

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**

ategories:	Digital Signatures	
Commenting	- Creation & Annoarance	
Documents しょう	creation & Appearance	
Full Screen	Control options for signature creation	Mara
General De se Diselau	 Set the appearance of signatures within a document 	WOIE
rage Display		
3D & Multimedia	Verification	
Accessibility		
Adobe Online Services	 Control how and when signatures are verified 	More
Email Accounts		
Forms		
dentity	Identities & Trusted Certificates	
Internet	County and an array identifies for viscing	
JavaScript	Manage credentials used to trust documents	More
Language	······,	
Measuring (2D)		
Measuring (3D)	Document Timestamping	
Measuring (Geo)	Configure timestamp conversations	
Multimedia (legacy)	· Configure amestamp server seconds	2 More
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
lignatures		
Spelling		
Tracker		
Trust Manager		
Units		

- 4) Select Time Stamp Servers on the left.
- 5) Click the **New** button¹. Type a name, and then type the server URL and then click **OK**.

Name: ADACOM TSA

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

Vame: ADACC Server Settings Server URL:	M TSA	qtss
This serve	r requires me to <u>l</u> og on	
<u>o</u> ser name: Pass <u>w</u> ord:		
	6	
	ОК	Cancel



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 \rightarrow Preferences as shown below.

Menu හා User Guide	
<u>>pen_</u>	Ctrl+O
Open recent f <u>i</u> les	>
Create PDF	
Com <u>b</u> ine files	
ave	Ctrl+S
Save as Shit	ft+Ctrl+S
Convert to Word, Excel or PowerPoint	
Save as Text	
Protect Using Password	
Reguest e-signatures	
Share file	
Print	Ctrl+P
Search	>
Cuţ	Ctrl+X
Сору	Ctrl+C
Past <u>e</u>	Ctrl+V
Jndo, Redo & more	>
<u>/</u> iew	>
Disable new Acrobat Reader	
Plugins	
<u>W</u> indow	>
Help	>
Prefere <u>n</u> ces	Ctrl+K
Protection	>
Document properties	Ctrl+D
Exit application	Ctrl+Q

2. Choose Signatures \rightarrow Creation & Appearance \rightarrow more

Categories:		
Commenting	Digital Signatures	
Documents	Creation & Appearance	
Full Screen		
General	Control options for signature creation	More_
Page Display	 Set the appearance of signatures within a document 	
Accessibility	Verification	
Adobe Online Services		
Email Accounts	 Control how and when signatures are verified 	More_
Forms		
Generative Al		
Identity	Identities & Trusted Certificates	
Internet		
lavaScript	 Create and manage identities for signing 	More
Language	 Manage credentials used to trust documents 	
Measuring (2D)		
Measuring (3D)	Document Timestamping	
Measuring (Geo)	botanien intestaniping	
Multimedia & 3D	Configure timestamp server settings	Maria
Multimedia (legacy)	, , ,	More_
Multimedia Trust (legacy)		
Reading		· · · · · · · · · · · · · · · · · · ·
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures		
Spelling		
Tracker		
Trust Manager		
Units		
		OK Cancel



elelences	Creation and Appearance Preferences	×
Categories:	Creation	
Commenting Documents	Default Signing Method: Adobe Default Security	
Full Screen General	Default Signing Format: CAdES-Equivalent V	More
Page Display	When Signing:	
Accessibility	Show reasons	
Adobe Online Services	Show location and contact information	
Email Accounts	Include signature's revocation status	More
Forms	View desuments in Desuine Made	
Generative Al	U view documents in Preview Mode	
Identity	Enable Review of Document Warnings: When certifying a document	
lavaScript		Mara
anguage	Prevent Signing Until Warnings Are Reviewed: When certifying a document $$	more
Measuring (2D)		
Measuring (3D)	Use modern user interface for signing and Digital ID configuration	
Measuring (Geo)		
Multimedia & 3D		More
Multimedia (legacy)		
Multimedia Trust (legacy)	Appearances	
Reading		
Reviewing	New	
Search		
Security	Edit	
Security (Enhanced)		
Spolling	Duplicate	
Tracker		
Trust Manager	Delete	
Units		
	Help OK Cancel	

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

4. Choose Signatures \rightarrow Verification \rightarrow more

Categories:			
Commention	Digital Signatures		
Documenting	Creation & Appearance		
Full Screen			
General	Control options for signature creation	More	
Page Display	 Set the appearance of signatures within a document 		
Accessibility	Verification		
Adobe Online Services			
Email Accounts	 Control how and when signatures are verified 	More	
Forms			
Generative Al			
Identity	Identities & Trusted Certificates		
Internet			
JavaScript	 Create and manage identities for signing 	More	
Language	Manage credentials used to trust documents		
Measuring (2D)			
Measuring (3D)	Document Timestamping		
Measuring (Geo)			
Multimedia & 3D	 Configure timestamp server settings 	More	
Multimedia (legacy)			
Multimedia Trust (legacy)			
Reading			
Reviewing			
Search			
Security			
Security (Enhanced)			
Signatures			
Spelling			
Tracker			
Trust Manager			
Units			



ories:	Signature Verification Preferences		×	
nentir	Verify signatures when the document is op	ened		
ments	When document has valid but untrusted sig	natures, pro	ompt to review and trust signers	
creen	Verification Behavior			
nai Displa	When Verifying:			
	O Use the document-specified metho	d; prompt i	funavailable	
sibilit e Onli	O Use the document-specified metho	d; if unavail	able, use default method	
Acco	O Always use the default method:	Adobe D	Pefault Security 🗸	
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age	Marifiantian Time			
uring uring	Verify Signatures Using:		Automatically add verification information when saving	
uring	Time at which the signature was cr	reated	signed PDF:	
media	 Secure time (timestamp) embedde 	d	Ask when verification information is too big	
media	in the signature		Always	_
media ng	O Current time		○ Never	
wing	Windows Integration			
n ity	Trust ALL root certificates in the Windows (Certificate S	itore for:	
ity (E	Validating Signatures			
tures ng	Validating Certified Documents			
er Mana	Selecting either of these options may a content. Take care before enabling the	result in arb se features.	itrary material being treated as trusted	
	Hala		OK Cased	

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

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

Preferences		×
Categories:	Trust Manager	
	DDE Eile Attachmente	
Documents	FOF File Autociments	
Full Screen	Allow opening of non-PDF file attachments with external applications	
General		
Page Display	Restore the default list of allowed and disallowed file attachment types: Restore	
Accessibility		
Adobe Online Services	Internet Access from PDF Files outside the web browser	
Email Accounts	Unless explicitly permitted, PDF files cannot send information to the Internet.	
Forms		
Generative Al	Change Settings	
Identity		
Internet	Automatic Adobe Approved Trust List (AATL) updates	
JavaScript		
Language	Load trusted certificates from an Adobe AATL server	
Measuring (2D)	Ack before undefine	
Measuring (3D)	O Ask before updating Opdate Now	
Measuring (Geo)		
Multimedia & 3D	Automatic European Union Trusted Lists (EUTL) updates	
Multimedia (legacy)	Load trusted certificates from an Adobe EUTL server	
Reading		
Reduing	Ask before updating Update Now	
Search		
Security		
Security (Enhanced)	Help	
Signatures		
Spelling		
Tracker		
Trust Manager		
	OK Can	rel



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

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<u>File Edit View Window I</u>	Help						
Home <u>Tools</u>	test.pdf			? 🌲 Sign In			
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Comment	Fill & Sign	Edit PDF	Export PDF	Create PDF			
Open 👻	Open 💌	Open 👻	Open 💌	Open 👻			
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Combine Files	Share	Stamp	Measure	Certificates			
Add 👻	Open 💌	Open 👻	Open 💌	Open 🔻			
Show More							

4. Choose "Digitally Sign"

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<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>W</u> indow <u>H</u> elp		
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Certificates	🖧 Digitally Sign 👌 Time Stamp 🛛 🖧 Validate All Signatures	Close



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



6. Draw the area to put your signature.

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File Edit View Window Help						
Home Tools test.pdf	× (?)	🌲 🛛 Sign In				
B 🕈 🖶 🖂 🔍 🗇 🕔	1 / 1 🖡 🖑 🕞 🕀 101% 🕌 🙀 🐺	1 Share				
Certificates	🖓 Digitally Sign 🌓 Time Stamp 🔗 Validate All Signatures	Close				
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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"

Sign as "Maria Kalli"	×
Appearance Standard Text ~	Create
Maria Kalli	Digitally signed by Maria Kalli Date: 2025.01.16 10:28:11 +02'00'
Lock document after signing Review document content that may affect signing	View Certificate Details
	Back Sign

9. Choose a new name and Save the Signed Document

← → ~ ↑	م و و
Organize ▼ New folder Image: Type Size Home Name Date modified Type Captures 08/10/2024 4:11 pm File folder	?
Home Name Date modified Type Size Disc in Captures 08/10/2024 4:11 pm File folder	
Captures 08/10/2024 4:11 pm File folder	
▲ Gallery	
Custom Office Templates 15/10/2024 1:18 pm File folder Custom Office Templates 15/10/2024 1:18 pm File folder	
Documents 🖈	ł
🔀 Pictures 🛷	
🔁 Captures 🛛 🖈	
File name: Contract_392384_signed.pdf	~
Save as type: Adobe PDF Files (*,pdf)	~
∧ Hide Folders Save Cance	4

10. Type the password of the USB token and click "OK"

S Token Logon			×
SafeNet Authenticati	on Client		gemalto
Enter the Token Password			
Token Name:	Card #976C80CDF		
Token Password:	l		
This is an unlicensed copy for	Current Language: EN evaluation use only.	ОК	Cancel



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

	⑦ 🏳 🏭 Sign in - 🗇	×
	Find text or tools 🔍 🛛 🛱 🏟 🖨 🖗 🥔 🧭 🖾 😝 Al Ass	stant
Signature Panel	× Signatures ~~···	.
	∽ 🌆 Rev. 1: Signed by Maria Kalli	©
	Signature is valid:	⊓⁼
	Source of Trust obtained from European Union Trusted Lists (EUTL).	ſ'n
	This is a Qualified Electronic Signature according to EU Regulation 910/2014	
	Document has not been modified since this signature was applied	Ø.
	Signed by the current user	
	The signature includes an embedded timestamp.	
1	Signature is LTV enabled	
	> Signature Details	
	Last Checked: 2025.01.16 10:34:26 +02'00'	
	Field: Signature2 on page 2	
	Click to view this version	