



# Digitally Signing PDF with Foxit

## 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:

[Downloading Signing Certificate with User Generated Password Using Mozilla Firefox.](#)

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

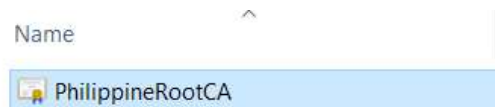
[How to install your certificate on your windows key store](#)

## Setting up your environment

You can download a copy of the latest Foxit Reader installer from this link:  
<https://www.foxitsoftware.com/pdf-reader/>

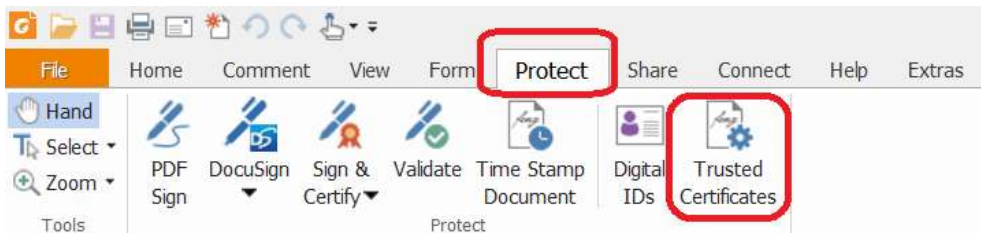
Before we proceed, you must first install the PNPKI certificate chain of trust into your Foxit reader. Here are the steps,

1. Download the [PNPKI Root CA file \(PhilippineRootCA.p7b\)](#) from this link:  
<https://drive.google.com/file/d/1ivBmohSvGvvvTdEdPE0fHcvOJqTIWzi5/view>

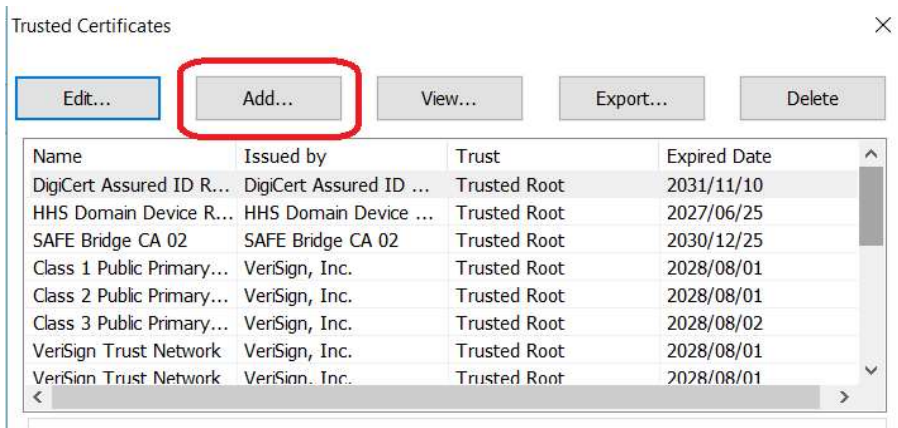




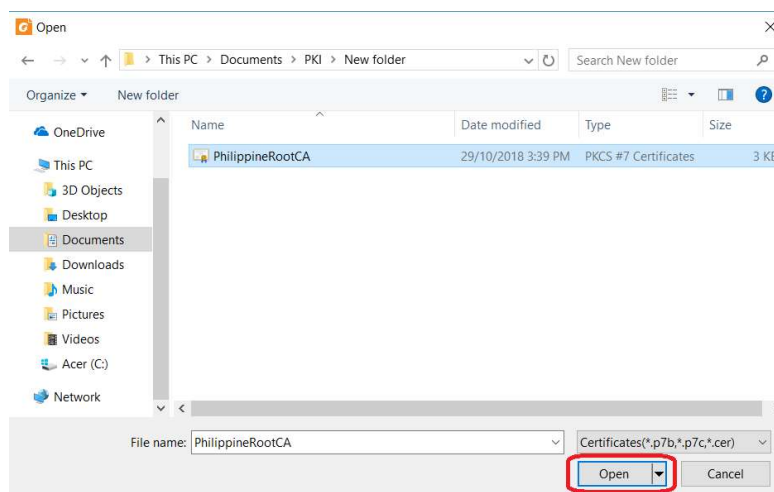
2. Launch [Foxit reader](#), go to the [Protect](#) Menu then click on [Trusted Certificates](#)



3. At the [Trusted Certificates](#) window click on [Add](#)

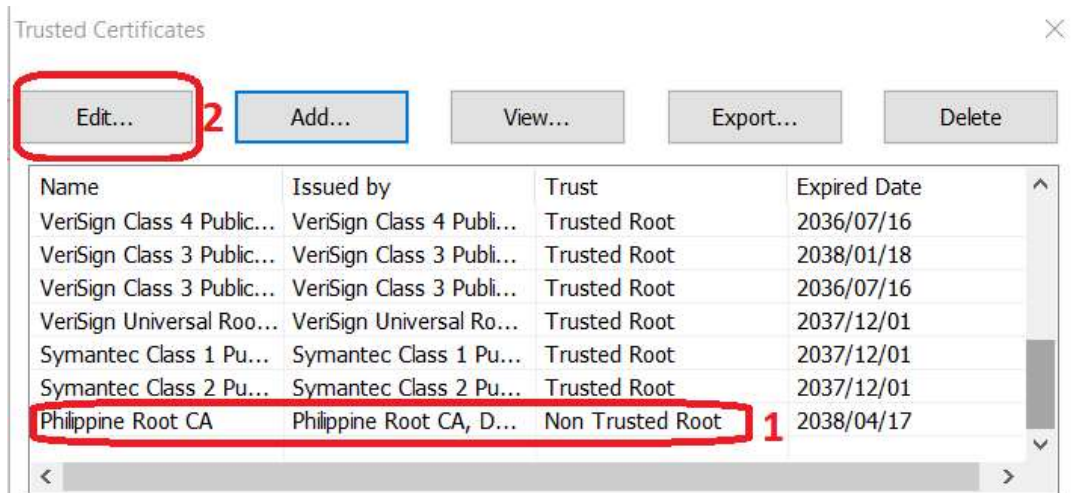


4. Point it to the folder where you saved the [PNPKI Root CA file \(PhilippineRootCA.p7b\)](#) earlier then click on [Open](#)

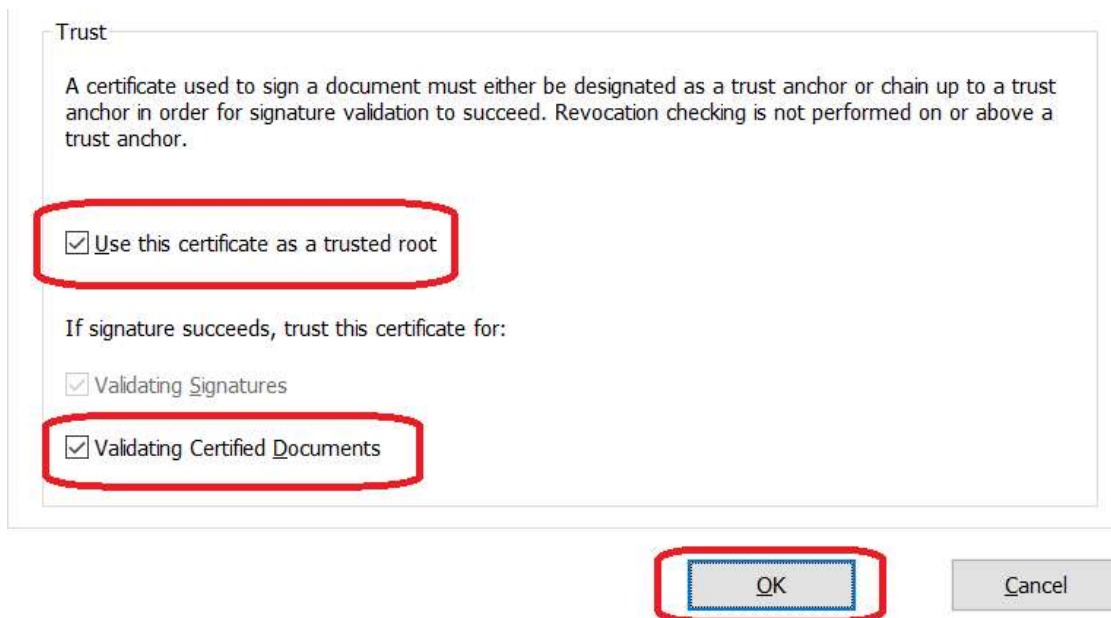




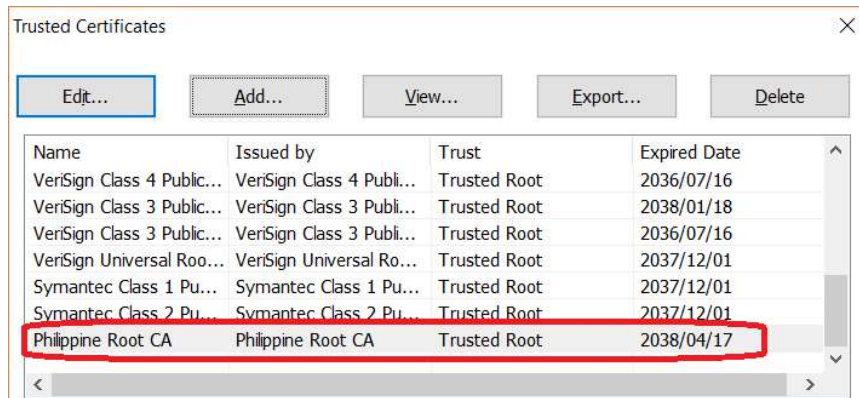
5. It will bring you back to the Trusted Certificates window. Scroll down on the list where You should find the [Philippine Root CA](#) but it says [Non Trusted Root](#) for Trust. Highlight [Philippine Root CA](#). Click on [Edit](#)



6. This will open the [Edit Certificate Trust](#) window will appear. Under the section for Trust, place a check for both [Use this certificate as a trusted root](#) and [Validating Certified documents](#). Next just click [OK](#).



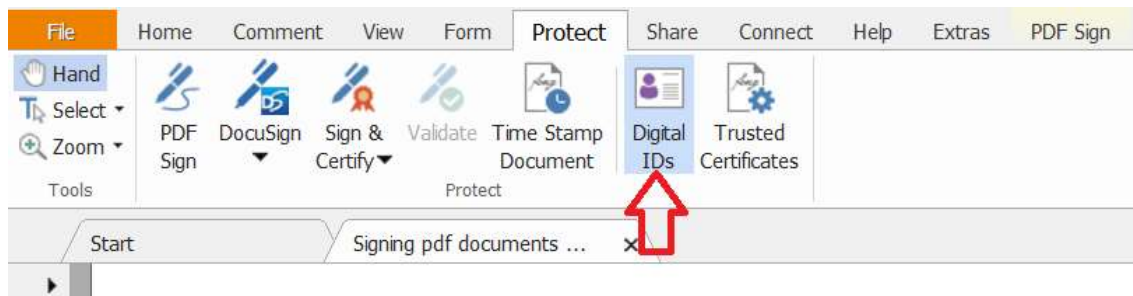
- The [Philippine Root CA](#) should now appear as a [trusted root](#).



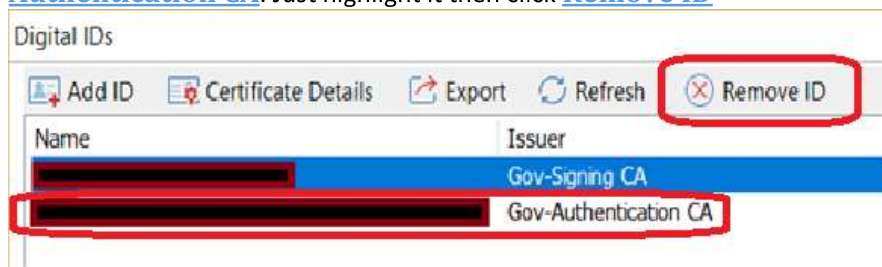
Now you have finished setting up Foxit Reader. You can now proceed to Digital Signing

## Signing the Document

- Open your pdf file using [Foxit Reader](#). Go to the [Protect](#) tab then click on [Digital IDs](#)

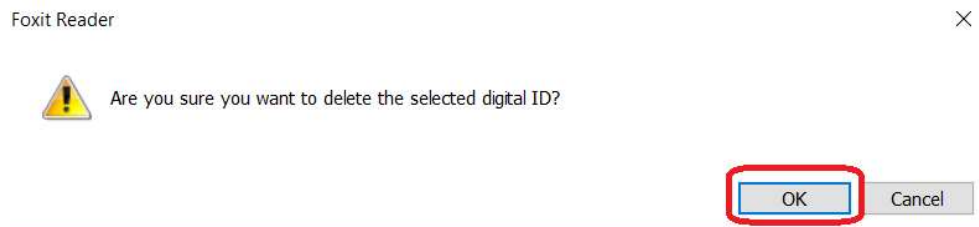


- In the [Digital IDs](#) window, if you have installed your certificates into your windows keystore, you should see them listed here. To avoid confusion later on, since we won't be needing it to sign PDF documents, we suggest removing the one where to issuer is [Gov-Authentication CA](#). Just highlight it then click [Remove ID](#)

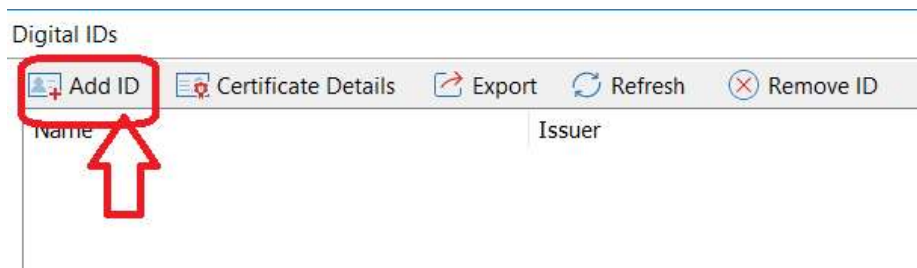




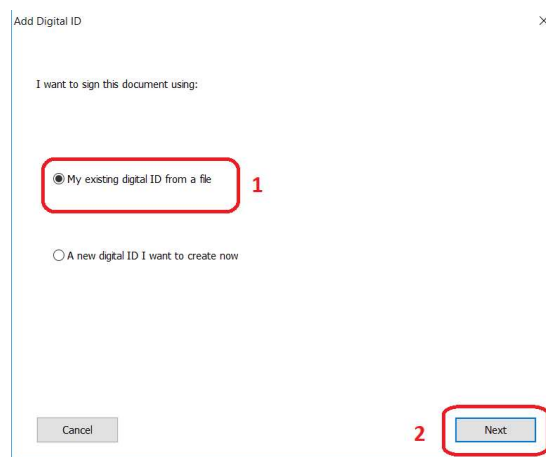
3. A confirmation window will appear, just click [OK](#). Once removed, just close this window and [jump to step 7](#)



4. If you do not see anything listed here, click on [Add ID](#)



5. In the next window, click on (1) [My existing digital ID from a file](#) then (2) hit [Next](#)





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6. (1) Click on [Browse](#) and point it to where you have your [\(Signing\) digital certificate](#) saved. (2) Enter the [password](#) to your digital certificate. (3) Hit [Next](#)

Add Digital ID

Browse for a digital ID file. Digital ID files are password protected and require your password in order to be opened.

File Name:

C:\Users\ [redacted] \p12

Browse...

Password:

.....

Cancel Back Next

7. A new window will show up confirming you are adding the correct digital ID. Make sure on the section of Issuer it should say [Gov-Signing CA](#). Click on the [Finish](#) button

Add Digital ID

The following digital IDs will be added to your list of digital IDs that you can use for signing or encryption:

| Name       | Issuer         | Expires          |
|------------|----------------|------------------|
| [redacted] | Gov-Signing CA | 2020-8-5 2:24:16 |

Cancel Back Finish

8. Your name should now appear in the list for digital IDs

Digital IDs

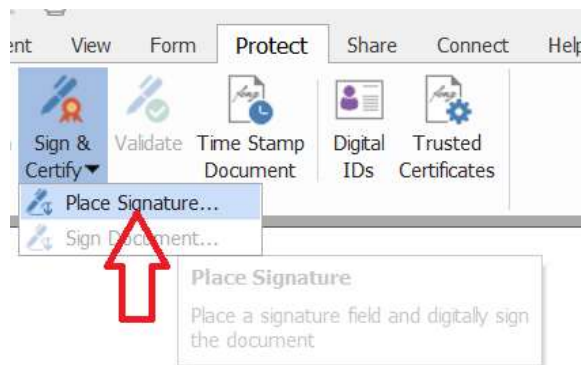
Add ID Certificate Details Export Refresh Remove ID

| Name       | Issuer         | Storage Mechanism | Expires               |
|------------|----------------|-------------------|-----------------------|
| [redacted] | Gov-Signing CA | Digital ID File   | 2020.08.05 02:24:16 Z |





9. To begin the digital signing process, go to the [Protect](#) tab, click on [Sign & Certify](#) then select [Place Signature](#).



10. Click and drag your mouse to create a rectangular box on where you want the digital signature to appear.

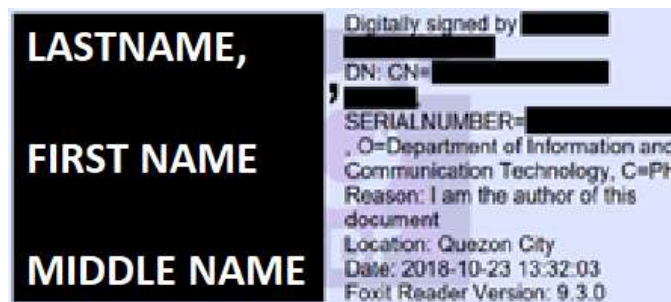


11. The Sign Document window will open. Just click on [Sign](#).





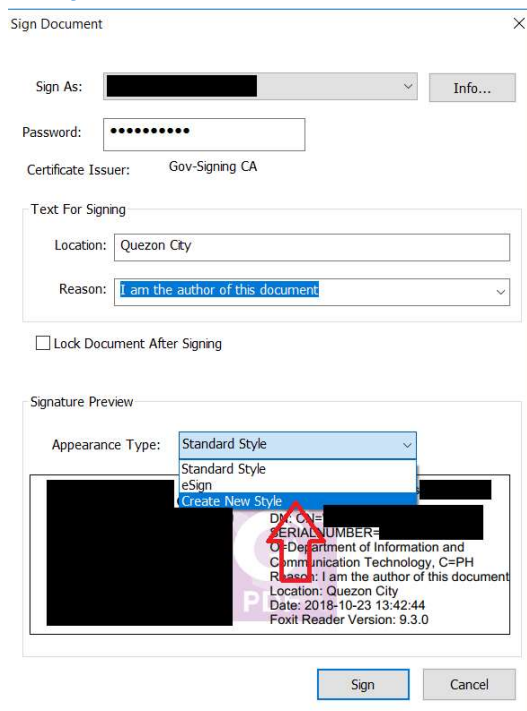
12. Your Signature will appear like this.



## Adding a Graphic Signature

If you prefer that your digital signature to appear like your normal signature instead of just showing your name, here are the steps:

1. Follow the same [steps 8-9](#) above
2. At the [Sign Document](#) window, click the drop down menu for [Appearance Type](#) and select [Create New Style](#).



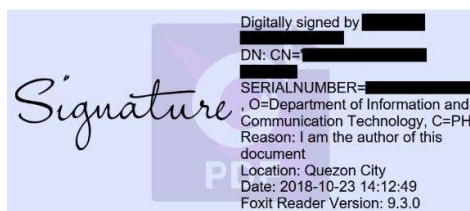




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3. You can set your own name for the title. Click on the [Imported Graphic](#) radio button then click on [Browse](#) button. Point it to where you have a copy of your e-signature then click [OK](#)

4. Your digital signature will now appear like this. You can double click on it to validate. You will need to have internet connection to do so





5. The next time you validate the signature it should now appear to be VALID



And that's it! Congratulations! You now know how to digitally sign documents using Foxit Reader.