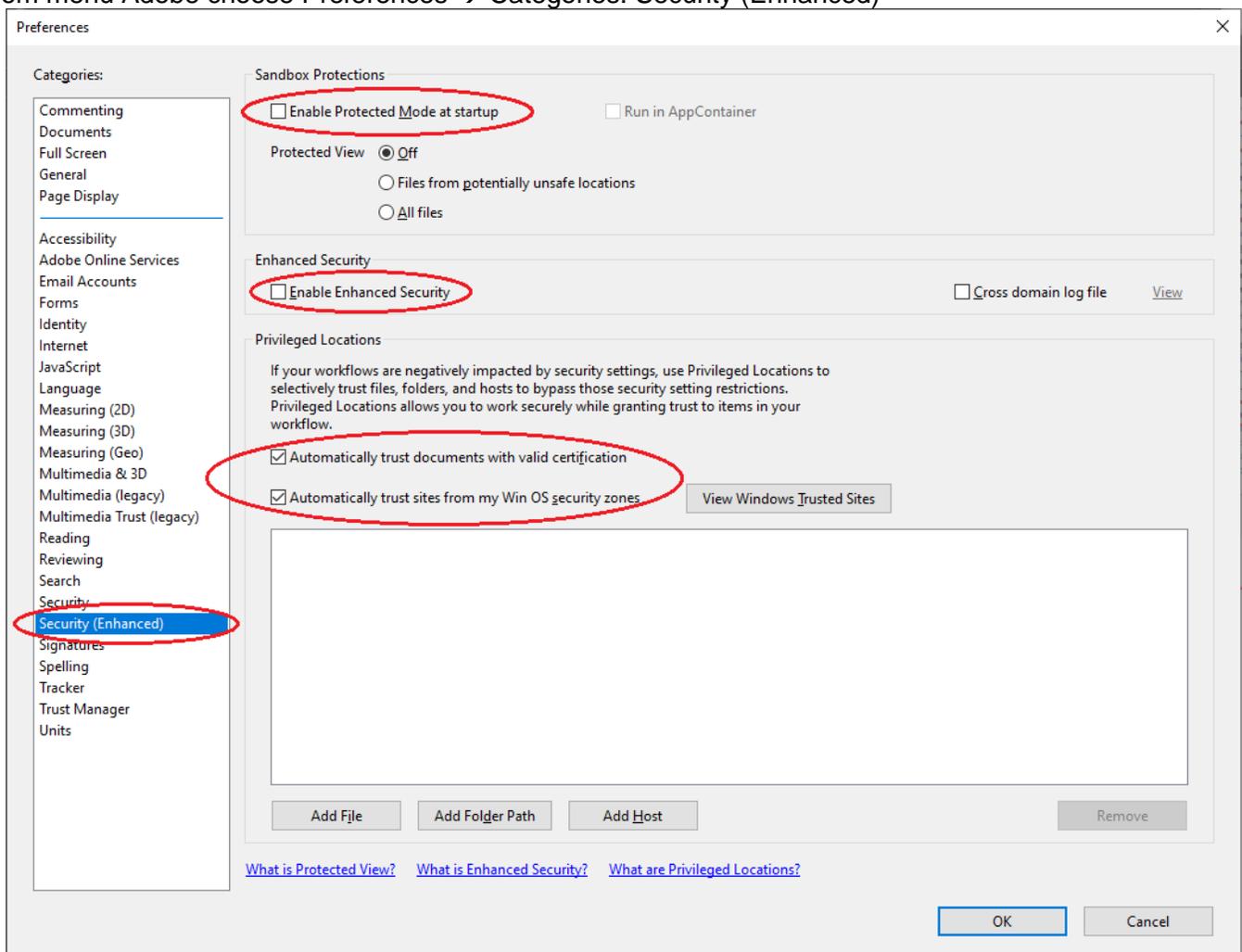


**Manual for set up and signing
with Adobe Acrobat DC
for Windows operational systems**

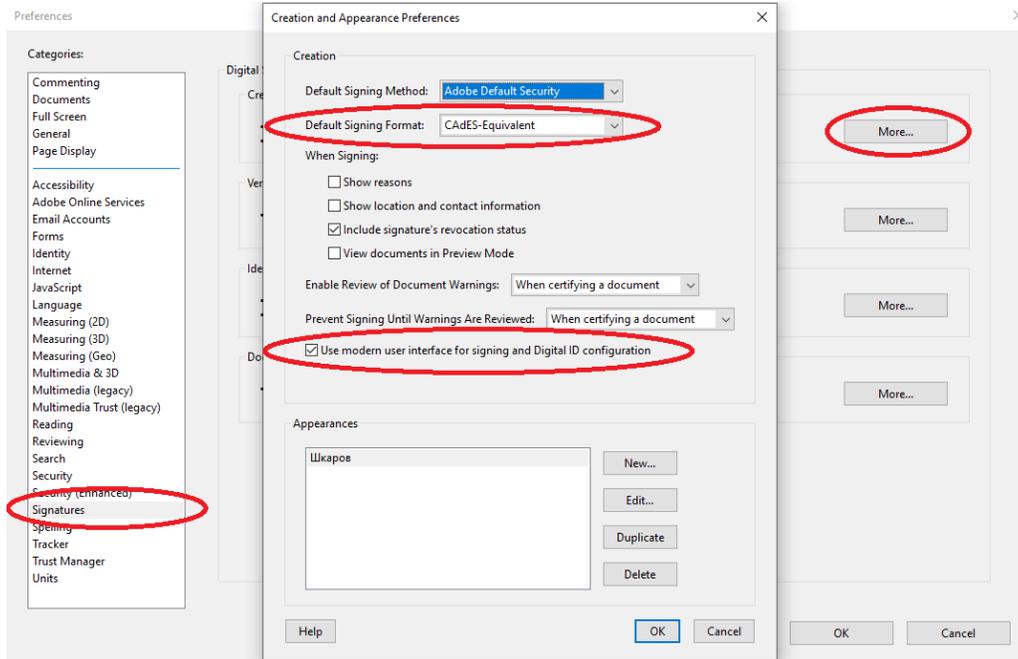
If there is not installed Adobe Acrobat DC on your device, you can download it from [here](#).

1. Settings:

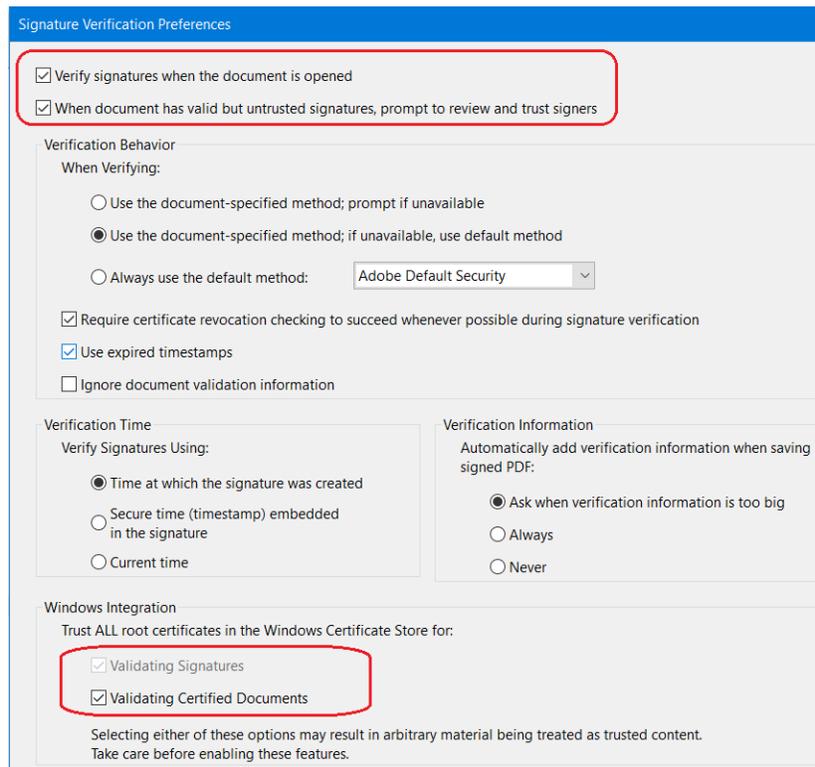
From menu Adobe choose Preferences → Categories: Security (Enhanced)



Categories: Signatures → Creation & Appearance select *More...*

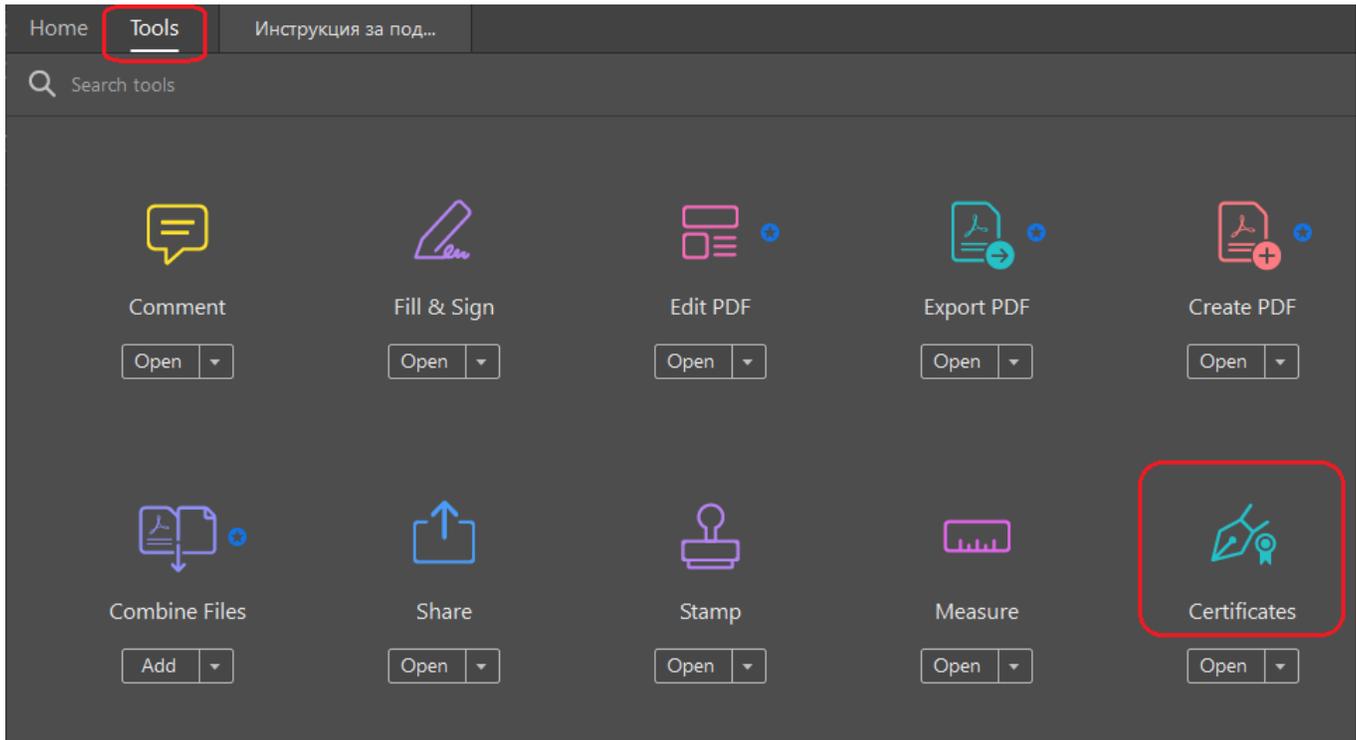


Categories: Signatures → Verification select *More...*

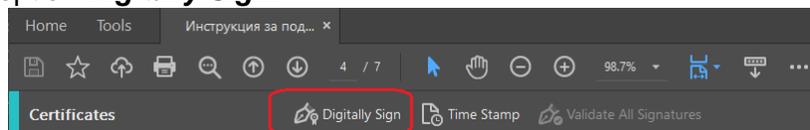


2. Document signing with integrated function in Acrobat Reader DC.

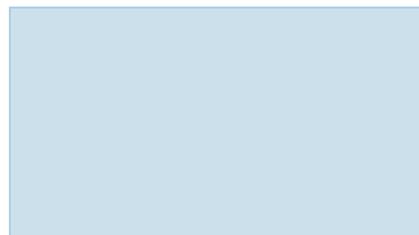
- a. Open the document you wish to sign and click on *Tools* and then select *Certificates*:
Tools → Certificates:



- b. Select option **Digitally Sign**:



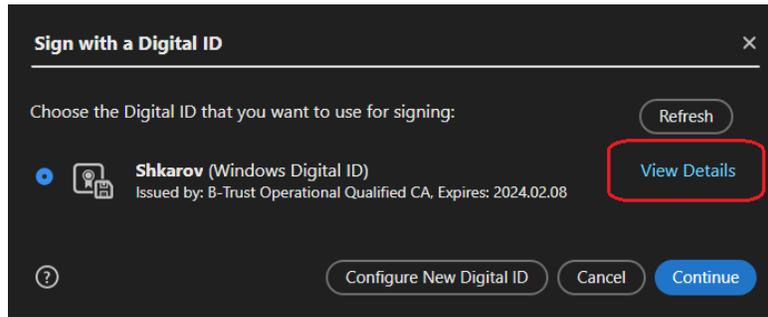
- c. Make a square by holding the left button on your mouse and mark out the field where you



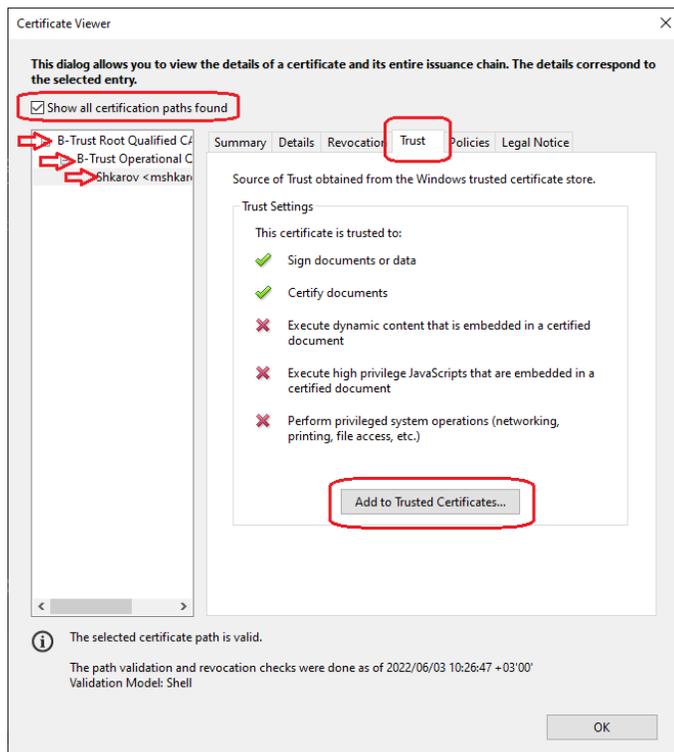
wish to digitally sign:

- d. After the signing field has been created you should see the following screen. It is recommended to add the certificate to trusted (only for new certificates, when signing for the very first time).

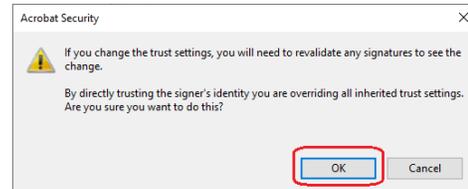
- You can add it by choosing **View Details**



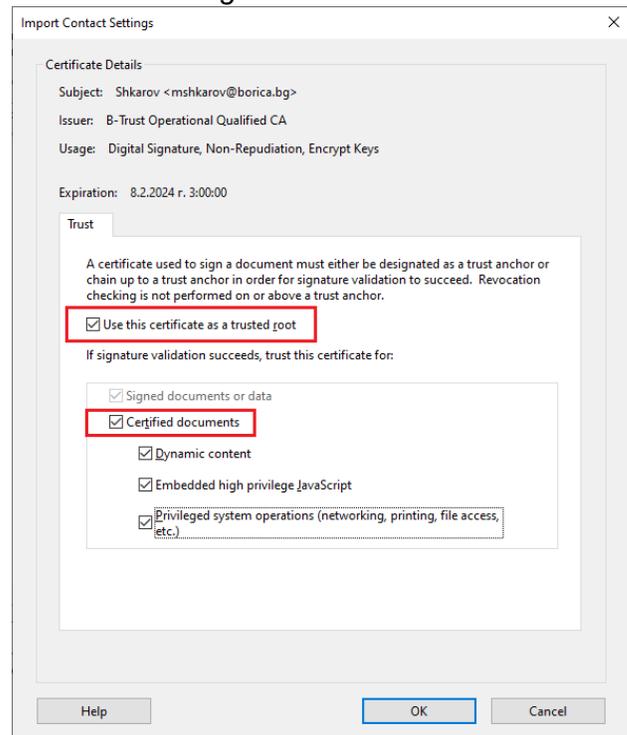
- Select "Show all certification paths found". From tabs select **Trust** and then **Add to Trusted Certificates...**, the following settings are the same for each one of the visible certificates on the left side of the screen. If the button **Trust** is not visible for some of the certificates, it means the setup had already been made.



- In the pop up window Acrobat Security, confirm with OK.

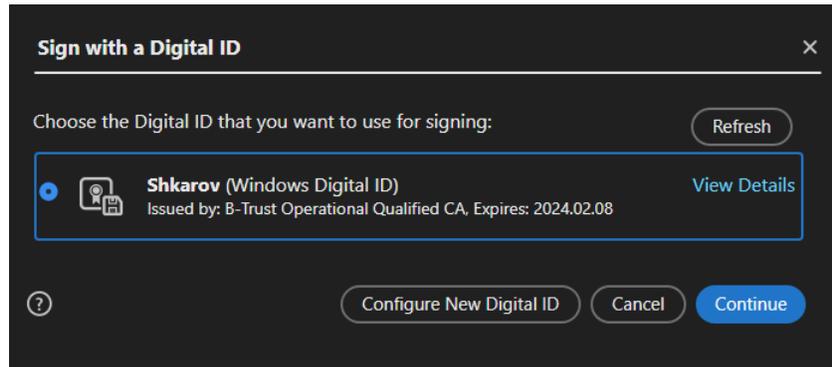


- Then in Import Contact Settings it is compulsory to tick all the following:

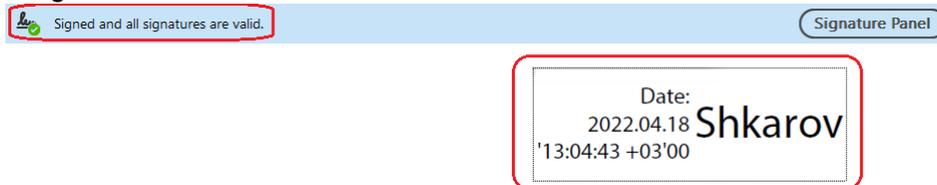


- Confirm the closing of the windows twice with **OK** and then it returns to the previous screen.

e. Mark the needed certificate and press **Continue**.



- f. The certificate is visualized and for signing you should press **Sign**.
- g. Then choose where to save the signed document and click **Save**.
- h. Your PC will ask for PIN, at the last step. Please, enter and confirm your PIN.
- i. The signed document should look like this:



At the top left side on your document, you should see that the document has been successfully signed and verified.

The settings are completed!

- 3. For validation of electronically signed documents, please follow the link: [B-TRUST | Qualified Signature Validation Service](#)

B-trust contact details:
T: 0700 199 10
M: *9910
e-mail: support@borica.bg