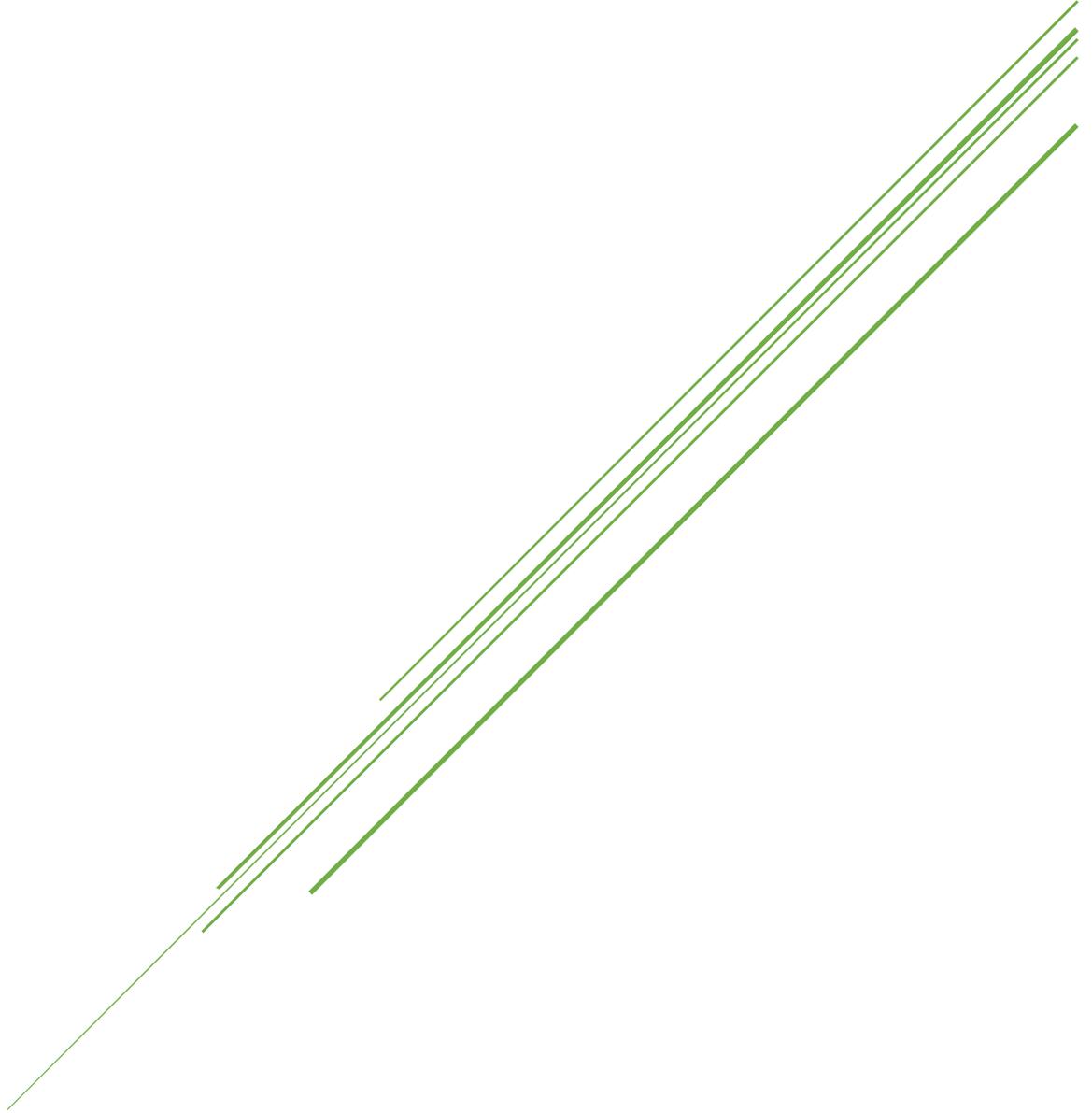


JCC QUALIFIED eSIGNATURES

Instructions for using JCC Qualified eSignatures via Acrobat Reader DC



Office Address: 1 Stadiou Str., 2571 Nisou Industrial Area Nicosia, Cyprus
Tel: +357 22 868500
Web: <http://www.jcc.com.cy>

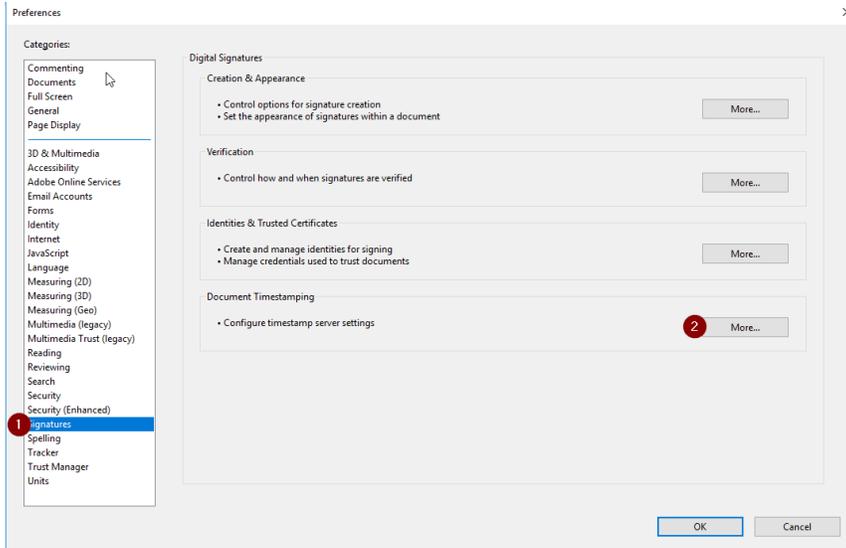
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1. Set Timestamp server

Open Acrobat Reader DC.

- 1) Open the **Preferences** dialog box
- 2) Under **Categories**, select **Signatures**
- 3) For **Document Timestamping**, click **More**

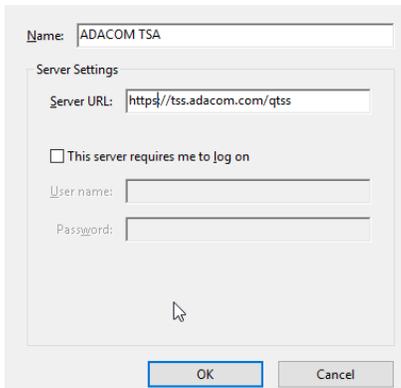


- 4) Select **Time Stamp Servers** on the left.

- 5) Click the **New** button . Type a name, and then type the server URL and then click **OK**.

Name: ADACOM TSA

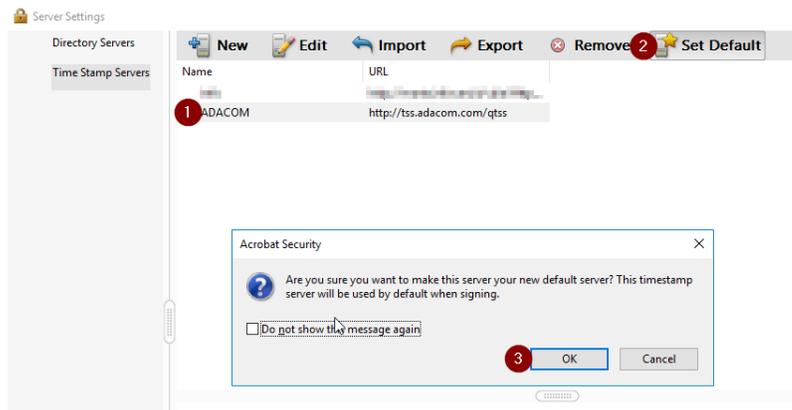
Server URL: <https://tss.adacom.com/qtss>



2. Set a timestamp server as the default

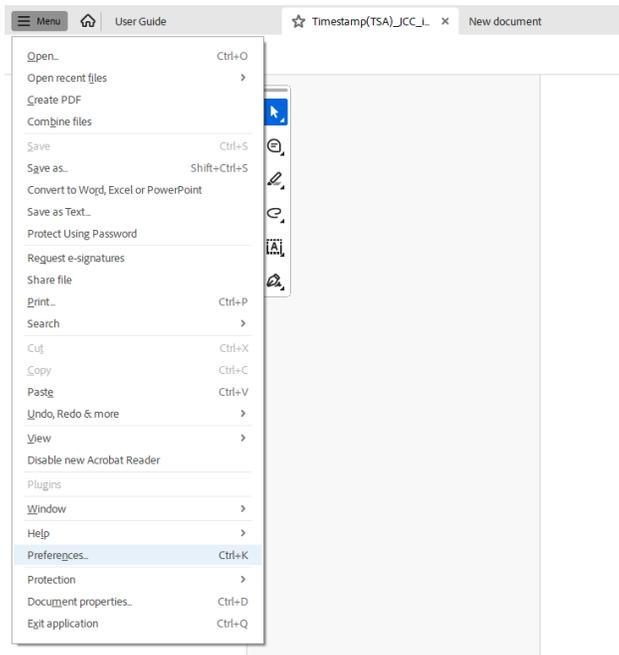
Open Acrobat Reader DC.

- 1) Open the **Preferences** dialog box
- 2) Under **Categories**, select **Signatures**
- 3) For **Document Timestamping**, click **More**
- 4) Select **Time Stamp Servers** on the left.
- 5) Select the timestamp server, and click the **Set Default** button 
- 6) Click **OK** to confirm your selection.

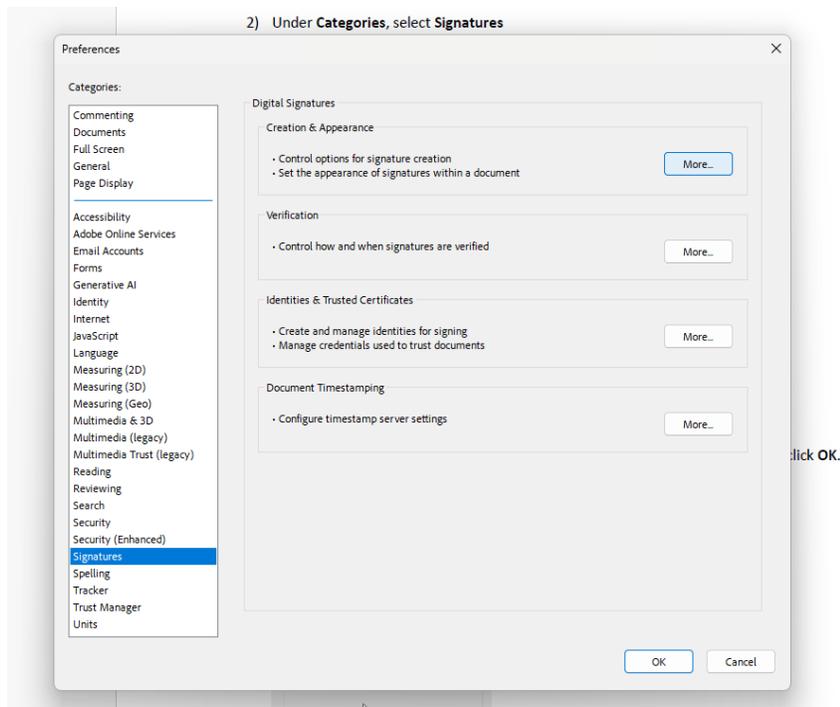


3. Necessary settings in Adobe Acrobat

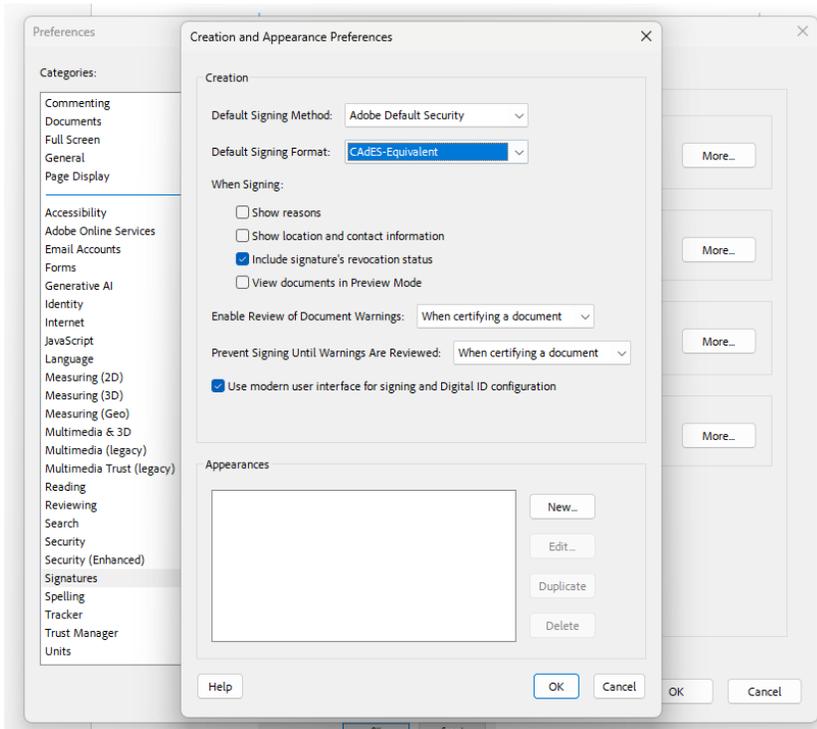
1. Open adobe reader and select Menu → Preferences as shown below.



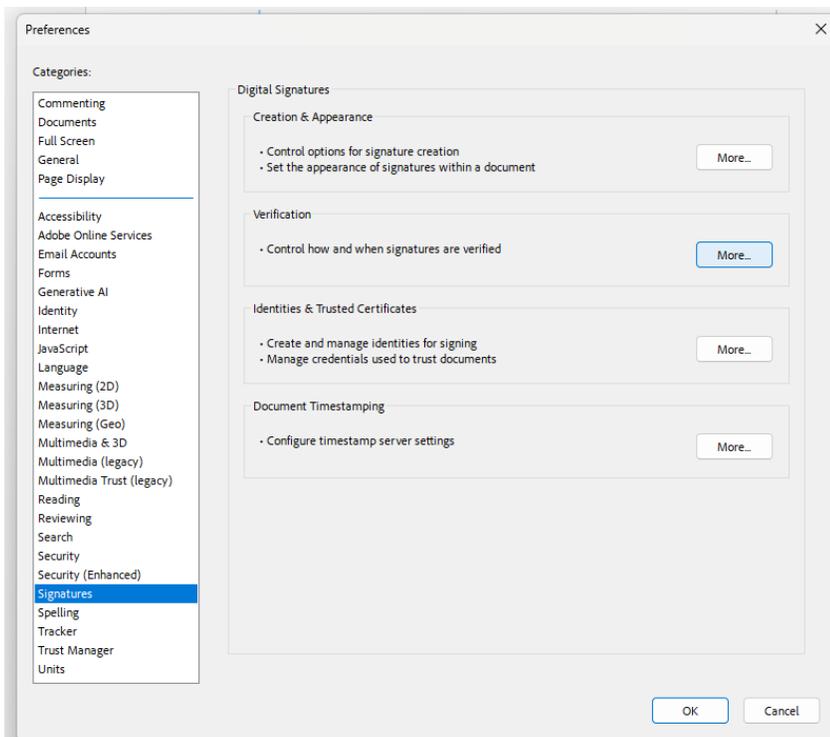
2. Choose Signatures → Creation & Appearance → more



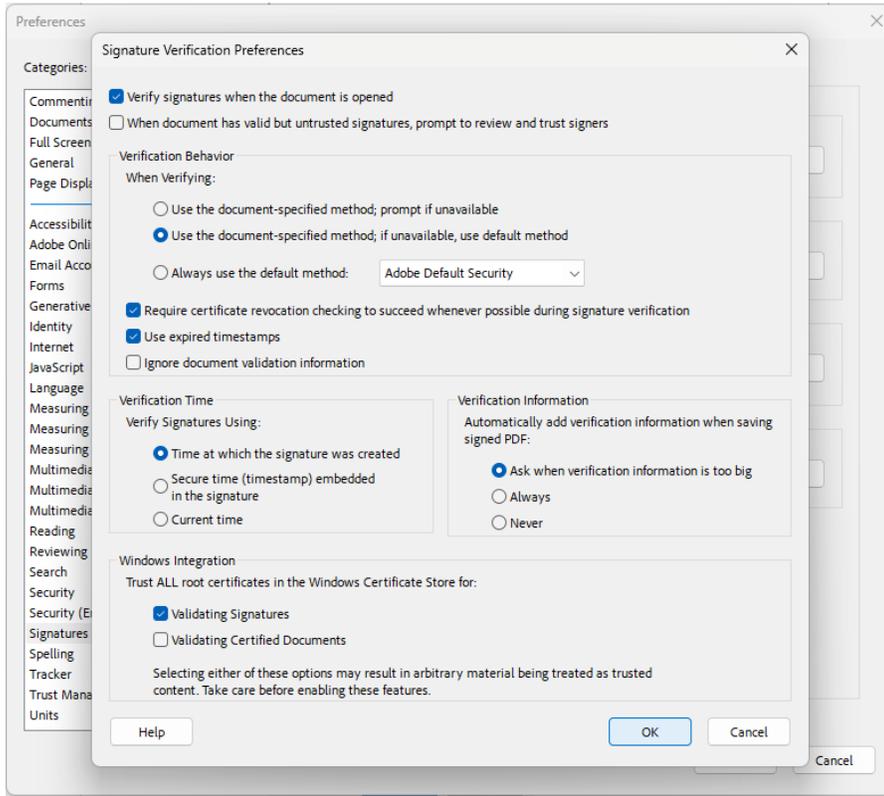
3. Select the CADES-Equivalent option in the default signing format field



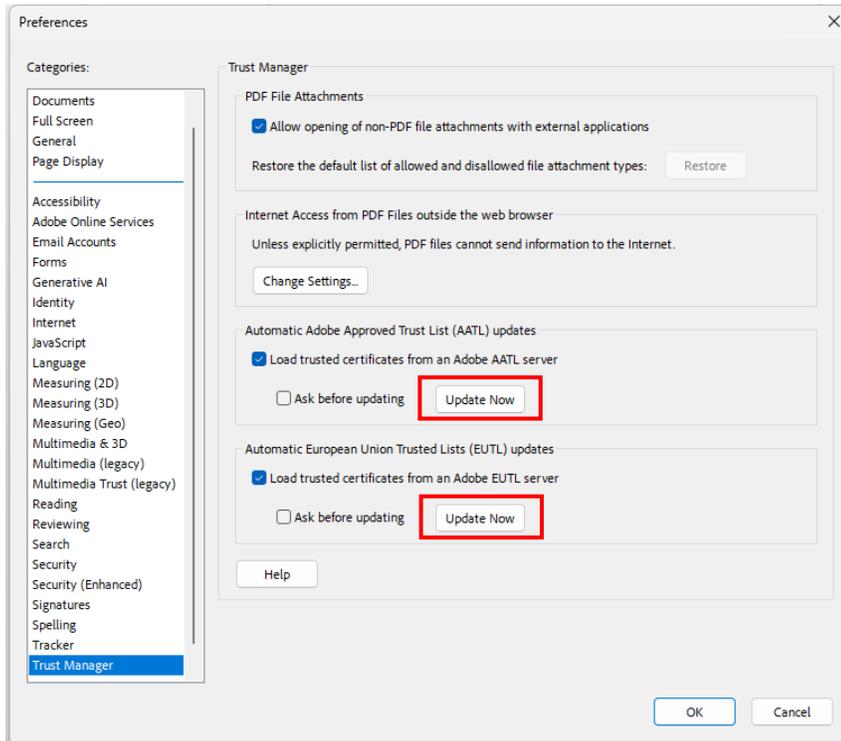
4. Choose Signatures → Verification → more



5. And you select the settings according to the image below:

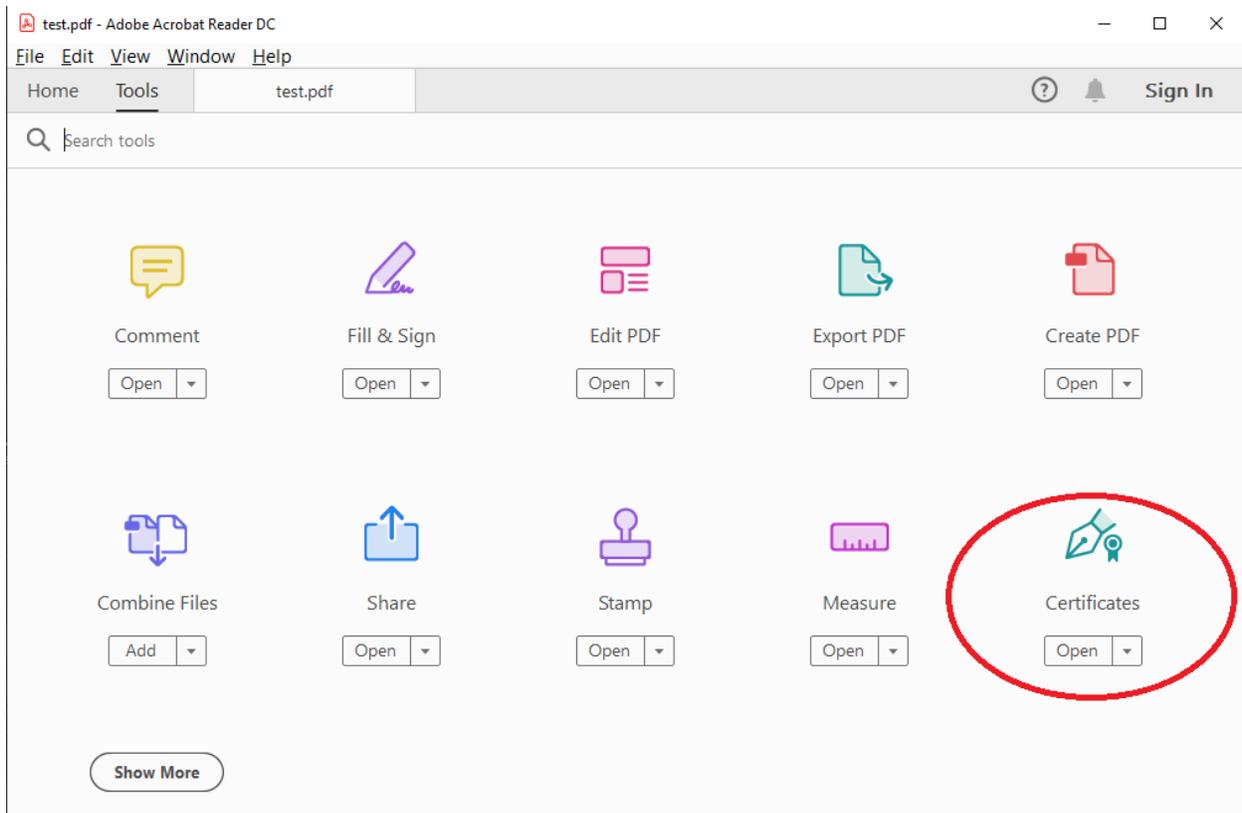


6. Finally, select Trust Manager and press the Update Now buttons as below.

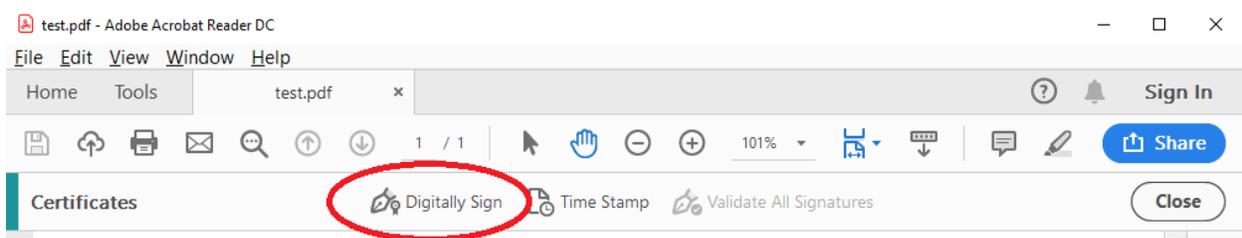


4. Steps to digitally sign a pdf document

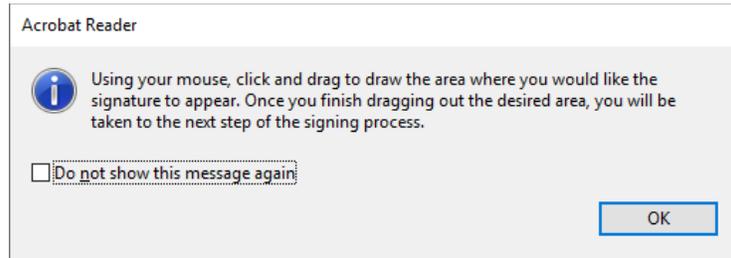
1. Connect the USB Token containing your digital signature to the PC.
2. Open the pdf file that you want to sign
3. Choose **Tools** and then the option **Certificates**



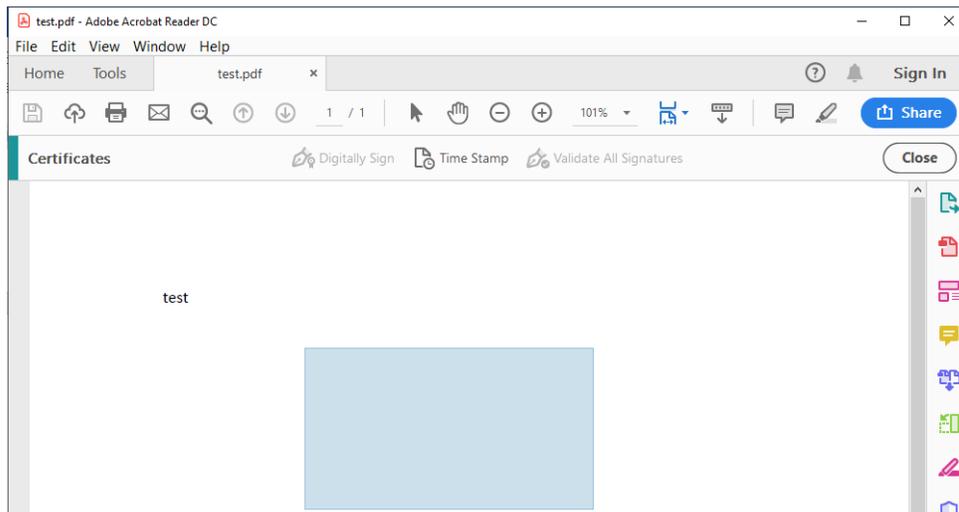
4. Choose “Digitally Sign”



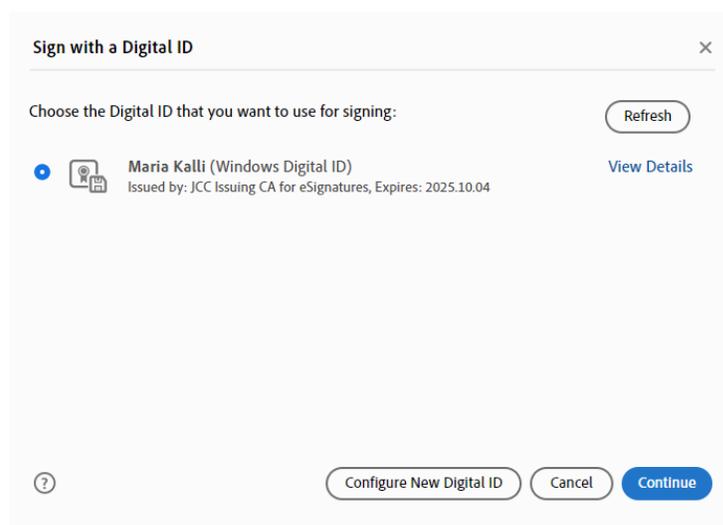
5. Click **“OK”** to choose where you want to put your signature.



6. Draw the area to put your signature.



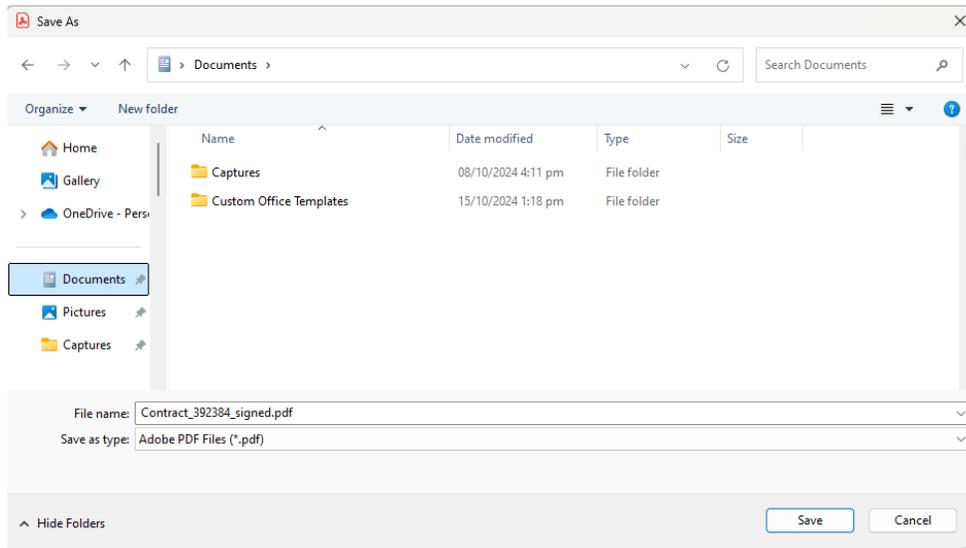
7. Choose the Qualified Certificate that you want to use to sign the document and then click **“Continue”**.



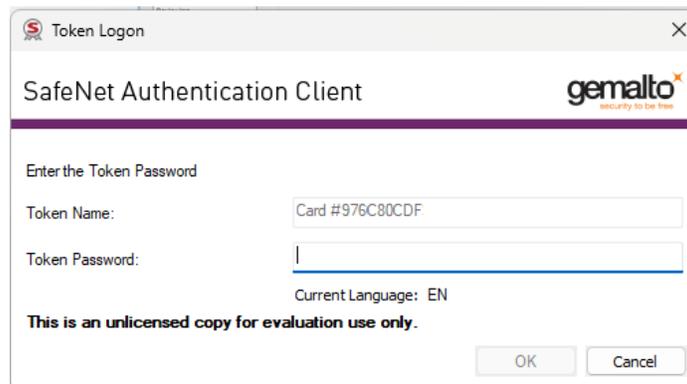
8. Choose “Sign”



9. Choose a new name and Save the Signed Document



10. Type the password of the USB token and click “OK”



5. 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 and check:
 - The signature details
 - That is **LTV enabled** and **timestamped**.
 - That is a Qualified Electronic Signature according to EU Regulation 910/2014

