



PKI DIVISION

NATIONAL CERTIFICATION CENTER

Digital signature set up in Adobe PDF Reader user guide

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

| 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 | |

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 | 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 | |

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 <u>downloaded</u> 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 <u>Adobe Scanner app</u> 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)

| Report Converte | | |
|-----------------|---------------|-----------------------------------|
| | Open | |
| <u>e</u> | Open With > | Adobe scrobat Reader DC (default) |
| PdfDocum | Move to Trash | Books |
| | Get Info | ColorSync Utility |
| | Rename | |

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

| | | | | Welcome |
|--------------------|-------------|--------------|--------------|---------------|
| Home Tools | Welcome × | | | |
| 🖺 🕁 🏠 🖶 🗨 | | 1 / 5 | N 🖑 E | -) (+) 122% - |
| -0 | | | | |
| | | | | |
| | | | | |
| Home Tools Walasma | | | Welcome | |
| Q Search tools | | | | |
| | | | | |
| | \square | | | |
| | Com | | | E ⊕ |
| Comment | Fill & Sign | Edit PDF | Export PDF | Create PDF |
| Open 👻 | Open 👻 | Open 👻 | Open 👻 | Open + |
| | Click on (| Dpen | | |
| <u>ب</u> | , Luu | | | |
| Stamp | Measure | Certificates | Show More | |
| Open - | Open - | | | |
| | opon - | open - | | |





| 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 | |

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 | 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 | |

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.

| Find a Digital ID file | × | | Find a Digital ID file | × |
|--|--|----------|---|--|
| Digital ID files generally have a PFX or P12 | Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password. | Adobe | Digital ID files generally have a PFX or P12 | Browse for a Digital ID file. Digital ID files are password protected. You cannot access the Digital ID if you don't know its password. |
| public key file (Certificate) and the associated private key file. | B¢wse | | public key file (Certificate) and the associated private key file. | /Users/RDB/Downloads/TestEDSCertificate(Test_Cert Browse |
| To sign with a digital ID available as a file, follow the | Enter the Digital ID password | | To sign with a digital ID available as a file, follow the prompts to browse and | Enter the Digital ID password |
| select the file and type the password protecting the private key. | Click here to find the PFX certificate file | | select the file and type the password protecting the private key. | 1 Click here to continue |
| Then | put certificate password | | Put the | certificate password |
| | 3 Click here to | continue | | 2 |
| \bigcirc | Create New Digital ID Back Continue | | 0 | Create New Digital ID Back Continue |
| | | | TO ALL THE T | O DOLARD CONTRACTOR |
| Add Digital IDs from | a a file × | Sign w | vith a Digital ID | × |
| The following Digital ID wil | II be added to your list of Digital ID that you can use for digitally signing: | Choose | the Digital ID that you wa | ant to use for signing: Refresh |
| E TestEDSCer Issued by: Go | rtificate(Test Certific View Details vCA, Expires: 2022.01.21 21:59:59 Z | • | TestEDSCertificate | e(Test Certific (Digital ID file) View Details views: 2022.01.21 |
| 1 | * | Cr | heck if thw certi | ficate is selected |
| Select the ce | ertificate to use | | | |
| | 2 | | | 2 |
| 0 | Back Continue | 0 | | Configure New Digital ID Cancel Continue |

Uncheck the "Logo" to remove the Adobe logo:





| Application | National Digital Certification Co | enter. National Public Key Infrasti | ructure (PKI Division) | |
|--------------------------|-----------------------------------|-------------------------------------|------------------------|--|
| Process user guide | 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!!)

| Customize | the Signature Appearance | X |
|--|--|--|
| Click | k on Image Icon <th>tally signed by ur common he here> e: 2021.03.05)6:25 + 02'00'</th> | tally signed by ur common he here> e: 2021.03.05)6:25 + 02'00' |
| Include Text Vame Date Logo Reason Preset name | Distinguished Name Dadobe Acrobat Version Location Location Location Cealed 2021.03.05 20.30.36 +02 001 | Text Direction Text Direction |

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

| Cu | stomize the Sig | gnature Appearance | | | × | |
|------------------|--|--|---|---------------------|-----------|-----------|
| | | Text Draw | Image None | | | |
| | | | Digitally sig <your comm<="" th=""><th>ned by non</th><th></th><th>Ado</th></your> | ned by non | | Ado |
| | Favorites ② Recents Å Applicati Desktop | CA_Certificate.der | Downloads | 0 | Q Search | |
| Inci 21 21 | Documents Downloads Media Music Photos Movies | Rop CA_Certificate.d TestEDSCertificate.d Locate the s (only pc) | saved pdf sig | Inature i Iowed) | s mage | |
| Pre | Tags Red Orange Yellow | (drive) | MySignature PDF document - 4 Information Created | \$1 KB | 2 | Show More |
| | Green | Options | | | Cancel | Open |

The signature will appear then save the new changes.





| 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 |



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**.



Done!!





| 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 | |

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 <u>Signature Validation User Guide</u>).

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: <u>pki@risa.gov.rw</u>
- 5.2 **Phone:**
 - Toll Free: 4046
 - International: +250788390212

5.3 Website: <u>www.govca.rw</u>

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



