. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on options you choose. The actual information for your digital signature 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 <http://www.globalsign.com/document-security-compliance/adobe-cds/faq.html>

GETTING HELP

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

GlobalSign US & Canada Tel: 1-877-775-4562 www.globalsign.com sales-us@globalsign.com	GlobalSign EU Tel: +32 16 891900 www.globalsign.eu sales@globalsign.com	GlobalSign UK Tel: +44 1622 766766 www.globalsign.co.uk sales@globalsign.com
GlobalSign FR Tel: +33 1 82 88 01 24 www.globalsign.fr ventes@globalsign.com	GlobalSign DE Tel: +49 30 8878 9310 www.globalsign.de verkauf@globalsign.com	GlobalSign NL Tel: +31 20 8908021 www.globalsign.nl verkoop@globalsign.com
