

****IMPORTANT INFORMATION****

Pre-requisites:

- Symantec PKI Client Installed (certificate enrollment will detect & prompt for install)
- Internal or External Card Reader & compatible (FIPS 140-2) software installed on target device.

External readers as recommended by Symantec; for up to Windows 10 is as follows:

Procuring an external smart card reader and smart card token is the sole responsibility of the requestor. The below recommended information has been delivered to all SBG IT focals for publishing downstream for the end user population that has the requirement to utilize the Adobe CDS signing certificate.

Additionally, please review the Installation pre-requisites, instructions, and our supplier recommendations below from Symantec, which are also available via the PKI web site link for Adobe CDS Certificate menu, as well as under FAQ > Certificate Types section.

Smart Card Reader and Card as recommendations from Symantec as follows:

- GemPlus GemPC Twin Reader
- SCM SCR331
- ActivIdentity USB Reader (Omnikey)

Potential public web sites to purchase / procure from:

1Gemalto (GemPlus GemPC Twin Reader)

[Gemalto Card Reader](#)

[Gemalto Card Reader \(from amazon\)](#)

SCM SCR331

[SCM Reader \(from amazon\)](#)

ActivIdentity USB Reader

[Active Identity Card Reader](#)

**SafeNet eToken software installation steps for use with the PKI Client available here:

Download and install the SafeNet Authentication Client (SAC) – 32/64-bit

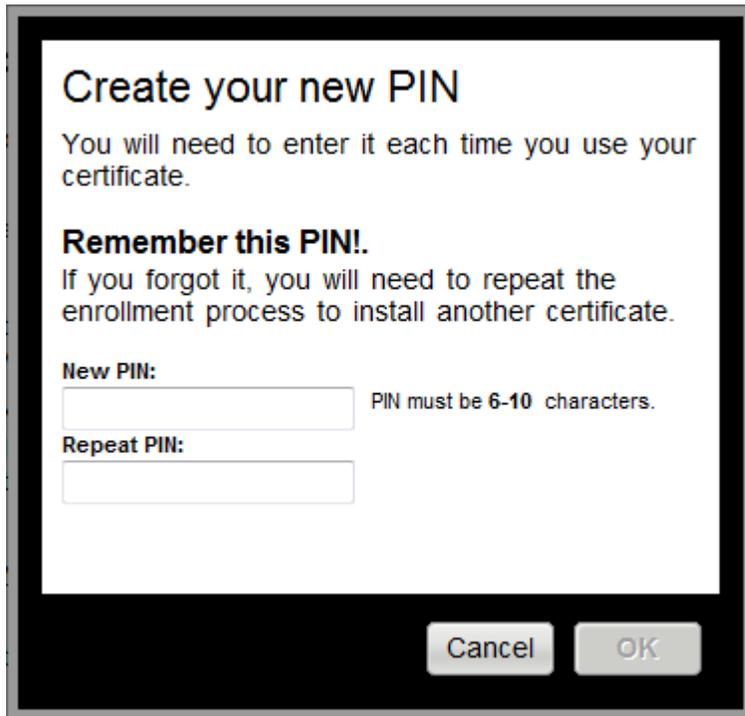
[SafeNet Client](#)

After completing the install, plug the SafeNet Token in for the first time.

You may see a prompt from SafeNet appear requesting you to set a password - **Be sure to ignore this prompt, if possible close the window off.** (a password will be later set during the digital id installation). If you did not see this prompt, simply proceed to the next step.

Locate the email you received containing the digital id pick-up link. If you did not receive the pick-up email, please contact the service administrator within your company to request a new one.

During the installation of the digital id you will be prompted to create a PIN, as seen below:



Create your new PIN

You will need to enter it each time you use your certificate.

Remember this PIN!
If you forgot it, you will need to repeat the enrollment process to install another certificate.

New PIN: PIN must be **6-10** characters.

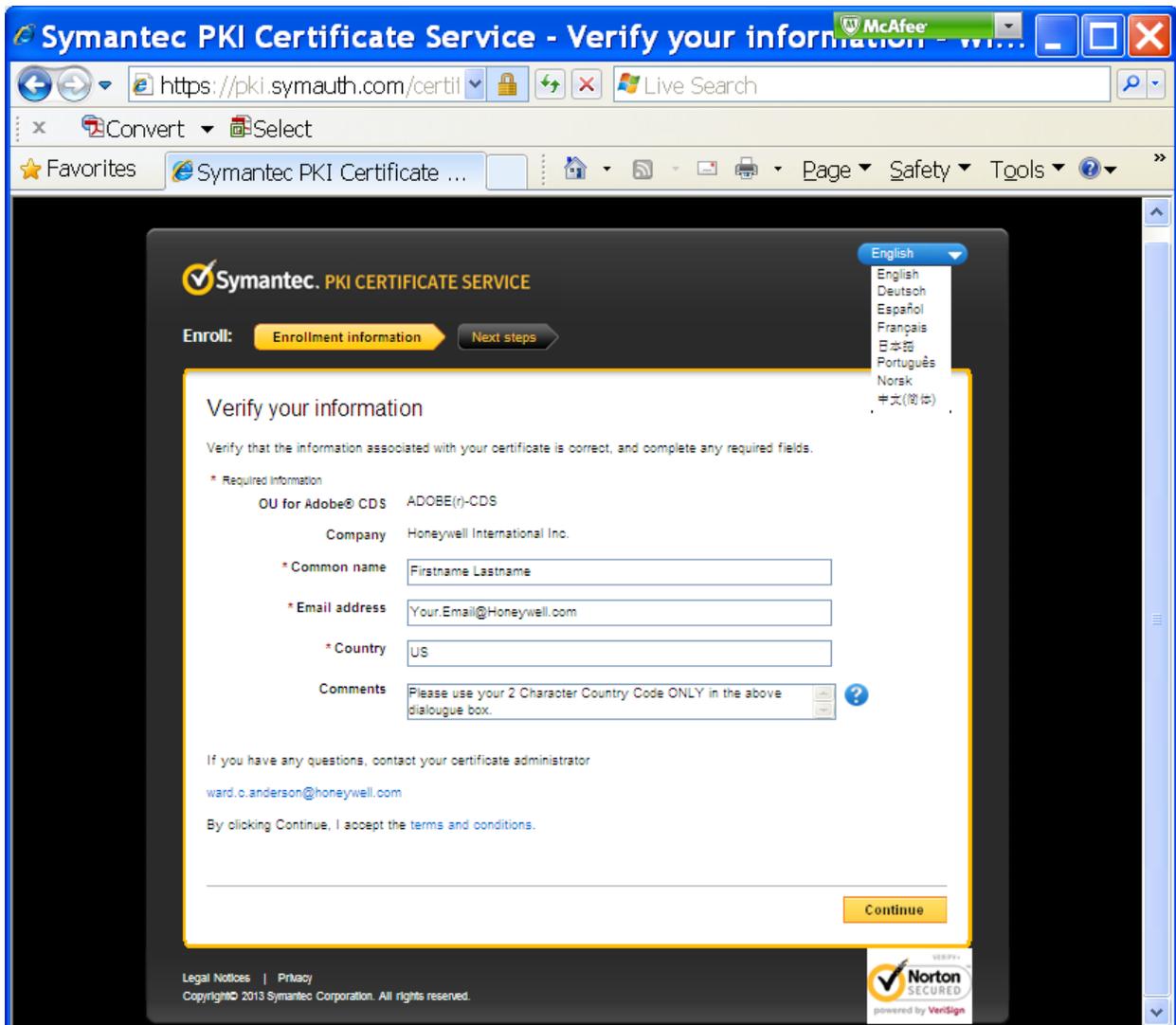
Repeat PIN:

Cancel OK

To obtain your Digital Signing certificate click on the link below to begin:

[Adobe CDS Enrolment](#) Enter the required fields for which your Digital Signature will reflect. Review the terms and conditions and if you agree, click the <Continue> button.

(Optionally you may choose from multiple languages by using the dropdown menu on the upper right)



Please make note and **remember your Enrollment Code** as it is required for pickup of your new certificate once approved by HITS PKI management team. You will receive an email message from **Enterprise PKI Support [support@pki.symantec.com]** confirming PKI Administrator approval, which will include a link to download / install your certificate. Close your browser at this point and wait for the approval email to continue.

Symantec. PKI CERTIFICATE SERVICE

Enroll: Enrollment information Next steps

✓ Your request was successfully submitted.

Next steps

Your request will be reviewed by your PKI administrator. Once your request has been approved, you will receive an email with a link to pick up your certificate.

When you pick up your certificate you will be prompted to enter an enrollment code. Use the code displayed below.

Important! Make sure you save this code because you will not be able to get your certificate without it.

Certificate enrollment code:
313929938

For assistance, contact your certificate administrator.
ward.o.anderson@honeywell.com

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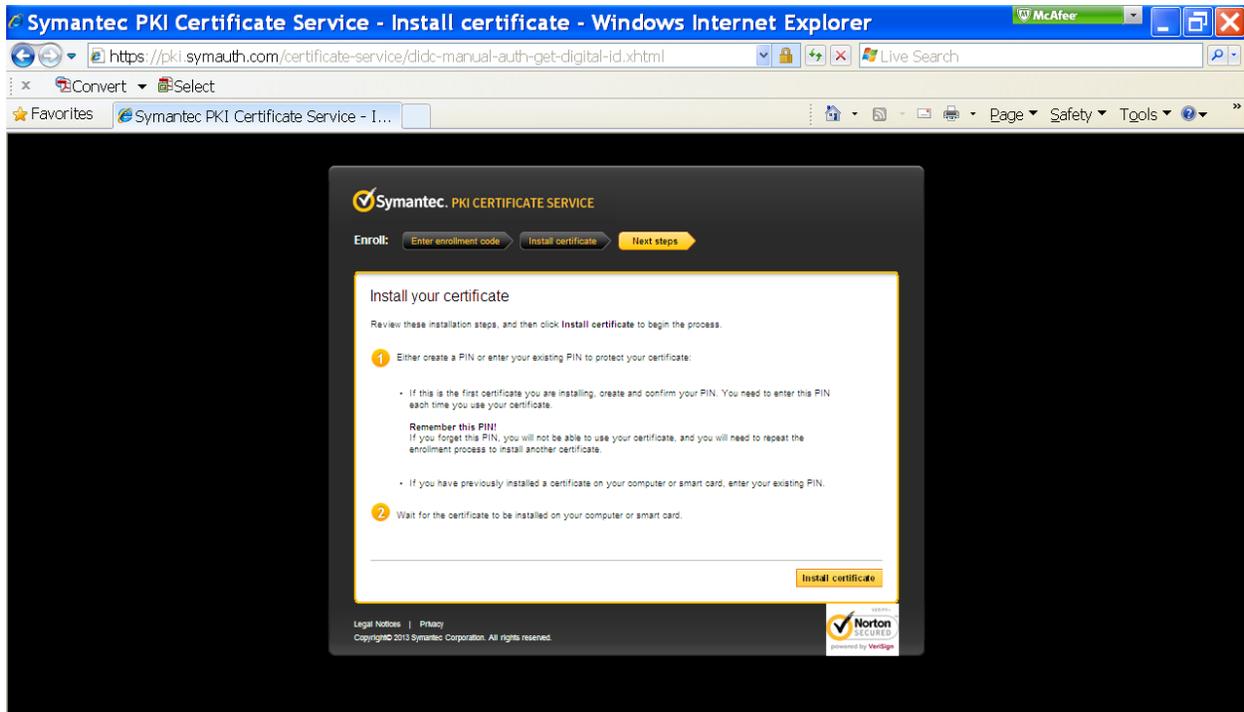
Norton SECURED
powered by VeriSign

Once you have received the approval email from Symantec, and from the device that you will use to access company services, insert your token in the card reader, then access the link to pick up your certificate.

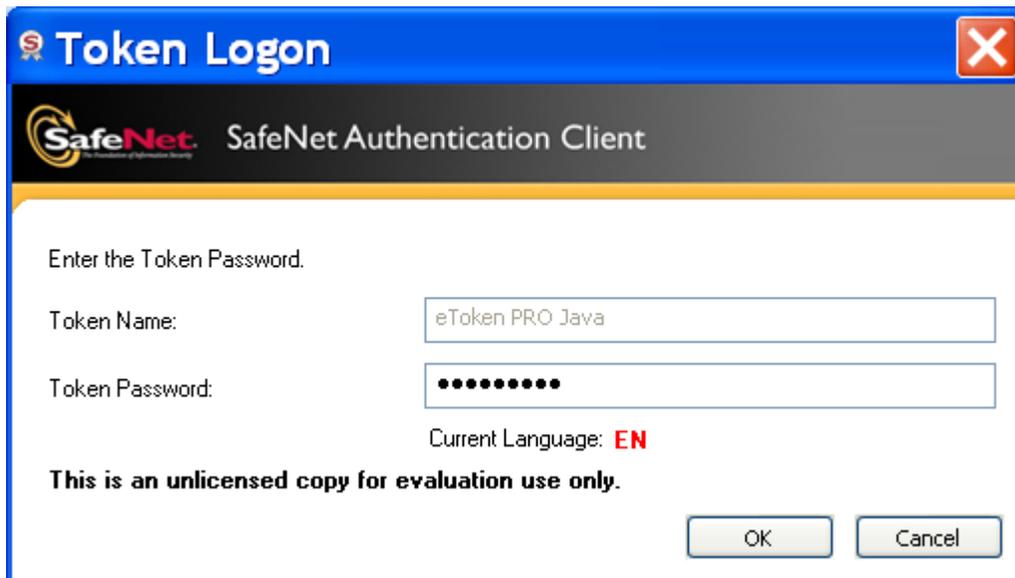
****You will need the enrollment code that you received when you enrolled for your certificate.**

Should you have issues accessing to the site, you may want to add the below URL to your trusted sites list in your default browser.

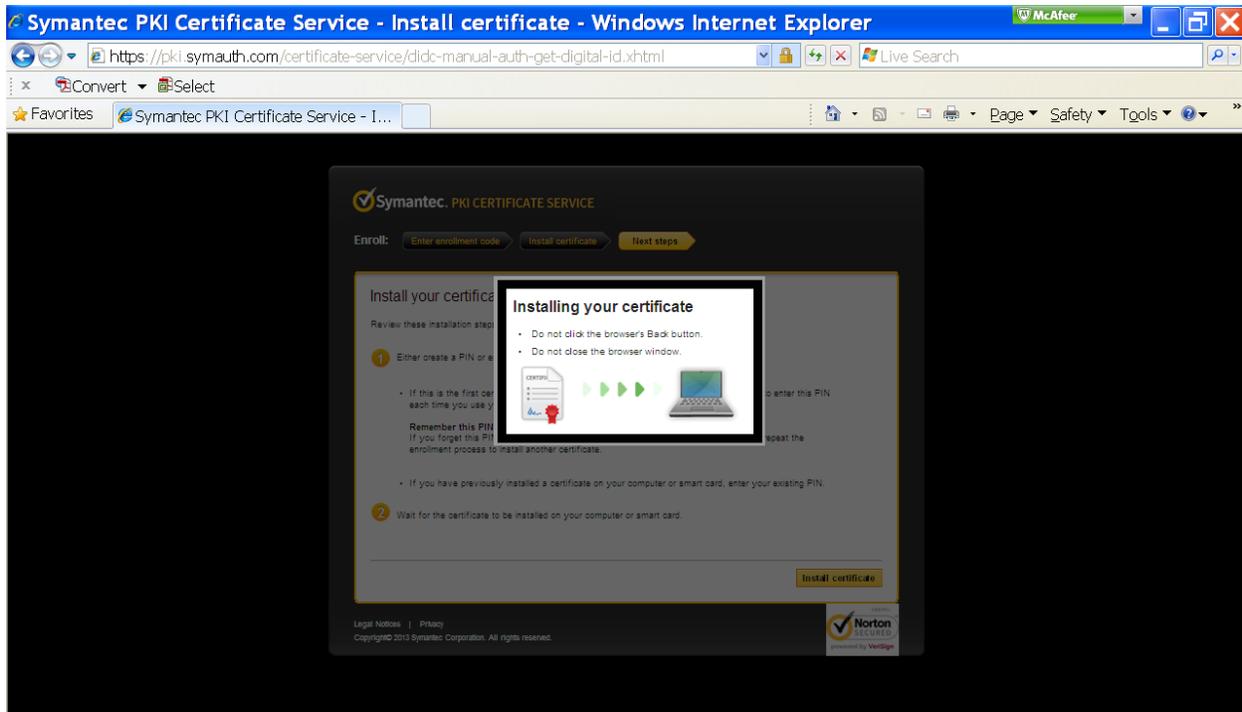
< <https://pki.symauth.com> >



Enter your security PIN from the enrollment process (Step 2 above) and click <OK>



Certificate Installation window will appear and will take 60 – 90 seconds to process.



Your certificate enrollment is complete. Please close your browser and you may now proceed to configure your Adobe Acrobat application to utilize your new certificate for your digital signature.

Adobe Acrobat instructions for setting up Digital Signing PDF files:

Sign with a new digital ID

1. Open the PDF and choose Tools > Sign & Certify > Sign Document. If you don't see the Sign & Certify panel, see the instructions for adding panels at Task panes.
2. If a dialog box appears, read the information and then click OK.
3. Drag your pointer to create a space for the signature.
4. Select a new digital ID I want to create now from the 'Add Digital ID' dialog box.
5. In the Add Digital ID dialog box, select a storage location for the digital ID.
6. Type a name, e-mail address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
7. (Optional) to use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values in the appropriate boxes.
8. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both.
9. Type a password for the digital ID file. For each keystroke, the password strength meter evaluates your password and indicates the password strength using color patterns.

10. Confirm your password, and click Finish.

Sign with an existing digital ID

1. Open the document.

2. Choose Tools > Sign & Certify > Sign Document. If you don't see the Sign & Certify panel, see the instructions for adding panels at Task panes.

3. Click an existing signature field, or drag your pointer to create a space for the signature.

4. In the Sign Document dialog box, complete the signature as follows:

Password

Type the password associated with the digital ID.

Appearance

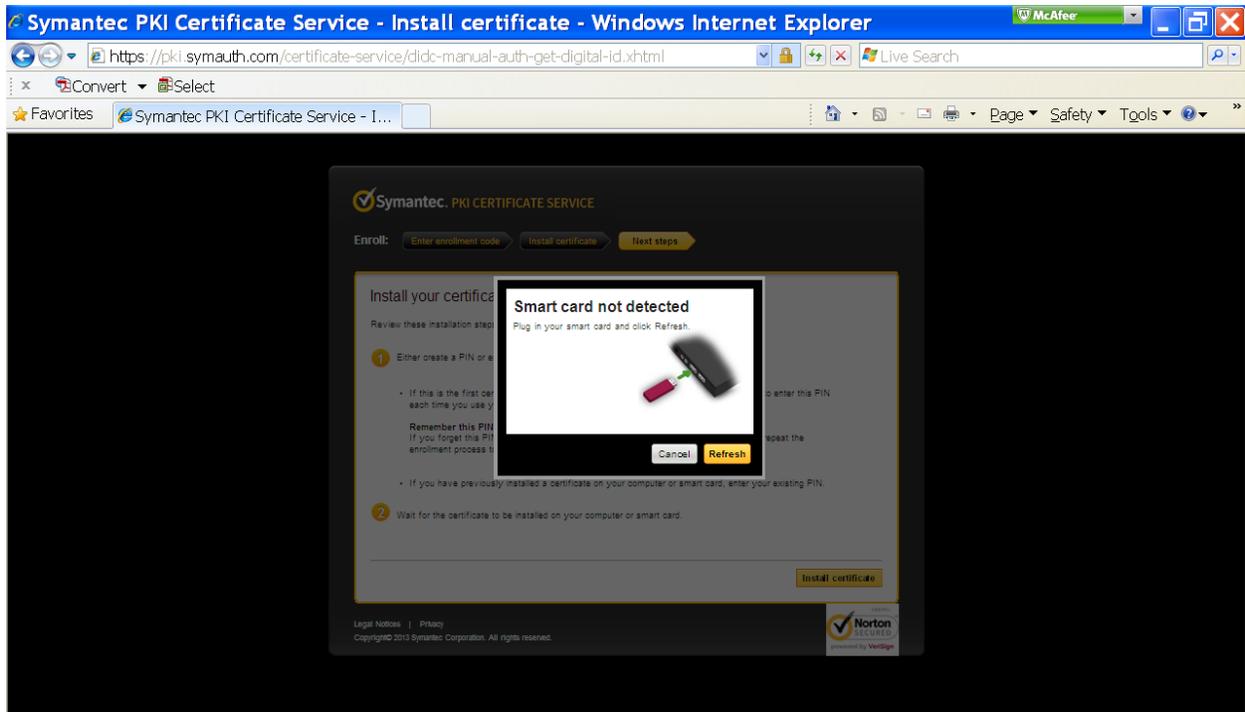
Select to modify the information to be displayed in the signature, for example date and time.

Lock Document after Signing

If this option is available, select it only if you are the last recipient to sign the document. Selecting this option locks all fields, including the signature field.

If your card is not inserted properly into your reader, you may see the below message.

Insert the Card (Token) and click <refresh> to continue.



- end of document