



## Electronic Filing System Setting Up Your Acrobat Digital-ID

March 26 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 "

### **Installing Your Acrobat Digital-ID with Adobe Acrobat Version 6**

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...Digital Signatures**  
and set **Signing Method = Default Certificate Security**

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID FILES**  
and start with **Select My Digital ID File**

In the "Select My Digital ID File" dialog box, click on "Find Your Digital ID File..."  
Navigate to the folder where you stored the file you received from Juricert e.g.  
C:\MyCertificate\mynameX.apf

Double click on the file name which will now appear in the "Digital ID File: in the dialog box.

Enter your Digital Certificate password and click on OK.

A dialog box may pop up and ask if you would like to convert the file to a supported file type, click on "Yes". A "New Self Sign Digital ID File" dialog box will open listing a converted Digital Certificate file with a .pfx extension ---- click on "Save" to save this file in the same folder you previously created.

If another dialog box "Import Digital ID File" asks if you want to import other files, reply "No".

### **Setting Acrobat Digital ID File Options**

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID FILES**  
and select **My Digital ID File Settings**

Double click on your Digital ID name (or click on "Settings") For convenience you should set "Always use this Digital ID". Once you have changed the settings, click on "Close".

Note that this is where you change your password and password settings. Your password is only changed in the .pfx file. If you are using and older .apf file you received from Juricert, this .apf file retains its original password.

### **Removing Undesired Windows Certificate Security Digital IDs**

If you have already set up a Windows Certificate Security Digital ID in Acrobat, this should be removed to prevent anyone from re-setting the Preference back to Windows Certificate Security and thus obtaining unauthorized access to your Digital ID.

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID**

In the "Manage My Digital IDs" dialog box select the ID with a single mouse click and click on "Remove".

### **Applying Your Digital Signature with Acrobat Version 6**

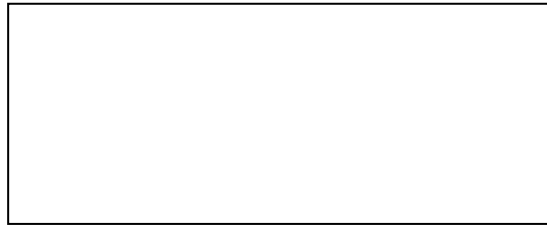
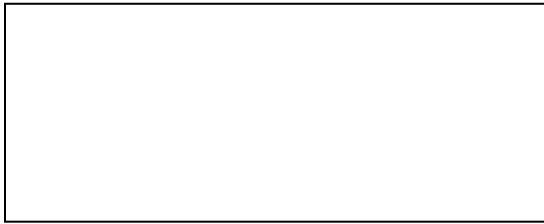
Enter your Digital Certificate password in the "Apply Signature to Document" dialog box (if you close and re-open Adobe Acrobat you will be asked to re-confirm your password)

Click on "Sign and Save As" to proceed with applying your digital signature; a file dialog box will permit you to specify a new file name (a good convention is to just add the suffix "signed" to the file name) and another file folder location depending on your office standards.

Your digital signature is applied to the file and a signature notation inserted in the digital signature box.

## **Setting Your Digital Signature Appearance with Acrobat Version 6**

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



A "Document is Not Certified" dialog box will pop up; just click on "Continue Signing"

The "Apply Signature to Document" dialog box will pop up; click on "Show Options>>"

In **Options...Signature Appearance** click on "New"

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

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

Click OK; in the "Apply Signature to Document" dialog box click on "Hide Options<<"

## **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**

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.

### **Applying Your Digital Signature with Acrobat V7**

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

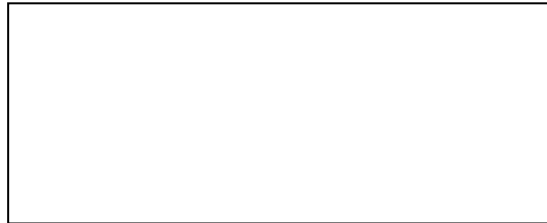
Enter your Digital Certificate password in the "Apply Signature to Document" dialog box (if you close and re-open Adobe Acrobat you will be asked to re-confirm your password twice)

Click on "Sign and Save As" to proceed with applying your digital signature; a file dialog box will permit you to specify a new file name (a good convention is to just add the suffix "signed" to the file name) and another file folder location depending on your office standards.

Your digital signature is applied to the file and a signature notation inserted in the digital signature box.

### **Setting Your Digital Signature Appearance with Acrobat Version 7**

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, 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.

## **Installing Your Acrobat Digital-ID with Adobe Acrobat Version 8**

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

FYI – In Acrobat V8 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, select "Browse for an existing Digital ID 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**

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.

### **Applying Your Digital Signature with Acrobat V8**

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

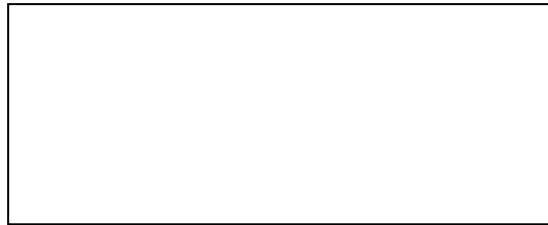
In the "Sign Document" dialog box enter your Digital Certificate password, and if not already selected, select the appropriate appearance profile (e.g. "Sign EFS Documents") from the pull-down selection list (see the Setting your Digital Signature Appearance section for further details). Click on "Sign".

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 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 with Acrobat Version 8**

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