

10 simple steps to certify a PDF document



- ✓ VERIFY ORGANISATIONS
- ✓ VERIFY PEOPLE
- ✓ VERIFY CONTENT



1 Open the document you wish to sign

2 Select the signing tool

3 Select the option:- 'Sign this Document'

4 Choose the 'Certify Document' Option

5 Allow Changes?

6 Choose whether to see the certification as a watermark on the document or not

7 Select the Signing Credentials

Apply Digital Signature - Digital ID Selection

Please select a Digital ID to use to sign this document.

Name	Issuer	Storage Mechanism	Expires
Steve Roylance	Steve Roylance	Windows Certificate Store	2011.01.29 10:1...
Steve Roylance	GeoTrust True Identit...	Windows Certificate Store	2007.01.20 13:2...
Steve Roylance	GeoTrust CA for Adobe	Windows Certificate Store	2009.02.14 18:3...
TCOPS Admin d...	GeoTrust Test CMS 1	Windows Certificate Store	2006.07.02 19:0...

Tip - This process can be skipped in the future.

8 Enter the reason why the document is being certified.

Save as Certified Document - Sign

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Reason for Signing Document: (select or edit)

Type the Reason for Signing the Document here (Or select from a pre-defined choice)

Tip - This process will be skipped if you are signing several documents in a row without closing down any applications.

9 Enter the Pass Phrase for the Token

Apply Signature to Document

You have successfully signed the document.

10 Finished!

Tip - This message can be stopped for future signing events.