



[Year]

Digital Signing of PDF using Adobe Acrobat Reader DC

PNPKI



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Digitally Signing PDF with Adobe Acrobat Reader DC

Description

This document illustrates how to digitally sign PDF documents using Adobe Acrobat Reader DC. This works for version 11 or higher

Assumption:

The subscriber has downloaded and installed their PNPKI digital certificates into their windows key store.

If you haven't, please follow our manual on:

[\(1\) Downloading Installation and Backup of Digital Certificates with User Generated Password Using Mozilla Firefox v.2](#)

Once you have downloaded and backed up your digital certificates, go install them into your windows key store by following this manual:

[\(2\) How to install your certificate on to your windows key store v.2](#)

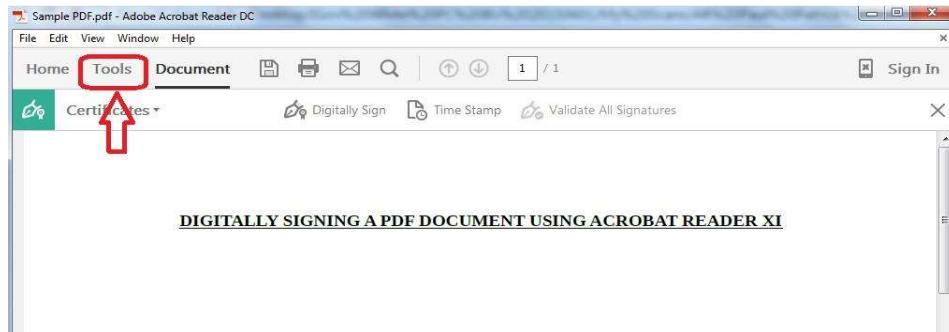
Where to download Adobe Acrobat Reader DC

Adobe Acrobat Reader DC can be downloaded from this link:

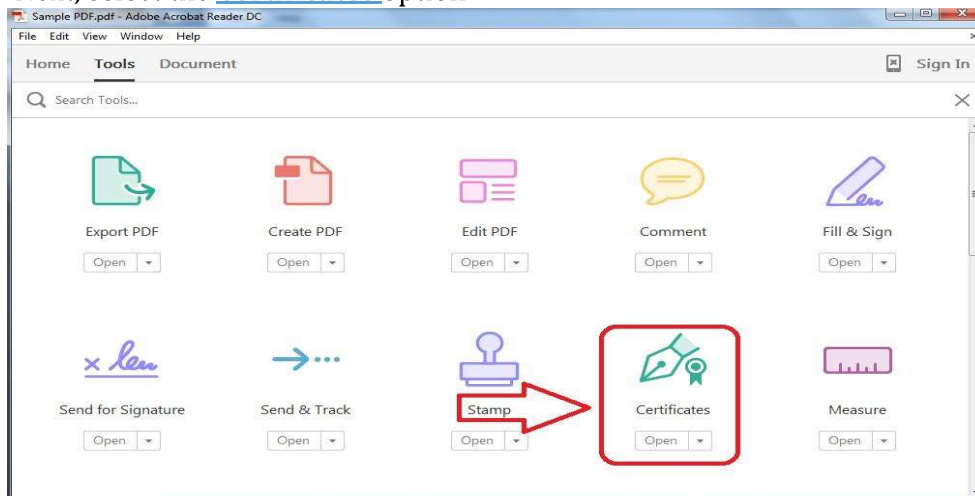
[\[https://get.adobe.com/reader\]](https://get.adobe.com/reader)

Digitally Signing PDF Documents

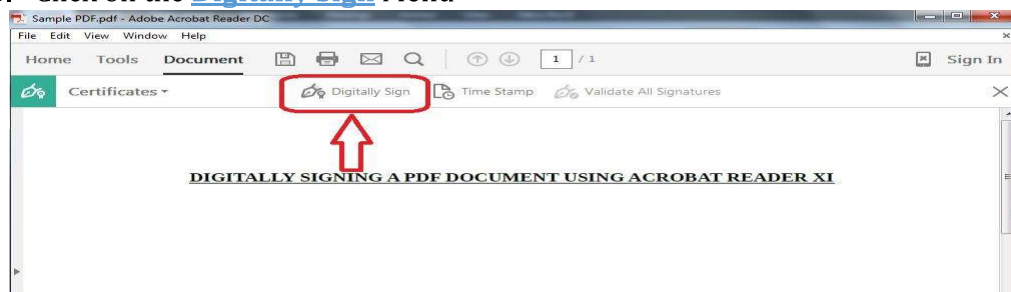
1. Once installed, open the PDF document to be signed using Adobe Reader. Next, click on the [Tools](#) menu on the upper left-hand corner.



2. Next, select the [Certificates](#) option

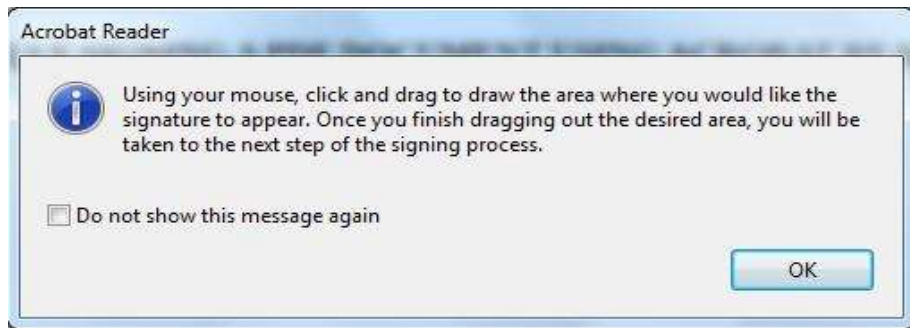


3. Click on the [Digitally Sign](#) Menu

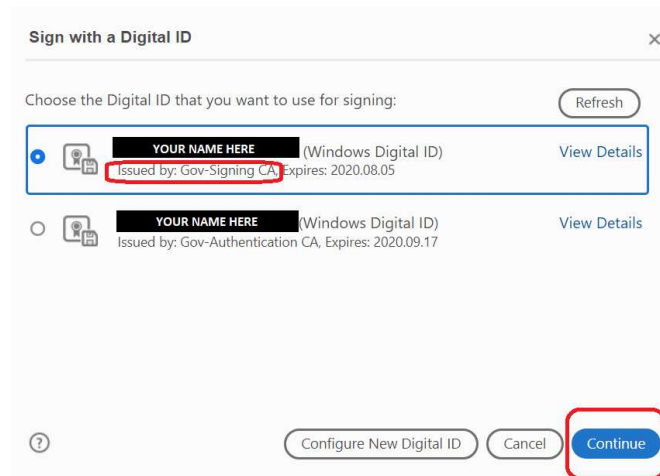




4. A pop-up message will come up. You can put a check on the [Do not show this message again](#) if you do not want it to show every time you sign a document.

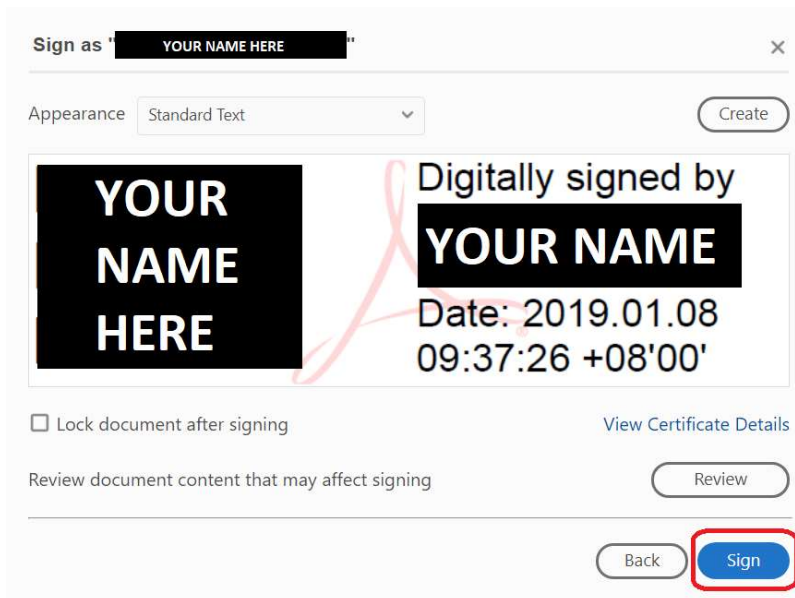


5. Click and drag on your mouse to draw a rectangle over the area you want your digital signature to appear. When you finish drawing the rectangle, the [Sign with a Digital ID](#) dialogue box appears.
6. Make sure the one that says Issued by [Gov-Signing CA](#) is selected. Next, click on [Continue](#)

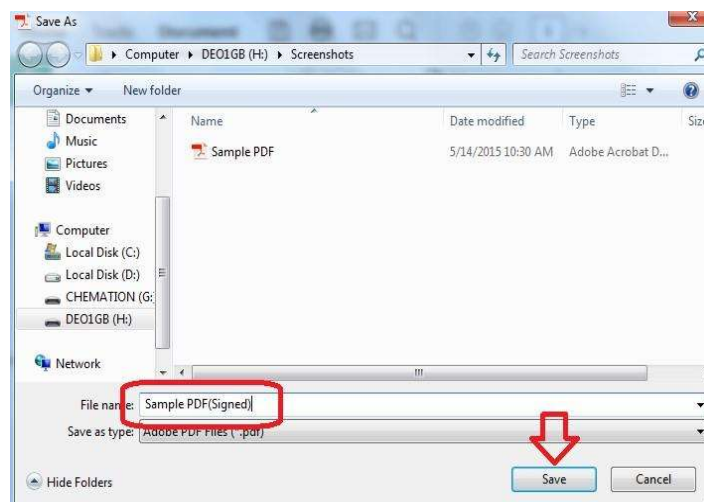




7. The [Sign As](#) window will open. The default [Appearance](#) will be [Standard Text](#). Click on [Sign](#)



8. Adobe will then ask you to save the document. We recommend adding the word "Signed" so you will know that it is the signed document plus you get to keep the unsigned copy of the file. Click on [Save](#) to save the file.





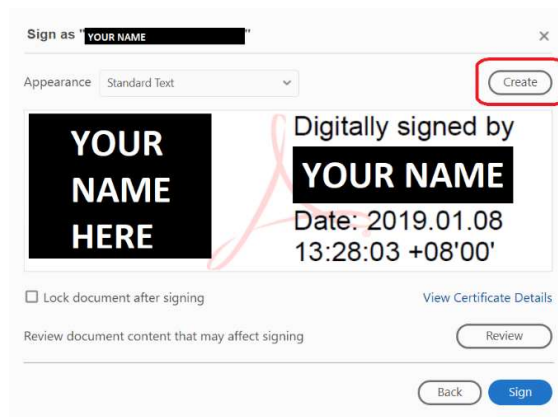
9. Your digital signature should now appear on the document like this:



Adding a Graphic Signature

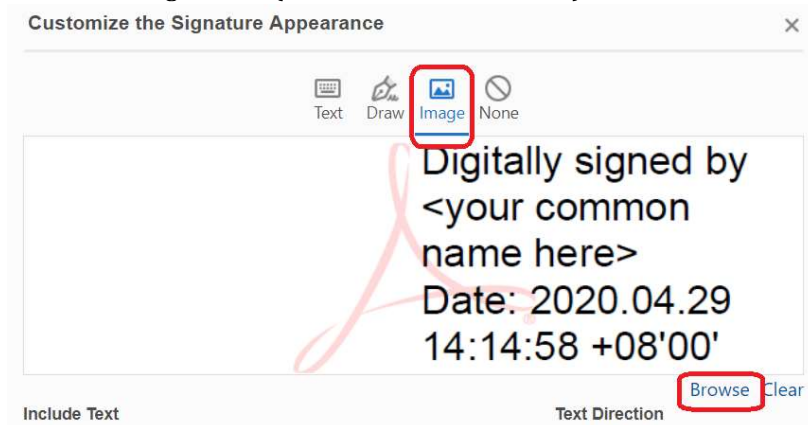
For most people, the standard appearance is not their preference and would like to see an image of their actual signature. So here are the steps to do so.

1. Follow the same steps 1-6 above
2. At the [Sign As](#) window, click on the Create button.

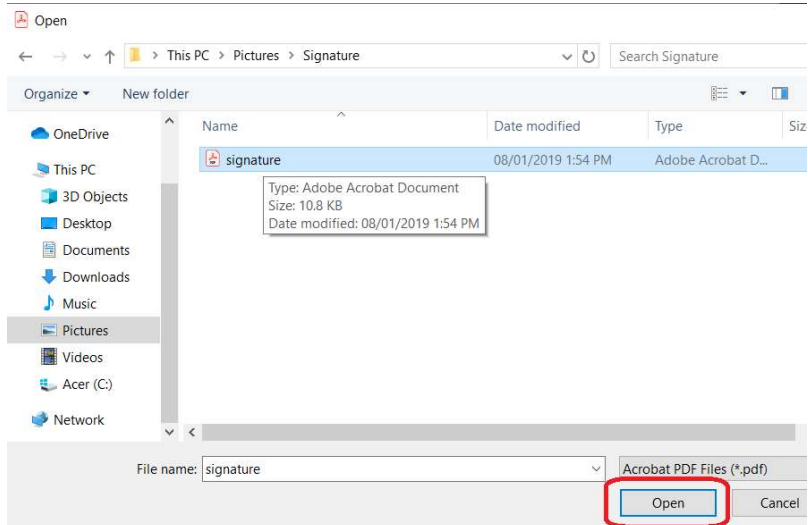




3. The [Customize the Signature Appearance](#) window will open.
 - I. Click on [Image](#)
 - II. Click on [Browse](#) and go to where you have saved a copy of your electronic signature (must be in PDF format)

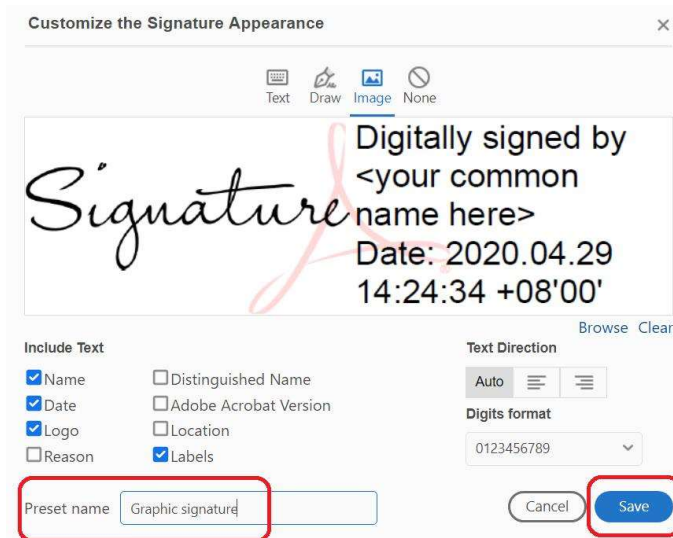


- III. Select the file you want then click on [Open](#)

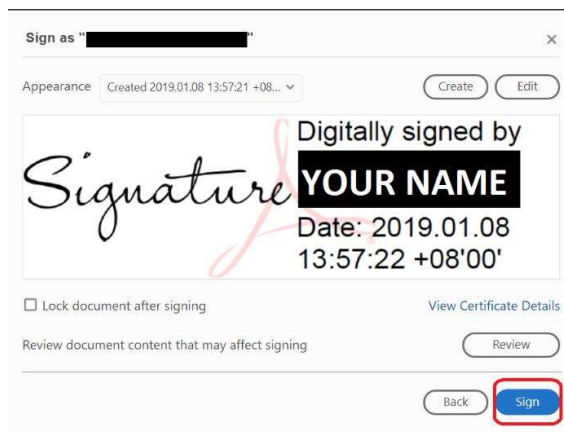




- IV. Enter the preset name you want then click on [Save](#)



4. It will bring you back to the [Sign As](#) window. Just click on [Sign](#)



5. Adobe will ask you to save the file. Again, we suggest saving it with a different file name so you will keep a copy of the unsigned file. That's it. You're done.



Validating your digital signature

Double click on the digital signature to validate. If you get the error that the signature has problems, this is because you need to add the PNPKI Root Certificates in Adobe's [Trusted Certificates](#)



Adding the PNPKI Root Certificates to Adobe's Trusted Certificates

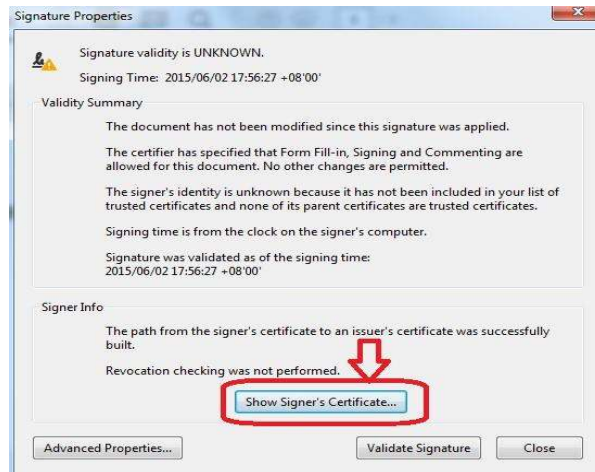
Note: This process only needs to be done one time.

1. Double click on the digital initialize a validation process. You will get this message window. Click on the [Signature Properties](#) button

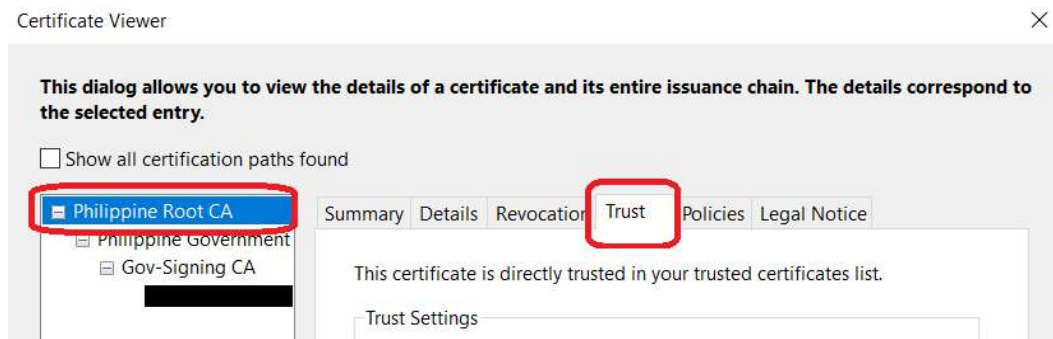




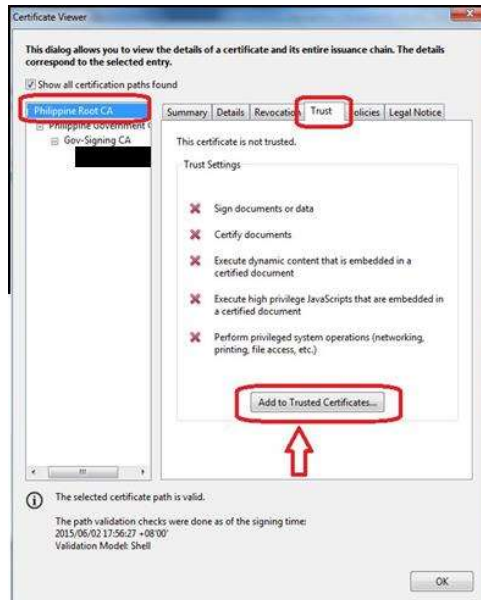
2. The [Signature Properties](#) dialogue box will appear. Click on the [Show Signer's Certificate](#) button



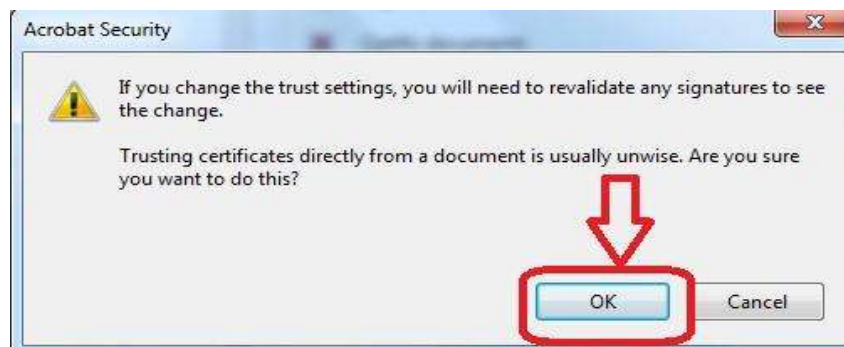
3. Next at the [Certificate Viewer](#) window, on the left-hand panel, highlight the topmost option, which should say [Philippine Root CA](#). Click on the [Trust](#) tab.



4. Every item under Trust Settings will appear to have an X on them. Simply click the [Add to Trusted Certificates](#) button.

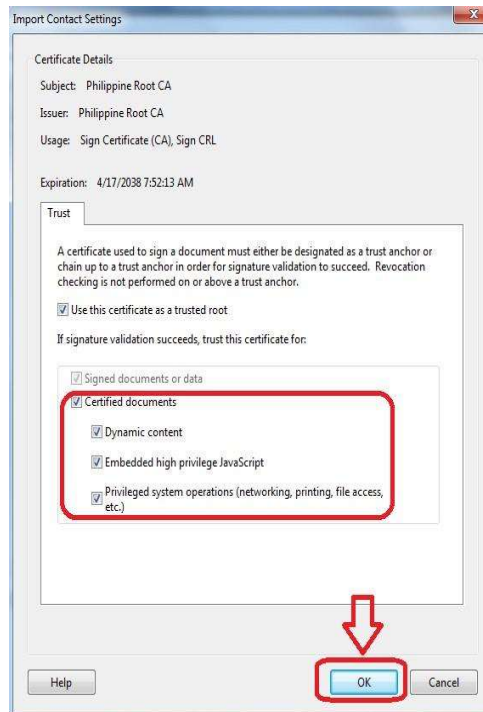


5. An Acrobat Security warning window will appear. Just click on [OK](#)

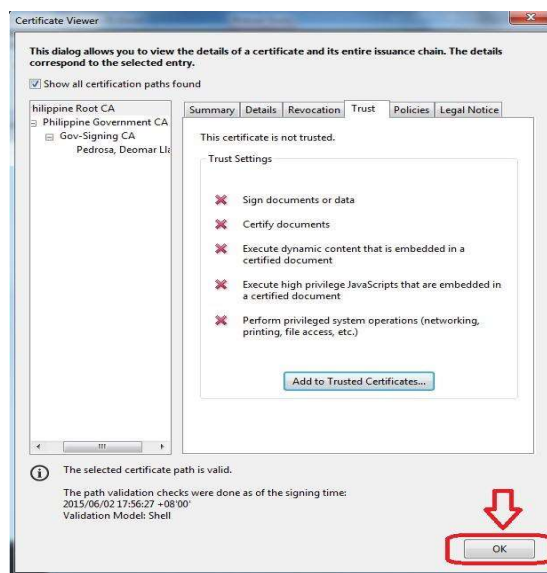




6. At the [Import Contact Settings](#) window, put a check on [Certified Documents](#), check on [all the three options under it](#), then click [OK](#)



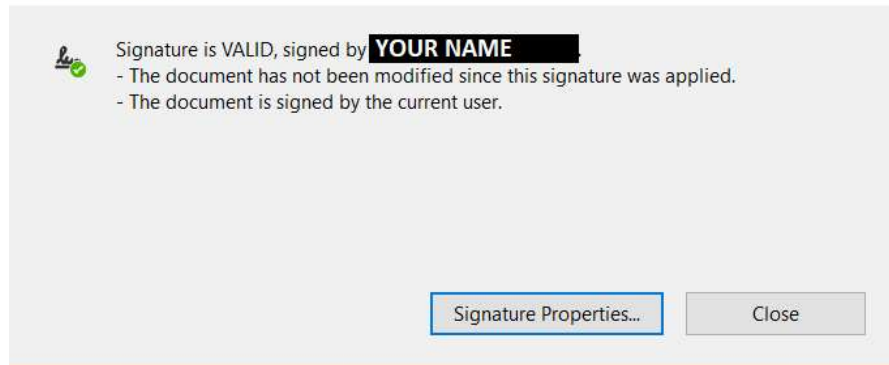
7. Lastly, back at the [Certificate Viewer](#) window, click on [OK](#) to finish





8. When you click on your signature again to revalidate, it should now show that the signature is valid.

Signature Validation Status



Adding an Authoritative Timestamp

What is Time Stamping?

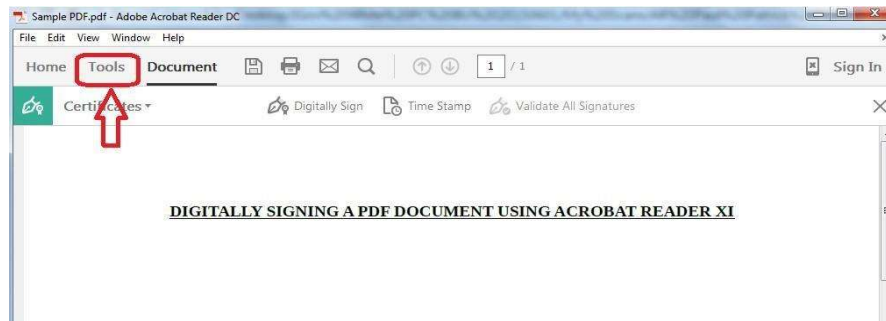


By default, normal digital signing uses the time on the signer's computer as the time and date when the signature was applied. This makes it possible to fake the actual time the signature was applied.

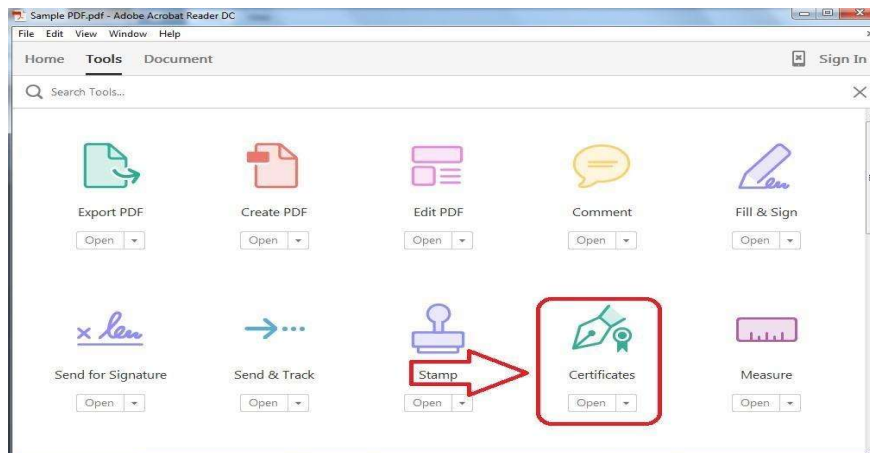
If you want to know when the document was really signed, Timestamping is needed. It is done to include the time and date from an authoritative time source to a digitally signed document.

Note: Since Timestamping will be getting the actual time and date from an authoritative time source, **you will need to have internet access** on your computer to do this when applying your digital signature.

1. Once installed, open a PDF document using Adobe Reader. Next, click on the [Tools](#) menu on the upper left hand corner.



2. Next select the [Certificates](#) option

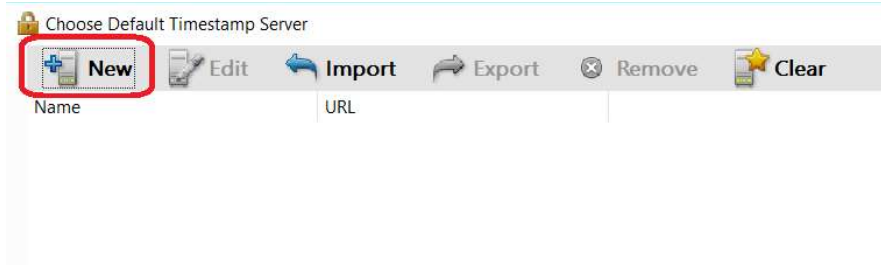


3. Click on the [Time Stamp](#) Menu

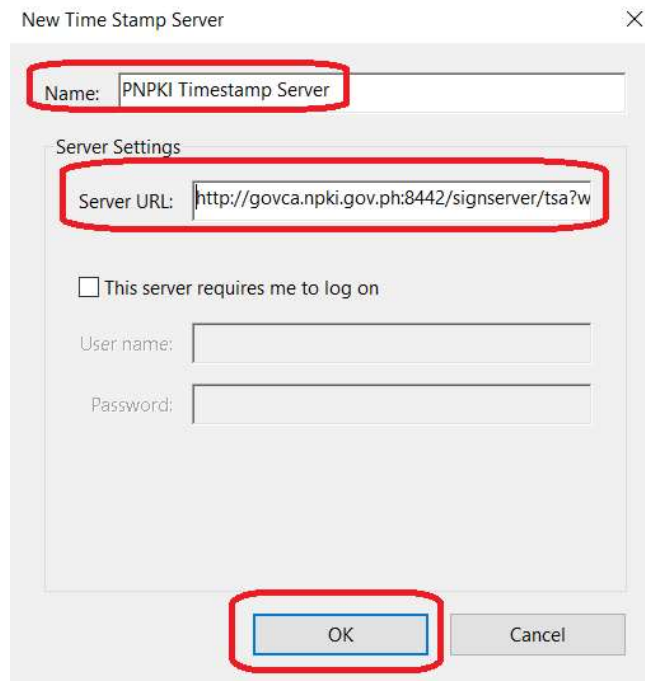




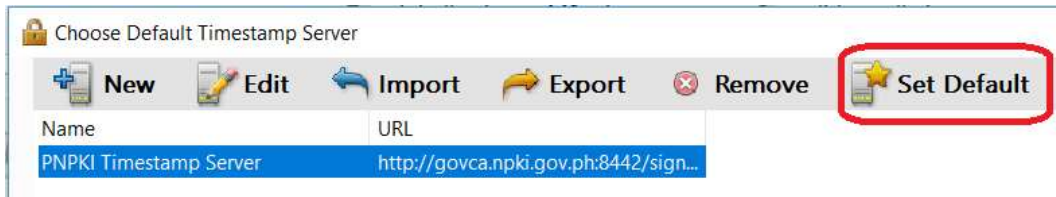
4. The [Choose Default Timestamp Server](#) window will come up. Click on the [New](#) menu



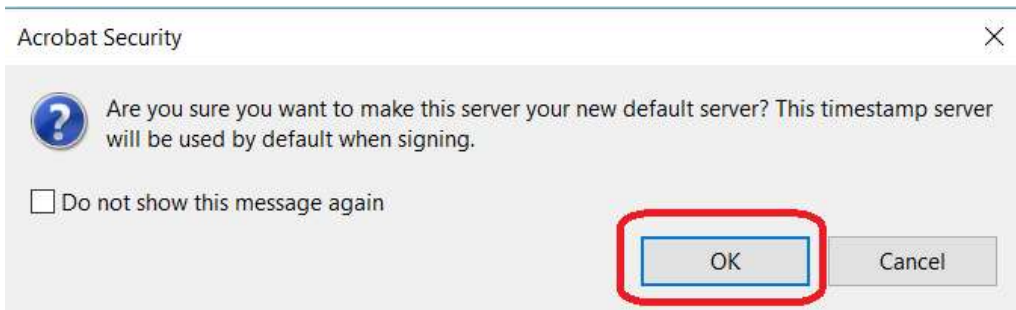
5. Enter [PNPKI Timestamp Server](#) for the [Name](#). For the [Server URL](#), enter (must be exact)
<http://govca.npki.gov.ph:8442/signserver/tsa?workerName=TimestampSigner>. Lastly, click on [OK](#)



6. It will bring you back to the [Choose Default Timestamp Server](#) window where you should see the PNPKI Timestamp Server. Click on the [Set Default](#) menu to make this the default Timestamp server.



7. The [Adobe Security](#) popup window will appear. Just click on the [OK](#) button.



8. It will once again bring you back to the [Choose Default Timestamp Server](#) window where you should now see a [star icon](#) next to the PNPKI Timestamp Server.



9. You can now just close this window by clicking on the X at the upper right corner. And that's it! The next time you digitally sign a document should already have timestamping included.