

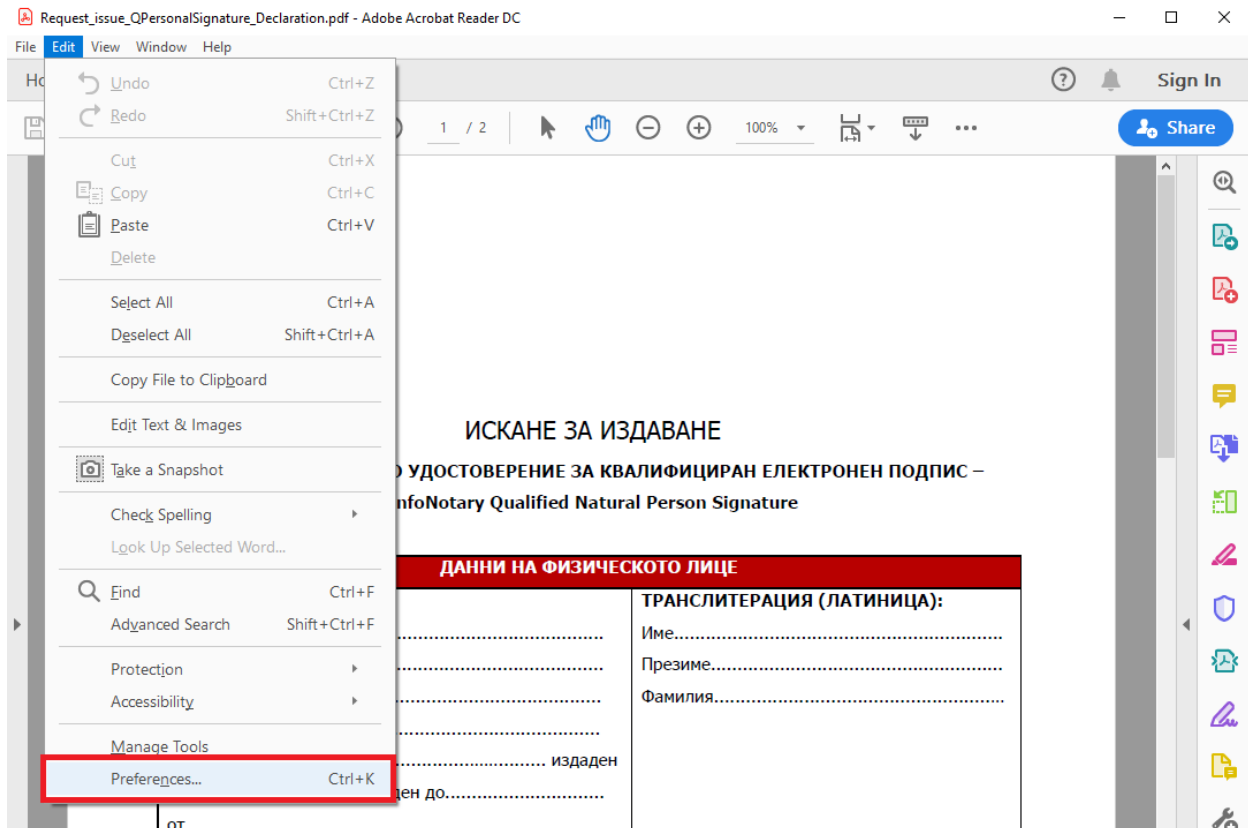
Signing documents with qualified electronic signature in Adobe Acrobat Reader DC

1. Signing PDF files with Acrobat Reader DC v.2020.006.20034 or newer.

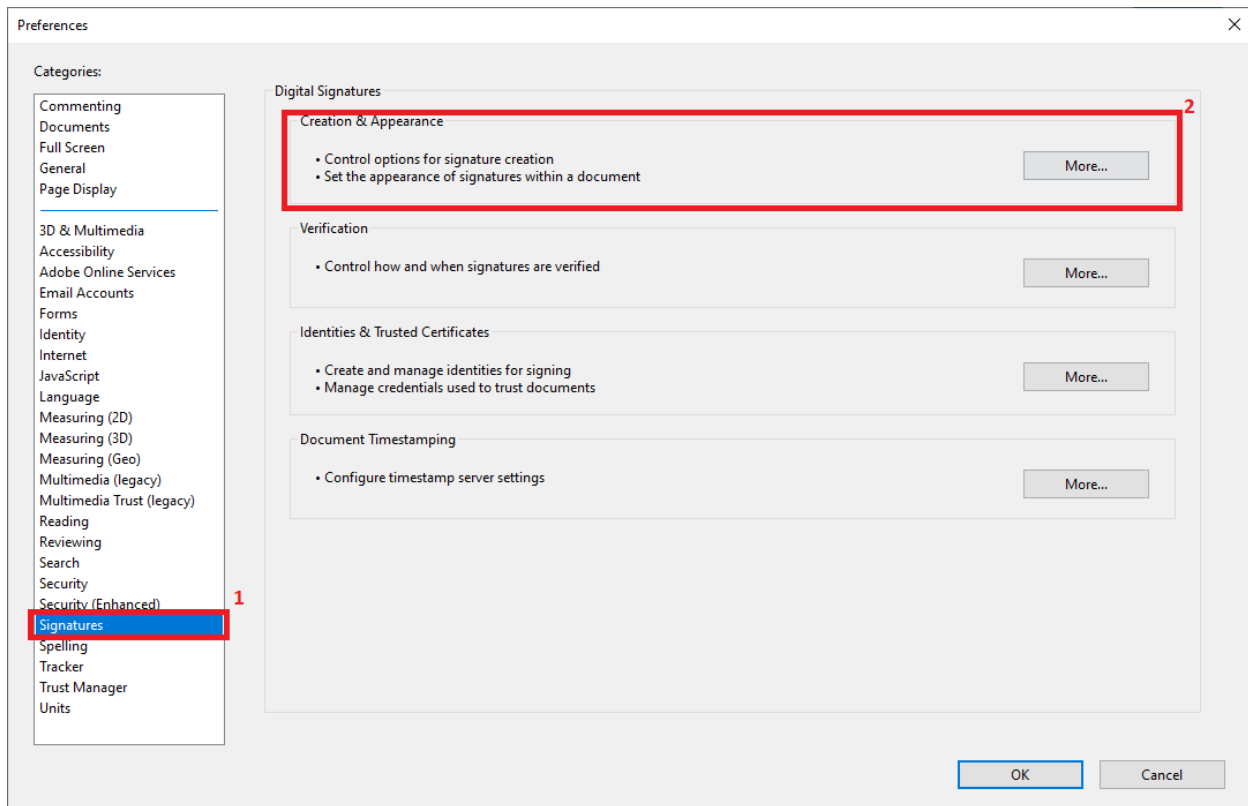
Download link:

<https://acrobat.adobe.com/bg/en/acrobat/pdf-reader.html>

1.1 From menu **Edit**, select **Preferences**



1.1.1.1 Select Signatures/Creation & Appearance/More



- 1.1.1.1 Make sure in „**Default Signing Format**“ is select **CAAdES-Equivalent**.
Check the box **“Show reasons”**, **“Show location and contact information”** and **“Include signature’s revocation status”**

Creation and Appearance Preferences

Creation

Default Signing Method: Adobe Default Security

Default Signing Format: CAAdES-Equivalent

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...

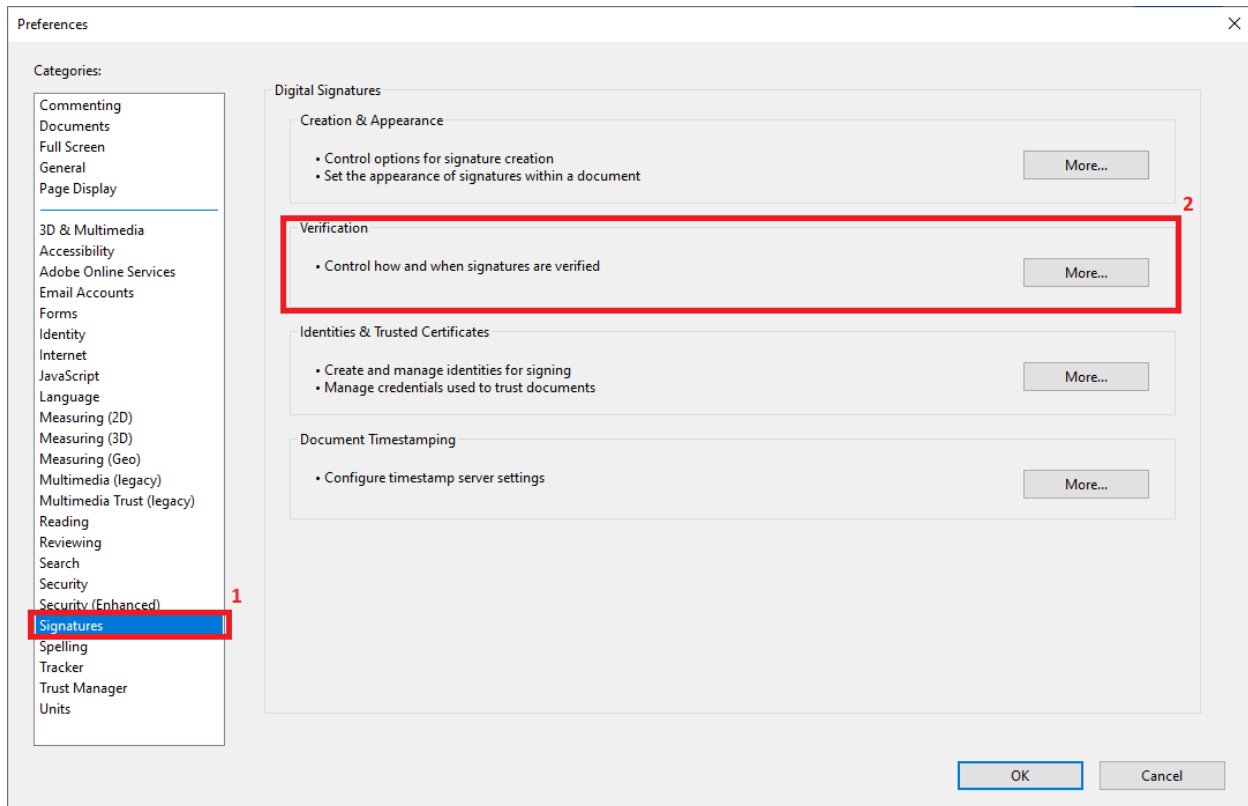
Edit...

Duplicate

Delete

Help OK Cancel

1.1.1.2 Select Signatures/Verification/More



1.1.2.1

(1) From **Verification Time** select **“Secure time(timestamp) embedded in the signature”**

(2) From **Verification Information** select **“Always”**

Signature Verification Preferences

☒ Verify signatures when the document is opened

☐ When document has valid but untrusted signatures, prompt to review and trust signers

Verification Behavior

When Verifying:

☐ Use the document-specified method; prompt if unavailable

☒ Use the document-specified method; if unavailable, use default method

☐ Always use the default method: Adobe Default Security

☒ Require certificate revocation checking to succeed whenever possible during signature verification

☒ Use expired timestamps

☐ Ignore document validation information

Verification Time

Verify Signatures Using:

☐ Time at which the signature was created

☒ Secure time (timestamp) embedded in the signature **1**

☐ Current time

Verification Information

Automatically add verification information when saving signed PDF:

☐ Ask when verification information is too big

☒ Always **2**

☐ Never

Windows Integration

Trust ALL root certificates in the Windows Certificate Store for:

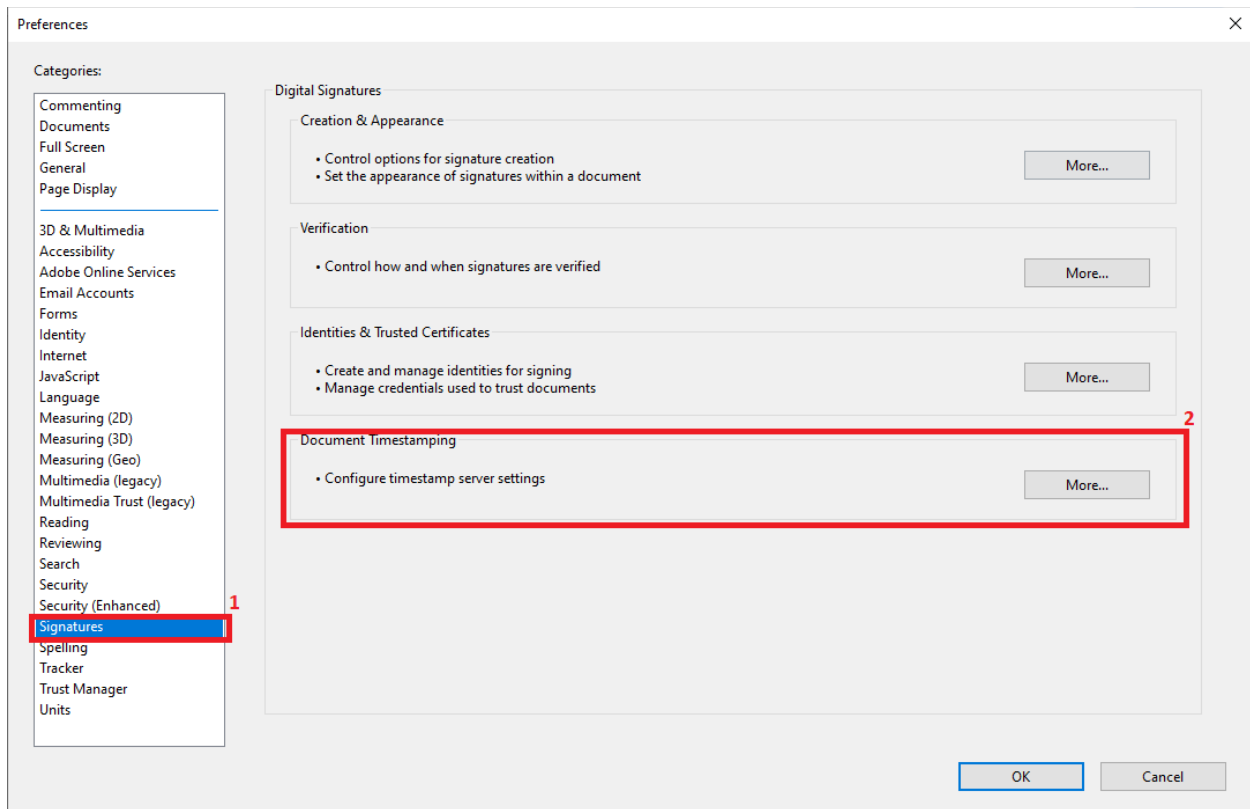
☐ Validating Signatures

☐ Validating Certified Documents

Selecting either of these options may result in arbitrary material being treated as trusted content. Take care before enabling these features.

Help OK Cancel

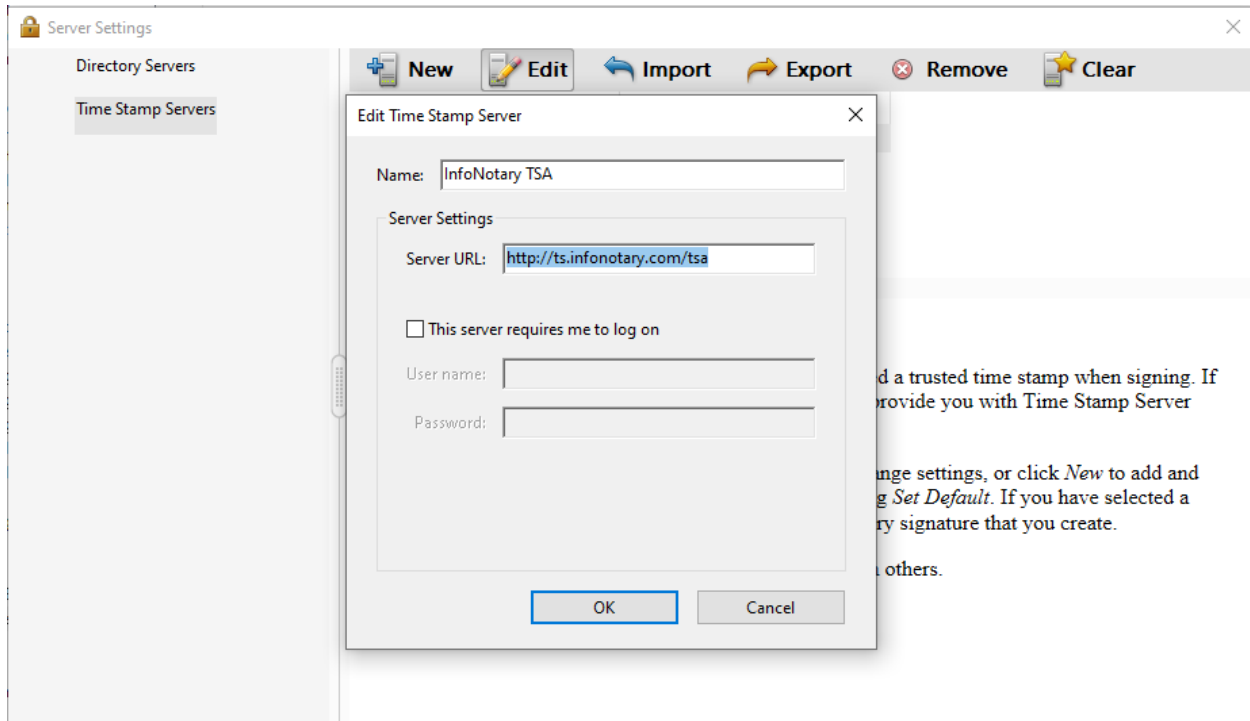
1.1.3 Select Signatures/Document Timestamping/More



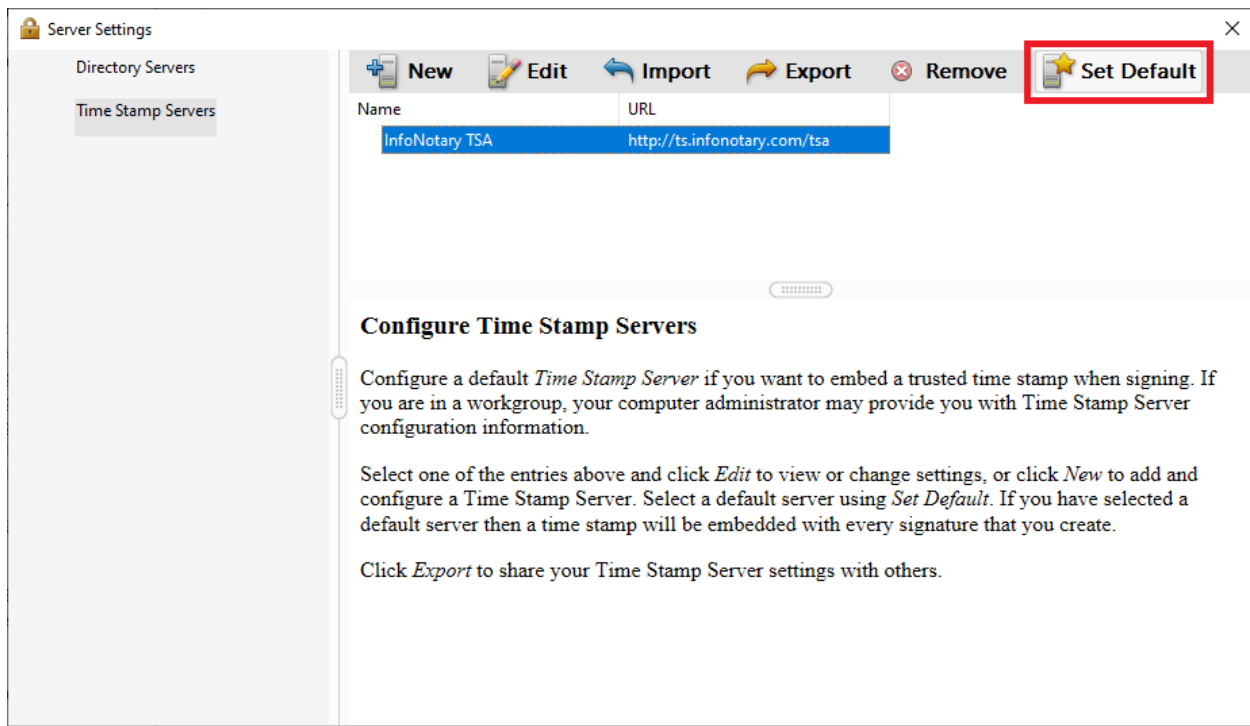
1.1.3.1 Click on „New”

For **Name** write - InfoNotary TSA

For **Server URL** write - <http://ts.infonotary.com/tsa>



1.1.3.2 After correctly entered entry from 1.1.3.1, please mark InfoNotary TSA and click on „Set Default”



2. Signing document with **Adobe Acrobat Reader DC**

After successfully set up Adobe Acrobat Reader DC, please proceed to signing the documents

2.1 Open the pdf file/document

Request issue Personal Q Sign certificate.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Request issue Pers... x

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1 / 2

InfoNotary

София 1000, ул. "Иван Вазов" № 16, тел: 029210890, e-mail: office@infonotary.com

РЕГИСТРАЦИОНЕН НОМЕР ДАТА НА ПОДАВАНЕ

РЕГИСТРИРАЩ ОРГАН

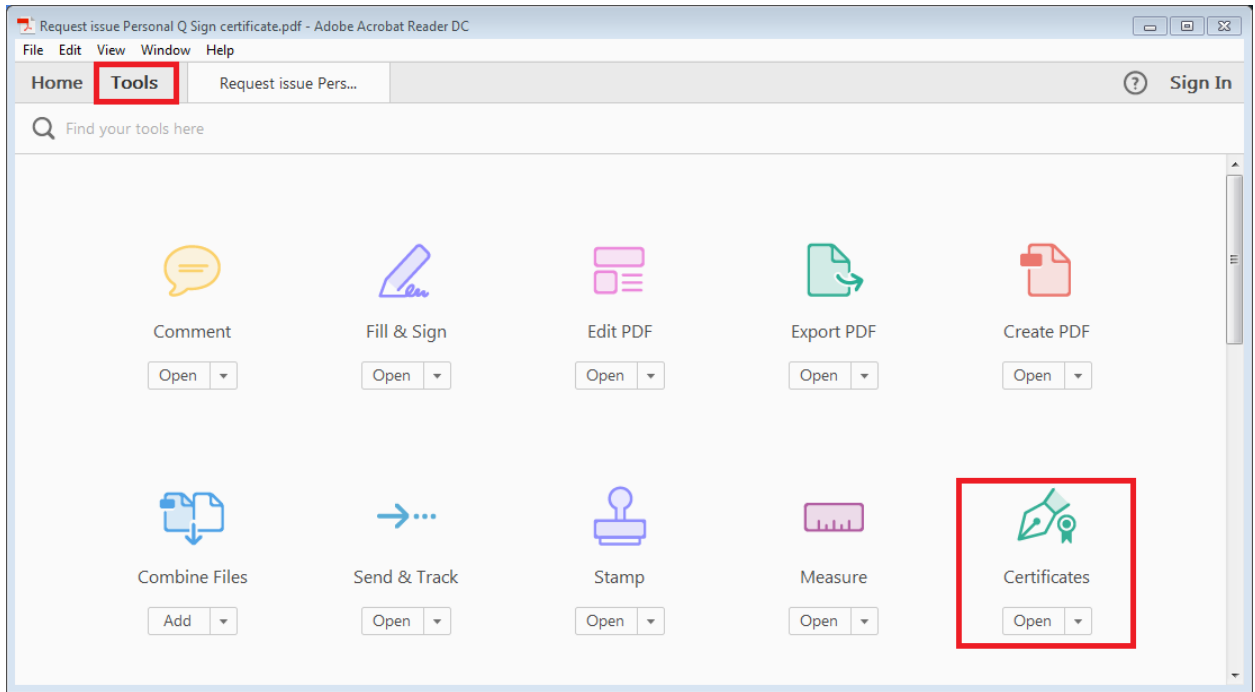
РЕГИСТРАТОР /попълва се от Регистриращия орган/

ИСКАНЕ ЗА ИЗДАВАНЕ
НА УДОСТОВЕРЕНИЕ ЗА КВАЛИФИЦИРАН ЕЛЕКТРОНЕН ПОДПИС

ЛИЧНИ ДАННИ НА ФИЗИЧЕСКОТО ЛИЦЕ – ТИТУЛЯР /АВТОР/

ЛИЧНИ ДАННИ НА ФИЗИЧЕСКОТО ЛИЦЕ – ТИТУЛЯР /АВТОР/	
КИРИЛИЦА:	ТРАНСЛИТЕРАЦИЯ (ЛАТИНИЦА):
Име*	Име*
Презиме*	Презиме*
Фамилия*	Фамилия*
ЕГН*	
Лична карта №: *	
Изд. на *	
от *	
Валидна до *	
Адрес по лична карта: *	
гр/с/	
област	
община	
п. код	

2.1.1.1 From **Tools** menu, select **Certificates**



2.1.2 On the next screen press **Digitally Sign**


Request issue Personal Q Sign certificate.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Request issue Pers... x Sign In

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Digitally Sign Time Stamp Validate All Signatures


InfoNotary
София 1000, ул. "Иван Вазов" № 16, тел: 029210890, e-mail: office@infonotary.com

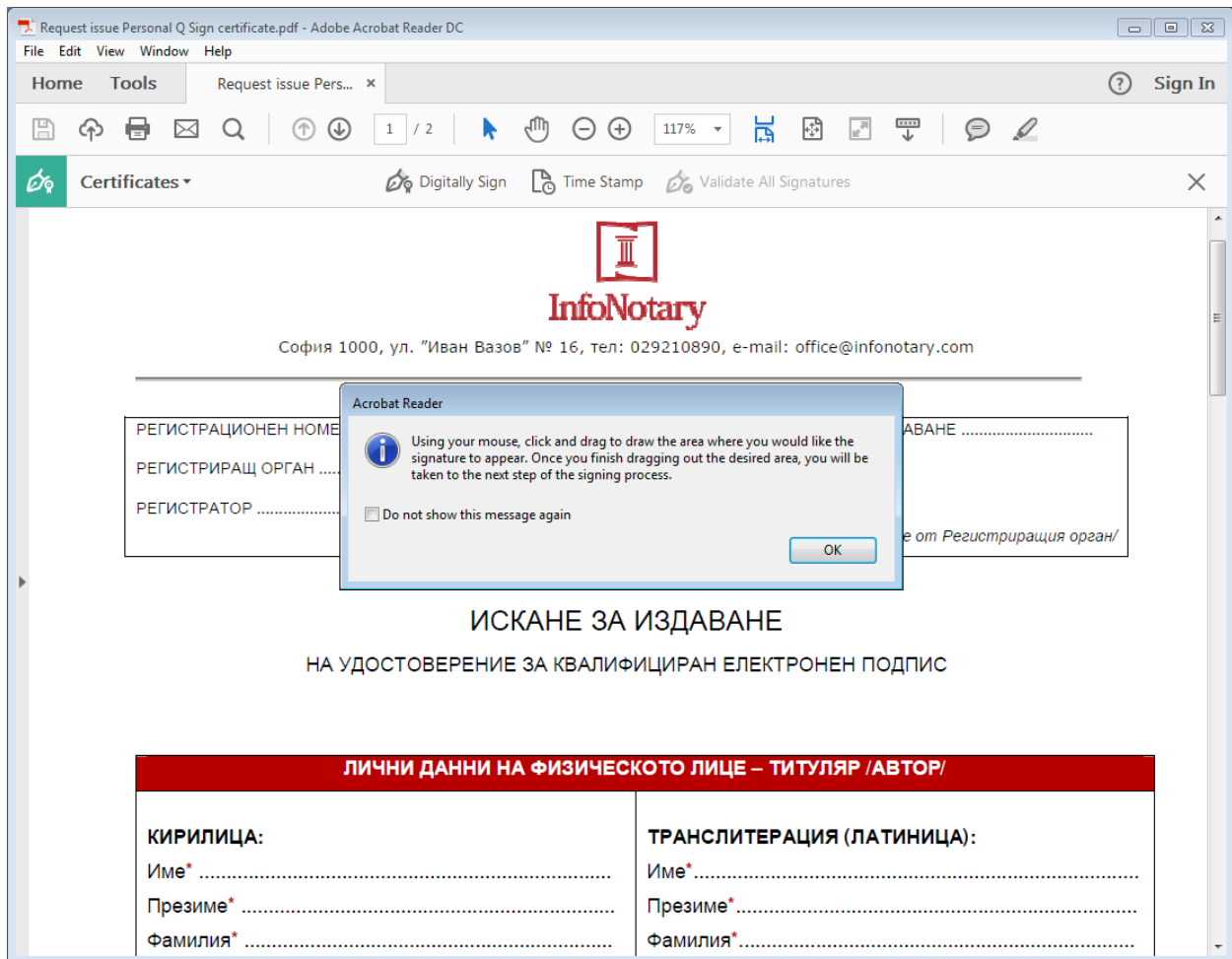
РЕГИСТРАЦИОНЕН НОМЕР ДАТА НА ПОДАВАНЕ
РЕГИСТРИРАЩ ОРГАН
РЕГИСТРАТОР
/попълва се от Регистриращия орган/

**ИСКАНЕ ЗА ИЗДАВАНЕ
НА УДОСТОВЕРЕНИЕ ЗА КВАЛИФИЦИРАН ЕЛЕКТРОНЕН ПОДПИС**

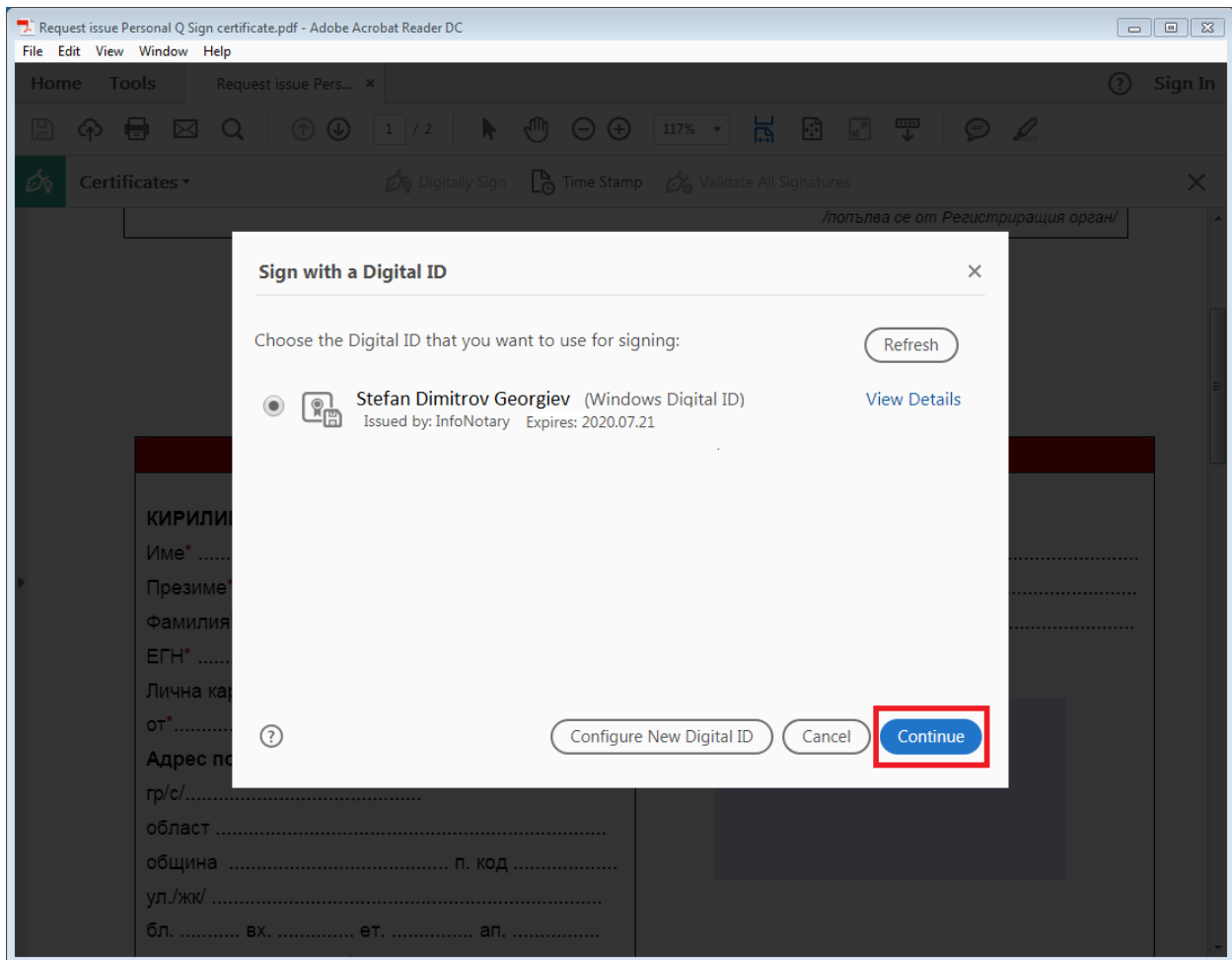
ЛИЧНИ ДАННИ НА ФИЗИЧЕСКОТО ЛИЦЕ – ТИТУЛЯР /АВТОР/

КИРИЛИЦА:	ТРАНСЛИТЕРАЦИЯ (ЛАТИНИЦА):
Име*	Име*
Презиме*	Презиме*
Фамилия*	Фамилия*

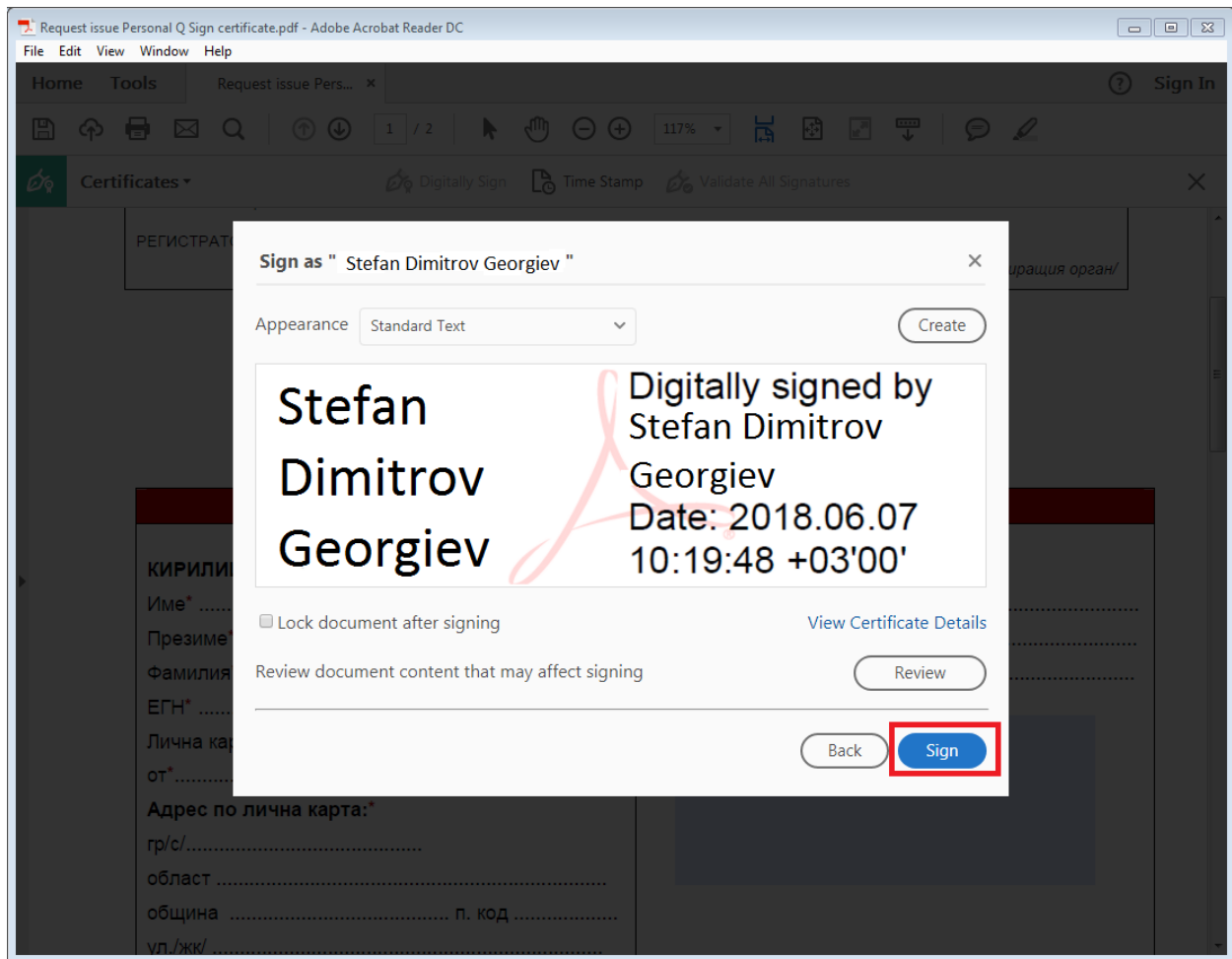
2.1.2.1 Use your mouse, click drag and draw the area where you would like the signature to appear



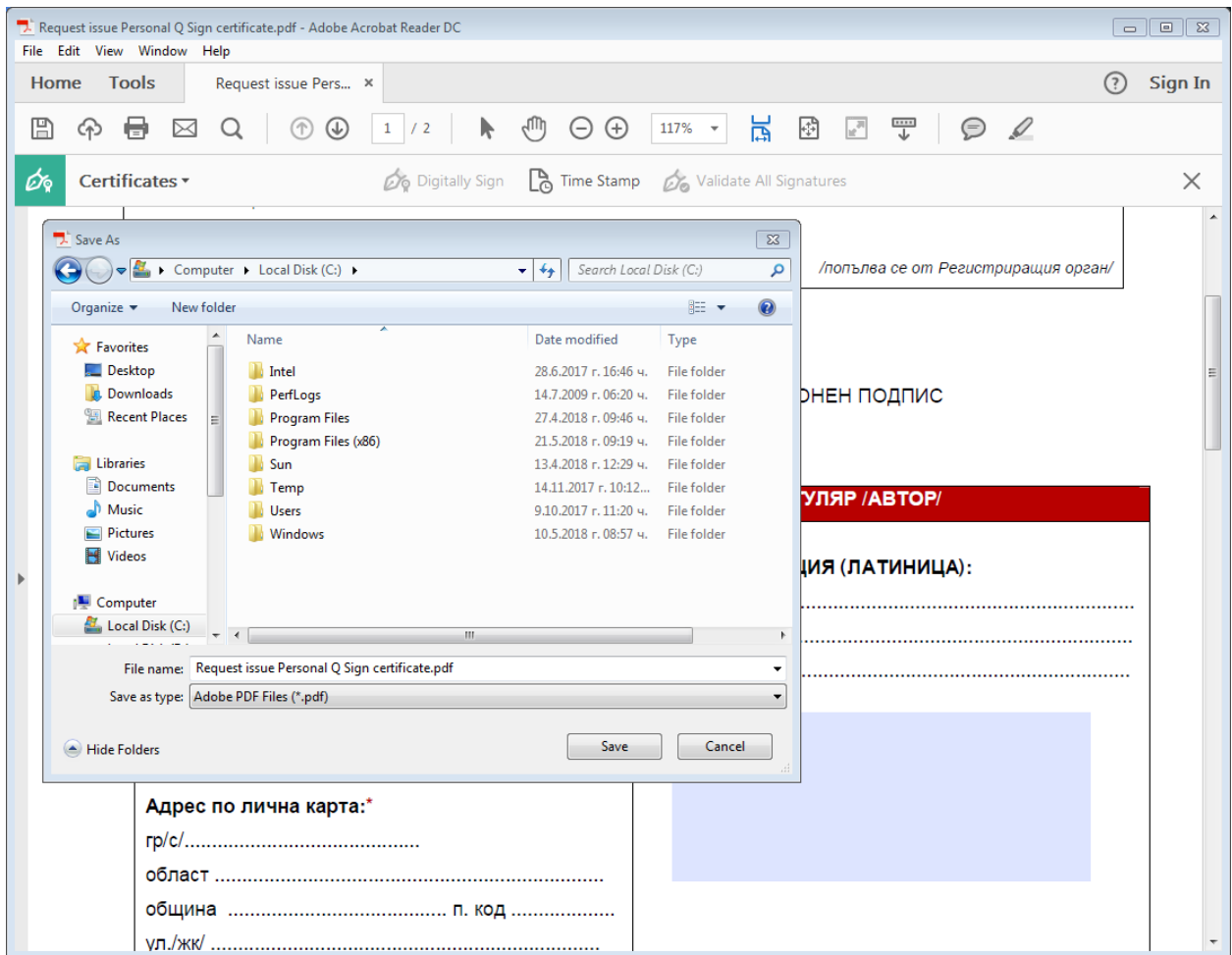
2.1.2.2 You will be asked to choose the certificate, which you want to use for signing and press **Continue**



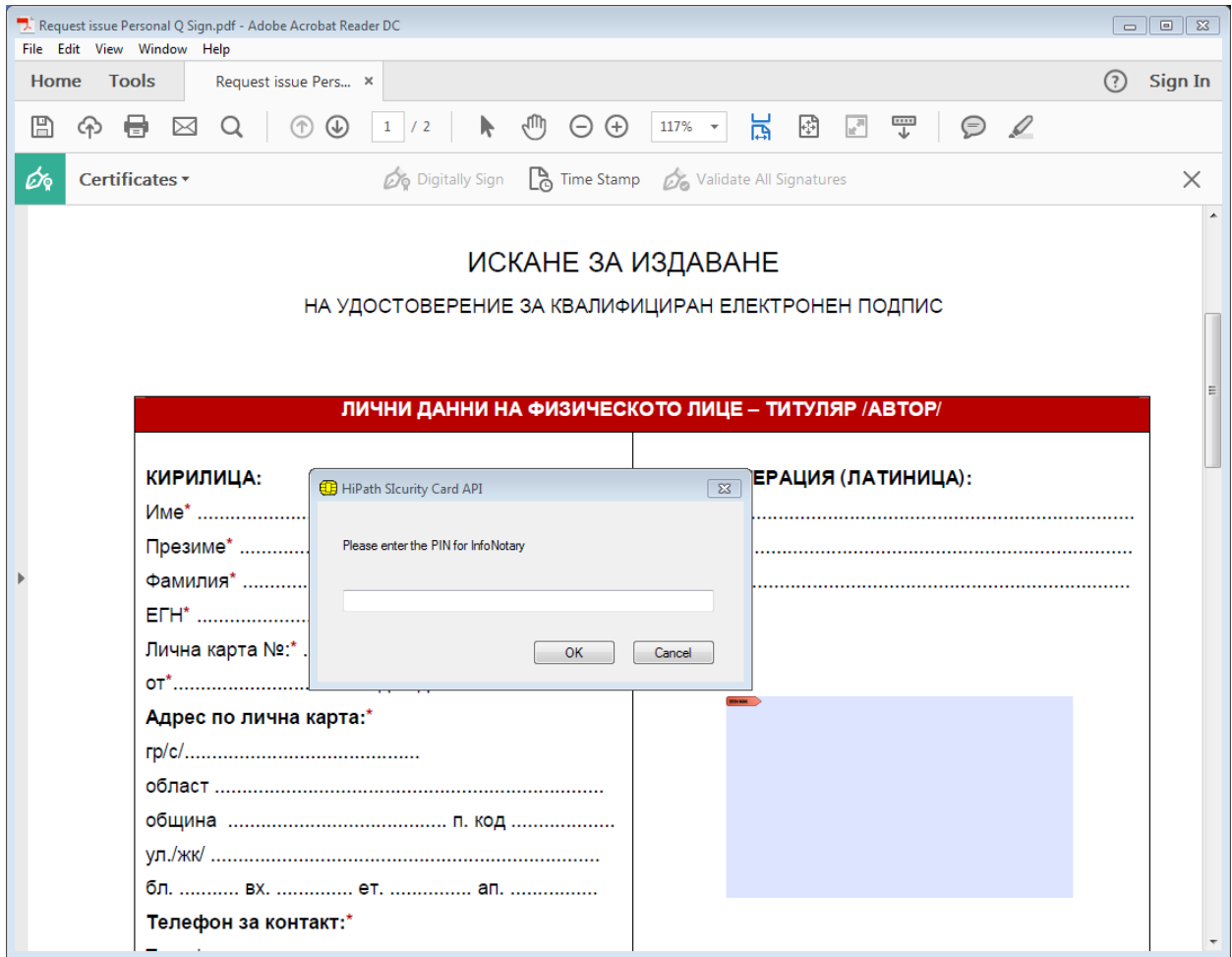
2.1.2.3 Choose **Sign**



2.1.2.4 After you choose your certificate you will be asked to save or overwrite the file.



2.1.2.5 It will appear a window, which will ask you for the PIN



2.1.2.6 In the area you've draw it will visualize the names of the signer, date and time of the signing

Request issue Personal Q Sign.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Request issue Pers... x Sign In

Certificates Digitally Sign Time Stamp Validate All Signatures

ИСКАНЕ ЗА ИЗДАВАНЕ
НА УДОСТОВЕРЕНИЕ ЗА КВАЛИФИЦИРАН ЕЛЕКТРОНЕН ПОДПИС

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КИРИЛИЦА:	ТРАНСЛИТЕРАЦИЯ (ЛАТИНИЦА):
Име*	Име*
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ЕГН*	
Лична карта №: *	
Изд. на *	
от *	
Валидна до *	
Адрес по лична карта: *	
гр/с/	
област	
община	
п. код	
ул./жк/	
бл. вх. ет. ап.	
Телефон за контакт: *	

**STEFAN
DIMITROV
GEORGIEV**

Digitally signed
by Stefan
Dimitrov
Georgiev
Date: 2018.06.07
12:46:50 +03'00'