



PKI DIVISION

NATIONAL CERTIFICATION CENTER

Digital signature set up in Adobe PDF Reader user guide

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Contents

1. ABOUT THIS USER GUIDE	3
2. REQUIREMENTS	3
3. STEPS TO CONFIGURE THE DIGITAL SIGNATURE	3
3.1 STEP1: OPEN A PDF FILE IN ADOBE READER DC:	3
3.2 STEP2: IN PDF GO TO “TOOLS” AND CHOOSE THE “CERTIFICATE TOOL”:	3
3.3 STEP3: DRAW THE AREA WHERE THE SIGNATURE WILL APPEAR.....	4
3.4 STEP 4: CONFIGURE THE DIGITAL ID (USE THE DOWNLOADED PFX CERTIFICATE FILE):	4
3.5 STEP 5: CUSTOMIZING THE SIGNATURE APPEARANCE	6
3.6 STEP 6: MAKE OR APPLY THE DIGITAL SIGNATURE ON THE PDF	7
4. CONCLUSION:	8
5. OUR CONTACTS	8
5.1 E-MAIL: PKI@RISA.GOV.RW	8
5.2 PHONE:.....	8
5.3 WEBSITE: WWW.GOVCA.RW	8

Application Process user guide	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
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1. About this user guide

This guide shows all the steps and requirements to set up the digital signature in a pdf file. ([Video User Guide](#))

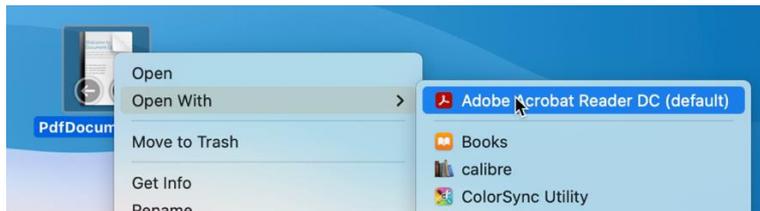
2. Requirements

- Have a valid digital certificate [downloaded](#) on the computer in PFX format.
- Have Adobe DC installed on your PC: ( Adobe Acrobat Reader DC) ([Download Adobe DC](#)).
- Have a picture of your signature saved in pdf. (You can use [Adobe Scanner app](#) on your mobile phone to scan your signature from a paper in pdf)

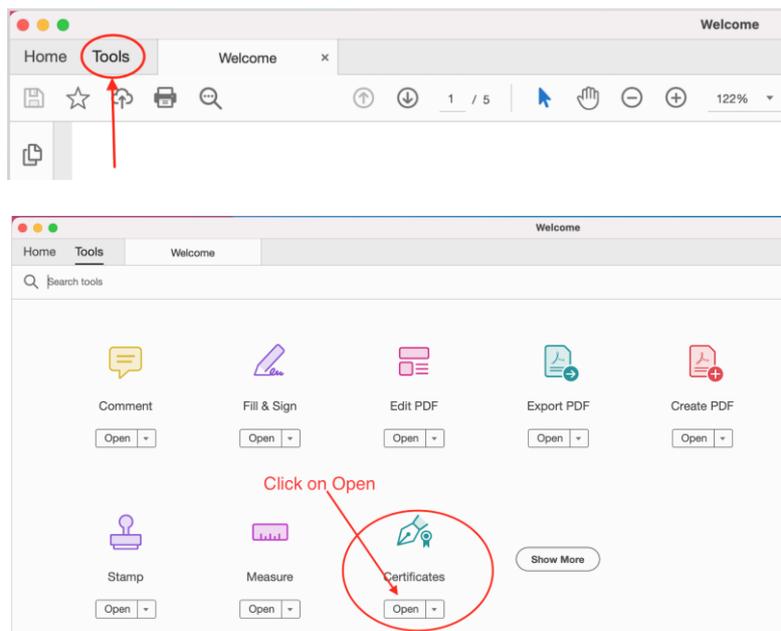
3. Steps to configure the Digital Signature

3.1 Step1: Open a pdf file in Adobe Reader DC:

- Choose a pdf file from your PC and open it with Adobe Acrobat Reader DC. (You can use right click on a pdf file, then open with, and choose Adobe Acrobat DC)



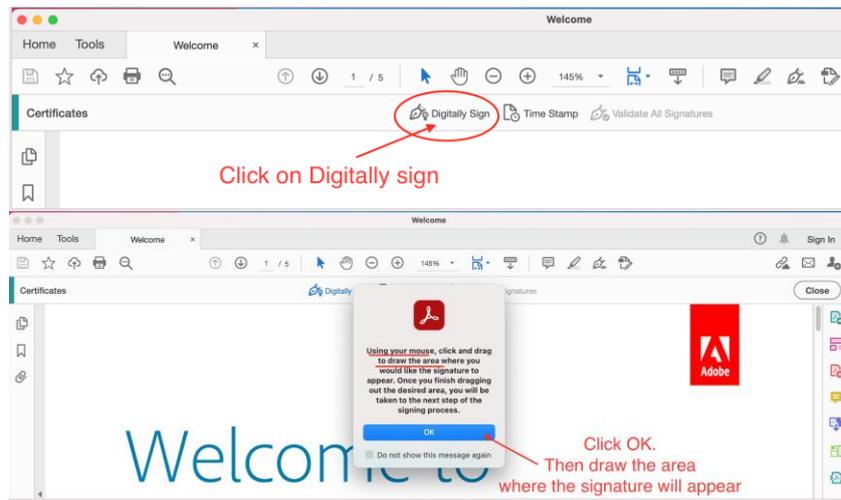
3.2 Step2: In PDF go to “Tools” and choose the “Certificate Tool”:



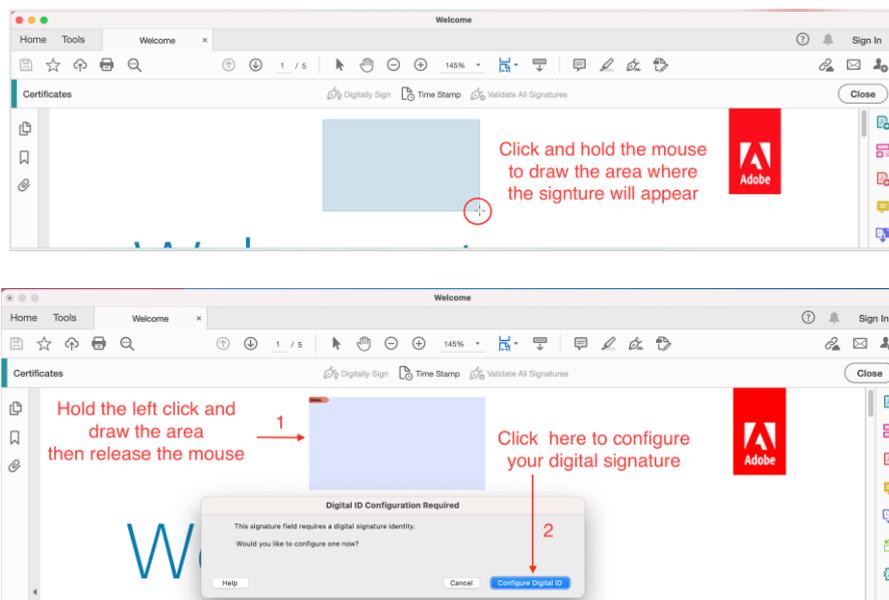
Application Process user guide	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
	Document number:		
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3.3 Step3: Draw the area where the signature will appear

After selecting the “Certificate” tool, on the top of the PDF file appears some digital signature menus. Click on “Digitally Sign”.



Click ok, then **hold the left click**, and select/draw the area where your signature will appear, then release the mouse.

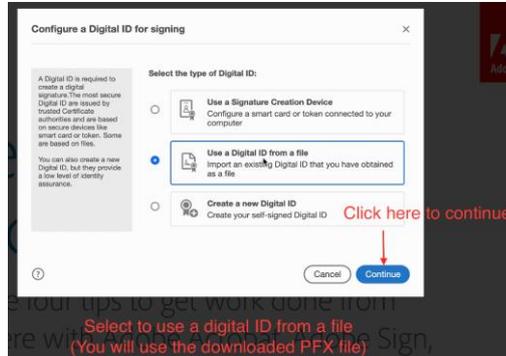


3.4 Step 4: Configure the Digital ID (Use the downloaded PFX certificate file):

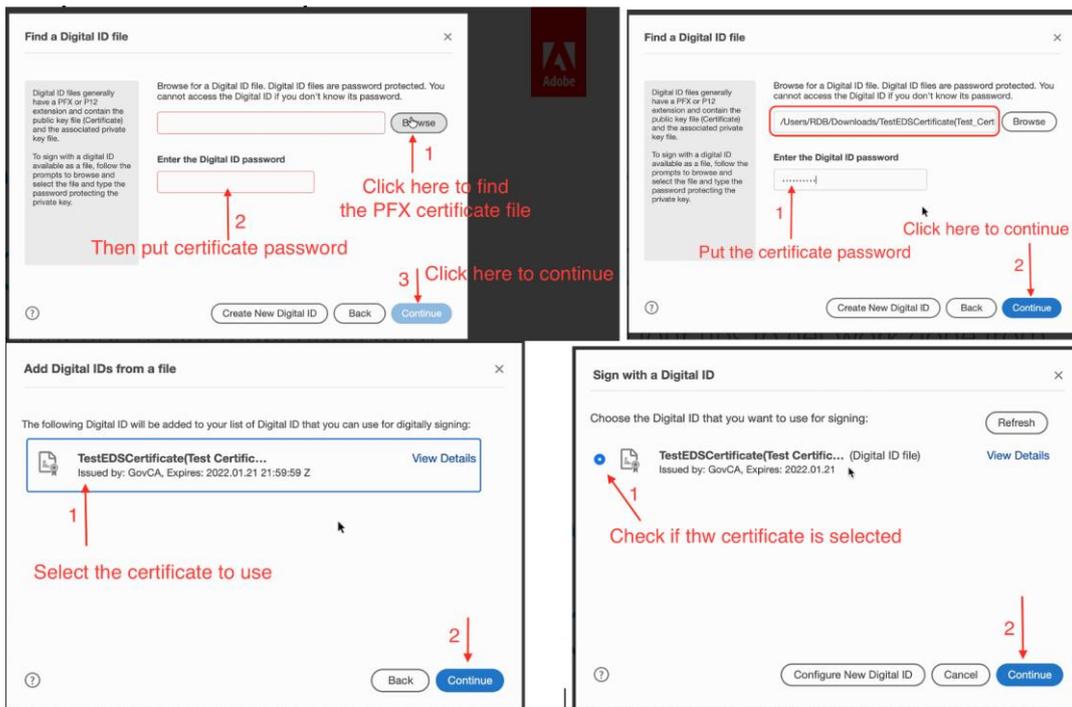
Choose to configure digital ID from a file. Here you will need to locate the [downloaded](#) pfx digital

Application Process user guide	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
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certificate file.

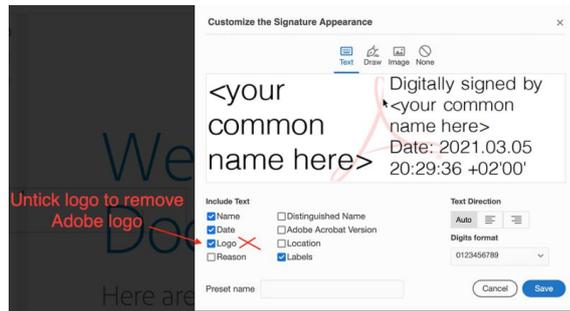


Click continue and browse to the location where you PFX digital certificate is stored and add it and put the certificate password to continue.



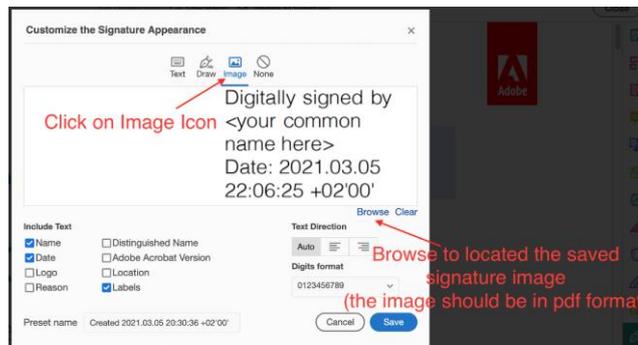
Uncheck the “Logo” to remove the Adobe logo:

Application Process user guide	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

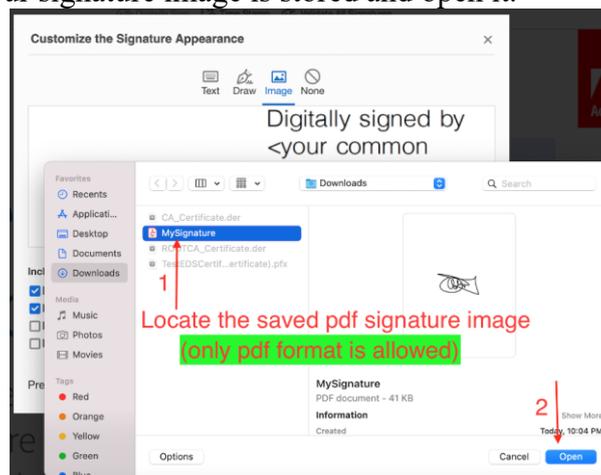


3.5 Step 5: Customizing the Signature appearance

Add the Signature image: (Remember **your signature image should be in pdf!!**)

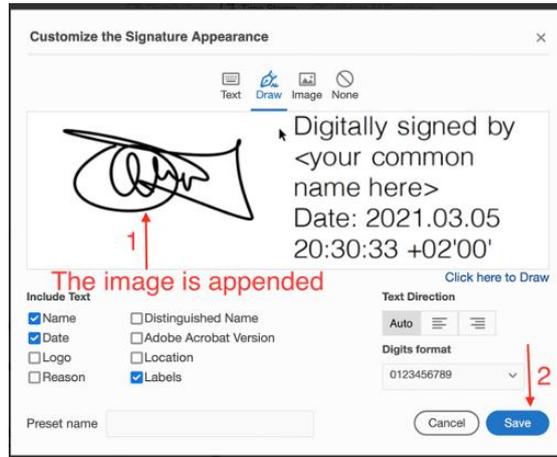


Browse to find where your signature image is stored and open it.



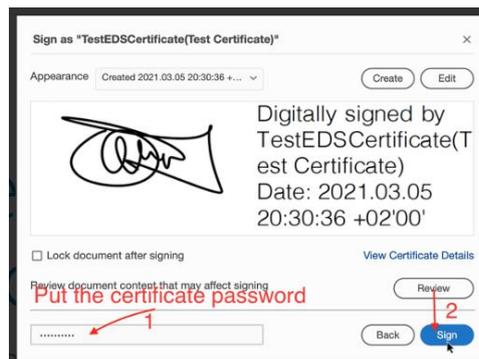
The signature will appear then save the new changes.

Application Process user guide	National Digital Certification Center. National Public Key Infrastructure (PKI Division)		
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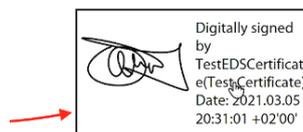


3.6 Step 6: Make or apply the digital signature on the PDF

After setting up the signature appearance, the user has to input the certificate password and hit sign button.



The system will ask where to store the signed pdf file. You can store the file in the same place and with the same name, but it will **overwrite the existing file**.



Signature appears

Done!!

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NB: In order to verify the digital signature, the digitally signed document has to be opened from a PDF reader and **NOT** from the browser.

4. 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 (Please refer to the [Signature Validation User Guide](#)).

You can have access to a video guide from this link: [Video Guide](#).

5. Our Contacts

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

5.1 **E-mail:** pki@risa.gov.rw

5.2 **Phone:**

- Toll Free: 4046
- International: +250788390212

5.3 **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.