A. How do I digitally sign a document with Acrobat Reader?

Tip: Use at least Acrobat Reader 6 or Acrobat Reader DC.

remark: this quick guide was made with the macOS version of Acrobat. The look of the screenshots may differ but the functionality stays the same in the Windows version.

1. Open the document that you would like to sign digitally and click on "More tools".

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						Create, edit and sign PDF forms & agreements
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2. Klik on "Digitally Sign" on the "Certificates"-taskbar.

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3. Follow the instructions and draw with your cursor a rectangle in the docupent where you would like to place your digitale signature.

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4. Click on "Configure Digital ID"

Ŭ	
	Digital ID Configuration Required
This signature	ield requires a digital signature identity.
Would you like	to configure one now?
Help	Cancel Configure Digital ID

5. Select "Create a new Digital ID" and click on "Continue"

onfigure a Digital ID	for sign	ing		
A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	Selec	t the typ	e of Digital ID:	
	0		Use a Signature Creation Device Configure a smart card or token connected to your computer	
	0		Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	
	•		Create a new Digital ID Create your self-signed Digital ID	
D			Cancel Continu	e

6. Select "Save to File" and click on "Continue"



7. Complete your name and email address. Select your country and "Digital Signatures". Click on "Continue"

Create a self-signed Di	igital ID	×
Enter the identity	Name	Ian Piotare
information to be used for creating the self-signed	Organizational Linit	Sali Fielers
Digital ID.	Organizational Onit	
signed by individuals do not provide the assurance	Organization Name	Enter Organization Name
is valid. For this reason they may not be accepted in	Email Address	jan.pieters@gmail.com
some use cases.	Country/Region	BE - BELGIUM
	Key Algorithm	2048-bit RSA
	Use Digital ID for	Digital Signatures
3		Back Continue

8. Choose a safe password for your Digital ID. Click on "Save".

Save the self-signed D	igital ID to a file ×
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.	Your Digital ID will be saved at the following location : /Users/inductionsupport/Adobe//
Save the Digital ID file in a known location so that you can copy or backup it.	Apply a password to protect the Digital ID:
	Confirm the password:
3	Back Save

9. Choose the Digital ID you have just created and click on "Continue".



10. Enter your password for your Digitale ID and click on "Sign"

Sign as "Ja	n Pieters"		×
Appearance	Standard Text	~	Create
Ja Pie	n eters	Digita by Ja Date: 11:57	Illy signed n Pieters 2020.07.05 13 +02'00'
Lock docu	ument after signing		View Certificate Details
Review docur	ment content that may	affect signing	Back Sign

11. Save your digitally signed document.

	Save As	
Save As:	toetredingsovereenkomsttest.pdf	ור
Tags:		
Where:	🛅 Desktop	
Format:	Adobe PDF Files	1
	Save	

12. On top of the document, a blue ribbon will appear.



A digital signature will appear in the document.

HANDTEKENING: .	lan	Digitally signed
	Jan	by Jan Pieters
	Diatore	Date: 2020.07.05
	Pieters	11:57:54 +02'00'

You have now digitally signed your form.

Go to part B to generate the corresponding certificate.

B. How do I generate a valid certificate which is needed to verify my digital signature?

1. Click on the digital signature in your form, for which you want to generate the certificate.

HANDTEKENING:	Jan	Digitally signed by Jan Pieters
	Pieters	Date: 2020.07.05 11:57:54 +02'00'

2. The window below appears. Click on "Signature properties..."



3. Click on "Show Signer's Certificate..."

	Signature Properties
<u>Le</u>	Signature is VALID, signed by Jan Pieters <jan.pieters@gmail.com>. Signing Time: 2020/07/05 11:57:54 +02'00'</jan.pieters@gmail.com>
Va	nury Summary
	The document has not been modified since this signature was applied.
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.
	The document is signed by the current user.
	Signing time is from the clock on the signer's computer.
	Signature was validated as of the signing time: 2020/07/05 11:57:54 +02'00'
Sig	jner Info
	Path validation checks were successful.
	Revocation checking is not performed for Certificates that you have directly trusted.
Ac	Ivanced Properties Close Validate Signature

4. Click on "Export".



5. Select the option "Acrobat FDF DataExchange" and click on "Next".

	Data Exchange File - Exporting Certificate
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	You have chosen to export the following data: Bected certificate To gene to export the following data: Destination Image:
	Cancel < Back Next:

6. Complete your name and email address and click on "Next".

	Data Exchange File - Exporting Certificate	
Steps Choose Export Options General Constraints Sign Data Exchange File Choose a Path to Save File Review and Complete	Your identity information is used with comments, reviews, and here is secure and not transmitted beyond this application with information in the future, simply go to the Identity panel in the provide the information is the future, simply go to the Identity panel in the provide the information is the future, simply go to the Identity panel in the provide the information is the future, simply go to the Identity panel in the provide the providet the provide	igital signatures. Information entered out your knowledge. To modify this references.
	Cancel	< Back Next >

7. Click on "Sign"

	Data Exchange File - Exporting Certificate	
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	Sign Data Exchange File Signature Ty you intend to share this data with someone else, you may want to digitally sign the data so that the recipient can verify where it came from.	
	Cancel	< Back Next >

8. Enter your password and click on "Sign"



9. Save the certificate (in fdf format) on your PC.

	Choose a Path to Save File	
Save As:	CertExchangeJanPieters.fdf	
Tags:		
Where:	🛅 Desktop	
Format:	Acrobat FDF Data Exchange	\$
	Cancel	Save

10. Click on "Finish".

	Data Exchange File - Exporting Certificate
Steps Choose Export Options Identity Sign Data Exchange File Choose a Path to Save File Review and Complete	Please review the options you have specified below. Once reviewed, click Finish to export the data. You have chosen to export the following data: cn=Jan Pieters, email=jan.pieters@gmail.com, c=BE
	You have chosen these options for export: The name and email included in the exported data are: Jan Pieters jan, pieters@gmail.com You have chosen to save the exported data to this path: /Jesse
	Cancel < Back Finish

11. Click on "OK".

	Certificate Viewer						
This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.							
	Jan Pieters <jan.pieto< th=""><th>Summary</th><th>Details</th><th>Revocation</th><th>Trust</th><th>Policies</th><th>Legal Notice</th></jan.pieto<>	Summary	Details	Revocation	Trust	Policies	Legal Notice
		٦	Ja	n Pieters <jan.p< th=""><th>ieters@g</th><th>mail.com></th><th></th></jan.p<>	ieters@g	mail.com>	
		Issue	d by: Ja	n Pieters <jan.p< th=""><th>ieters@g</th><th>mail.com></th><th></th></jan.p<>	ieters@g	mail.com>	
		Valid f	from: 20	20/07/05 11:57:	00 +02'0	00'	
		Val	id to: 20	25/07/05 11:57:	00 +02'0	00'	
		Intended us	sage:	Digital Signature	e		
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í	This is a self-signed certif The path validation check 2020/07/05 11:57:54 +02'	iicate. The sele s were done as 00'	cted certif of the sig	icate path is val	id.	ОК	

12. Click on "Close".

	Signature Properties				
-	Signature is VALID, signed by Jan Pieters <jan.pieters@gmail.com>. Signing Time: 2020/07/05 11:57:54 +02'00'</jan.pieters@gmail.com>				
	Validity Summary				
	The document has not been modified since this signature was applied.				
The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.					
	The document is signed by the current user.				
	Signing time is from the clock on the signer's computer.				
	Signature was validated as of the signing time: 2020/07/05 11:57:54 +02'00'				
	Signer Info				
	Path validation checks were successful.				
	Revocation checking is not performed for Certificates that you have directly trusted.				
	Show Signer's Certificate				
	Advanced Properties Close Validate Signature				

Upload your digitally signed preregistration form, together with your generated certificate and the other required documents, in a ticket in the international helpdesk. Please read the instructions on www.uantwerpen.be/enrolment.