

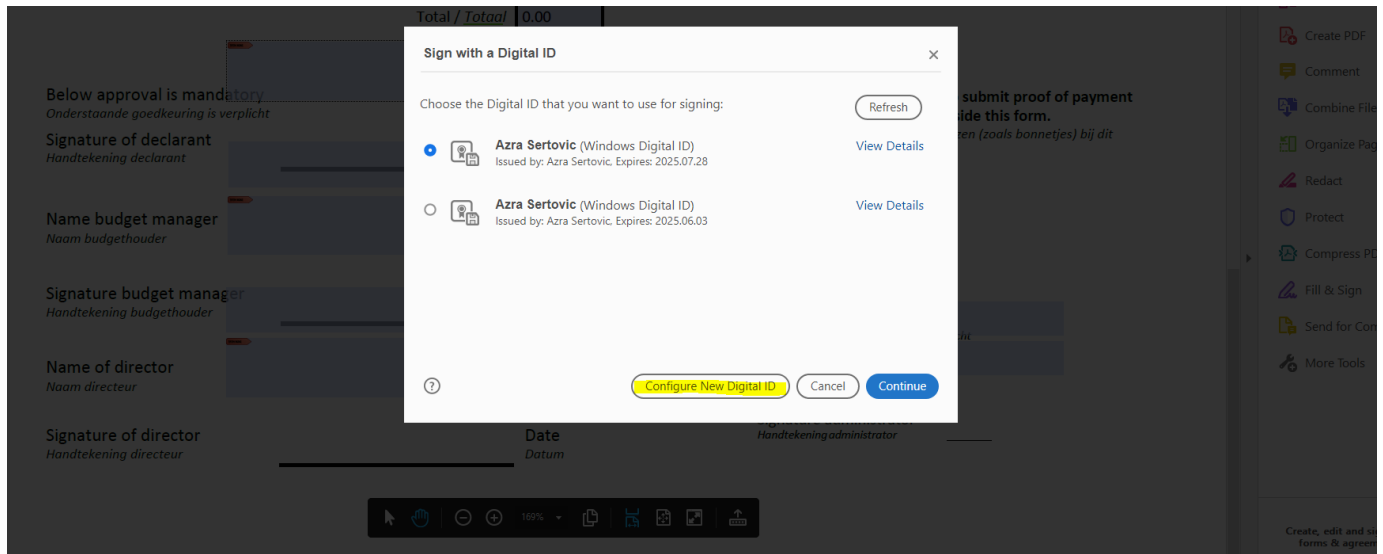
How to configure a digital signature in Adobe (PDF)

Please note: the form should be opened in Adobe instead of your Internet browser, otherwise it is not possible to configure a digital signature.

Let op: het formulier dient in Adobe geopend te zijn en niet in je Internet browser, anders is het niet mogelijk het formulier digitaal te ondertekenen.

- 1) Click on the box where the signature should be placed. Then, the white box below will appear and you click on 'Configure New Digital ID' at the bottom.

Klik op het vakje waar de handtekening moet komen. Dan verschijnt onderstaand wit vakje en je klikt onderaan op 'Configure New Digital ID'.



- 2) Click on "Create a new Digital ID" at the bottom.

Klik onderaan op 'Create a new Digital ID'.




Configure a Digital ID for signing



A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

-  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
-  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
-  **Create a new Digital ID**
Create your self-signed Digital ID



Cancel

Continue

- 3) Click on “Save to File”, and then on “Continue”.
Klik op ‘Save to File’ en dan op ‘Continue’.

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

- 4) Fill in your personal information. You only have to do this in the first five fields; the rest can be left the way it is.
Vul je persoonlijke informatie in. Dit hoeft alleen bij de eerste 5 velden. De rest kun je zo laten als het is.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Azra Sertovic

Organizational Unit: Finance Service Center

Organization Name: Tilburg University

Email Address: a.sertovic@tilburguniversity.edu

Country/Region: NL - NETHERLANDS

Key Algorithm: 1024-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

- 5) The next step is to determine where the signature will be saved. To do this, click on “Browse” and determine the location. In addition, a password must be set that must be entered each time when digitally signing a file. Enter the password (twice) and click on “Save”.

De volgende stap is bepalen waar de handtekening wordt opgeslagen. Klik hiervoor op ‘Browse’ en bepaal de locatie. Daarnaast wordt er een wachtwoord ingesteld dat elke keer moet worden ingevuld bij het digitaal ondertekenen van een bestand. Vul het wachtwoord in en klik op ‘Save’.

The screenshot shows a dialog box titled "Save the self-signed Digital ID to a file". On the left, there is a grey box with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing." and "Save the Digital ID file in a known location so that you can copy or backup it." The main area contains a text field with the path "C:\Users\sertovic\AppData\Roaming\Adobe\Acrobat\D" and a "Browse" button. Below this, there are two password fields: "Apply a password to protect the Digital ID:" and "Confirm the password:". At the bottom, there are "Back" and "Save" buttons.

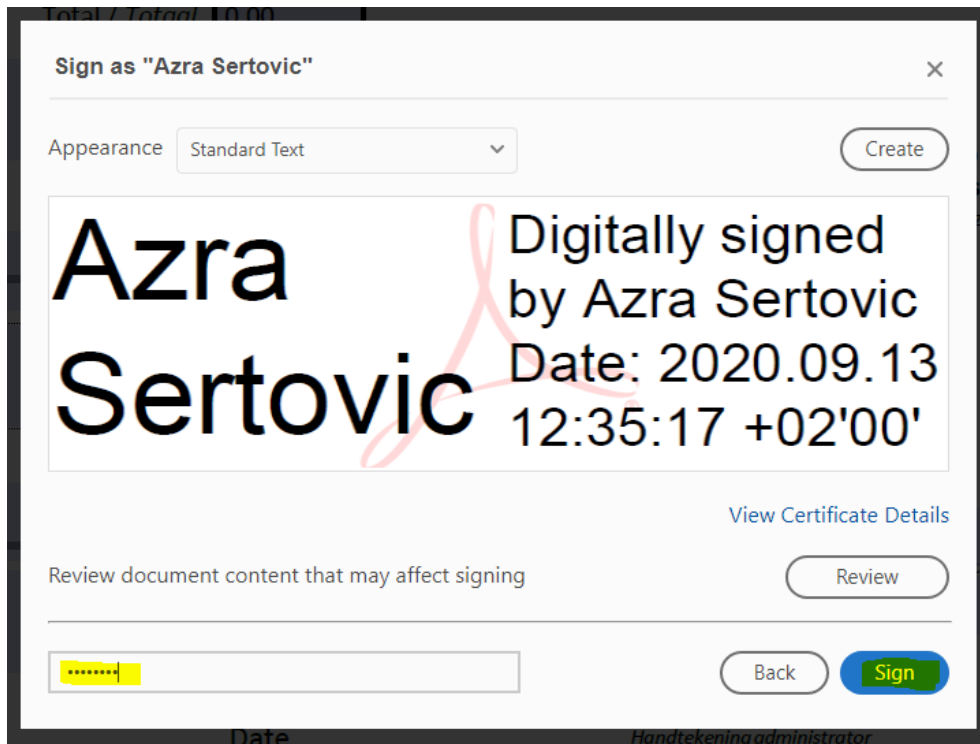
- 6) Thereafter, you choose the signature and click on “Continue”.
- Vervolgens kies je de handtekening en klik je op ‘Continue’.*

The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:". There is a "Refresh" button in the top right. Three digital ID options are listed, each with a radio button and a "View Details" link:

- Azra Sertovic (Windows Digital ID)
Issued by: Azra Sertovic, Expires: 2025.07.28
- Azra Sertovic (Windows Digital ID)
Issued by: Azra Sertovic, Expires: 2025.06.03
- Azra Sertovic (Digital ID file)
Issued by: Azra Sertovic, Expires: 2025.09.13

At the bottom, there are "Configure New Digital ID", "Cancel", and "Continue" buttons.

- 7) Then the screen below will appear; this is what the signature will look like. As mentioned earlier, the self-chosen password must be entered in order to get the signature on the form. After that, click on 'Sign'. Adobe will then ask here you want to save the file; this is necessary for signing. *Dan verschijnt onderstaand scherm. Dit is hoe de handtekening eruit komt te zien. Zoals eerder gezegd dient het zelfgekozen wachtwoord ingevuld te worden om de handtekening op het formulier te krijgen. Klik erna op 'Sign'. Adobe zal je dan vragen waar je het bestand wilt opslaan; dit is nodig voor het ondertekenen.*



- 8) The following is the result of the digital signature on the form. *Onderstaand is het resultaat van de digitale handtekening op het formulier.*

Signature budget manager
Handtekening budgethouder

Azra Sertovic Digitally signed by
Azra Sertovic
Date: 2020.09.13
12:36:07 +02'00'