

10 simple steps to certify a PDF document

- ✓ VERIFY ORGANISATIONS
- ✓ VERIFY PEOPLE
- ✓ VERIFY CONTENT



1 Open the document you wish to sign

2 Select the signing tool

3 Select the option:- 'Sign this Document'

4 Choose the 'Certify Document' Option

Document Is Not Certified

You are about to apply the first Digital Signature to this document. If you received this document from someone else, it could have been altered without the author's consent. Unless you receive this file from a trusted sender, you may not want to sign it.

If you created this document, you may want to apply a Certifying Signature instead of a regular Digital Signature. If unauthorized changes are made to a Certified document, the Certifying Signature will be invalidated.

Continue Signing... **Certify Document...** Cancel

5 Allow Changes?

Save as Certified Document - Choose Allowable Actions

Please choose which actions should be allowed for this document. Unpermitted changes will invalidate the certification.

Allowed Actions: Disallow any changes to the document

Lock the Certification

Only allow form fill-in actions on this document

Only allow commenting and form fill-in actions on this document

6 Choose whether to see the certification as a watermark on the document or not

Save as Certified Document - Select Visibility

Would you like the Certification to be visibly shown on the document? Recipients will always be notified that this document is Certified whether or not the Certification is visible.

Show Certification on document

Do not show Certification on document

Next Cancel

7 Select the Signing Credentials

Apply Digital Signature - Digital ID Selection

Please select a Digital ID to use to sign this document.

Name	Issuer	Storage Mechanism	Expires
Steve Roylance	Steve Roylance	Windows Certificate Store	2011.01.29 10:1...
Steve Roylance	GeoTrust True Identit...	Windows Certificate Store	2007.01.20 13:2...
Steve Roylance	GeoTrust CA for Adobe	Windows Certificate Store	2009.02.14 18:3...
TCOPS Admin d...	GeoTrust Test CMS 1	Windows Certificate Store	2006.07.02 19:0...

Add Digital ID Refresh

Digital ID Selection Persistence

Always use this Digital ID

Help OK Cancel

7 Select the Signing Credentials

Hint - The certificate will be labeled GeoTrust CA for Adobe

Tip - This process can be skipped in the future.

8 Enter the reason why the document is being certified.

Save as Certified Document - Sign

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Signature Details

Signing as Steve Roylance. View Digital ID...

Reason for Signing Document: (select or edit)

Type the Reason for Signing the Document here (Or select from a pre-defined choice)

Show Options >>

Help Sign and Save As... **Sign and Save** Cancel

9 Enter the Pass Phrase for the Token

Tip - This process will be skipped if you are signing several documents in a row without closing down any applications.

Login

88055305

Please type your Passphrase and press the Enter key, or click OK:

OK Cancel

10 Finished!

Tip - This message can be stopped for future signing events.

Apply Signature to Document

You have successfully signed the document.

Don't Show Again

OK