



Guidelines for Obtaining Form 16 And Validating the Digital Signature

1 For downloading the Form 16 from the ESS:

Path: Employee Self Service → Benefits and Payments → Form16

- Click on Form 16 Service for opening the Form 16 window.
- Click on Form 16 Link.
- Form 16 PDF file will be displayed

Note: In order to obtain a print of Form 16 one should have Acrobat version 7.0 and above

2 For validating the signature which appears on Page 2 or Page 4 of the PDF document, kindly follow steps given below:

In Form 16 PDF file Click on the Signature Box.

- Signature Validation Status window will be displayed.
- Click on “Signature Properties” option
- Signature Properties window will be opened.
- Click on “Show Certificate” option in the Summary Tab.
- Certificate Viewer window will be opened.
- Click on “Add to Trusted Identities” option in the “Trust” option Tab.
- Click on “OK” option in the “Acrobat Security” window to continue.
- Select all the Check Boxes and click on “OK” to continue.
- Click on “OK” in the “Certificate Viewer” window.
- Click on “Validate Signature” option for validating the signature
- Click on “Close” option for closing the window.

Now the Signature window will display “Valid Signature”

Note: If the signature is not validated, it will display the message “Signature’s identity unknown” when the mouse pointer is placed on the signature