



Electronic Filing System Setting Up Your Acrobat Digital-ID

October 7 2008

To apply your Digital Signature to EFS forms you must first set up a Digital-ID in Adobe Acrobat using the Digital Certificate you received from Juricert. This memo describes the steps required. The setup differs for different versions of Adobe Acrobat – please ensure that you use the setup described for the specific version of Adobe Acrobat installed on your computer.

Secure Storage of your Digital Certificate File

You should store the Digital Certificate file you receive from Juricert in a safe and reasonably secure location on your system e.g. on your computer in a separate directory e.g. C:\MyCertificate.

The file is password protected so it is quite secure from unauthorized access. You should make a backup copy e.g. on a diskette, on a CD, on a co-worker's computer or on your shared office file server.

For additional security, you can store your Digital Certificate file on a removable device such as a USB Flash Memory Drive so that it is not actually physically stored on your office computer (in which case you should also store the backup copy in another physically secure location).

Your Digital Certificate file is called "your name + serial# .pfx "

Removing Older Acrobat Digital-ID Digital Certificate Files

If you are installing a new Digital Certificate file received from Juricert, you should remove older versions of .apf or .pfx Digital Certificate files which are no longer required.

In Acrobat Version 8 or Version 9, select **Advanced...Security Settings**

In the "Security Setting" dialog box, click on "+ Digital ID Files" and click on the file name to highlight and identify the file to be removed, and then click on the "Detach File" icon.

In some instances, e.g. when dealing with older .apf Digital Certificate files, you may receive an error message indicating the file can not be detached. In these cases you will have to physically delete the .apf or .pfx file from the directory in which it was stored e.g. C:\MyCertificate, using a Windows service such as Windows Explorer.

Installing Your Acrobat Digital-ID with Adobe Acrobat Version 7

There are two preference options in Acrobat for providing Digital Certificate security.

The default is using Windows logon and screen savers with passwords to protect access to your PC. In many instances this may not be adequate protection for unauthorized use of your digital signature. This document provides instructions for setting up Acrobat to prompt for your Digital Certificate password every time you attempt to digitally sign a document.

Open Adobe Acrobat using this PDF file which will help you set up and test your digital signature.

In Acrobat, select **Edit...Preferences...Security...Advanced Preferences...Creation** and set **Default Method to Use = Adobe Default Security**

In Acrobat, select **Advanced...Security Settings**

In the "Security Setting" dialog box, click on "+ Digital IDs" and then click the "Add ID" icon.

In the "Add Digital ID" dialog box, select "Find an existing Digital ID" and click on "Next".

In the "Browse for a Digital ID file" dialog, click on "browse...", and navigate to the folder where you stored the file you received from Juricert
e.g. C:\MyCertificate\mynameSerial#.apf

Double click on the file name which will now appear in the dialog box. Enter your Juricert Digital Certificate password (which you provided when you requested the certificate) and click on "Next".

Acrobat will then display another dialog box which lists your new Digital ID, click on "Finish".

This will return you to the "Security Setting" dialog box which now includes your new Digital-ID. Click once on this Digital-ID to highlight it, then click the "Set Default" icon and click on the icon "/ For Signing" to establish this as the default Digital-ID you will be using to digitally sign forms.

To change your Digital ID password in Acrobat V7

Select "Advanced....Security Settings..." and click on "Digital ID Files"

In the dialog box displayed, click on the filename for which you want to change the password (in most cases there will only be a single filename with your name displayed with a .pfx extension). After the file is selected and highlighted, you can click on "Change Password" which will display the "Change Digital ID File Password" and/or click on "Password Timeout" to select password entry options i.e. never / always / once-per-session / timeout-after-specified-interval.

NOTE that if you have installed and are using an older style .apf digital certificate file you cannot change the password as this is treated as a "read-only" file in Acrobat V7 – you can request and install a new .pfx digital certificate file from Juricert which will permit passwords to be changed in Acrobat V7.

Installing Your Acrobat Digital-ID with Adobe Acrobat Version 8 and V9

Open Adobe Acrobat using this PDF file which will help you set up and test your digital signature.

FYI – In Acrobat V8 & V9 the default certificate security method is pre-set to “Adobe Default Security” which is the preferred method so there is no need to alter this preference setting.

In Acrobat, select **Advanced...Security Settings**

In the “Security Setting” dialog box, click on “+ Digital IDs” and then click the “Add ID” icon.

In the “Add Digital ID” dialog box with Acrobat V8, select “Browse for an existing Digital ID file” and click on “Next”; with Acrobat V9, select “My existing digital ID from...A file” and click on “Next”.

In the “Browse for a Digital ID file” dialog, click on “browse...”, and navigate to the folder where you stored the file you received from Juricert
e.g. C:\MyCertificate\mynameSerial#.pfx

Double click on the file name which will now appear in the dialog box. Enter your Juricert Digital Certificate password (which you provided when you requested the certificate) and click on “Next”.

Acrobat will display your new Digital ID in the Add Digital IDs box , click on “Finish”.

This will return you to the “Security Setting” dialog box which now includes your new Digital-ID.

Click once on your Digital-ID to highlight it, then click on the “Usage Options” icon and select the option “Use For Signing” to establish this as the default Digital-ID you will use to digitally sign forms.

To change your Digital ID password in Adobe Acrobat V8 and V9

Select “Advanced....Security Settings...” and click on “Digital ID Files”

In the dialog box displayed, select and highlight (single click) the filename for which you want to change the password (in most cases there will only be a single filename with your name displayed with a .pfx extension). After the file is selected and highlighted, you can click on “Change Password” which will display the “Change Digital ID File Password” and/or click on “Password Timeout” to select the password entry option i.e. always / never / once-per-session / timeout-after-specified-interval.

NOTE that if you have installed and are using an older style .apf digital certificate file you cannot change the password as this is treated as a “read-only” file in Acrobat V8 – you can request and install a new .pfx digital certificate file from Juricert which will permit passwords to be changed in Acrobat V8 and V9.

Applying Your Digital Signature with Acrobat V8 and V9

Click on the empty digital signature box at the top/bottom of the form to be signed.

In the "Sign Document" dialog box enter your Digital Certificate password, and if not already selected, select the appropriate Appearance profile (e.g. "Sign EFS Documents") from the pull-down selection list (see the Setting your Digital Signature Appearance section for further details). Click on "Sign".

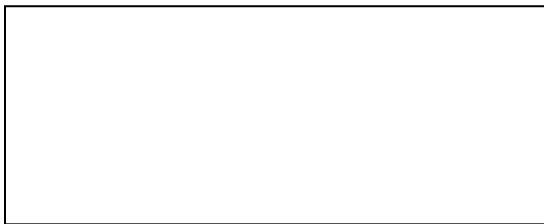
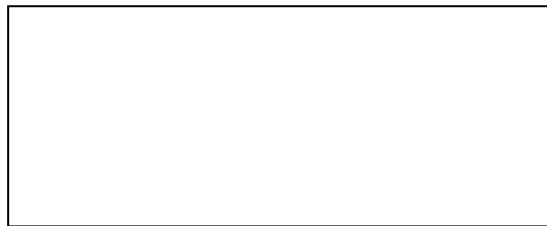
In the "Save As" dialog box you can optionally select a different destination folder and specify a new File name for the signed form file (a good convention is to just add the suffix "signed" to the file name). Click on "Save" to sign and save the form file. Your digital signature is applied to the file and a notation inserted into the digital signature box.

With Acrobat V8 and V9 you can "undo" a digital signature if you change your mind before closing Acrobat. Right click your mouse on the signed digital signature box and select "Clear Signature". The Digital Signature cannot be removed after the file has been saved and closed and/or after Acrobat is closed.

Setting your Digital Signature Appearance

You should set the Digital Signature Appearance settings in Acrobat to meet the guidelines established for EFS to ensure digital signature information is displayed and printed legibly.

Click on one of these digital signature boxes to set and/or test the appearance of your signature:

An empty rectangular box with a black border, intended for a digital signature.An empty rectangular box with a black border, identical to the one on the left, intended for a digital signature.

In Acrobat, select **Edit...Preferences...Security**

In the "Appearance" box, click on "New..."

In the "Configure Signature Appearance" dialog box enter a suitable Title e.g. "Sign EFS Documents"

Set **Configure Graphic = Name** and all other options OFF

Set **Configure Text = Distinguished Name** and all other options OFF

Click OK; and then click OK in the Preferences dialog box to complete the operation.