

## How to Sign & Certify a document using Post.Trust I.D.<sup>®</sup>

### Pre-requisites:

1. Installed the software on the auto run-enabled CD included in the Product Pack.
2. Changed your JavaScript Security Settings in Adobe Acrobat Professional
3. Changed your Default Passcode.
4. Created an appearance for your digital signature.

### Signing a Document using Post.Trust I.D.<sup>®</sup>:

1. Insert your Post.Trust I.D. Digital Credential into your USB drive. Your computer should identify it and a notification icon should appear in the bottom right-hand side of the screen, similar to the Figure 1.
2. Convert your document into Adobe PDF format. If you are working within the Microsoft Office Suite, the easiest way to convert your document into Adobe PDF is by clicking the icon 'Convert to Adobe PDF' in the Adobe PDFMaker toolbar. (Note: To turn on the Adobe PDFMaker toolbar click View>Toolbars>Adobe PDFMaker).
3. The document is then converted into Adobe PDF format.



Figure 1 - SafeNet Token System Tray Icon

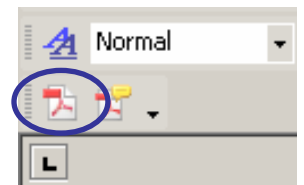


Figure 2 - Adobe PDFMaker Toolbar

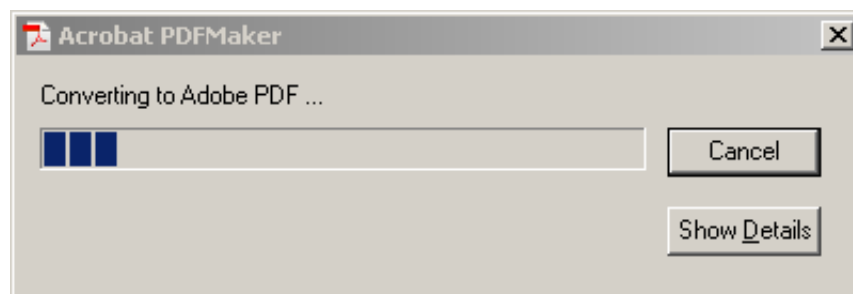


Figure 3 - Converting document into Adobe PDF format

4. The document is then opened in Adobe Acrobat Pro. To sign the document select 'Sign>Place Signature'.

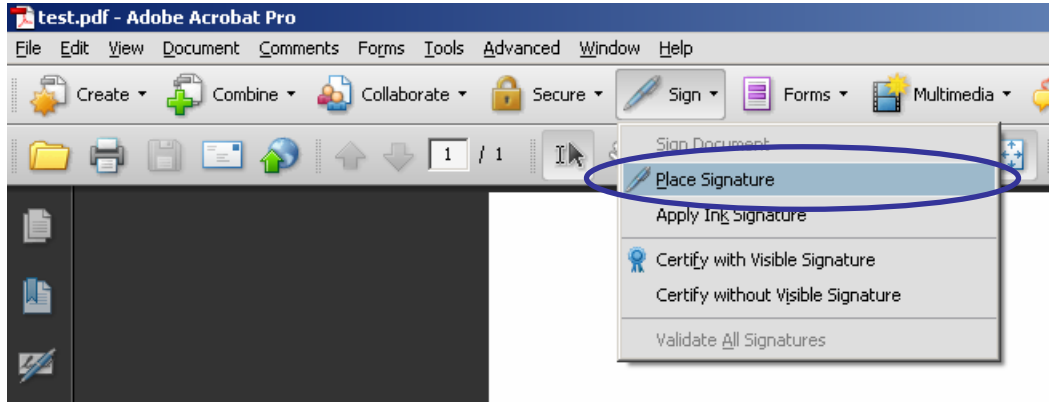


Figure 4 – Placing a Signature on the document

5. Adobe Acrobat Pro prompts you to specify an area on the document canvas where you would like the signature to appear. Click and drag in a downward diagonal motion to create a rectangular field for your signature (See below).

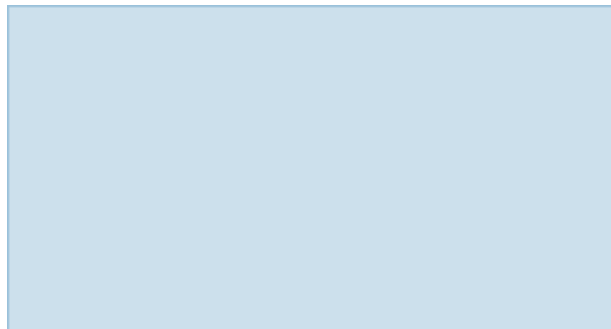


Figure 5 – Signature field

6. Choose your Post.Trust I.D. from the Sign As menu.
7. Choose your signature appearance from the Appearance menu. If you want to create a new one, choose Create New Appearance. (See <http://www.post.trust.ie/Downloads/Signature-Appearance-Configuration.pdf>)
8. You can choose to Lock Document after Signing. If you select this option, no further changes to any form fields or addition of visible signatures are allowed.

If you selected advanced digital signature preferences when creating your signature appearance, that additional signature information can be specified here. The dialog provides you with a preview of the signature as it will appear on the document.

9. Click the Sign button.

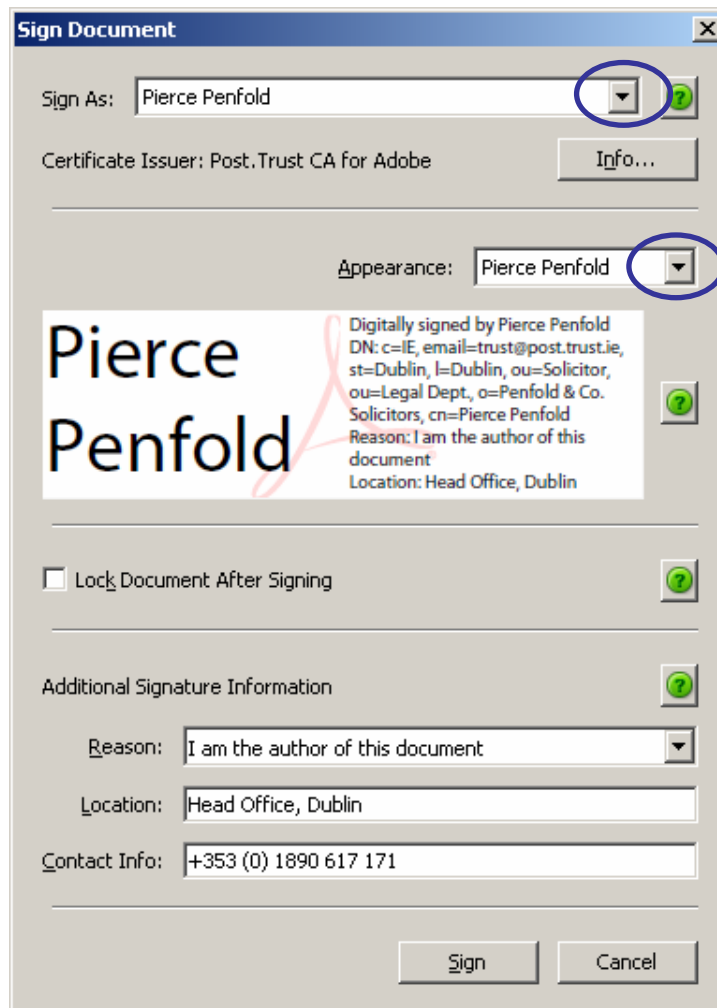


Figure 6 – Placing a Signature on the document

10. Save the PDF document using a different name than the original, and click the Save button. It is a good idea to save it under a different filename so that you can keep the original unsigned document.

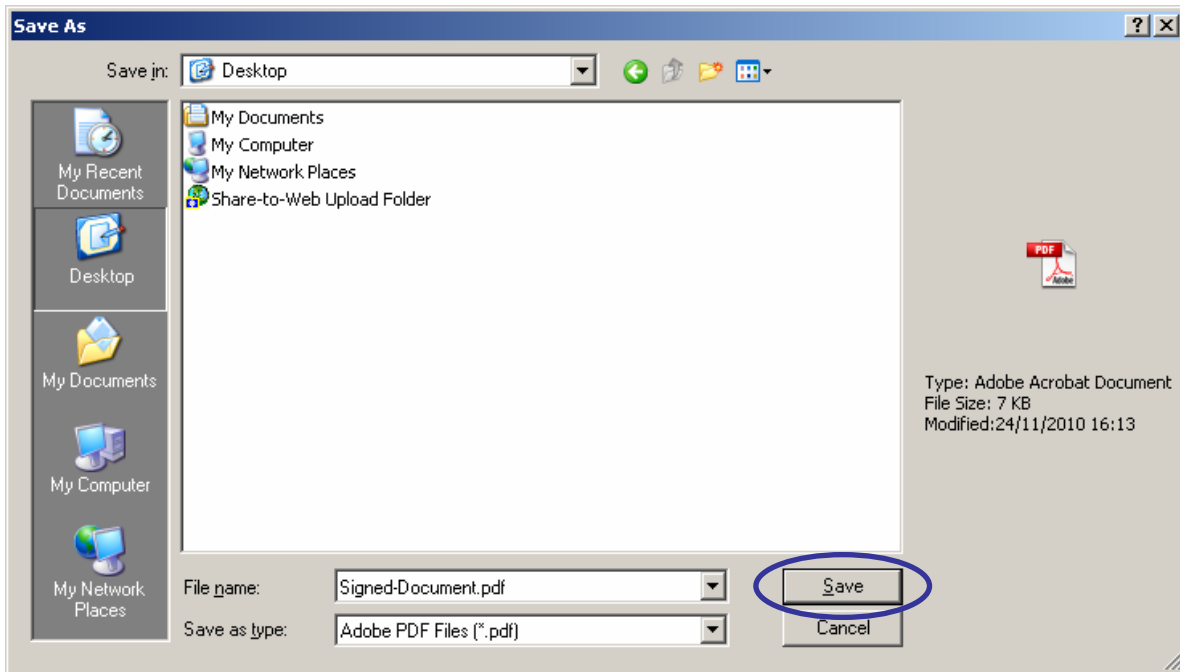


Figure 7 – Save Adobe PDF Document

11. You are now prompted to enter your Post.Trust I.D. Passcode.

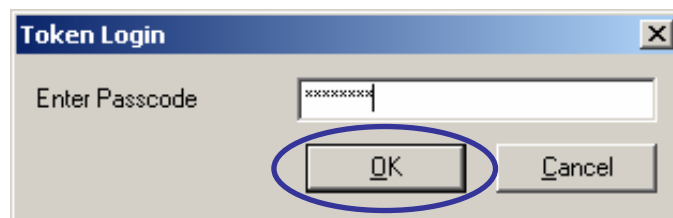


Figure 8 – Enter your Post.Trust I.D. Passcode

12. Your digital signature is applied to the Adobe PDF Document. See below.



Figure 9 - Sample Post.Trust I.D. Digital Signature

### Certifying a Document using Post.Trust I.D.®:

When you certify a PDF document, you signify that you approve of its contents. You also indicate the types of changes that are permitted for the document to remain certified. For example form fields and signature fields can be completed without altering its certified status.

You can only apply a certifying signature only if the PDF document doesn't already contain any signatures. Certifying signatures can be visible or invisible. A blue ribbon icon in the Signatures panel indicates a valid certifying signature. A digital ID is required to add the certifying digital signature.

1. To certify the document select 'Sign>Certify with Visible Signature/Certify without Visible Signature. If you choose Certify without Visible Signature, your signature appears only in the Signatures panel.

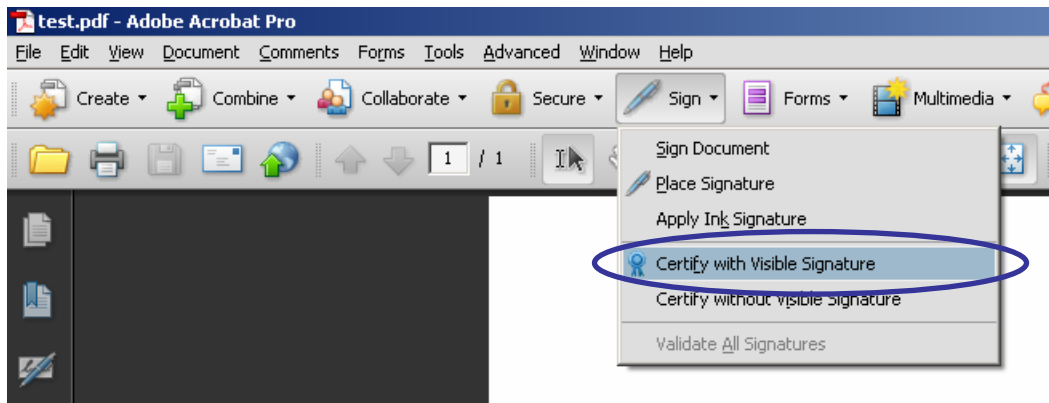


Figure 10 – Certify with Visible Signature



2. Click OK in the Save as Certified Document dialog box.

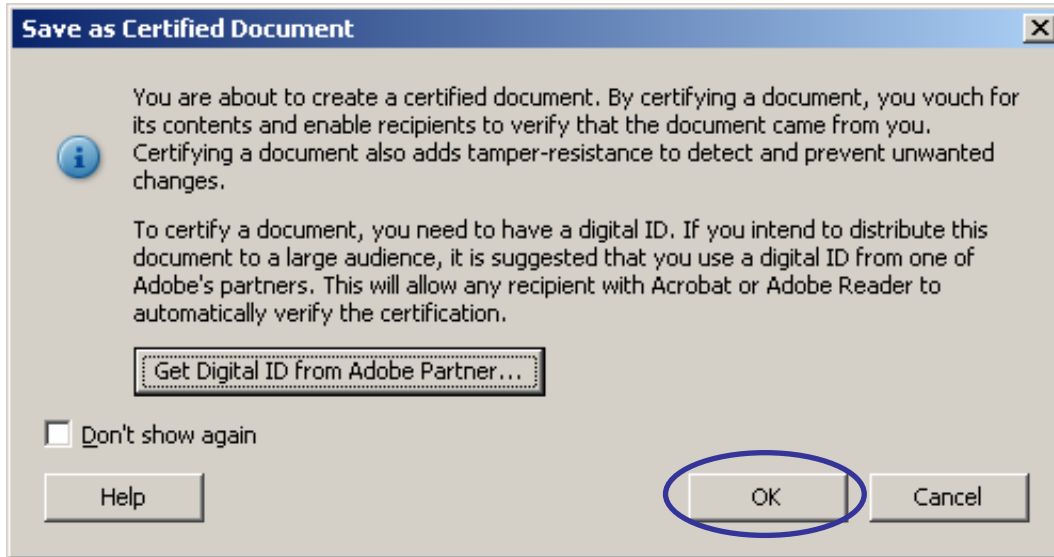


Figure 11 – Save as Certified Document notification

3. Adobe Acrobat Pro prompts you to specify an area on the document canvas where you would like the signature to appear. Click and drag in a downward diagonal motion to create a rectangular field for your signature (See below).

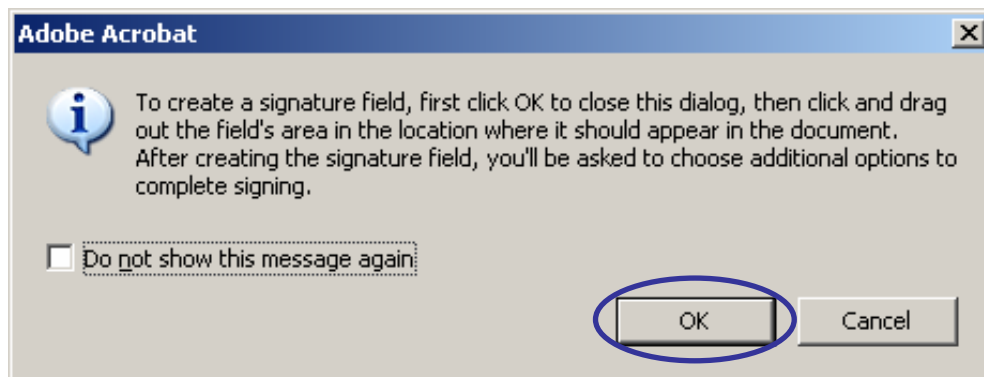


Figure 12 – Creating a signature field notification

4. In the Certify Document dialog, choose your Post.Trust I.D. from the Sign As menu and choose your signature appearance options.

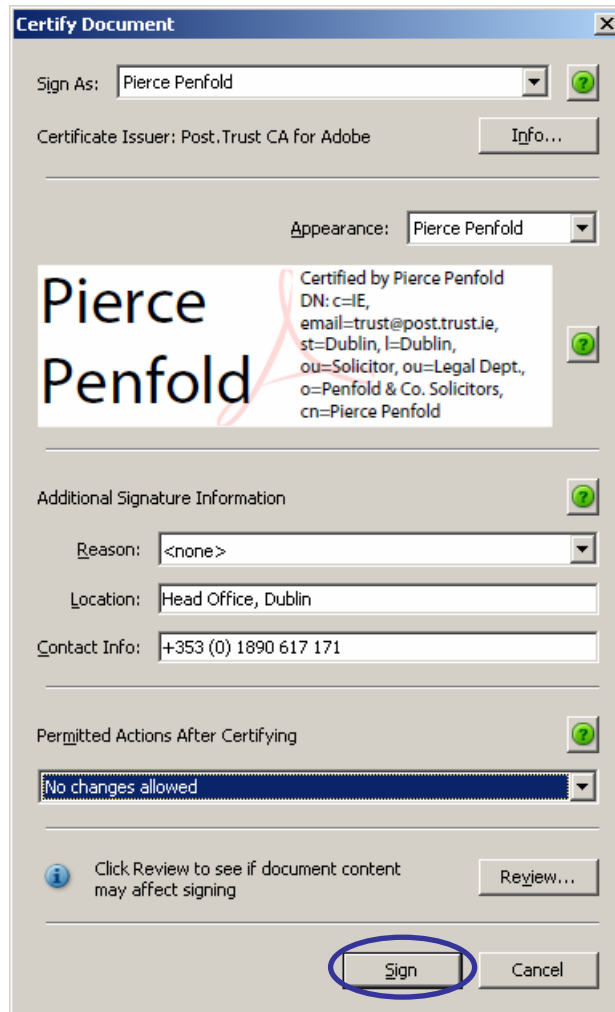


Figure 13 – Placing a Certifying Signature on the document

5. Specify the changes permitted in the document after certifying from the following:
  - No changes allowed
  - Form fill-in and digital signatures
  - Annotations, form fill-in and digital signatures
6. Click the Sign button.

- 7. Save the PDF document using a different name than the original, and click the Save button.

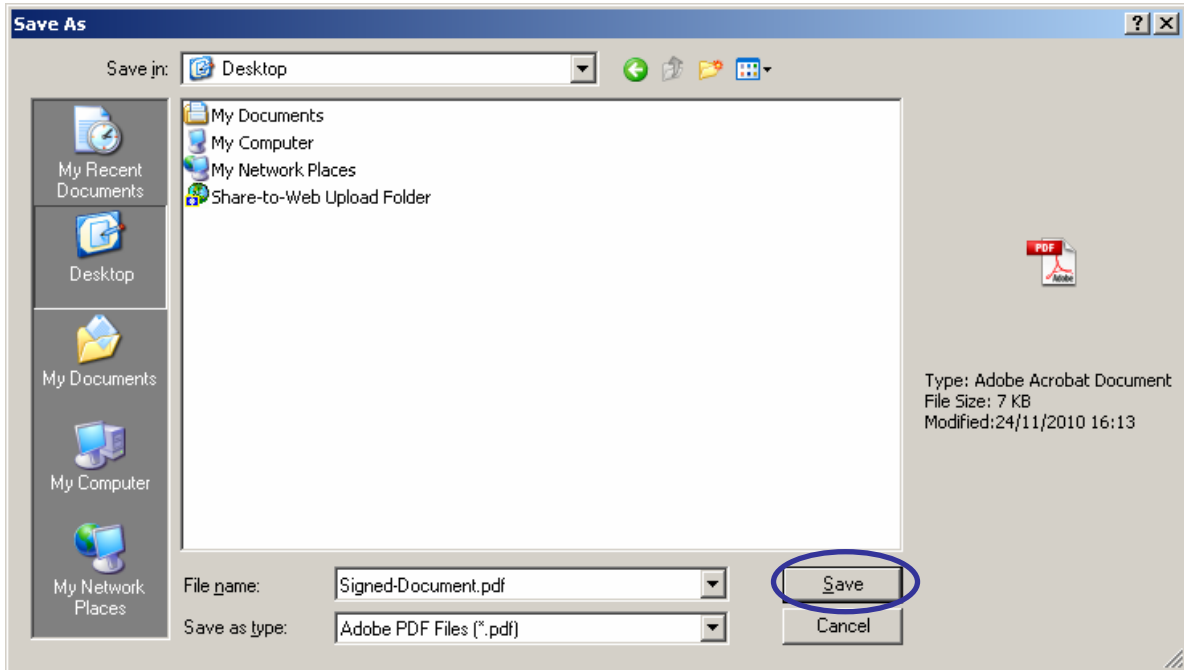


Figure 14 – Save Adobe PDF Document

- 8. You are now prompted to enter your Post.Trust I.D. Passcode.

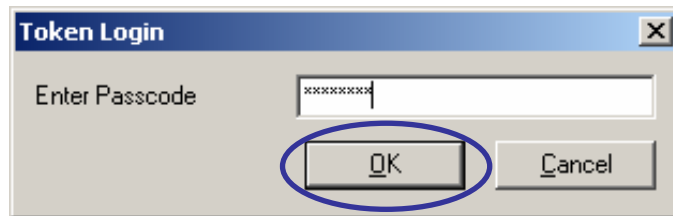


Figure 15 – Enter your Post.Trust I.D. Passcode

9. Your digital certifying signature is applied to the Adobe PDF Document. See below.



Figure 16 - Sample Post.Trust I.D. Digital Certifying Signature

10. A blue rosette icon in the Signatures panel indicates a valid certifying signature.



Figure 17 – Blue rosette icon in Signatures panel

### Other Useful Resources

For further useful information resources, user manuals and user guides, visit the Downloads section of the InfoCentre on the Post.Trust website or call Post.Trust Customer Services Centre on 1890 617 171 (Republic of Ireland) or +35317057000 (outside or Ireland).

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