

DocumentSign™ - QuickStart User Guide

Digital IDs for the Adobe PDF Platform: Certified Document Services (CDS)



Which Versions of Acrobat support Certified Document Services?

The technology to apply inherently trusted digital signatures into PDF documents first appeared with version 6.0 of Adobe Acrobat and 7.0 of Adobe Enterprise Server. Automatic signature validation capabilities appeared in Adobe Reader 6.0. It is recommended that you use the latest release of Adobe supported products as these provide a greater level of functionality. For more details on these products see the Adobe web site.



Acrobat 9 Standard



Acrobat 9 Extended



Adobe Acrobat Pro Extended

Getting Started.

You will have been provided a copy of this QuickStart User guide along with your iKey 2032/4000 token when you applied for a DocumentSign Digital ID. This section of the QuickStart guide is applicable to both the PersonalSign and DepartmentSign products that utilize a USB token for Acrobat desktop digital signatures. Please follow these three simple steps to install the drivers.

- An electronic copy is located here: www.globalsign.com/support/adobe/QuickStartGuide.pdf
- You install your certificate here:- http://www.globalsign.com/support/ordering-guides/DocumentSign_GCC_Certificate_Enrollment_Guide.pdf
- A full User Guide is located here:- www.globalsign.com/support/adobe/UserGuide.pdf



Install utilities and drivers



Insert token when prompted



Initialise token and set password

Stage 1 – Utility Installation – SafeNet Utilities

Please download and run the utility installation files from the GlobalSign web site. (Microsoft Vista users please see the following page for specific information.)
www.globalsign.com/support/adobe/documentsign.msi

Stage 2 – Install the iKey drivers on to your system.

Please download and run the driver installation utility from the GlobalSign web site

- www.globalsign.com/support/adobe/tokendriver.exe (32 bit operating systems like XP)
- www.globalsign.com/support/adobe/tokendriver64.exe (64 bit operating systems like Vista64)

What Software & Hardware do I need?

Certified Document Services (CDS) is one of the services enabled by the Adobe root certificate authority. CDS enables document authors to sign Portable Document Format (PDF) files, using standard digital certificates, which automatically validate when authors are using free Adobe® Reader® software. No additional client software or configuration is required. In order to create a PDF to be signed you will need either a product from the Adobe Acrobat family (Standard, Professional or 3D) or from the Adobe LiveCycle Enterprise Suite.

Software requirements for Adobe Acrobat Reader.

<http://www.adobe.com/products/reader/productinfo/systemreqs/index.html>

Software requirements for the Adobe Acrobat Family.

<http://www.adobe.com/products/acrobatpro/productinfo/systemreqs/>

Software requirements for the SafeNet iKey 2032/4000 USB token

Your computers must contain one of the following Microsoft operating systems:

- Windows 2000 Professional SP 4
- Windows 2000 Server SP 4
- Windows Server 2003
- Windows XP Professional (SP 2)
- Windows Vista (32 or 64 bit)
- Microsoft Internet Explorer V5.5 SP2 or higher

Hardware requirements for the SafeNet iKey 2032/4000 USB token

Your computer should be comfortably within the processor and memory requirements of your operating system (not the bare minimum), and have the following:

- An available USB port for your USB iKey token

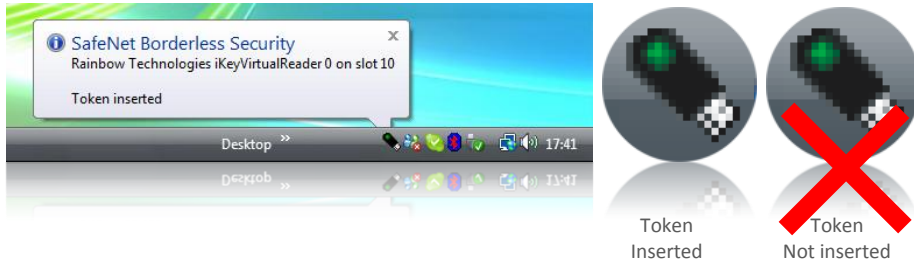


Remember! For the highest assurances of who created a document, look for the Blue Security Bar and Blue Rosette.

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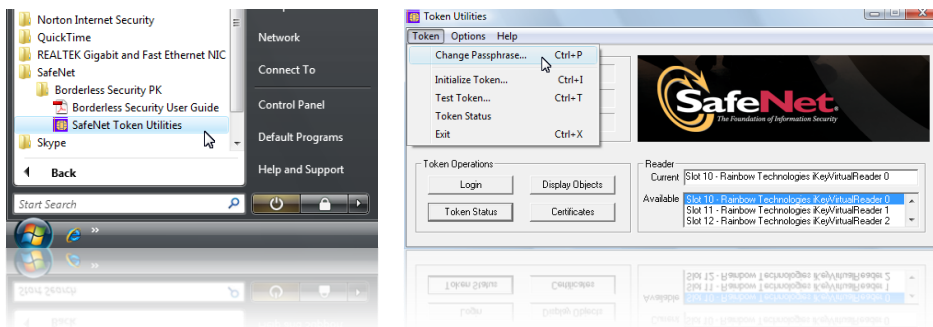
When prompted to do so, insert your iKey token into a free USB slot on your PC. Your operating system will then find the relevant drivers for the iKey token and install them. Once installed you will see the iKey token ICON appear in your task tray with the Status of the Token (Inserted) appearing as shown below.



Stage 3 – Initialise your token and change your iKey Passphrase!

The token is sent to you in a blank format, so you first need to initialise it (See the screen shot below). We then recommend that you modify the passphrase which would have been **Password#1**. The Passphrase will be used to authenticate you as the user of the iKey token each time you sign a document, so PLEASE ENSURE you select a strong Passphrase and that you do not forget it.

Incorrect entry of the Passphrase 10 times will deactivate your token and any certificates on it meaning that you will need to go through the certificate install process again.



You now need to refer to the full user guide, as the installation of your certificate is performed in combination with the GCC account that you created.

Please open this document next to install your certificate onto the token via your GCC account.

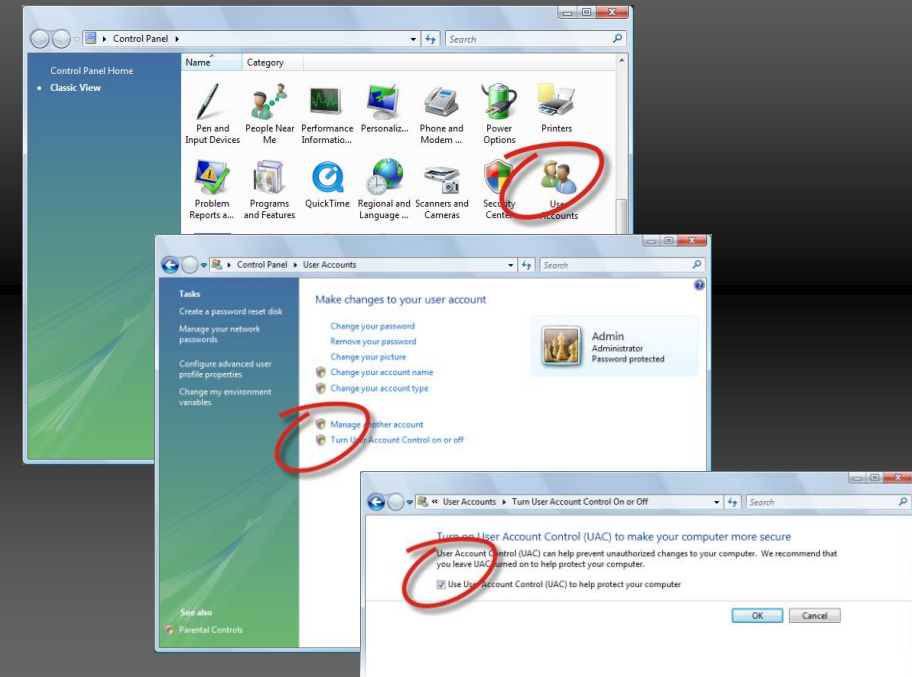
http://www.globalsign.com/support/ordering-guides/DocumentSign_GCC_Certificate_Enrollment_Guide.pdf

A full user guide on how to sign is located here:- A full User Guide is located here:-

www.globalsign.com/support/adobe/UserGuide.pdf

Microsoft® Vista® users – Turn off User Account Control!

Prior to installation of the iKey drivers, please ensure that the UAC (User Account Control) inside the control panel of your Vista operating system is turned **temporarily OFF**.



For more details on being safe online with DocumentSign contact GlobalSign:

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