



**ATHEXGROUP**  
*Athens Exchange Group*

# 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 <http://www.helex.gr/digital-certificates-repository>
3. Download the following Root Certificates :

<a href="#">Athex Root CA</a>	DB 2B 7B 43 4D FB 7F C1 CB 59 26 EC 5D 95 21 FE 35 0F F2 79
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<a href="#">Athex General Certificates CA</a>	9C 72 BB 4D 9C 02 D7 1E 2E 98 F4 3F E2 90 C2 77 4A 87 53 1B
---	---

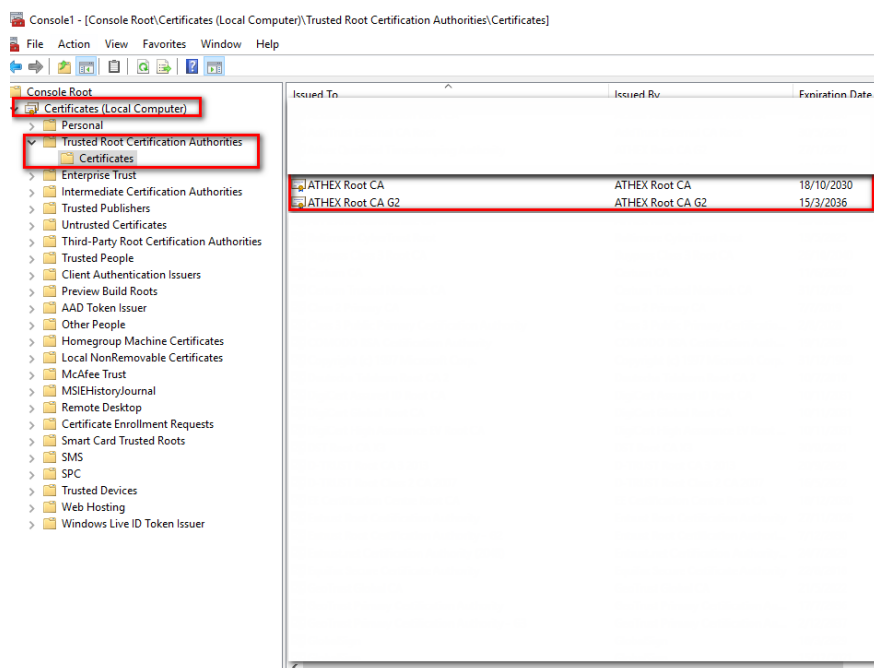
<a href="#">Athex Qualified Certificates CA</a>	04 A2 83 8B 61 7A 31 78 FF A4 4A DA 7C A2 73 43 34 F7 3F 31
---	---

<a href="#">Athex Root CA G2</a>	89 2A 1B D4 C8 B0 F8 AA 9A 65 ED 4C B9 D3 BF 48 40 B3 4B C1
----------------------------------	---

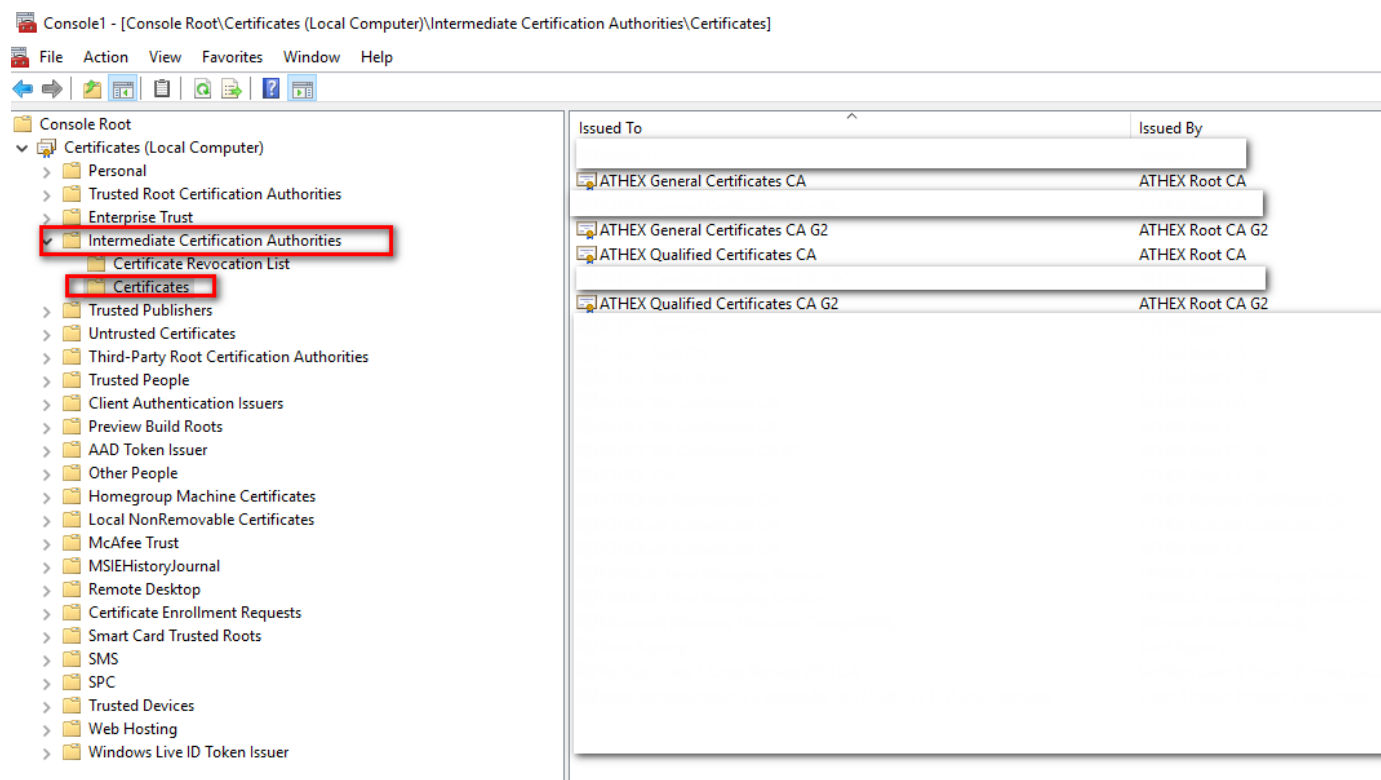
<a href="#">ATHEX General Certificates CA G2</a>	42 51 E2 41 18 89 7B 50 78 E1 6A 80 A8 11 A0 01 74 D1 77 08
--	---

<a href="#">ATHEX Qualified Certificates CA G2</a>	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**



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



### 3. Software Configuration

#### 3.1 Signature Creation

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

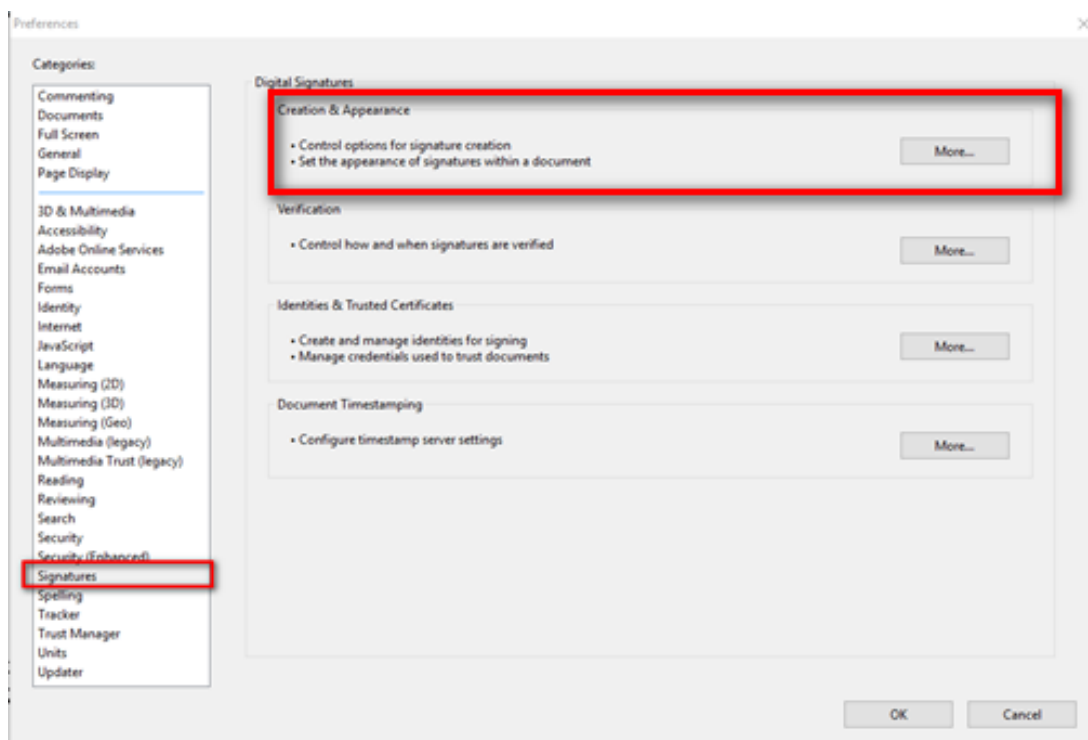


Image 1

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

- **Include signature's revocation status**

Creation and Appearance Preferences ✕

**Creation**

Default Signing Method: Adobe Default Security ▾

Default Signing Format: PKCS#7 - Detached ▾

When Signing:

- ☐ Show reasons
- ☐ Show location and contact information
- ☒ Include signature's revocation status
- ☐ View documents in Preview Mode

Enable Review of Document Warnings: When certifying a document ▾

Prevent Signing Until Warnings Are Reviewed: Never ▾

☒ Use modern user interface for signing 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]

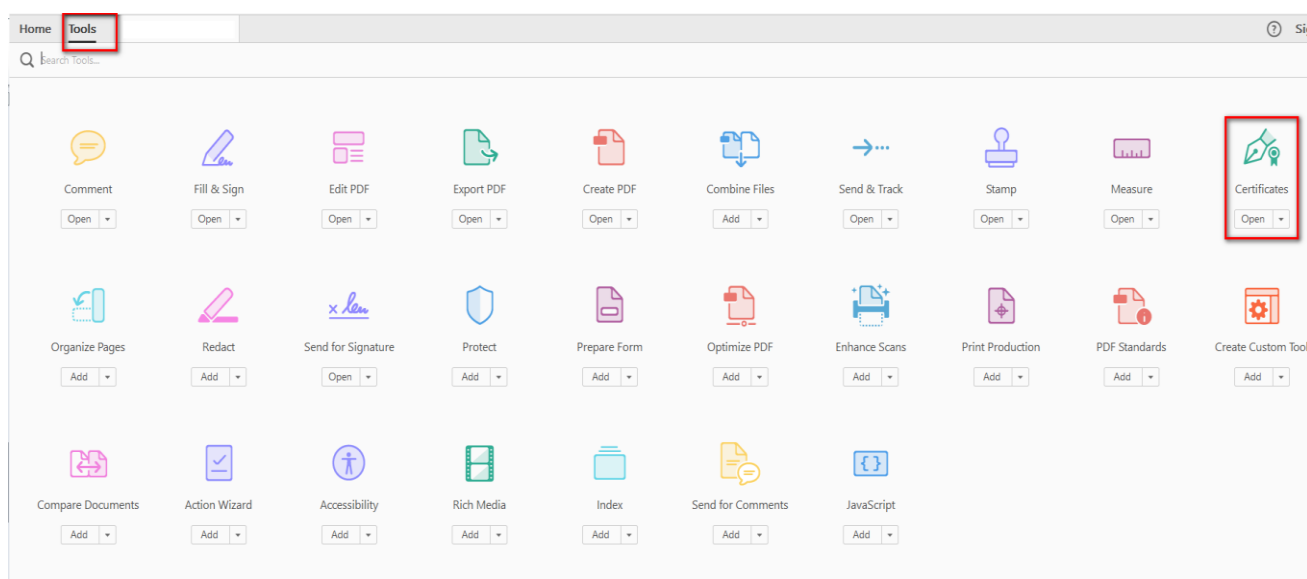


Image 3

3. Choose «Digitally Sign» [image4]

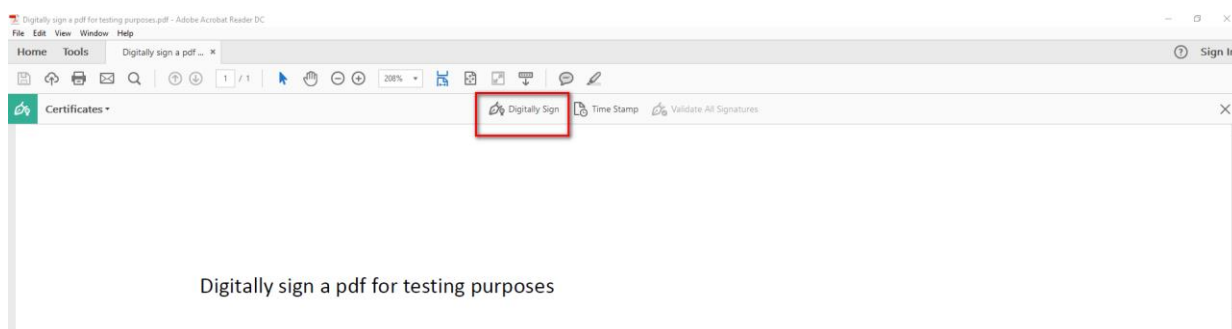


Image 4

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

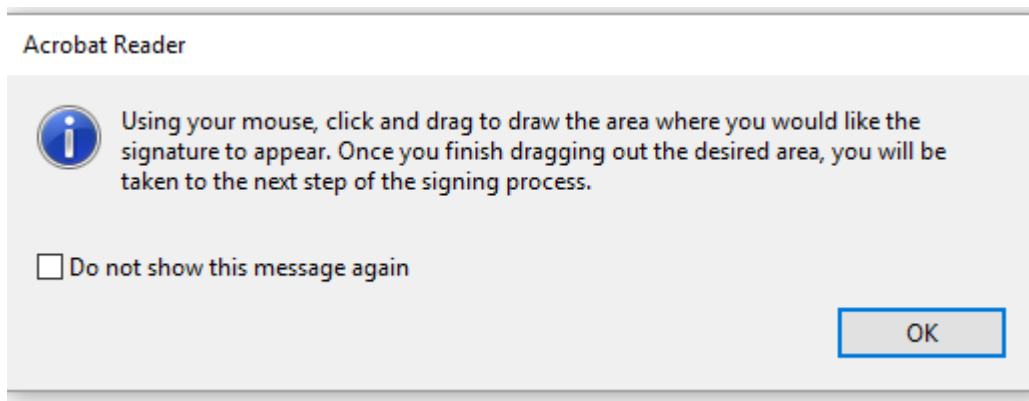


Image 5

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

[image6]

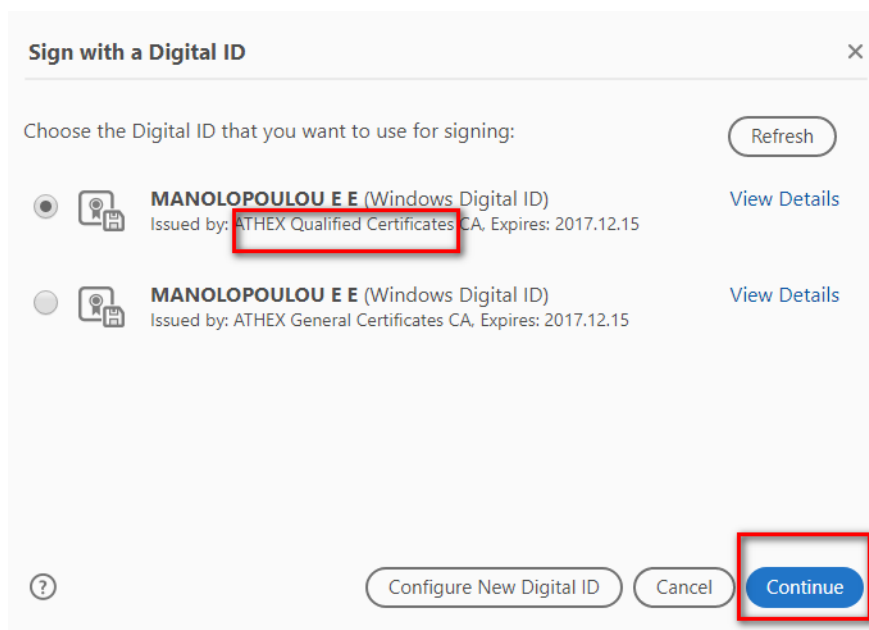
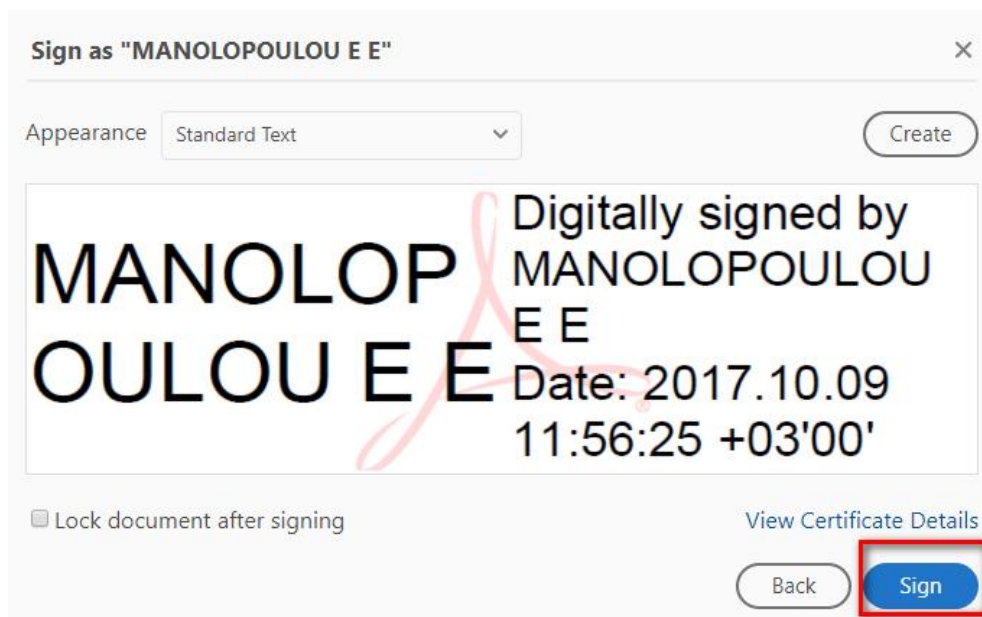
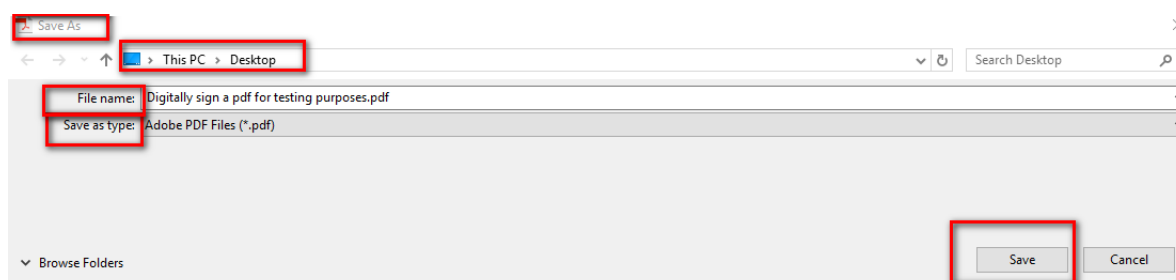


Image 6

6. Click Sign.



7. Save the PDF at the desired location.



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

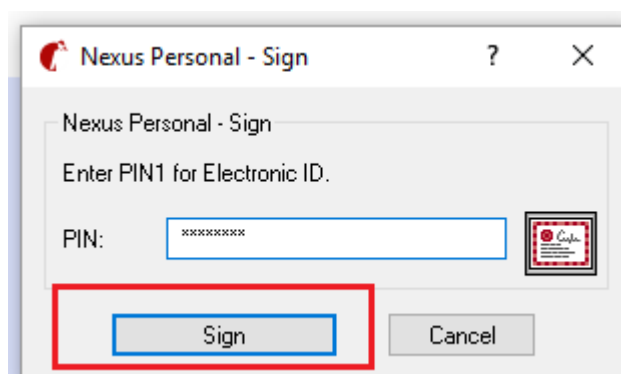


Image 7



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

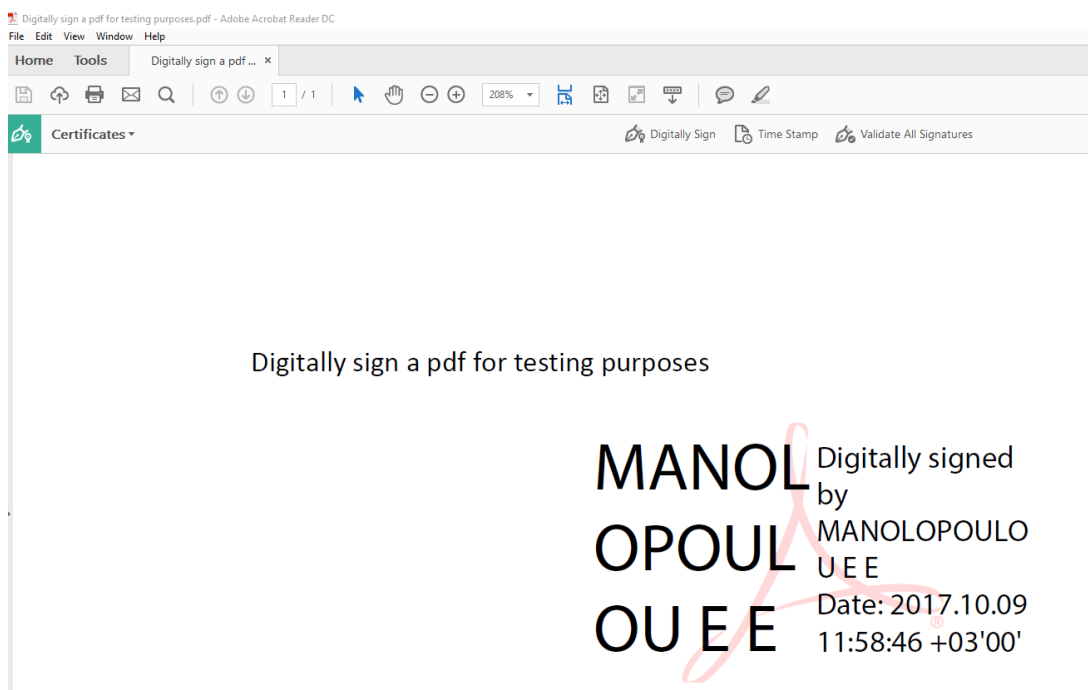


Image 8

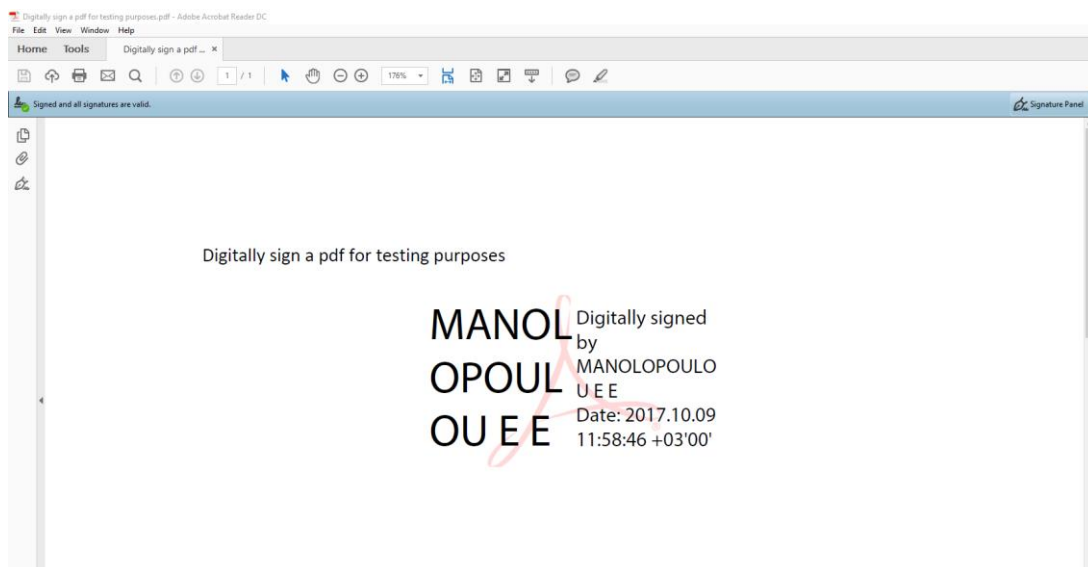


Image 9 ( after reopening the pdf)

## 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]

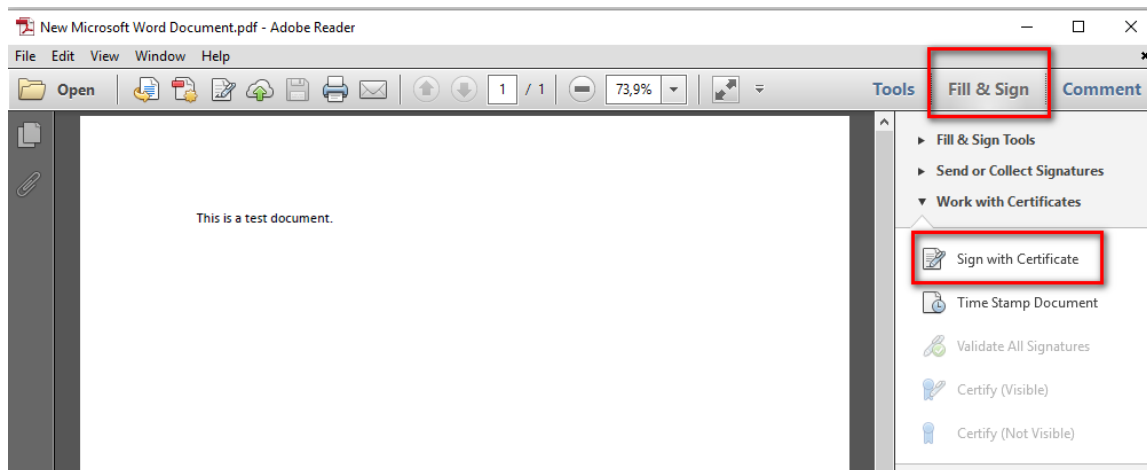


Image 10

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

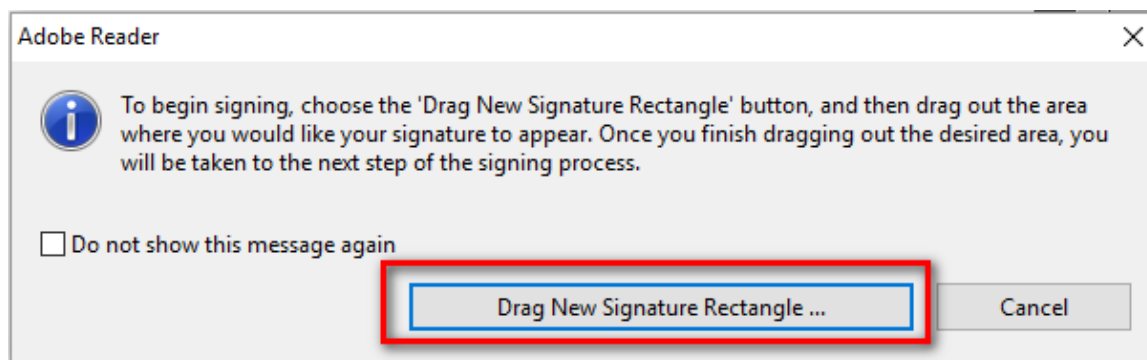


Image 11

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 (Adobe reader crashes and PIN window does not pop-up!). For that reason, the following steps must be taken before signing the document:

From the main menu choose **Edit → Preferences → Security (Enhanced)** and **UNCHECK** the **Enable Protected Mode at startup** [image12] → **Close the Adobe and Open it again!**

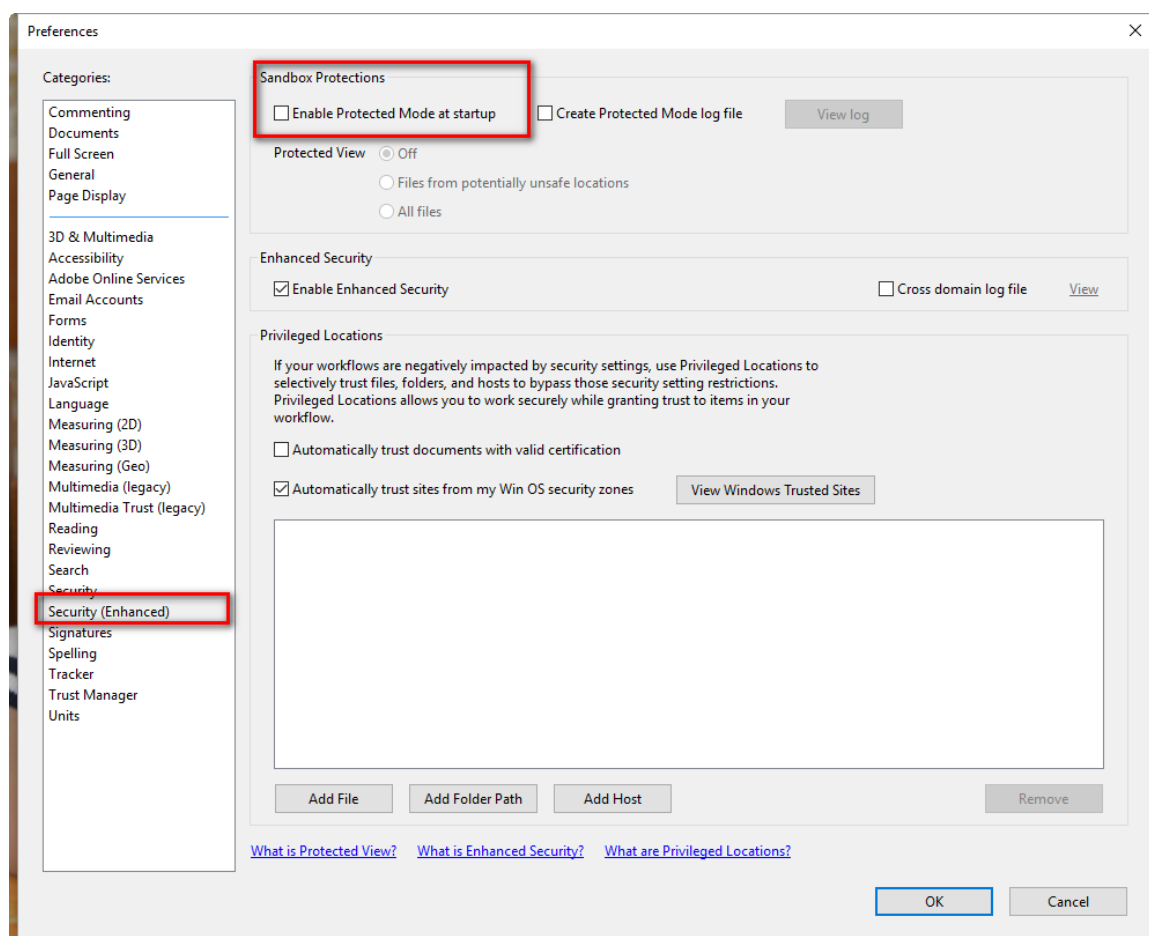


image 12