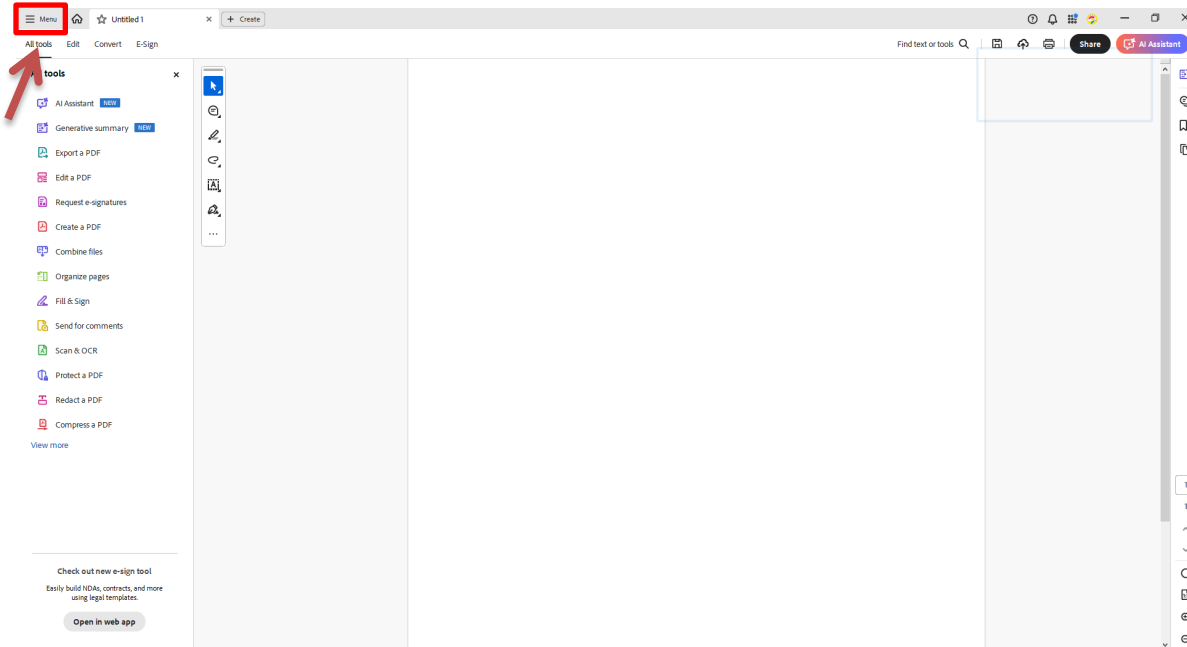


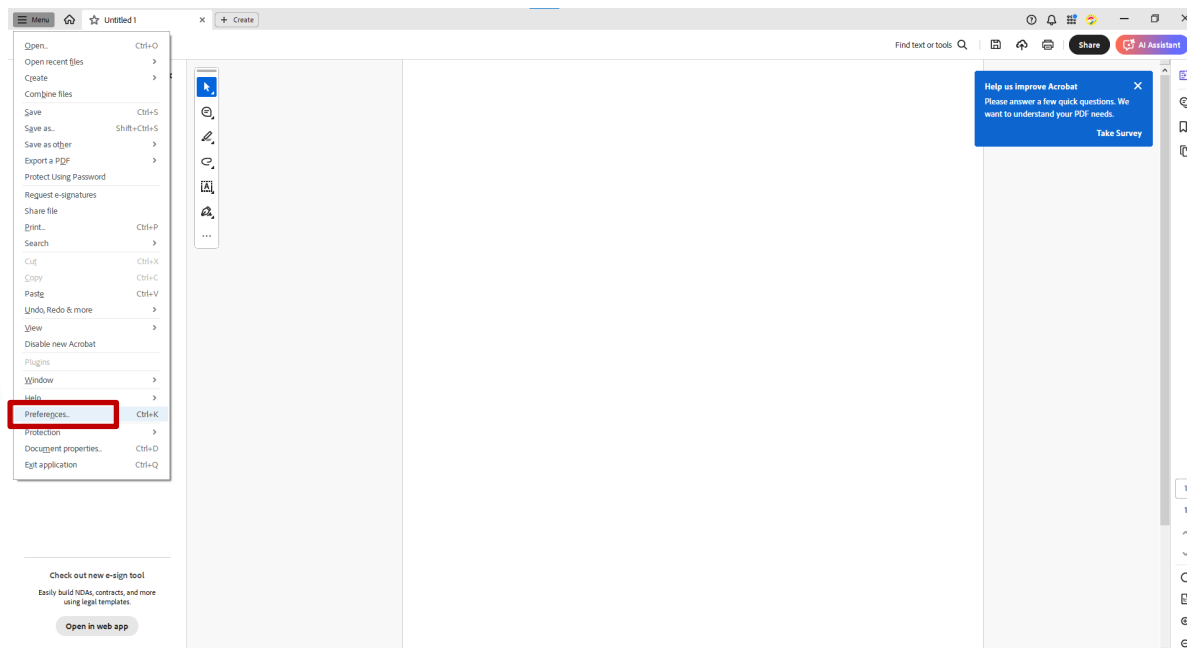
Using Certificates In Adobe

Select your .ID Certificate in Adobe to be used for Signing

1. From the main Adobe Screen select 'Menu' in the top left corner.

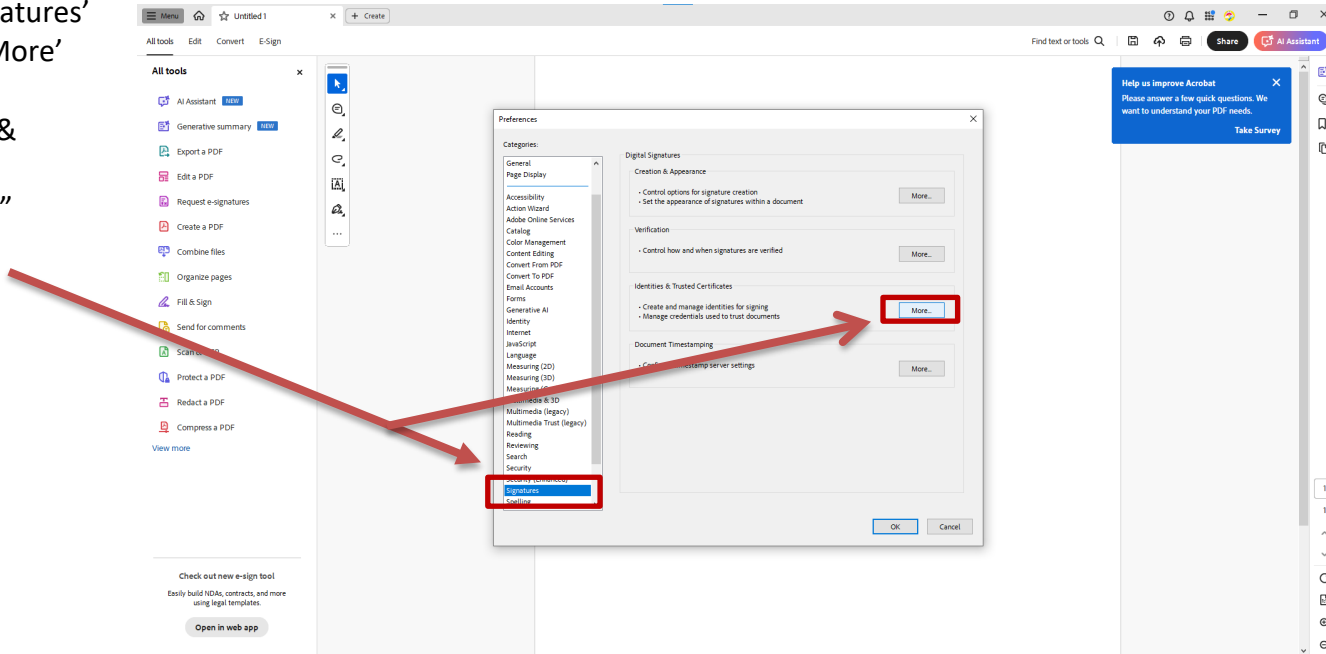


2. Select 'Preferences' or 'Settings'. Depending on your version of Adobe it will say something different.

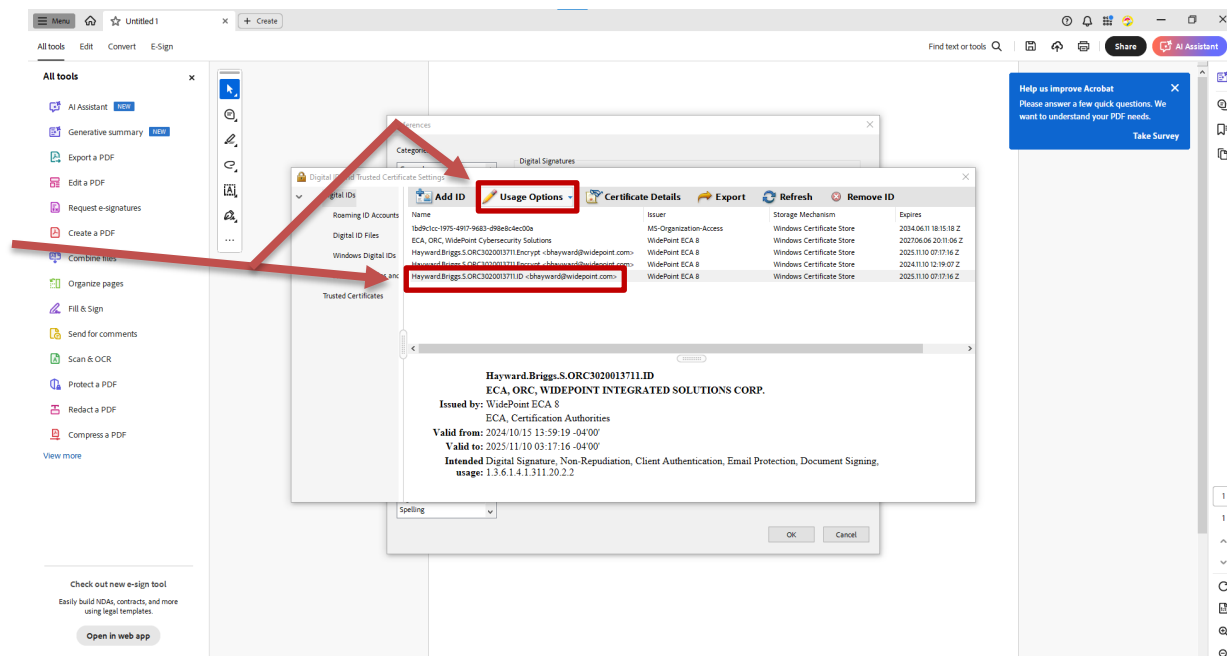


Using Certificates In Adobe

3. Select 'Signatures' and then 'More' under the "Identities & Trusted Certificates" section.

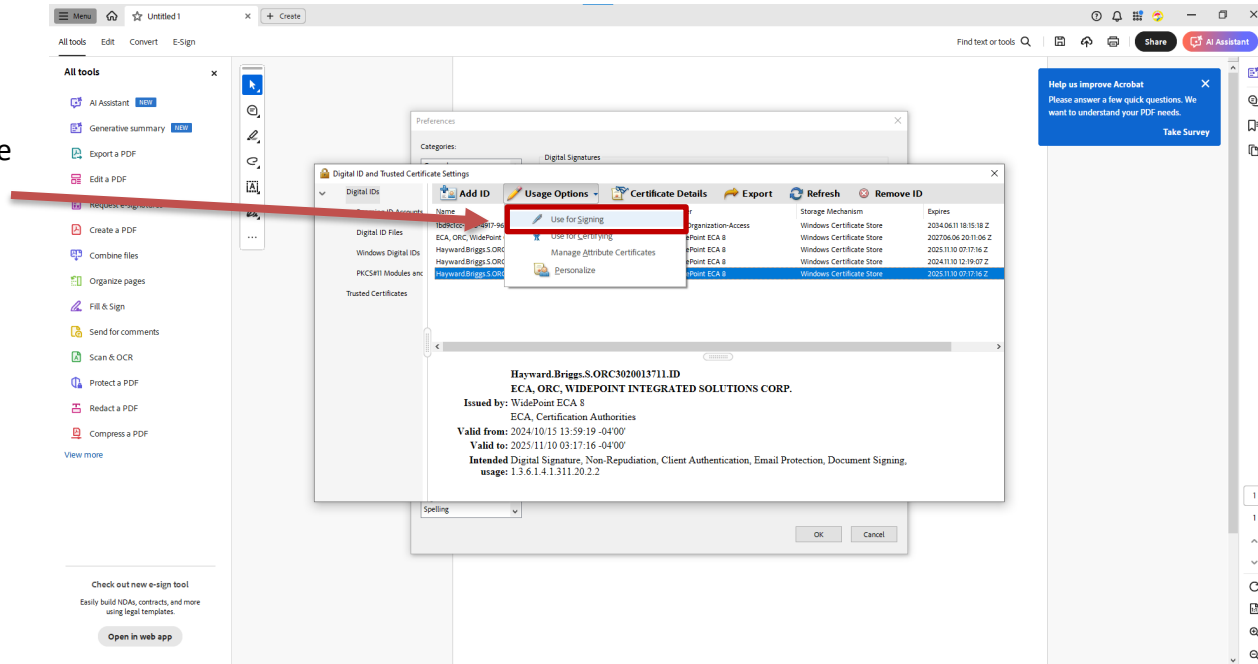


4. Select your certificate that ends in .ID and has the correct expiration date, and then select 'Usage Options' at the top of the screen.

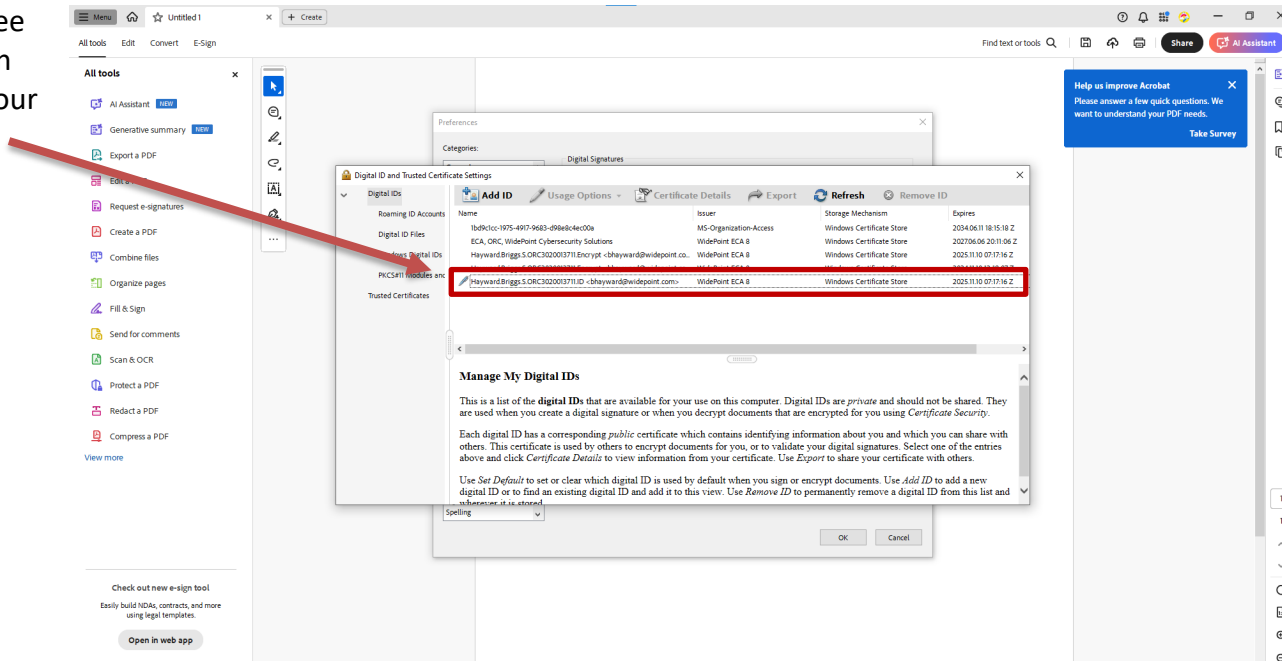


Using Certificates In Adobe

5. Select “User For Signing” from the drop-down list.



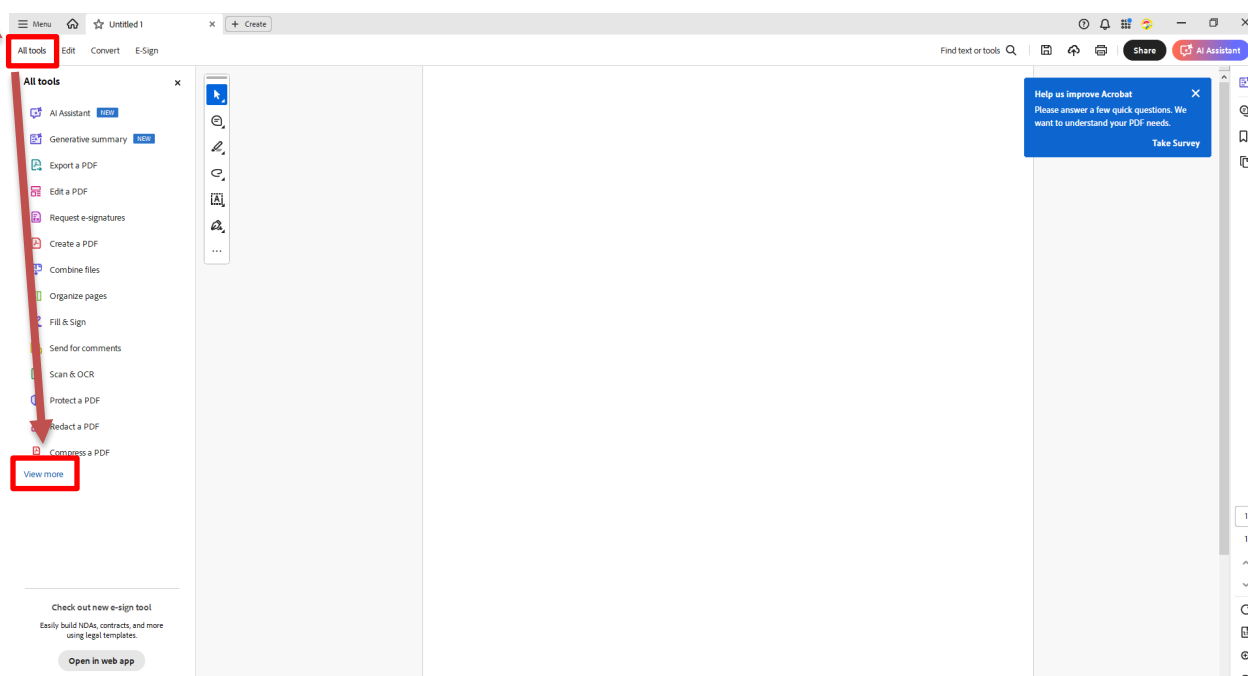
6. You will now see the signing icon to the left of your .ID Certificate.



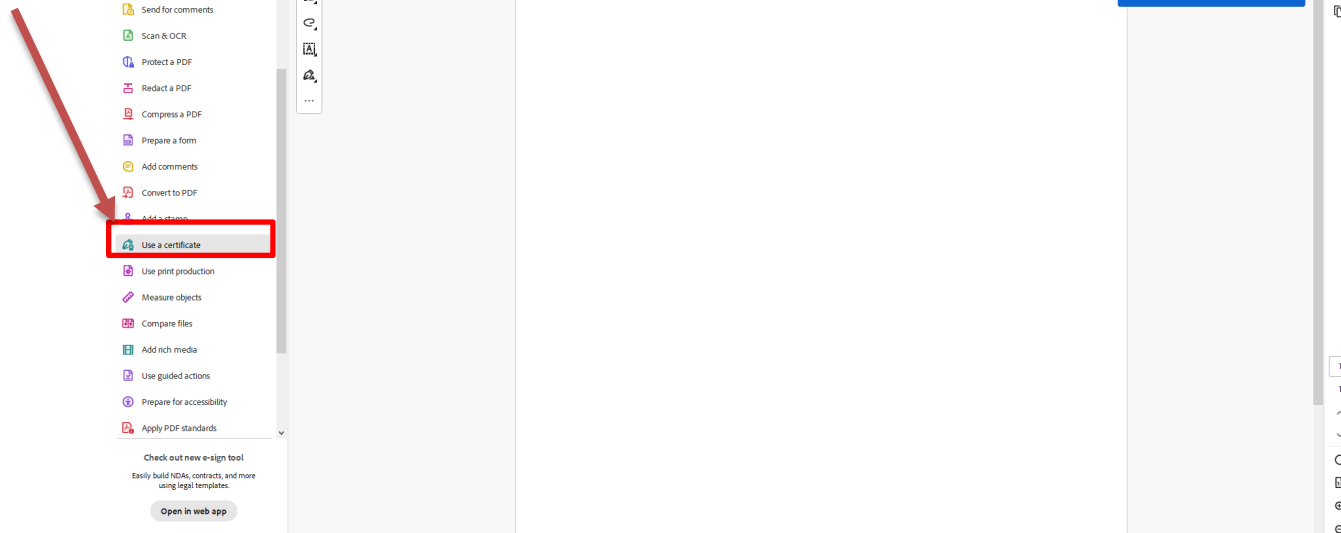
Using Certificates In Adobe

Signing documents using your .ID Certificate

1. Open the PDF that needs to be signed. Select 'All Tools' in the top left and then from the left-hand side of your screen select "View More".

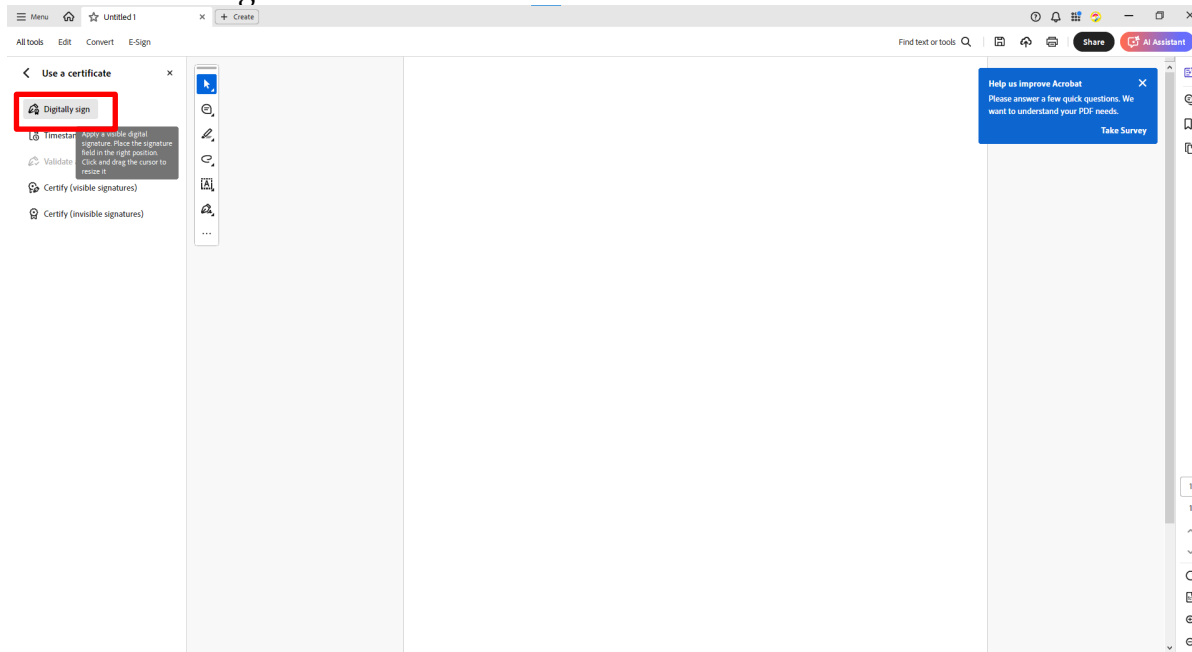


2. Select "Use a Certificate" from the left-hand side.

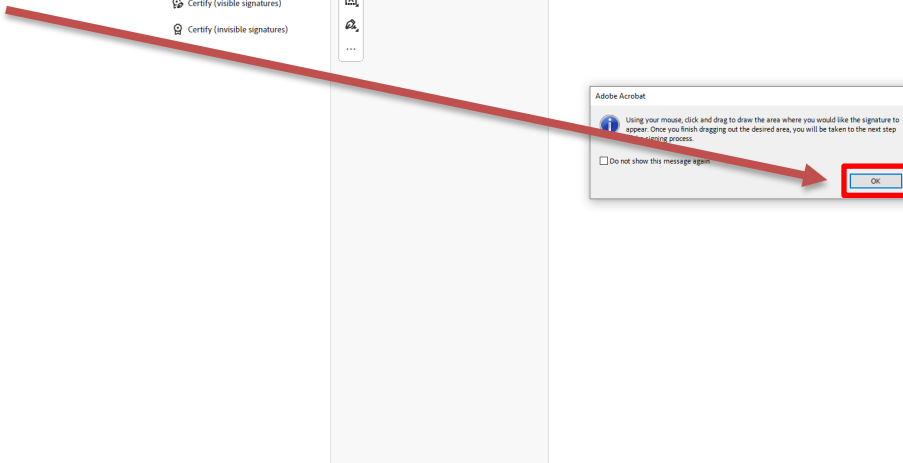


Using Certificates In Adobe

3. Select “Digitally Sign” from the left-hand.

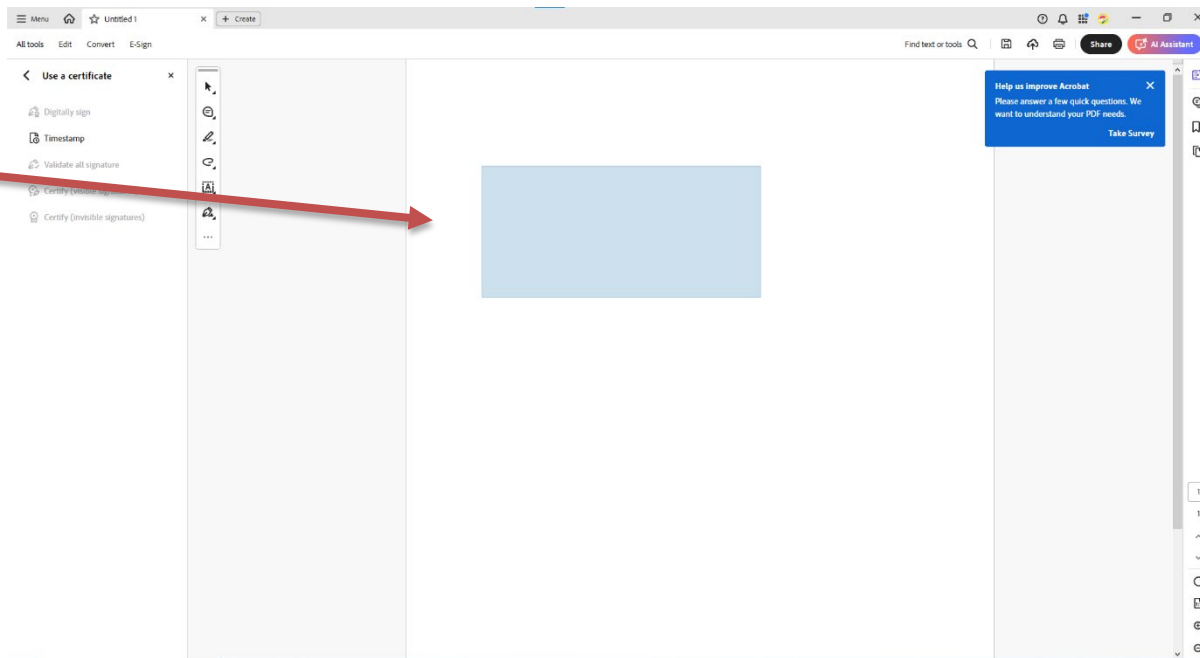


4. Read the popup message explaining how to create your certificate, then place ok.

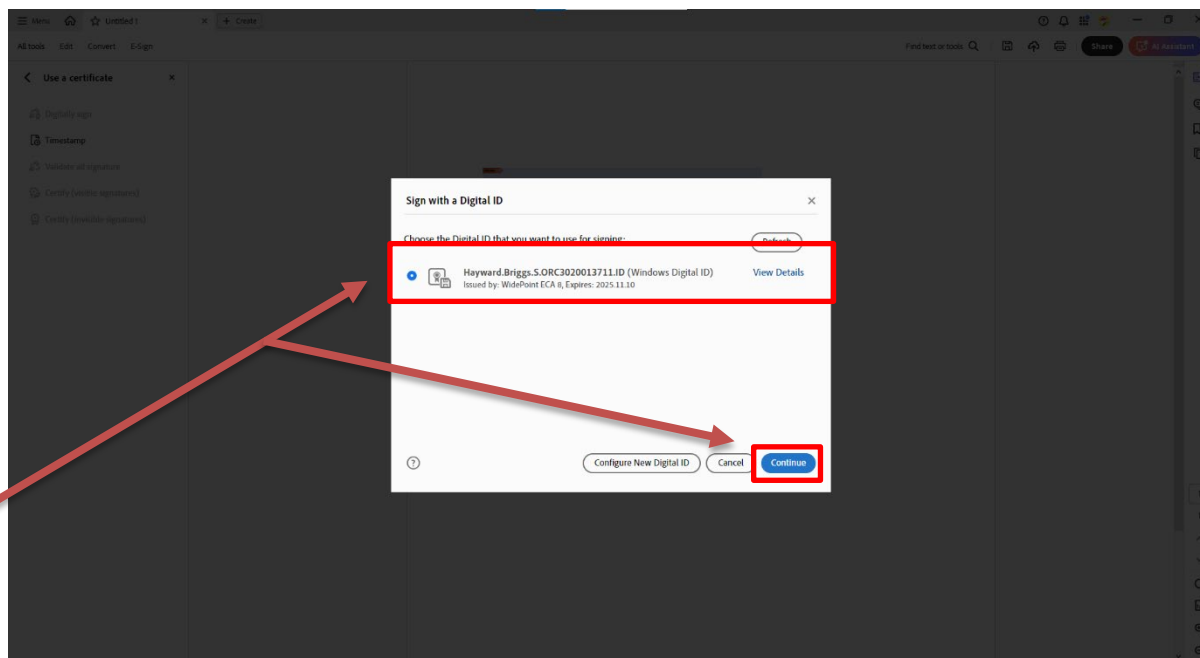


Using Certificates In Adobe

5. Draw a rectangle in the area that you need the signature to go.

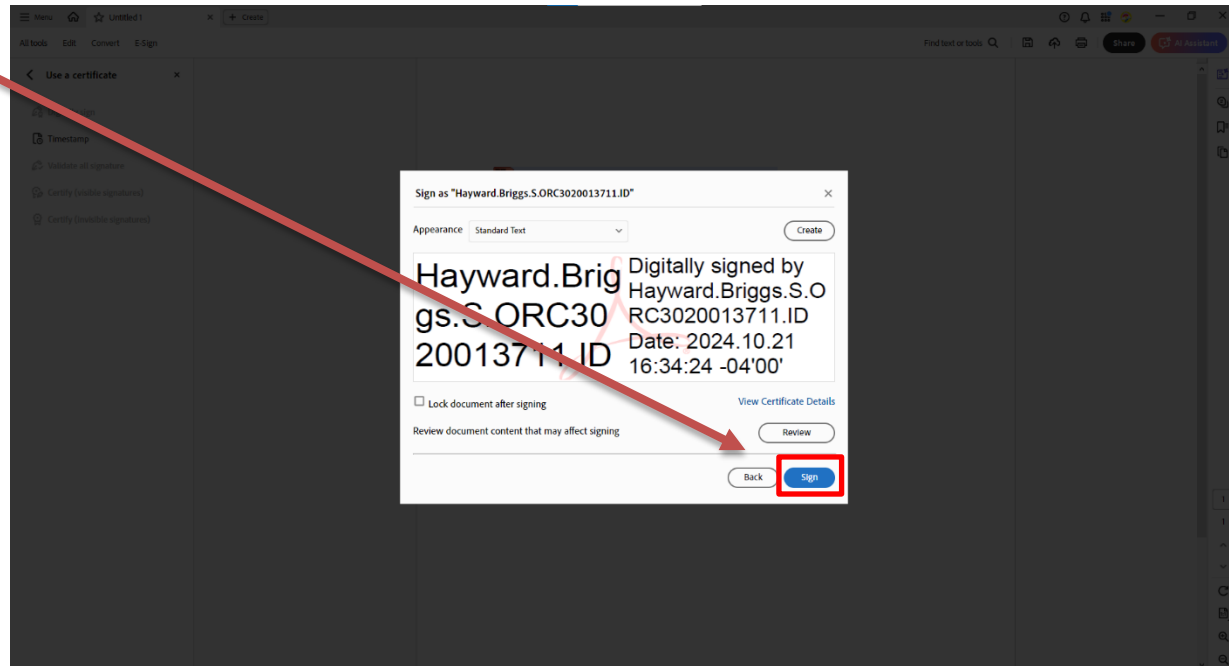


6. Select the certificate you want to sign your document with. It will show you all certificates that have been selected as “Use for Signing”. After selecting the certificate select continue in the bottom of the window.

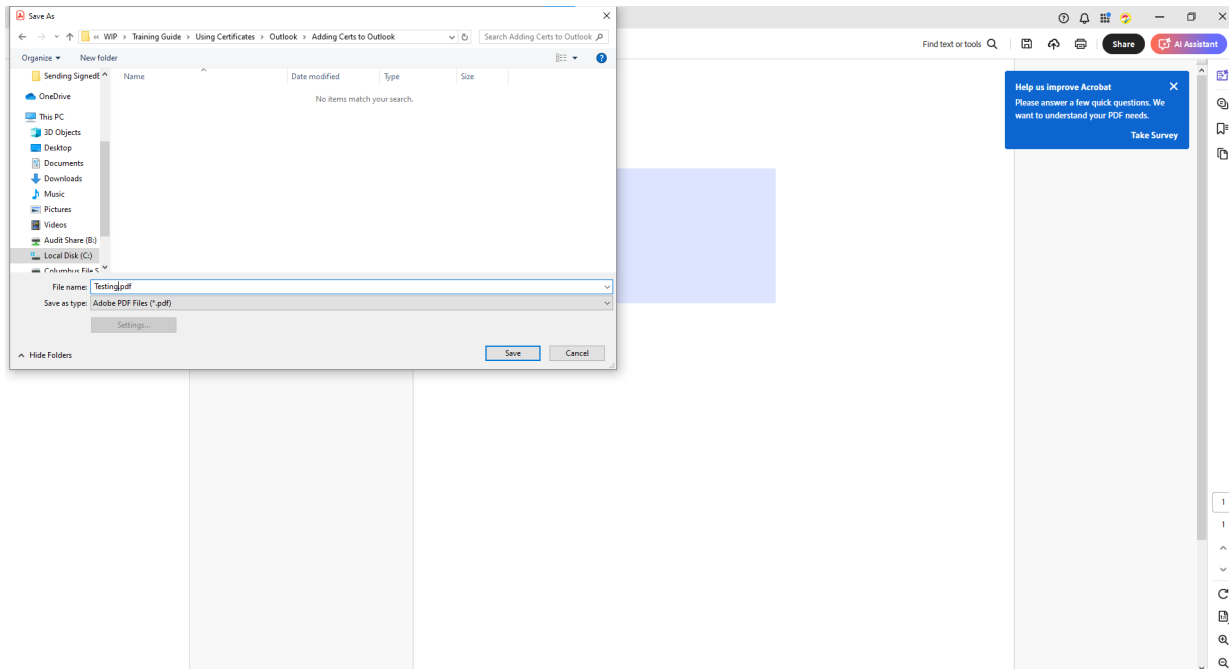


Using Certificates In Adobe

7. Select “Sign” in the bottom right.



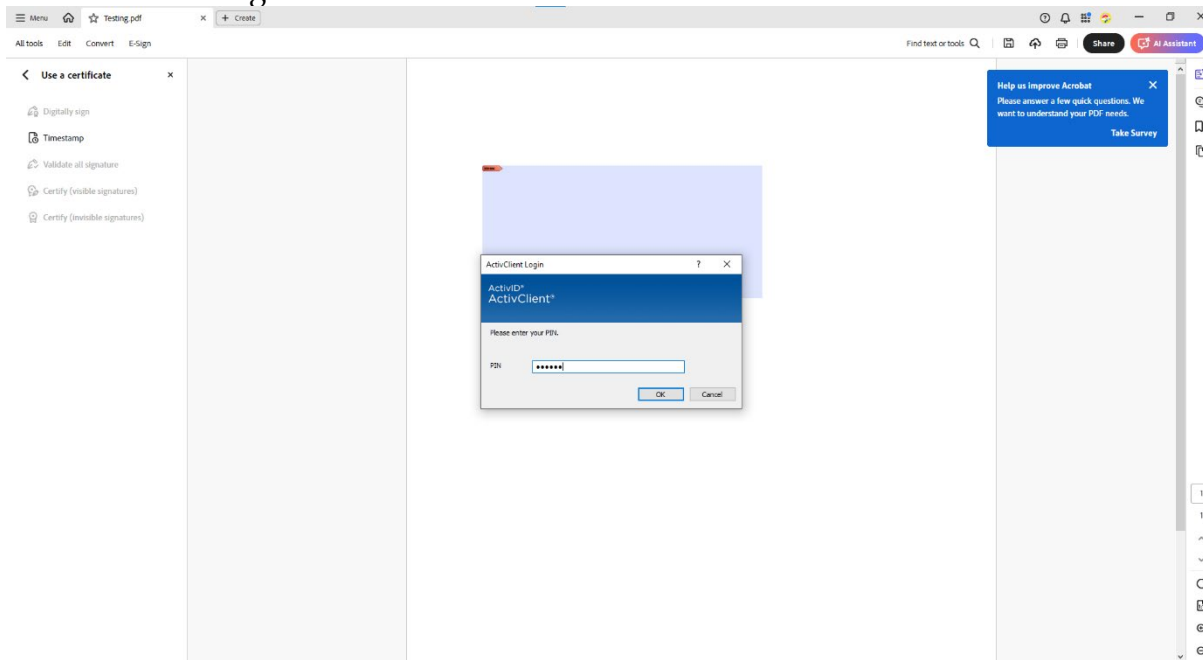
8. It will ask you to save the document, label the document and save it where needed.



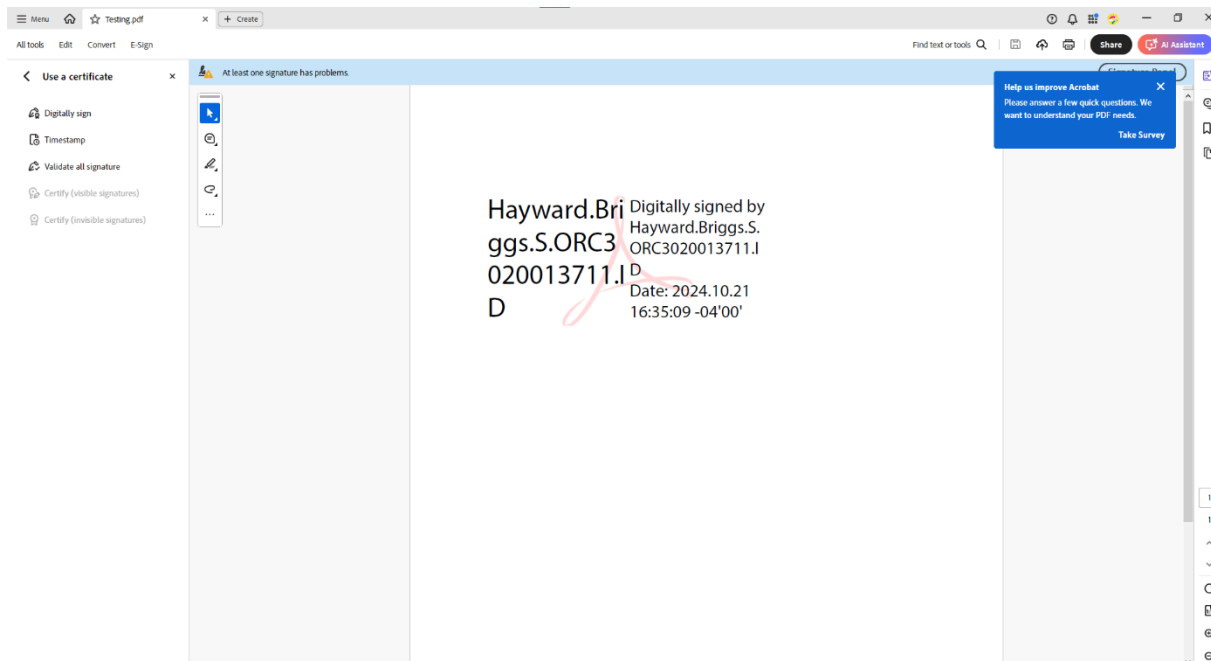


Using Certificates In Adobe

9. Type in the PIN to your card (If using a Token/Hardware certificate) or type in your password (If using a protected software certificate).



10. You will now see your signature on your document.



That ends the process of selecting and using your ECA Certificates within Adobe. If you need further guidance, please contact wsc.helpdesk@widepoint.com.