



How to Digital Sign a PDF document With

Nexus Personal software

Version 1.1

1. Introduction

This document describes the procedure must be followed to digitally sign a PDF document using the Nexus Personal software. In addition, the appropriate configuration of Adobe Acrobat Reader software is also being described. Adobe Acrobat Reader software is available for free from Adobe at the following website:

https://get.adobe.com/reader/

Choose Install now and follow the installation steps.

Attention: Before signing the document, please advise Paragraph 5 (Important Note).

2. Athex's Certificates Installation

- 1. Ask for Technical Assistance to complete the following steps of this paragraph.
- 2. Click <u>http://www.helex.gr/digital-certificates-repository</u>
- 3. Download the following Root Certificates :

Athex Root CA	DB 2B 7B 43 4D FB 7F C1 CB 59 26 EC 5D 95 21 FE 35 0F F2 79
Athex General Certificates CA	9C 72 BB 4D 9C 02 D7 1E 2E 98 F4 3F E2 90 C2 77 4A 87 53 1B
Athex Qualified Certificates CA	04 A2 83 8B 61 7A 31 78 FF A4 4A DA 7C A2 73 43 34 F7 3F 31
Athex Root CA G2	89 2A 1B D4 C8 B0 F8 AA 9A 65 ED 4C B9 D3 BF 48 40 B3 4B C1
ATHEX General Certificates CA G2	42 51 E2 41 18 89 7B 50 78 E1 6A 80 A8 11 A0 01 74 D1 77 08
ATHEX Qualified Certificates CA G2	F1 A4 CD D4 30 7C 66 75 6C 64 65 D6 AB 37 C9 DF 03 58 DF F1

- 4. Open an mmc console
- 5. Add Certificates Available snap-in for Computer Account
- 6. Install the Root CA and Root CA G2 to the Trusted Root Certification Authorities Store



File Action View Favorites Window Hel	p		
🔿 📶 📋 🧟 🗟 🔟			
Console Root Certificates (Local Computer) Market Personal	Issued To	Issued By	Expiration Date
 Trusted Root Certification Authorities Certificates 			
Comparing the second seco	ATHEX Root CA	ATHEX Root CA ATHEX Root CA G2	18/10/2030 15/3/2036
Ontrusted Certificates Third-Party Root Certification Authorities Trusted People			
Client Authentication Issuers Preview Build Roots AD Token Issuer	nin Contant CA 193 Contant Francis Managar CA 193 Contant Managar CA		
Other People Other People Other People Other People Local NonRemovable Certificates			
McAfee Trust MSIEHistoryJournal Remote Desktop			
Certificate Enrollment Requests Earline Smart Card Trusted Roots Earline SMS			
> SPC > Constant Devices > Constant Devices			
> 🧾 Windows Live ID Token Issuer			

7. Install the General / Qualified Certificates CA and General / Qualified Certificates CA G2 to the **Intermediate Certification Authorities Store**

Console1 - [Console Root\Certificates (Local Computer)\Intermediate Certification Authorities\Certificates]

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Console Root	lawad Ta	law and Dec
Certificates (Local Computer)	Issued to	issued by
Personal		
Trusted Root Certification Authorities	ATHEX General Certificates CA	ATHEX Root CA
Enterprise Trust		
Intermediate Certification Authorities	ATHEX General Certificates CA G2	ATHEX Root CA G2
Certificate Revocation List	ATHEX Qualified Certificates CA	ATHEX Root CA
Certificates		
Trusted Publishers	ATHEX Qualified Certificates CA G2	ATHEX Root CA G2
> 🧮 Untrusted Certificates		
> Canal Content Control Control Content Con		
Trusted People	C[147] ACC Reset CA. C2	
Client Authentication Issuers		
Preview Build Roots	Contraction Contraction Contraction	
> 📔 AAD Token Issuer	CIEVEN ED. CONSIGNER CA. C2	
> 📔 Other People		
> 📔 Homegroup Machine Certificates	CEPAD I Chert Schendender CA	
Local NonRemovable Certificates	C C A C A C A C A C A C A C A C A C A C	
McAfee Trust	Cipilan Hobert Subardonae CA	
MSIEHistoryJournal	[1] HERRICA Takes Damping Tension	
> 🧮 Remote Desktop	1221 EPARCA These Scienceles Sciences	
Certificate Enrollment Requests	Competition of the second competition	
Smart Card Trusted Roots	13 heat Access	
SMS		
Irusted Devices		
web Hosting		

3. Software Configuration

3.1 Signature Creation

From Adobe Acrobat Reader's menu choose Edit \rightarrow Preferences \rightarrow Signatures \rightarrow Creation & Appearance \rightarrow More... [Image1]

ferences		
Categories:		
Commenting	Creation & Appearance	
Full Screen General Page Display	Control options for signature creation Set the appearance of signatures within a document	More_
3D & Multimedia Accessibility Adobe Online Services Email Accounts	Verification Control how and when signatures are verified	Mort
Forms Identity Internet JavaScript Language	Identities & Trusted Certificates • Create and manage identities for signing • Manage credentials used to trust documents	Mont
Measuring (30) Measuring (30) Multimedia (legacy) Multimedia Trust (legacy)	Document Timestamping Configure timestamp server settings	More
Reading Reviewing Search Security		
Security (Enhanced) Signatures Spelling Tracker		
Trust Manager Units Updater		
		OK Cancel

Image 1

The screen displayed [Image2] must have the below option checked.

• Include signature's revocation status



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Creation and Appearance Preferences

Creation	
Default Signing Method: Adobe D	Default Security 🗸 🗸
Default Signing Format: PKCS#7	- Detached 🗸
When Signing:	
Show reasons	
Show location and contact in	nformation
Include signature's revocatio	on status
View documents in Preview	Mode
Enable Review of Document Warnin	gs: When certifying a document 🗸
Prevent Signing Until Warnings Are	Reviewed: Never 🗸
☑ Use modern user interface for sig	ning and Digital ID configuration
Appearances	
	New
	Edit
	Duplicate
	Delete
Help	OK Cancel

Image 2



4. Digital Signature by using Adobe Acrobat Reader

4.1 Adobe Acrobat Reader DC

1. Open the document you wish to digital sign.

2. Form menu bar choose **Tools** → **Certificates** [image3]



Image 3

3. Choose «Digitally Sign» [image4]



Image 4

4. When Adobe's pop-up message appears [image5] click **OK** and **drag** to draw the area you'd like the signature to appear.





5. Make sure you choose your **ATHEX Qualified Certificates CA certificate** and click **Continue.** [image6]

a Digital ID	×
Digital ID that you want to use for signing:	Refresh
MANOLOPOULOU E E (Windows Digital ID) Issued by: ATHEX Qualified Certificates CA, Expires: 2017.12.15	View Details
MANOLOPOULOU E E (Windows Digital ID) Issued by: ATHEX General Certificates CA, Expires: 2017.12.15	View Details
Configure New Digital ID Can	cel Continue
	a Digital ID Digital ID that you want to use for signing: MANOLOPOULOU E E (Windows Digital ID) Issued by: ATHEX Qualified Certificates CA, Expires: 2017.12.15 MANOLOPOULOU E E (Windows Digital ID) Issued by: ATHEX General Certificates CA, Expires: 2017.12.15 Configure New Digital ID)

Image 6



6. Click Sign.



7. Save the PDF at the desired location.

	ڻ ~	Search Desktop	× م
File name: Digitally sign a pdf for testing purposes.pdf			~
Save as type: Adobe PDF Files (*.pdf)			~
	_		
✓ Browse Folders		Save	Cancel

8. Enter your PIN of your smart card and click **Sign** [image7]



Image 7

9. My digital signature has been added [image 8, 9]



Image 9 (after reopening the pdf)



4.2 Adobe Acrobat Reader XI

If you wish to use Adobe Reader XI then:

- 1. Make sure you open the document you wish to sign.
- 2. From menu choose Fill & Sign → Work with certificates → Sign with Certificate [image10]



Image 10

3. Drag New Signature Rectangle ... [image11]

Adobe Reader		×
To begin signing, choose the where you would like your will be taken to the next stee	he 'Drag New Signature Rectangle' button, and then d signature to appear. Once you finish dragging out the p of the signing process.	lrag out the area e desired area, you
Do not show this message again	1	
	Drag New Signature Rectangle	Cancel



- 4. Make sure you choose your **ATHEX Qualified Certificates CA certificate** and click **Sign.**
- 5. Save the PDF at the desired location.
- 6. Enter your PIN of your smart card and click Sign.
- 7. My digital signature has been added.



5. Important Note

It has been noticed that the latest versions of Acrobat Reader do not achieve a successful digital signature (<u>Adobe</u> <u>reader crashes and PIN window does not pop-up!</u>). For that reason, the following steps must be taken before signing the document:

From the main menu choose Edit \rightarrow Preferences \rightarrow Security (Enhanced) and <u>UNCHECK</u> the Enable Protected Mode at startup [image12] \rightarrow Close the Adobe and Open it again!

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tegories:	Sandbox Protections			
ommenting	Enable Protected Mode at startup	ate Protected Mode log file	View log	
ocuments			-	
ull Screen	Protected View Off			
eneral	Files from potentially unsafe li	ocations		
age Display				
D. R. Mulkins adia	O All files			
ccessibility	Enhanced Security			
dobe Online Services				
mail Accounts	✓ Enable Enhanced Security		Cross domain log file	View
orms				
entity	Privileged Locations			
ternet	If your workflows are negatively impacted by secu	rity settings, use Privileged Loca	ations to	
vaScript	selectively trust files, folders, and hosts to bypass t	hose security setting restriction	IS.	
nguage	Privileged Locations allows you to work securely w	vhile granting trust to items in y	our	
easuring (2D)	workflow.			
easuring (3D)	Automatically trust documents with valid certif	fication		
easuring (Geo)				
ultimedia (legacy)	Automatically trust sites from my Win OS secur	rity zones View Window	ws Trusted Sites	
ultimedia Trust (legacy)		· · · · · · · · · · · · · · · · · · ·		
ading				
eviewing				
arch				
curity				
curity (Enhanced)				
gnatures				
elling				
acker				
ust Manager				
nits				
				_
	Add File Add Folder Path	Add Host	Rem	iove
	What is Protected View? What is Enhanced Security	? What are Privileged Locatio	ons?	
			OK	Connel
			UK	Cancel

image 12