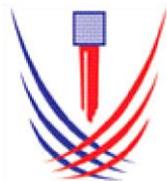


Digital Signature

User Manual For **Multiple Signing** in PDF



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1. Document Signing for Adobe Acrobat DC 2023 Files.

1.1 Pre-requisites

1. Token driver is installed.
2. Certificate is enrolled inside token.
3. Adobe Acrobat DC 2023/Adobe Acrobat Reader Version 2023.008.20421 or later.

1.2 User guide to digitally sign Acrobat Reader DC files:

1. Plug in token. Open a PDF file using **Adobe Acrobat DC 2023**.
2. Click **View more** to open more tools from All tools panel and click on use a certificate. 
3. Click **Digitally sign**. Select **Sign with Certificate**.
4. Drag the mouse to any place on the document to create a rectangle. 
5. This window appears:

6. For **Sign As**, select your ID from the list.

7. Click **Sign**. *Optional:* Tick **Lock Document After Signing** 

to prevent any changes after signing the documents

8. Save the signed document with a unique name from the original document name as the signed document cannot have the same name as the original (unsigned document). 

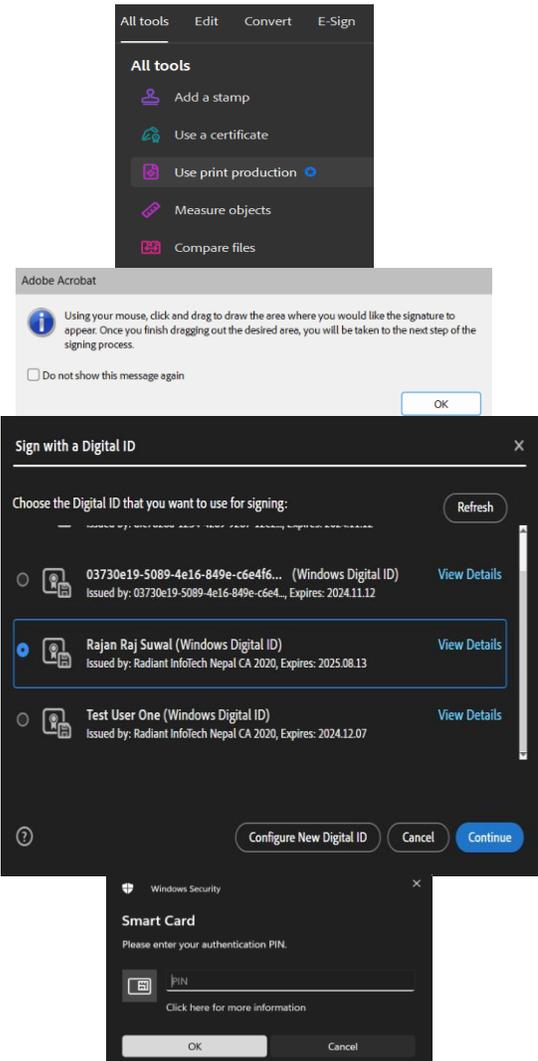
9. A message box prompts you to key in your User PIN. This window appears:

10. The file is now signed and appears on the rectangle area created.

11. As shown in this figure: 

A signed a document and forward to B, B see a valid document and modify, then A signature is invalid. B sign the document and forward to C. C view a document with valid signature of B, altered signature of A and modified content notification. C finally sign the document.

Basic description for Multiple Signing in PDF using a certificate-based digital ID to allow others to sign using a certificate in Adobe Acrobat Reader Version 2023.008.20421 or later, the PDF needs to be reader-enabled first in Adobe Acrobat DC 2023.



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