

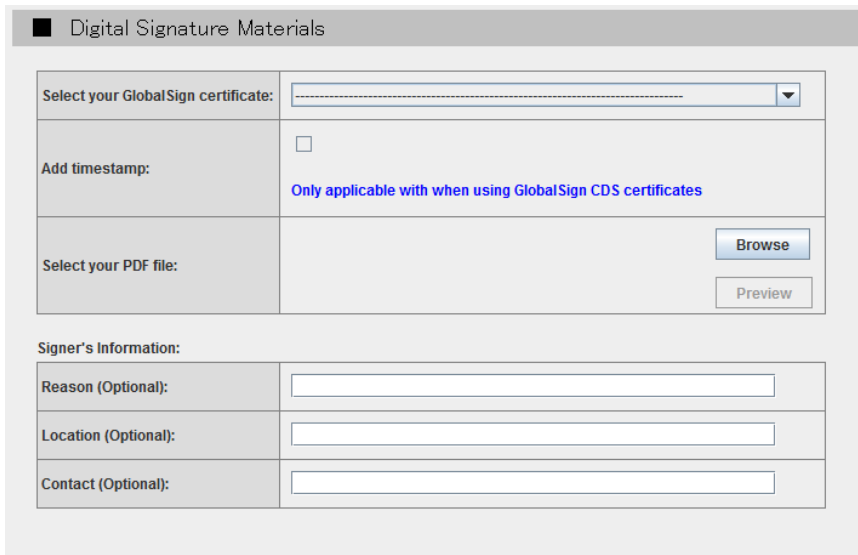
GlobalSign PDF Signing Tool

Before you Begin- Please Note the Following:

1. Please note that this tool currently only works with Internet Explorer
2. This is a Free tool available to test sign PDFs, GlobalSign does not offer support of any kind for this tool.
3. PDFSigner signs PDFs documents only
4. PDFSigner utilizes digital certificates stored in Windows Trust store or on USB tokens or Smartcards that have Windows certificate compatible drivers
5. All users are bound to the terms and conditions of the PDFSigner Agreement
6. To receive the full benefits of on-line revocation checking and/or Timestamping service (if the digital certificate you selected supports these features) you must be “on-line” for the PDF Signing tool to access the Internet
7. GlobalSign’s PDFSigner tool is available at <http://www.globalsign.com/pdf-signing-tool/>

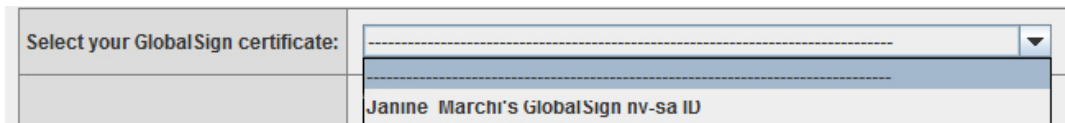
Part 1- Choose Digital Signature Materials

The “Digital Signature Materials” is the information needed to create the digital signature



Step 1- Select your GlobalSign Certificate

Using the drop down menu, select the Digital Certificate that you want to use to digitally sign your PDF document. (The PDF Signer tool will automatically recognize all certificates you have installed on your computer)



Step 2- Timestamp Option (optional)

Optionally, tick “Add timestamp” if you want to add a time stamp to the document. The “time stamp” tool only works with a [GlobalSign DocumentSign CDS certificate](#). Otherwise leave un-ticked.

Step 3- Select your PDF file

Click “browse” and select the PDF file you want to digitally sign

Select your PDF file:	<input type="button" value="Browse"/>
	<input type="button" value="Preview"/>

Step 4- Create optional Signer Information

Include optional information that will appear in the digital signature include:

1. **Reason**- reason for signing the document (e.g. I approve; I have reviewed this document, I am the author of this document, & etc)
2. **Location**- such as city, state, country, and/or locality
3. **Contact**- such as an email address

<input type="button" value=" << back"/>	<input type="button" value=" next >>"/>
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Then Click “Next” (you may have to scroll down to view the “next” button)

Part 2- Visible Signature Options- There are several configuration options available to create a visible signature within your PDF document including the appearance of your signature.

Step 5- Create a Visible Signature-optional

<input checked="" type="checkbox"/> Visible Signature – Optional	
<input checked="" type="checkbox"/> Create visible signature	
Signature type:	<input checked="" type="radio"/> Image + Description <input type="radio"/> Image only
Select your image file:	<input type="button" value="Browse"/> Image file must be *.gif, *.jpg, or *.bmp

To Create a Visible Signature:

1. Tick off the box “Create visible signature” (e.g. logo, hand written signature, etc)
2. Select either “Image + Description” or “image only”
 - **Image + Description**- If you intend to have both an “image” and the “Signer Information” previously provided (reason, location, and contact)
 - **Image only**- if you want to have only an “image” displayed

Examples below:

Image + Description**Image Only**

3. Next, browse for a previously saved .gif, .jpg, or .bmp image
4. Optionally, if a “Signature field” was previously placed in the PDF you wish to sign, you may designate the name of that field as a place for the signature to be applied.

Step 6- Create Signature Position

Signature position:

☐ Place signature into existing signature field

Field name:

☒ Create a new signature field

☒ Top left ☐ Top middle ☐ Top right

☐ Bottom left ☐ Bottom middle ☐ Bottom right

☐ Create a new signature field with coordinate

x= y=

1. Designate the placement of the signature in one of two ways:
 - a. General area of the PDF e.g. Top Right, Bottom left etc.
 - b. X, Y coordinate

2. Then select which page the signature should be applied to. This setting is only significant to documents with multiple pages

Part 3- Accept Subscriber Agreement and Save PDF Document

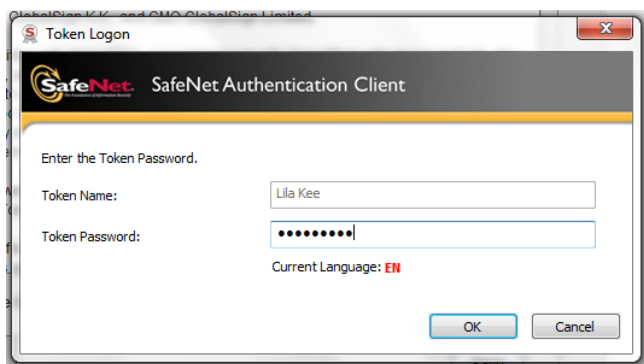
Step 7 – Accept the PDF Signing Tool Terms of Use and click save

Accept the PDF Signing Tool Terms of Use by ticking off “I have read and understand the Subscriber Agreement above” and then save the file by clicking “Save”

☒ I have read and understand the Subscriber Agreement above

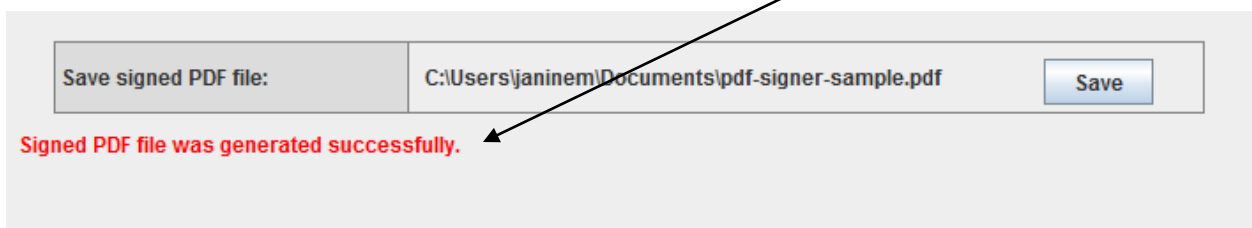
Step 8- Authenticate to Device (For Certificates secured on a USB or Smartcard)

If you are using a digital certificate secured on a USB token or Smartcard, you will now be prompted to authenticate to the device to access the private key. Example using a SafeNet USB token below:



Step 9- Your PDF was generated successfully

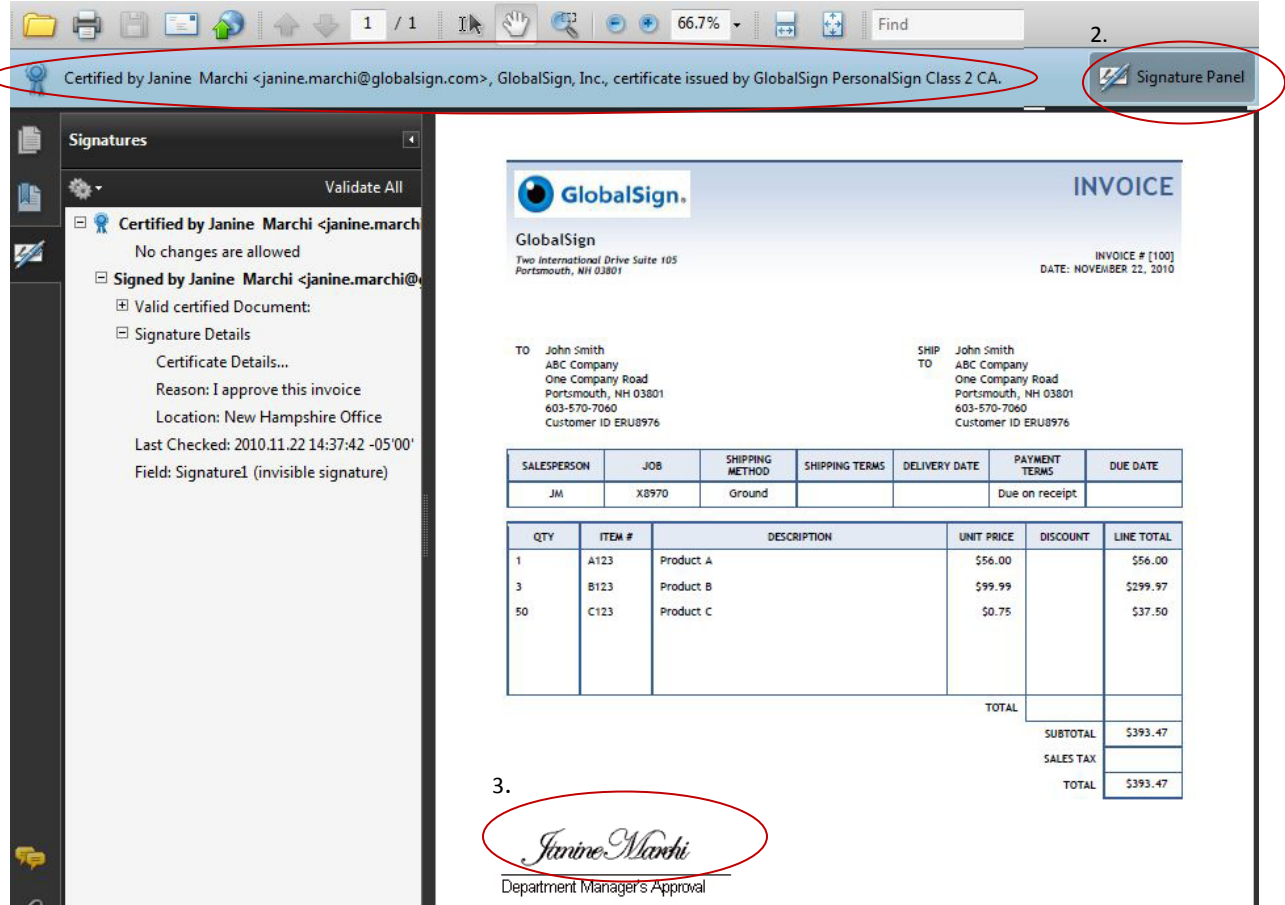
The digital signature was successful when the following message is displayed:



Step 10- Validate your Document

To view and validate your digitally signed document, you will need to locate the file and open.

Below is a sample of a Digitally Signed Document using the PDF Signer Tool



1. Certified by Janine Marchi <janine.marchi@globalsign.com>, GlobalSign, Inc., certificate issued by GlobalSign PersonalSign Class 2 CA.

2. Signature Panel

Signatures

Validate All

Certified by Janine Marchi <janine.marchi@globalsign.com>
No changes are allowed

Signed by Janine Marchi <janine.marchi@globalsign.com>
Valid certified Document:
Signature Details
Certificate Details...
Reason: I approve this invoice
Location: New Hampshire Office
Last Checked: 2010.11.22 14:37:42 -05'00'
Field: Signature1 (invisible signature)

GlobalSign
Two International Drive Suite 105
Portsmouth, NH 03801

INVOICE
INVOICE # [100]
DATE: NOVEMBER 22, 2010

TO John Smith
ABC Company
One Company Road
Portsmouth, NH 03801
603-570-7060
Customer ID ERU8976

SHIP TO John Smith
ABC Company
One Company Road
Portsmouth, NH 03801
603-570-7060
Customer ID ERU8976

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
JM	X8970	Ground			Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	A123	Product A	\$56.00		\$56.00
3	B123	Product B	\$99.99		\$299.97
50	C123	Product C	\$0.75		\$37.50
TOTAL					
SUBTOTAL					\$393.47
SALES TAX					
TOTAL					\$393.47

3. Janine Marchi
Department Manager's Approval

1. A blue bar will appear at the top of the PDF Document displaying a digital “certifying” signature.
2. The “Signature Panel” allows you to view the signature details. The Signature details will be displayed on the left hand side screen which will include the signature details.
3. If a “visible” signature was chosen it will appear in the location you specified during the signing wizard. The example above is an example of an “image only” visible signature, where the image is a digitalized hand-written signature.

*Note signature validation experience will vary depending on the type of digital certificate used and / or either the default or modified security settings of the PDF Reader.

Interested in understanding how you can produce an instantly validated signature? Contact GlobalSign Sales for more information or visit our website at <http://www.globalsign.com/document-security-compliance/adobe-cds/>.