



# **PKI DIVISION**

## NATIONAL CERTIFICATION CENTER

Digital signature Verification and validation user guide

Version	1.0
Revision date	2021-02-27
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Application	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
Process user guide	Document number:		
Prepared by PKI Division	Approver:	Date Created: 2021-02-26	version: 1.0

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#### 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 <u>Click here</u> to download the <u>RootCA</u> and <u>GovCA</u>. (<u>Old RootCA</u> and <u>Old GovCA</u>)
- 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:







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

Import the downloaded  $\underline{\text{RootCA}}$  and  $\underline{\text{GovCA}}$  certificates into the System Key Chain as shown below:

← → C â govca.rw/abou	ut/rootCAandCA.sg				Add Certificate	S	
Keychain A Churl Keychain Cholin Leann Cholin Leann System Roots     Mame	CCESS asserds Secure Notes My Certificate	Add Certifica With the definition of the certification Control Certificates should be a current use, or to the System key users of this machine. Key View Certificates	tes te(s) from the file keychain? dded to the login keychain for the chain ✓ login Local tems System	View Certificates	Keychain Access is trying to system keychain. Enter an administrator's name an User Name: [Computer Password: Computer Canc Keych	o modify the d password to allow this. : USET NAME password el Modify Keychain ain: System Cancel A	ne y all ©
← → C ● ● Default Keychains	govca.rw/about/root	CAandCA.sg	Cr Enter Enter	Add Certificate chain Access is trying t em keychain. an administrator's name ar	s o modify the d password to allow this.	EN ions /	3 y User
<ul> <li>☐ login</li> <li>☐ Local Items</li> <li>System Keychains ∨</li> <li>A System</li> <li>T System Roots</li> </ul>	Name	∧ Kind	User Pas Computer	Name: Bona ssword: •••••••• USERNAME AN Canc Keych	d password el Modify Keychain ain: System	y all	
			View Certificates	(	Cancel A	e	

**Note:** Please do this for both the downloaded <u>RootCA</u> and <u>GovCA</u> certificates. (<u>Old RootCA</u> and <u>Old GovCA</u>)

## 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:





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





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	& Welcome		
Home Tools Welcome ×	Certificate Viewer		? 🔔 Sign In
Certificates	This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. Multiple issuance chains are being displayed because none of the chains were issued by a trust anchor.	Ð	Close
<ul> <li>P RootCA and GovCA are now Available</li> <li></li></ul>	RootCA       Summary Details Revocation Trust Policies Legal Notice       This certificate is not trusted.     2       Trust Settings     2       Go to "Trust" tab       % Sign documents or data       % Execute dynamic content that is embedded in a certified document	Adobe	63          
Wel Doc	Execute high privilege Junisocipits that are embedded in a certified accurate of the certified accurate of the certification (networking, printing, file access, etc.)     Add to Trusted Certificates     a	1	

Then if the pop up comes, click ok:







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#### Then Validate the signature:







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Additional information on the signature validity:





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## 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: <u>Video Guide</u>.

## 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: <u>pki@risa.gov.rw</u>

#### 4.2 **Phone:**

- Toll Free: 4046
- International: +250788390212

#### 4.3 Website: 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.



