

# JCC Payment Systems Ltd.

Signing a PDF document with a Qualified Certificate using Acrobat Reader DC

## **Step 1: Document Signature**

- 1. Connect the USB Token that contains your Qualified Certificate to the PC.
- 2. Open the pdf file that you want to sign
- 3. Choose Tools and then the option Certificates



### 4. Choose "Digitally Sign"

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5. Click "OK" to choose where you want to put your signature



#### 6. Draw the area to put your signature

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- 7. Choose the Qualified Certificate that you want to use to sign the document and then click "Continue"
- 8. Choose "Sign"

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- 9. Choose a new name and Save the Signed Document
- 10. Type the password of the USB token and click "OK"

Token Logon			×			
SafeNet Authentication		gemalto <sup>×</sup>				
Enter the Token Password Token Name: Token Password:	Current Language: EN	OK	Cancel			

## Step 2: Signature validation

- 1. Open the pdf file that you want to validate the signature
- 2. Check at the top that a green check mark is shown saying that "Signed and all signatures are valid"



3. Click "Signature Panel" to open the details of the signature on the left

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	Document has not been mouned since this signature was applied													
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4. Check that the Signature is valid and that it is a Qualified Electronic Signature according to EU Regulation 910/2014