



PKI DIVISION

NATIONAL CERTIFICATION CENTER

**Digital signature Verification and validation user guide**

Version	1.0
Revision date	2021-02-27
Author	RISA-PKI Division

<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

## Contents

<b>1. ABOUT THIS USER GUIDE .....</b>	<b>3</b>
<b>2. SET AUTOMATIC DIGITAL SIGNATURE VALIDATION .....</b>	<b>3</b>
<b>2.1 DOWNLOAD AND TRUST THE ROOTCA AND GOVCA CERTIFICATES .....</b>	<b>3</b>
<b>2.2 IMPORT ROOTCA AND GOVCA CERTIFICATES ON WINDOWS PC:.....</b>	<b>3</b>
<b>2.3 IMPORT ROOTCA AND GOVCA CERTIFICATES ON MAC PC:.....</b>	<b>4</b>
<b>2.4 TRUST THE ROOTCA CERTIFICATE IN ADOBE READER: .....</b>	<b>4</b>
<b>3. CONCLUSION:.....</b>	<b>9</b>
<b>4. OUR CONTACTS .....</b>	<b>9</b>
<b>4.1 E-MAIL: PKI@RISA.GOV.RW .....</b>	<b>9</b>
<b>4.2 PHONE:.....</b>	<b>9</b>
<b>4.3 WEBSITE: WWW.GOVCA.RW .....</b>	<b>9</b>

<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

## 1. About this user guide

This guide shows how to verify and validate a digitally signed document. It is very important, to verify if the digital signature is genuine before you trust a digitally signed document. After successfully setting up the digital signature, or when you received a digitally signed document, it is very important to check the signature validity.

## 2. Set automatic digital signature validation

### 2.1 Download and Trust the RootCA and GovCA certificates

- Please [Click here](#) to download the [RootCA](#) and [GovCA](#). ([Old RootCA](#) and [Old GovCA](#))
- Open RootCA and GovCA to import and install them on the computer like if follows:

### 2.2 Import RootCA and GovCA certificates On Windows PC:

**Open**

**Install certificate**

**Local Machine**

**1**

**2**

**1**

**2**

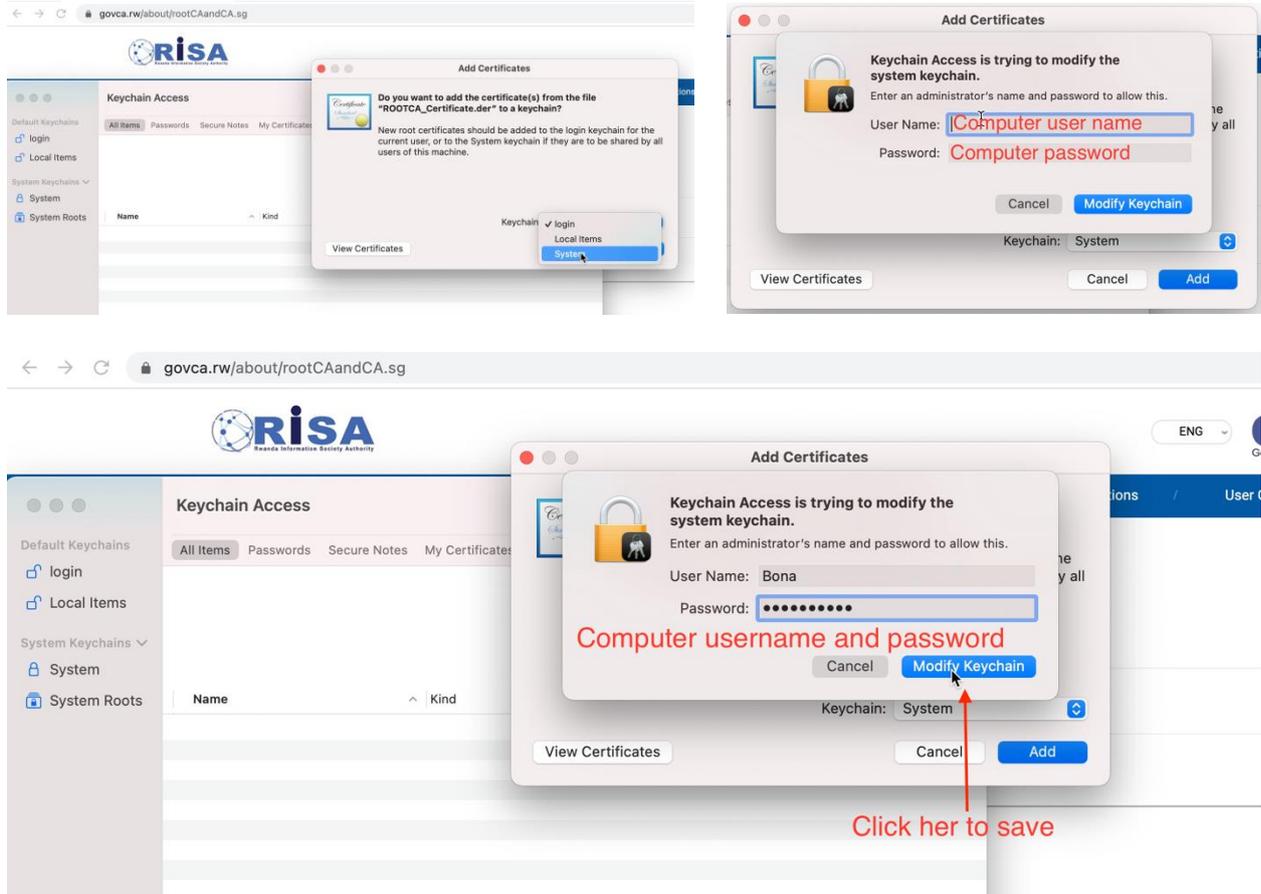
**If you get this message press yes**

**The import was successful.**

<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

### 2.3 Import RootCA and GovCA certificates On MAC PC:

Import the downloaded [RootCA](#) and [GovCA](#) certificates into the System Key Chain as shown below:



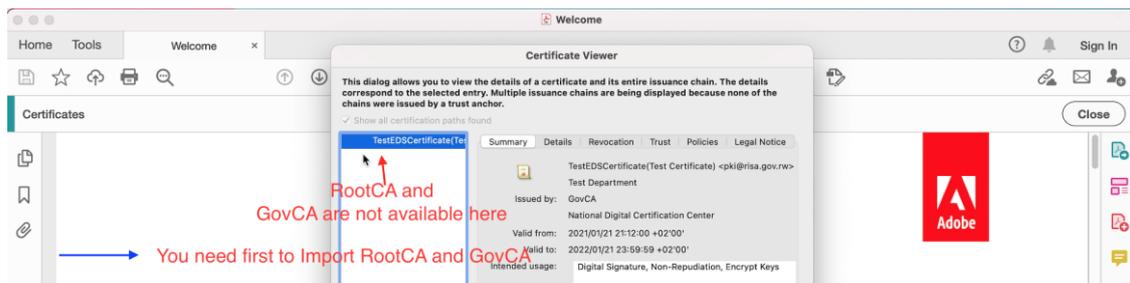
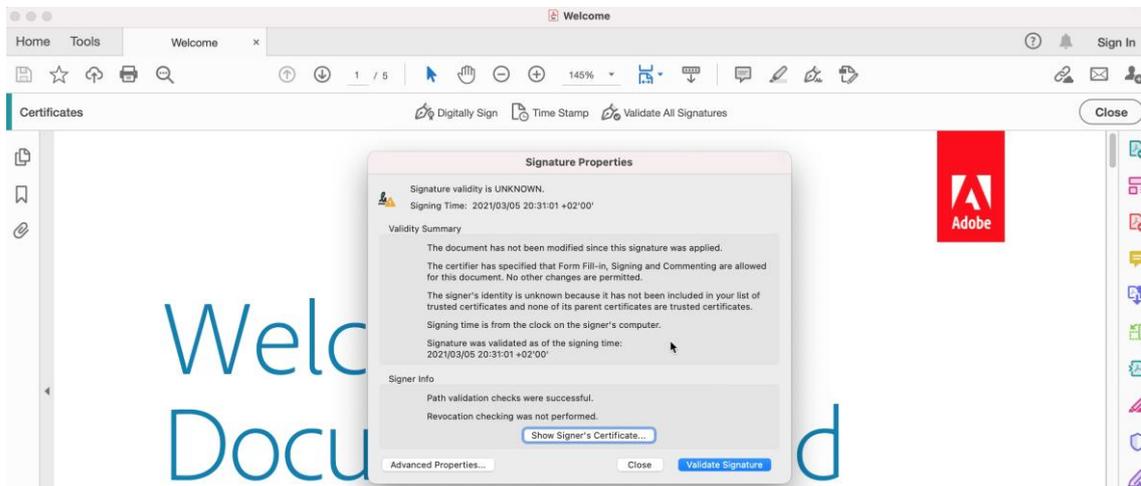
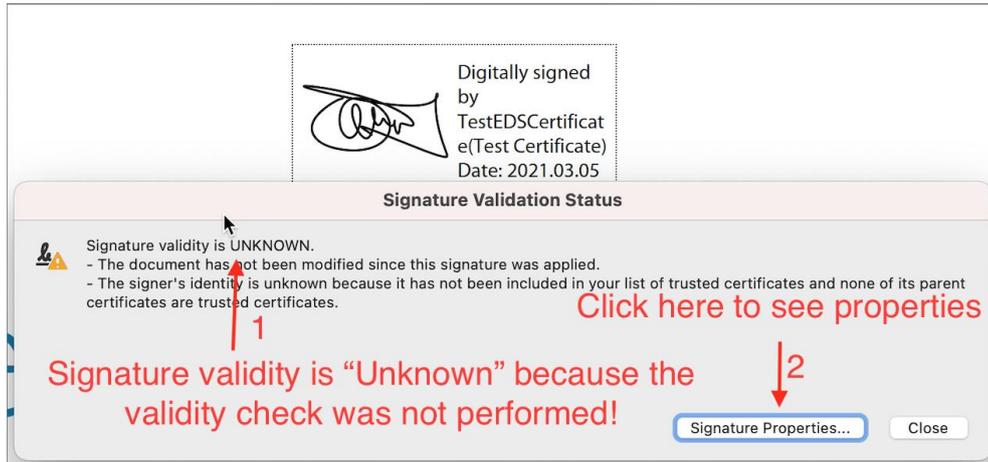
**Note:** Please do this for both the downloaded [RootCA](#) and [GovCA](#) certificates. ([Old RootCA](#) and [Old GovCA](#))

### 2.4 Trust the RootCA certificate in Adobe reader:

After digitally signing a pdf file, we need first to trust the RootCA Certificate in the Adobe Reader to allow the automatic signature validation. (We recommend to import both new and old RootCA and CA certificate).

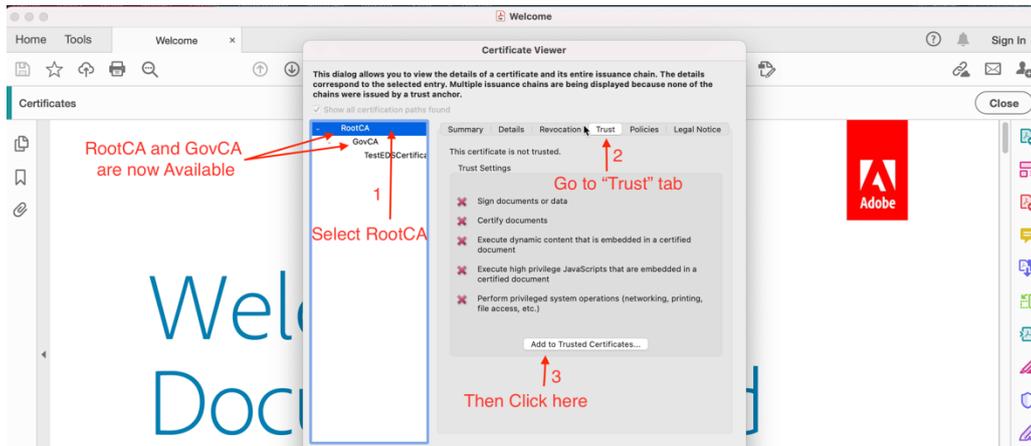
Below are the steps showing how to trust the RootCA and Validated the digital signatures:

<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

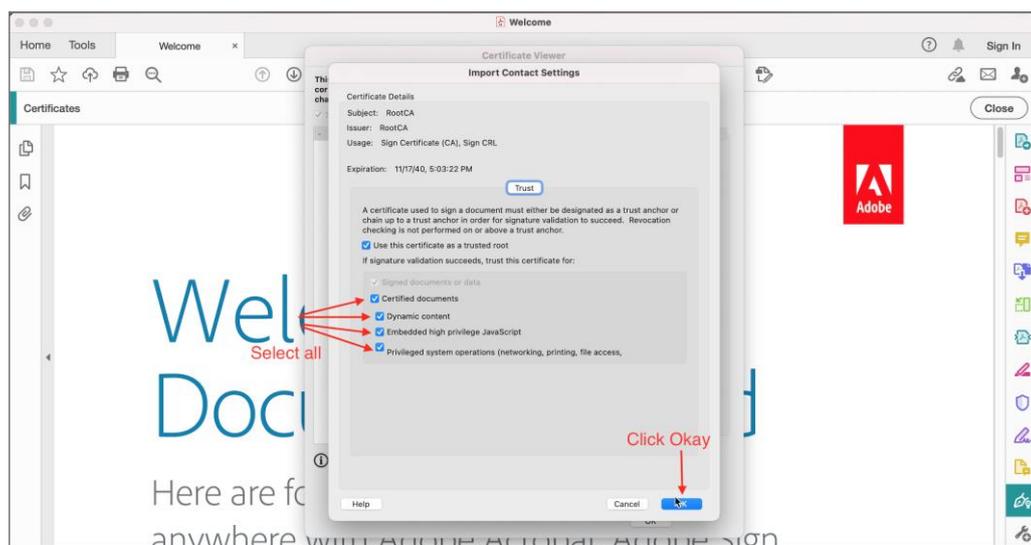
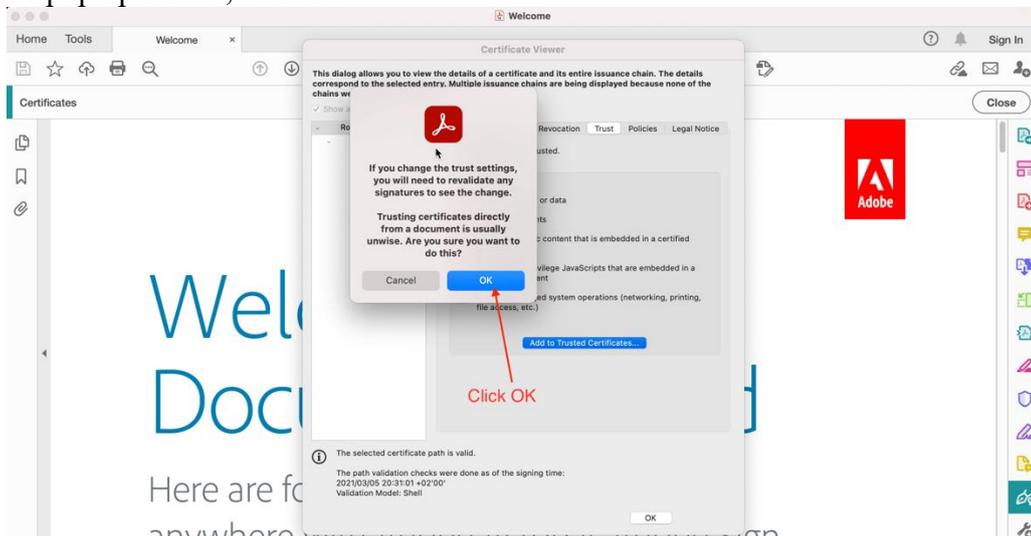


After Importing and installing RootCA and GovCA, if you open the signature property you get the following image:

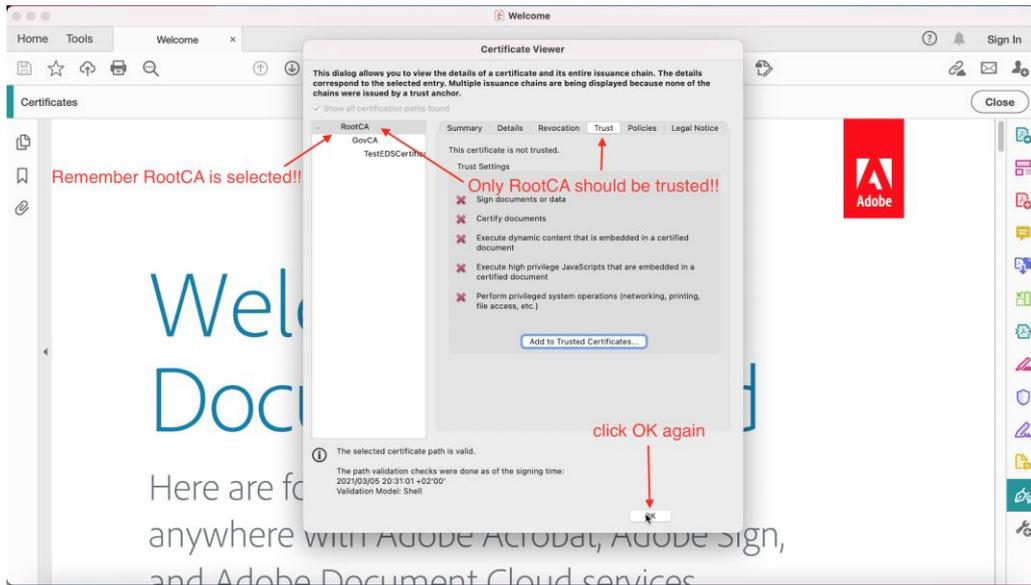
<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0



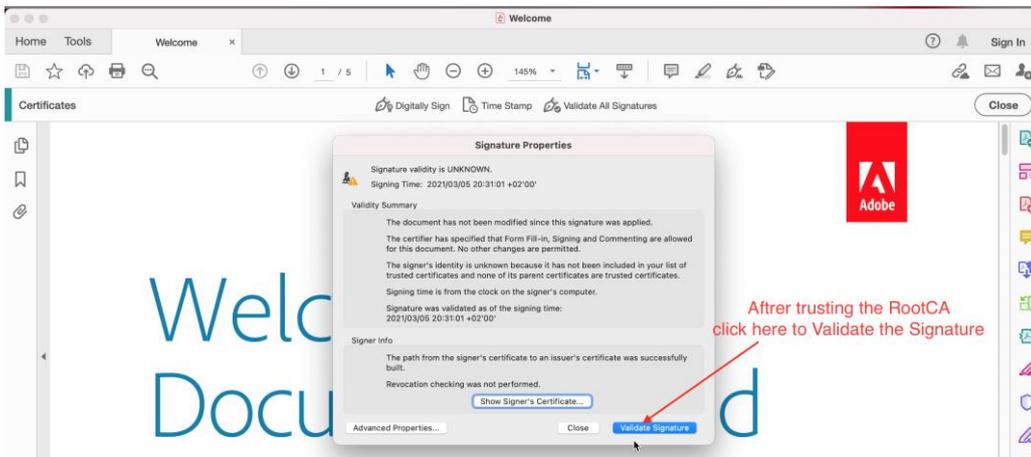
Then if the pop up comes, click ok:



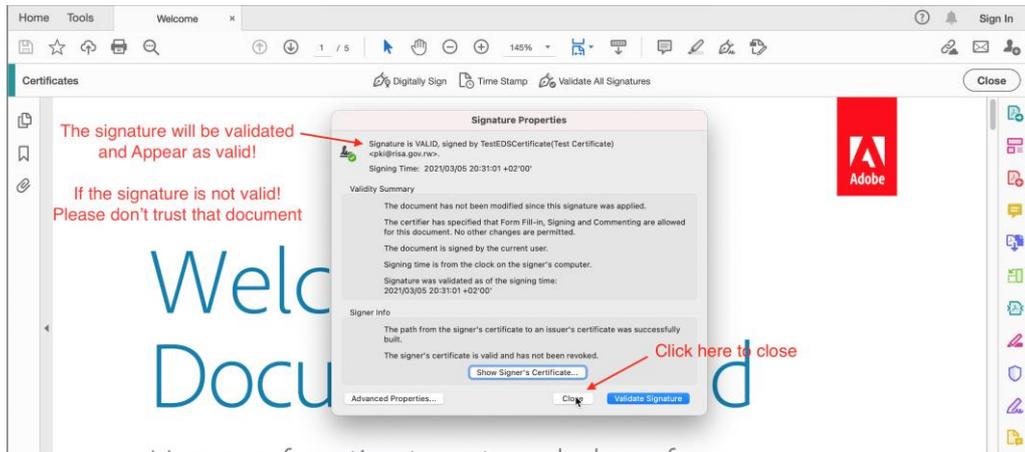
<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0



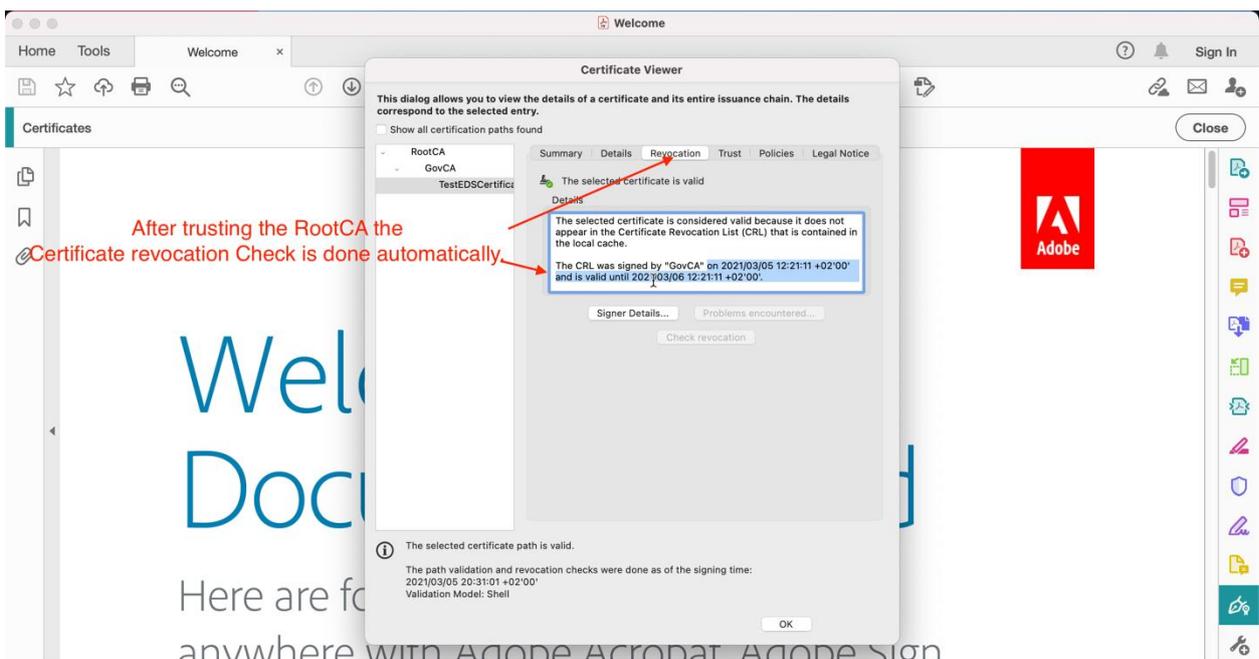
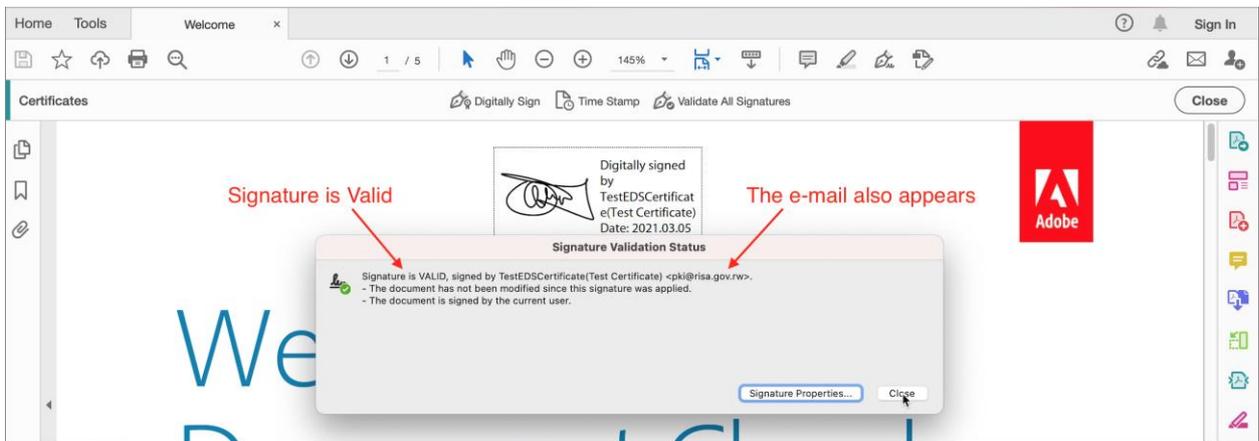
Then Validate the signature:



<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0



Additional information on the signature validity:



<b>Application Process user guide</b>	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

### 3. Conclusion:

It is very important to setup the digital signature properly to ensure that the user private key is well protected.

It is also very important to set automatic signature validation to allow the smooth verification and validation of digitally signed documents.

You can have access to a full digital signature setup and validation video user guide from this link: [Video Guide](#).

### 4. Our Contacts

You can use the following contacts in case you need additional support or explanation related with the digital signature and digital certificate.

4.1 **E-mail:** [pki@risa.gov.rw](mailto:pki@risa.gov.rw)

4.2 **Phone:**

- Toll Free: 4046
- International: +250788390212

4.3 **Website:** [www.govca.rw](http://www.govca.rw)

- This web site serves as our web portal for the application
- You can also access it to get detailed information on the provided services.