

**Subject: EFS Setting Up a Digital Certificate with a Password Prompt V4**

Author: Denis Thomas

Date: November 2, 2005

There are two preference options in Adobe Acrobat for providing Digital Certificate security. The default is using Windows logon and screen savers with passwords to protect access to your PC. In many instances this may not be adequate protection for unauthorized use of your digital signature. This document provides instructions for setting up Acrobat to prompt for your Digital Certificate password every time you attempt to digitally sign a document.

### **Secure Storage of your Digital Certificate File**

You should store the Digital Certificate file you receive from Juricert in a safe and reasonably secure location on your system e.g. on your computer in a separate directory e.g. C:\MyCertificate.

The file is password protected so it is quite secure from unauthorized access. You should make a backup copy e.g. on a diskette, on a CD, on a co-worker's computer, or on your shared office file server.

For additional security, you can store your Digital Certificate file on a removable USB Flash Memory Drive so that it is not actually physically stored on your office computer (in which case you should also store the backup copy in a physically secure location).

Your Digital Certificate file is called "your name + code .apf" (other file formats e.g. .pfx or .p7b may also be used to store digital certificate files).

### **Removing Undesired Windows Certificate Security Digital IDs**

If you have already set up a Windows Certificate Security Digital ID in Acrobat, this should be removed to prevent anyone from re-setting the Preference back to Windows Certificate Security and thus obtaining unauthorized access to your Digital ID.

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID**

In the "Manage My Digital IDs" dialog box, select the ID with a single mouse click, and click on "Remove".

### **INSTALLING YOUR ADOBE ACROBAT DIGITAL ID FILE USING ADOBE ACROBAT VERSION 6**

Open Adobe Acrobat using this PDF file which will help you set up and test your digital signature.

In Acrobat, select **Edit...Preferences...Digital Signatures** and set

**Signing Method = Default Certificate Security**

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID FILES**

and start with **Select My Digital ID File**

In the "Select My Digital ID File" dialog box, click on "Find Your Digital ID File..." Navigate to the folder where you stored the file you received from Juricert e.g. C:\MyCertificate\mynameX.apf

Double click on the file name which will now appear in the "Digital ID File: in the dialog box.

Enter your Digital Certificate password and click on OK.

A dialog box may pop up and ask if you would like to convert the file to a supported file type, click on “Yes”. A “New Self Sign Digital ID File” dialog box will open listing a converted Digital Certificate file with a .pfx extension ---- click on “Save” to save this file in the same folder you previously created i.e. C:\MyCertificate.

If another dialog box “Import Digital ID File” asks if you want to import other files, reply “No”.

### **Setting Acrobat Digital ID File Options**

In Acrobat, select **Advanced...Manage My Digital IDs...My Digital ID FILES**

and select **My Digital ID File Settings**

Double click on your Digital ID name (or click on “Settings”) For convenience you should set “Always use this Digital ID”. Once you have changed the settings, click on “Close”.

Note that this is where you change your password and password settings. Your password is only changed in the .pfx file; the .apf file you received from Juricert retains its original password.

### **INSTALLING YOUR ADOBE ACROBAT DIGITAL ID FILE USING ADOBE ACROBAT VERSION 7**

Open Adobe Acrobat using this PDF file which will help you set up and test your digital signature.

In Acrobat, select **Edit...Preferences...Security...Advanced Preferences...Creation** and set

**Default Method to Use = Adobe Default Security**

In Acrobat, select **Advanced...Security Settings**

In the “Security Setting” dialog box, click on “+ Digital IDs” and then click the “Add ID” icon.

In the “Add Digital ID” dialog box, select “Find an existing Digital ID” and click on “Next”.

In the “Browse for a Digital ID file” dialog, click on “browse...”, and navigate to the folder where you stored the file you received from Juricert e.g. C:\MyCertificate\mynameX.apf

Double click on the file name which will now appear in the dialog box. Enter your Juricert Digital Certificate password and click on “Next”.

Acrobat will then display another dialog box which lists your new Digital ID, click on “Finish”.

This will return you to the “Security Setting” dialog box which now includes your new DigitalID. Click once on this DigitalID to highlight it, then click the “Set Default” icon and click on the icon “/ For Signing” to establish this as the default DigitalID (certificate) you will be using to digitally sign forms.

To change your Digital ID password if you are using Adobe Acrobat 7:

Select “Advanced....Security Settings...” and click on “Digital ID Files”

In the dialog box displayed, click on the filename for which you want to change the password (in most cases there will only be a single filename with your name displayed with a .apf or .pfx extension). After the file is selected and highlighted, you can click on “Change Password” which will display the “Change Digital ID File Password” and/or click on “Password Timeout” to select password entry options i.e. never / always / once-per-session / timeout-after-specified-interval.

## Setting Your Digital Signature Appearance

Click on one of these digital signature boxes to set and/or test the appearance of your signature:



A “Document is Not Certified” dialog box will pop up; just click on “Continue Signing”

The “Apply Signature to Document” dialog box will pop up; click on “Show Options>>”

In **Options...Signature Appearance** click on “New”

Set **Configure Graphic = Name** and all other options OFF

Set **Configure Text = Distinguished Name** and all other options OFF

Click OK; in the “Apply Signature to Document” dialog box click on “Hide Options<<”

## Applying Your Digital Signature

Enter your Digital Certificate password in the “Apply Signature to Document” dialog box (if you close and re-open Adobe Acrobat you will be asked to re-confirm your password twice)

Click on “Sign and Save As” to proceed with applying your digital signature; a file dialog box will permit you to specify a new file name (a good convention is to just add the suffix “signed” to the file name) and another file folder location depending on your office standards.

Your digital signature is applied to the file and a notation inserted into the digital signature box.