# How to Validate a Digitally Signed PDF Document

## For Adobe Reader versions 6 through 9

**accountis**

a division of Fundtech

# Contents

# Digital Signatures

## Why is a Digital Signature important?

Digital Signatures are the most secure and reliable way of protecting and authenticating invoices sent electronically over the Internet. The Digital Signature on an electronic document serves two main purposes. Firstly, it verifies the identity of the document's originator and secondly it proves that the document has not been tampered with since it was Digitally Signed. An e-invoice that is Digitally Signed using the Accountis system is compliant with the EU VAT Directive (2001/115/EC) ensuring no issues for companies sending and receiving invoices across the European Union.

## Validating the QuoVadis Digital Signature on a PDF document

In order to validate the Digital Signature on a PDF e-invoice sent using the Accountis system, you will need to enable your PDF viewing software to trust the QuoVadis Root Certificate Authority. Below are instructions on how to do this using Adobe Reader versions 6 through to 9. You will only need to do this once to allow you to validate all future e-invoices sent to you by the Accountis system.

You should follow the steps below while viewing this document in Adobe Reader and not the e-invoice you have received.
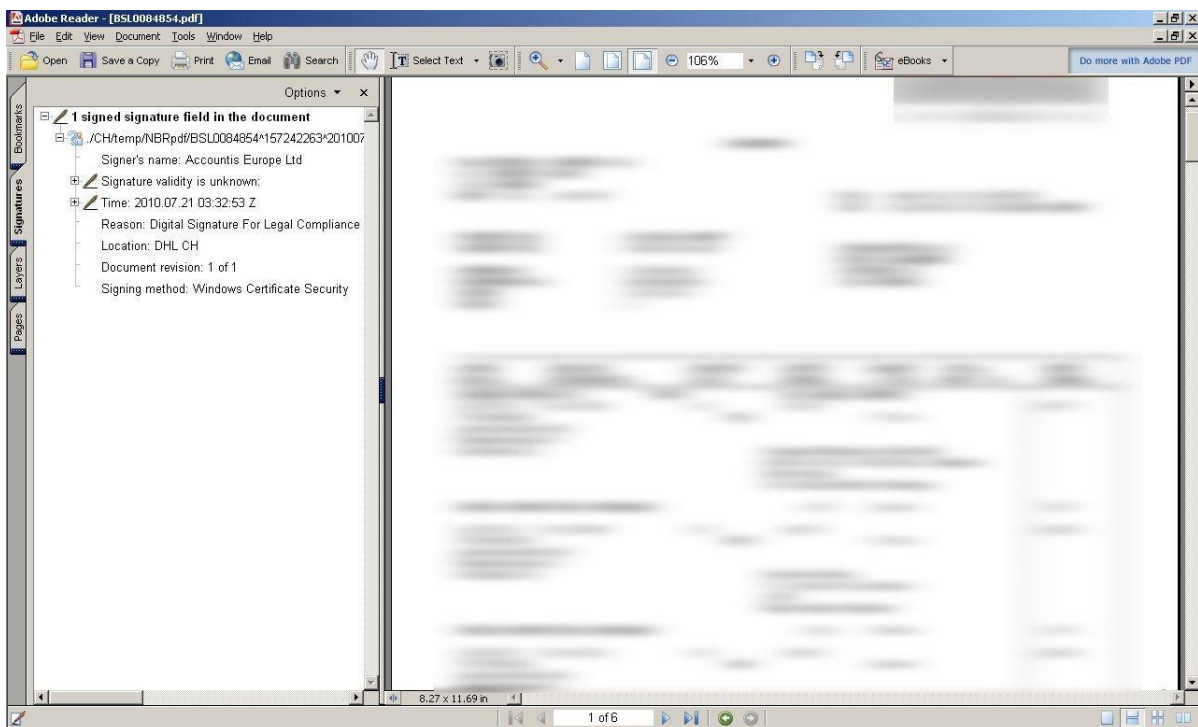
## Adobe Reader 6.0

Please Note: These instructions only work in some earlier versions of Adobe Reader 6.0. We recommend that you update your Adobe Reader to the latest version available.

If you are viewing this document in Adobe Reader 6.0 then you can follow the steps below to trust the QuoVadis Root Certificate Authority and verify the Digital Signature on your e-invoice.

You should follow the steps 1 to 6 below while viewing this document and not the e-invoice you have received.

1.  Download the QuoVadis Root Certificate from http://www.quovadisglobal.bm/en-GB/Repository/~/media/Files/Roots/quovadis_eucag_der.ashx
2.  Click on **Document** in the menu bar, select **Manage Digital Ids**, and then **Trusted Identities**



3.  Click on **Add contacts**, browse to the certificate downloaded in step 1 and then click **Add to Contacts List**.
4.  Highlight the certificate displayed in the Contacts pane and click **Set Contact Trust**.
5.  Tick the **Trust signatures created with this certificate** option, then click **OK**.
6.  Click **OK** on all the subsequent confirmation boxes and then finally click **close** on the **Manage Trusted Identities** window.

Don't worry if you still see a message at this point saying that the signature is invalid.

Adobe Reader 6.0 will now trust documents received through the Accountis system. When you view your e-invoice the Digital Signature will now be validated automatically.
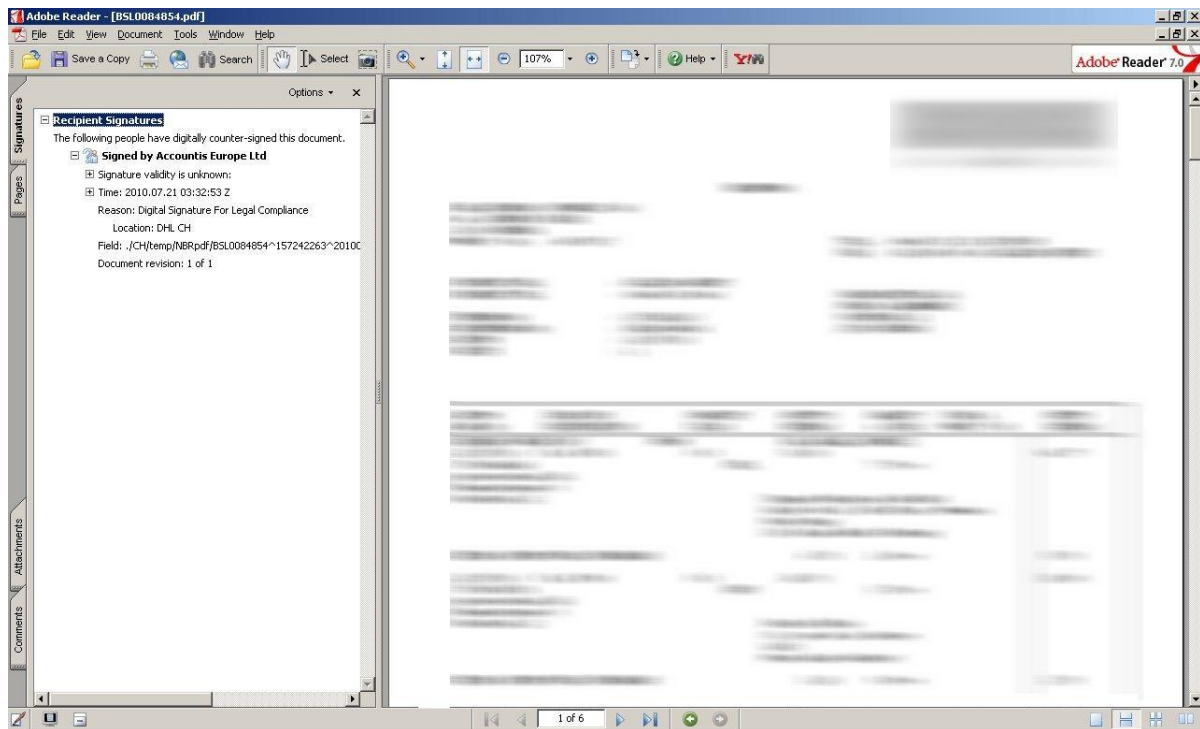
You can check this by viewing you e-invoice and clicking on the **Signatures** tab on the left – this will show details of when the document was Digitally Signed and by whom, as well as confirming that the Digital signature is valid.

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If you are viewing this document in Adobe Reader 7.0 then you can follow the steps below to trust the QuoVadis Root Certificate Authority and verify the Digital Signature on your e-invoice.

You should follow the steps 1 to 7 below while viewing this document and not the e-invoice you have received.

1. Download the QuoVadis Root Certificate from http://www.quovadisglobal.bm/en-GB/Repository/~/media/Files/Roots/quovadis_eucag_der.ashx
2. Click on **Document** in the menu bar, and select **Trusted Identities**.



3. Click on **Add contacts** and then browse to the certificate downloaded in step 1.
4. Highlight the certificate displayed in the Certificates pane and click **Trust**.
5. Tick the **Signatures and as a trusted root** option, then click **OK**.
6. Click on **Import** and click **OK** to confirm.
7. Click **Close** on the **Manage Trusted Identities** window.

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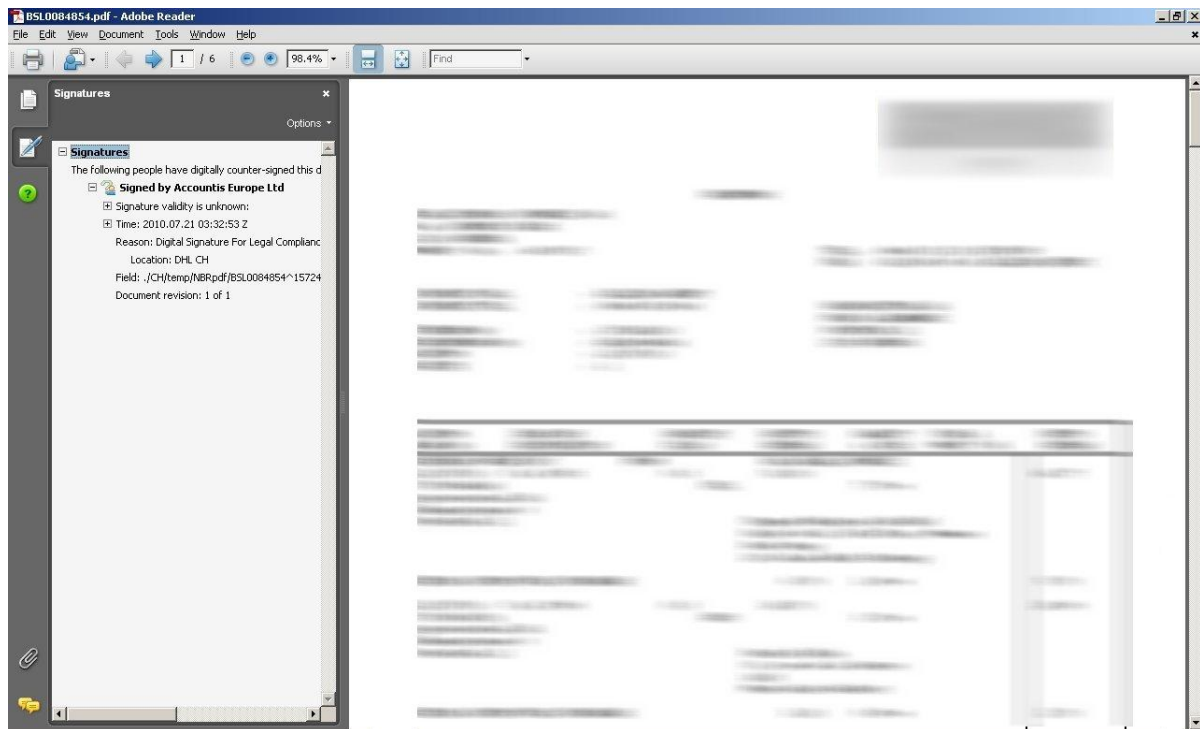
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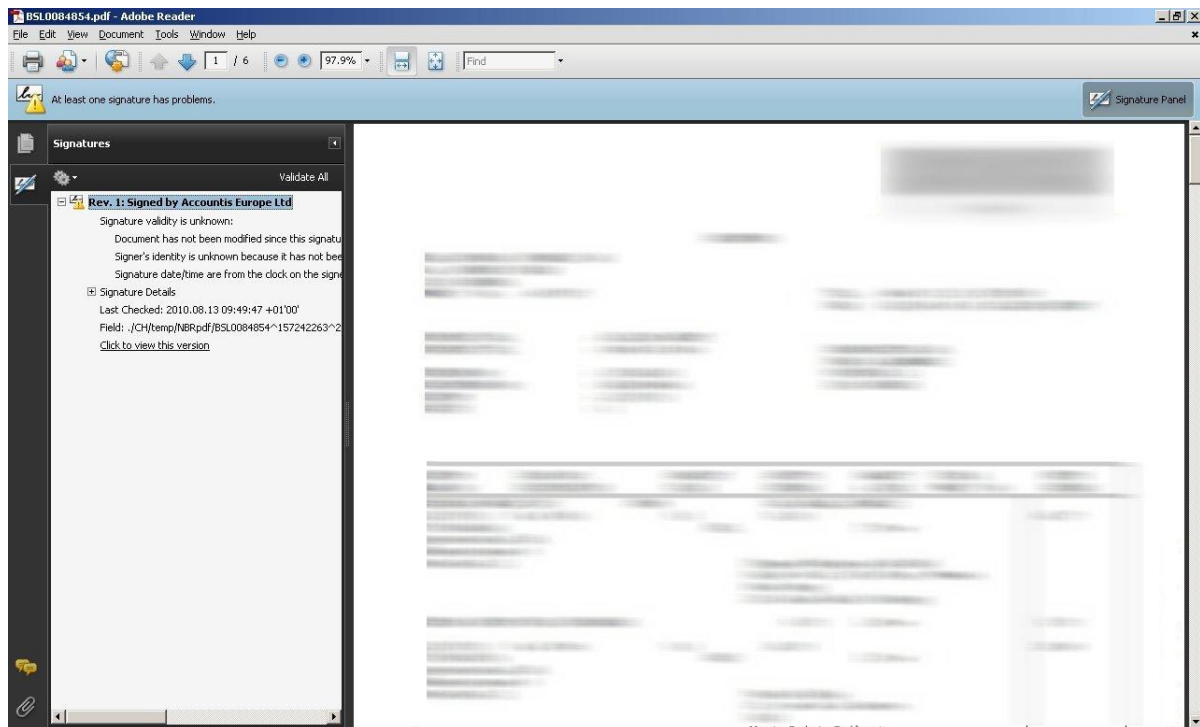
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3.  Click on **Add contacts** and then browse to the certificate downloaded in step 1.
4.  Highlight the certificate displayed in the Certificates pane and click **Trust**.
5.  Tick the **Use this certificate as a trusted root** option, then click **OK**.
6.  Click on **Import** and click **OK** to confirm.
7.  Click **Close** on the **Manage Trusted Identities** window.

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## Validating the Izenpe Digital Signature on a PDF document

In order to validate the Digital Signature on a PDF e-invoice sent using the Accountis system, you will need to enable your PDF viewing software to trust the Izenpe Root Certificate Authority. Below are instructions on how to do this using Adobe Reader versions 6 through to 9. You will only need to do this once to allow you to validate all future e-invoices sent to you by the Accountis system.

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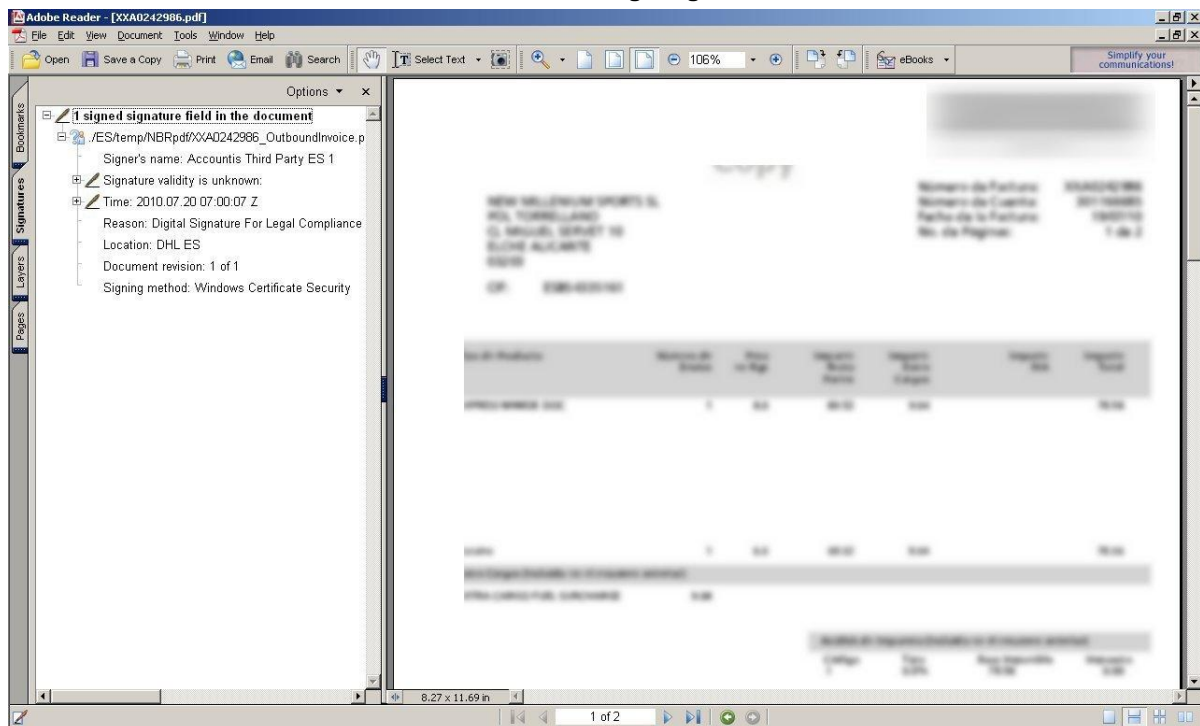
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1. Download the Izenpe Root Certificate from
   https://servicios.izenpe.com/certificados/CAreconocidos_PEM.cer
2. Click on **Document** in the menu bar, select **Manage Digital Ids**, and then **Trusted Identities**



3. Click on **Add contacts**, browse to the certificate downloaded in step 1 and then click **Add to Contacts List**.
4. Highlight the certificate displayed in the Contacts pane and click **Set Contact Trust**.
5. Tick the **Trust signatures created with this certificate** option, then click **OK**.
6. Click **OK** on all the subsequent confirmation boxes and then finally click **close** on the **Manage Trusted Identities** window.

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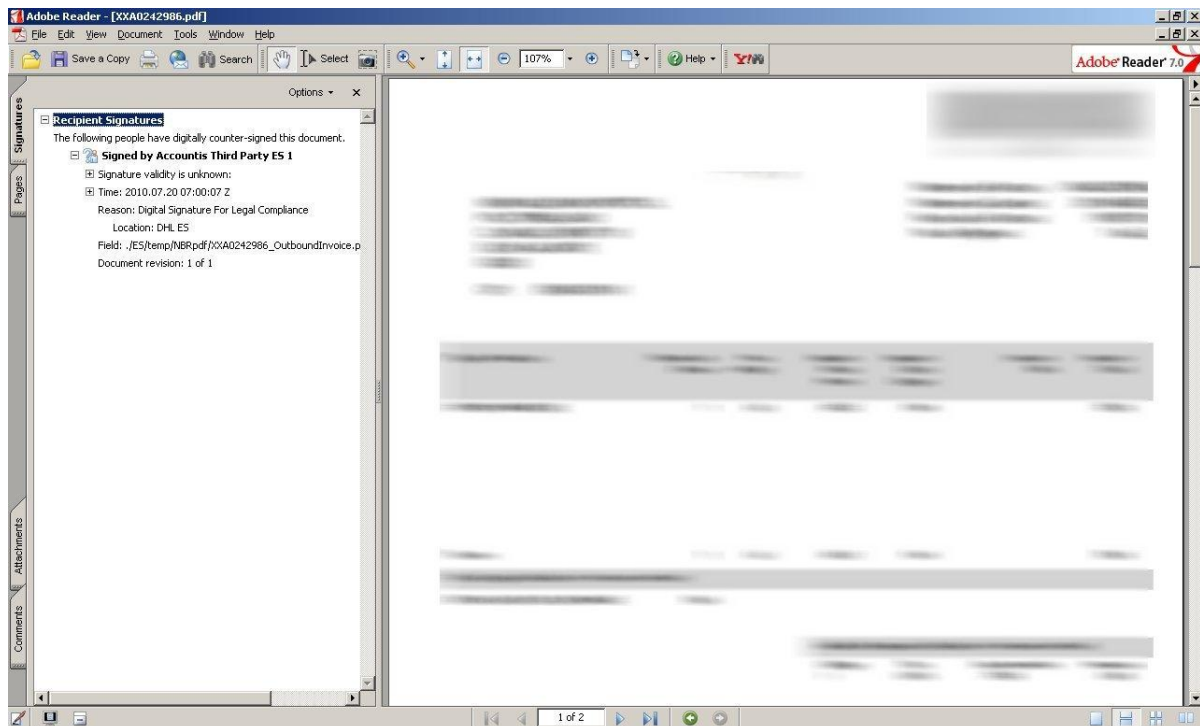
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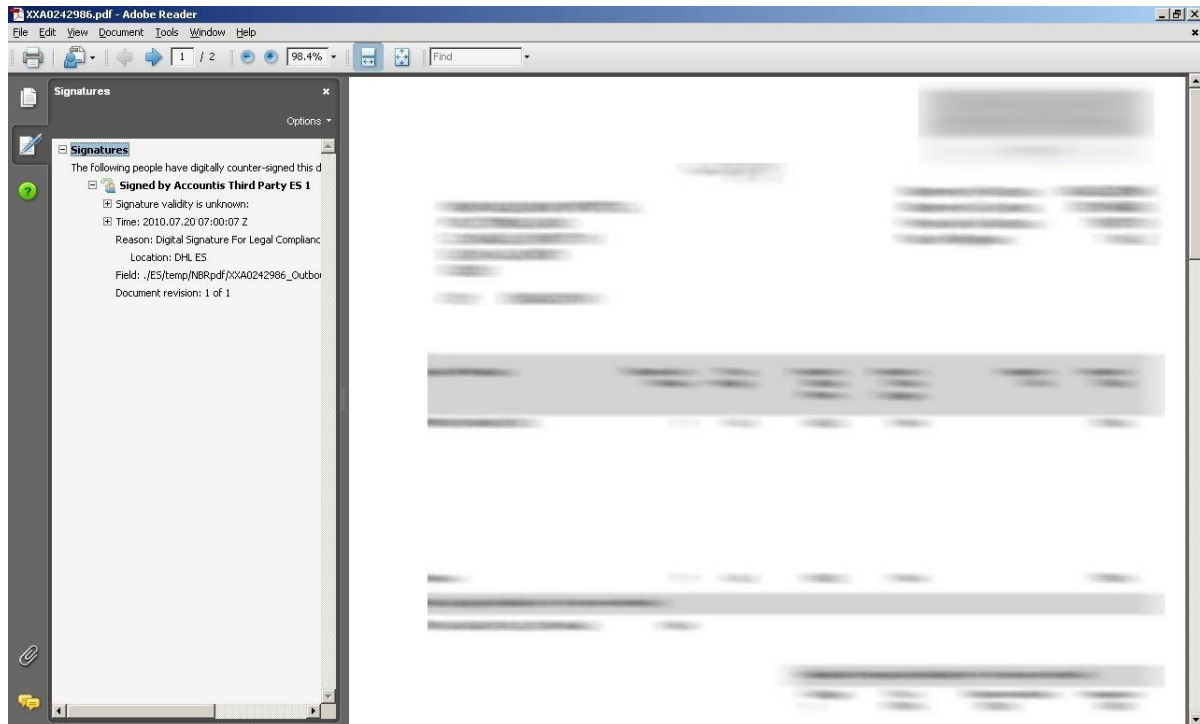
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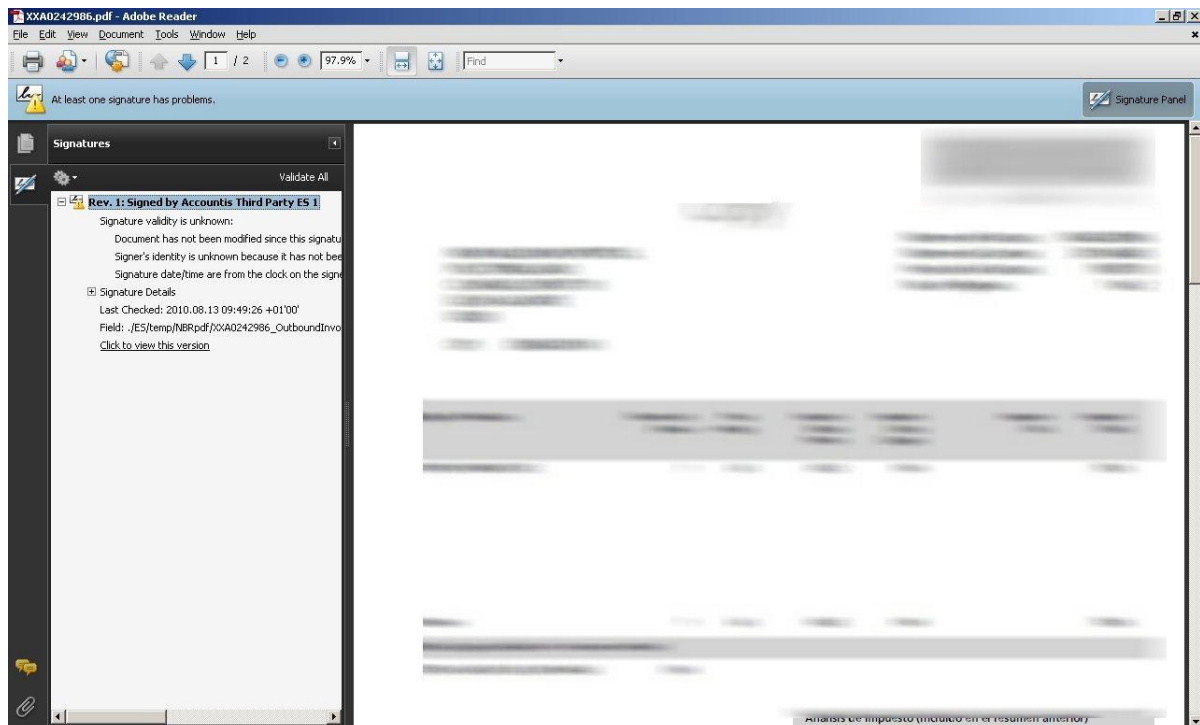
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You can check this by viewing your e-invoice and clicking on the **Signatures** tab on the left – this will show details of when the document was Digitally Signed and by whom, as well as confirming that the Digital signature is valid.

## Known Issues

There is a known issue when validating PDF signatures using Adobe Reader 7.0 where it appears that the signature could not be validated. On closer examination it will reveal that the signature was validated, however the revocation checking could not be complete. This does not indicate an issue with the signature.

## Validating the Accountis Digital Signature on a PDF document

In order to validate the Digital Signature on a PDF e-invoice sent using the Accountis system, you will need to enable your PDF viewing software to trust the Accountis Root Certificate Authority. Below are instructions on how to do this using Adobe Reader versions 6 through to 9. You will only need to do this once to allow you to validate all future e-invoices sent to you by the Accountis system.

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You should follow the steps 1 to 4 below while viewing this document and not the e-invoice you have received.

1. Click on the **Signatures** tab on the left side of this document.
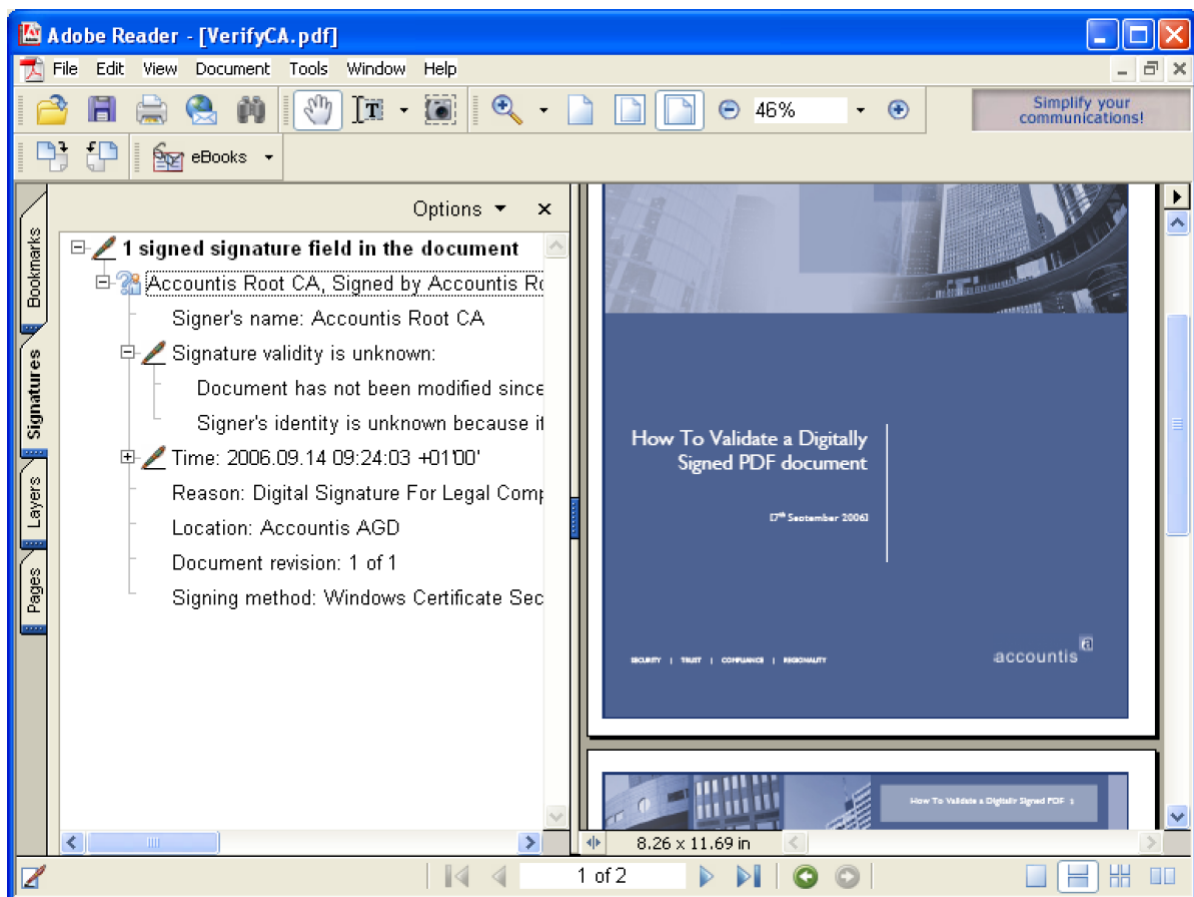


2. Right-click on **Accountis Root CA, Signed by Accountis Root CA**... and then left-click **Properties**...
3. Click on **Trust Identity...** and then click **OK** to confirm the action.
4. Click **Import** and then click **OK** to confirm that you want to trust the Accountis Root CA.

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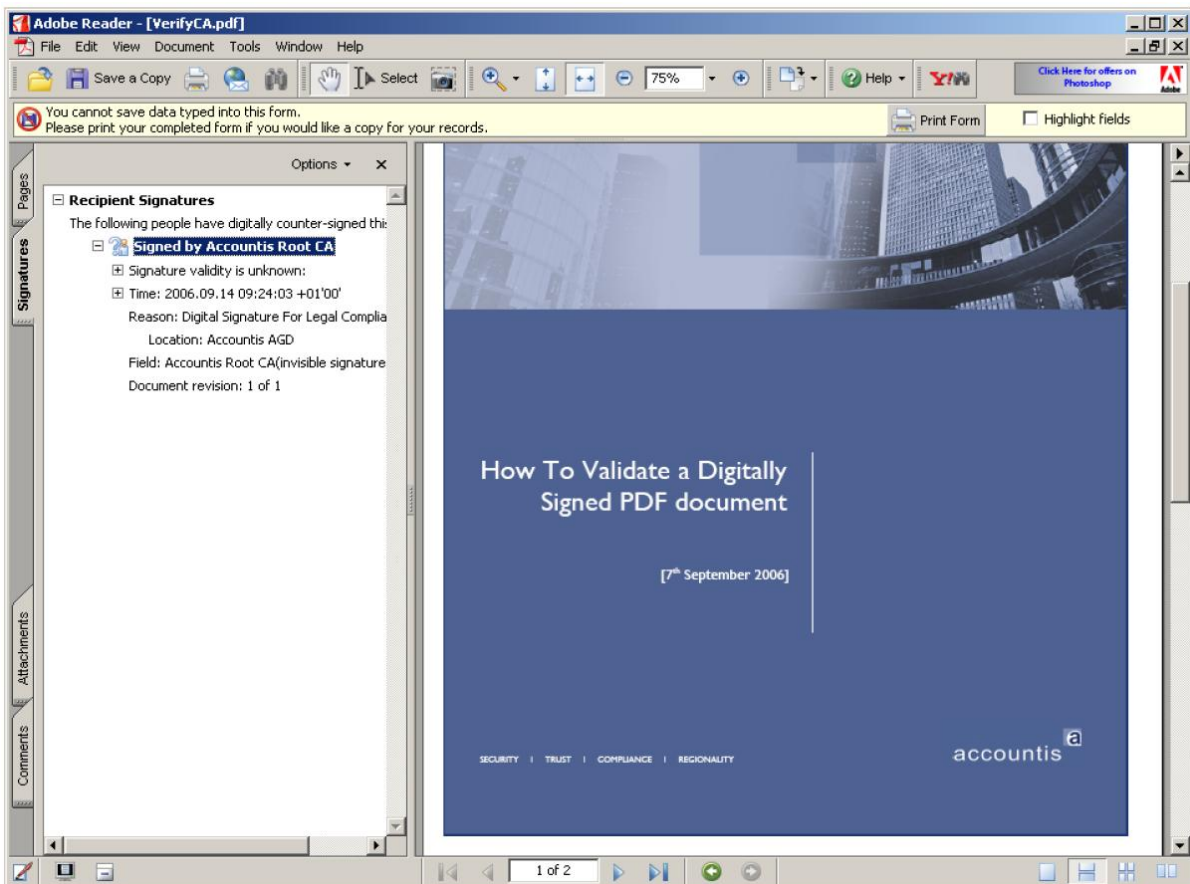
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## Adobe Reader 7.0

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You should follow the steps 1 to 6 below while viewing this document and not the e-invoice you have received.

1.  Click on the **Signatures** tab on the left side of this document.



2.  Right-click on **Signed by Accountis Root CA** and left-click **Properties**...
3.  Click on **Show Certificate**... (Sometimes you must click **Verify Signature** on this screen before you can click on **Show Certificate**...)
4.  Click on the **Trust** tab.
5.  Click on **Add to Trusted Identities**... and click **OK** to confirm.
6.  Click **OK** to confirm that you want to trust the Accountis Root CA.

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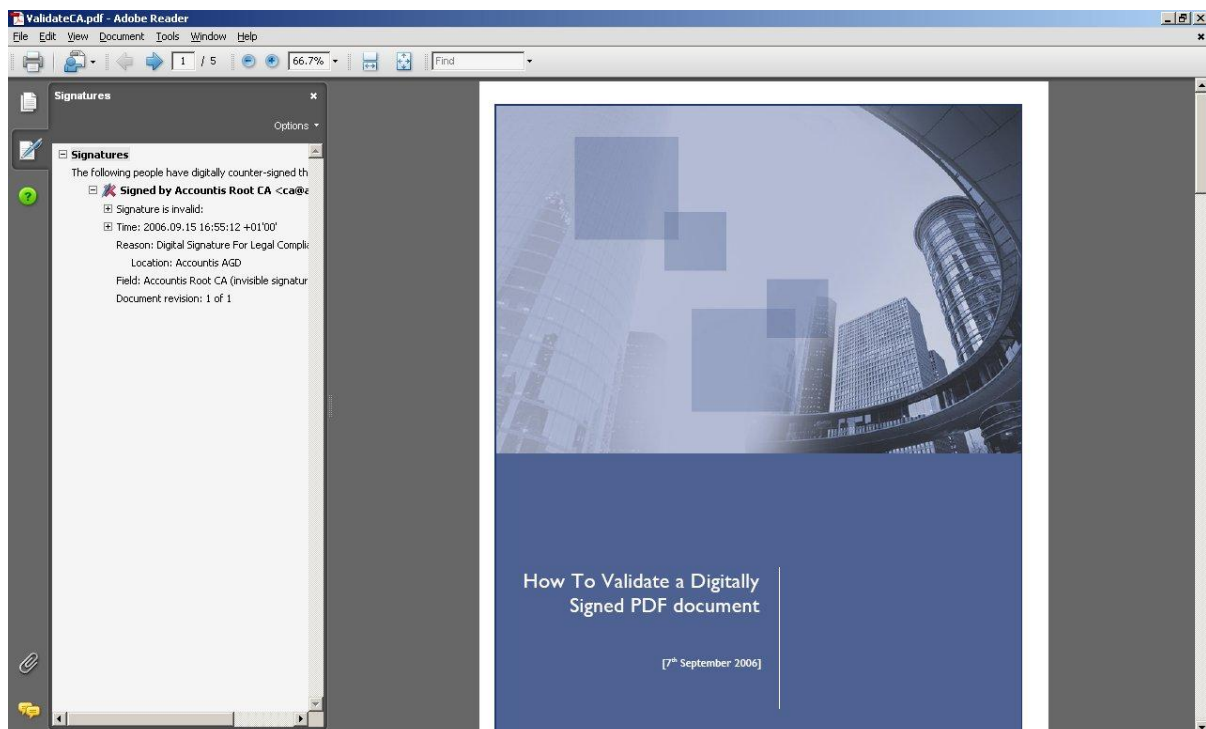
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1. Click on the **Signatures** tab on the left side of this document.



2. Right-click on **Signed by Accountis Root CA** and left-click **Show Signature Properties**...
3. Click on **Show Certificate**... (Sometimes you must click **Verify Signature** on this screen before you can click on **Show Certificate**...)
4. Click on the **Trust** tab.
5. Click on **Add to Trusted Identities**... and click **OK** to confirm.
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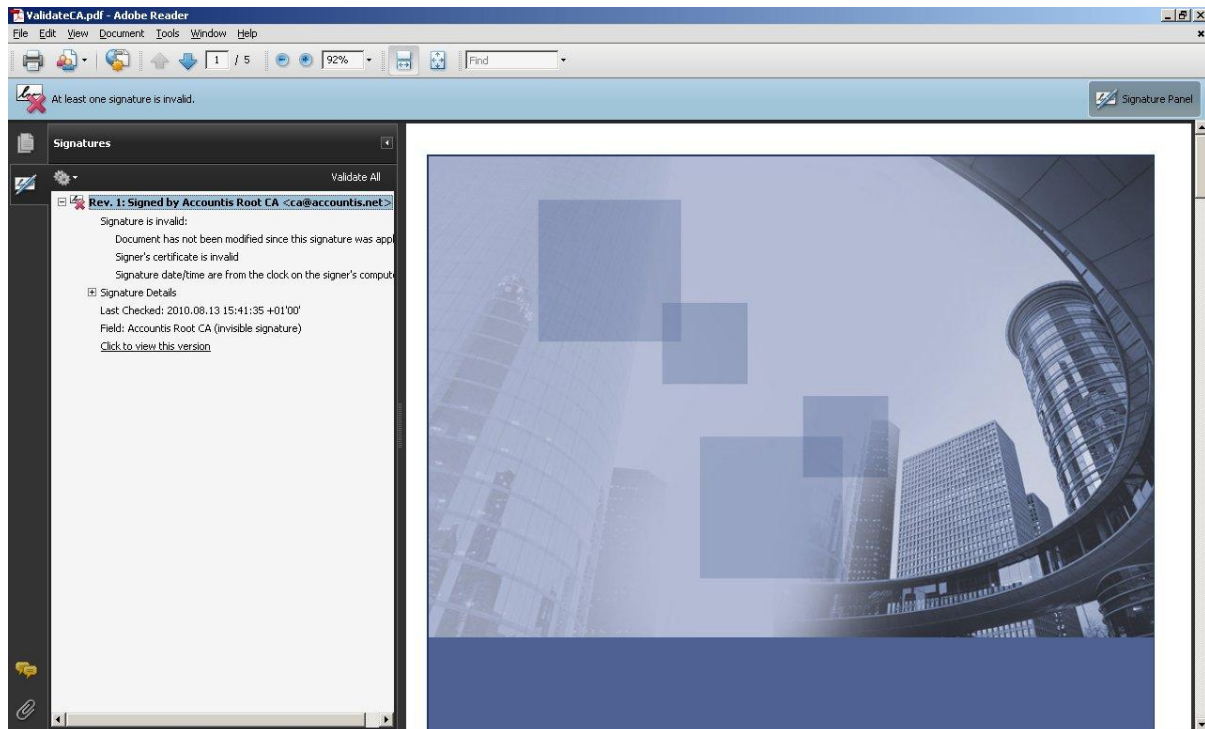
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## Validating the D-Trust on a PDF document

In order to validate the Digital Signature on a PDF e-invoice sent using the Accountis system, you will need to use the D-Trust digiSeal reader. Below are instructions on how to do this.

1. Download the reader from http://www.secrypt.de/downloads/setup_digiSeal_reader.exe
2. Install the reader following all onscreen instructions.
3. Open the digiSeal reader and select **File…** and then **Open and Verify**.
4. Browse to the PDF document you wish to validate and click **Open**.

The reader will now validate the certificate on the PDF and return a confirmation.
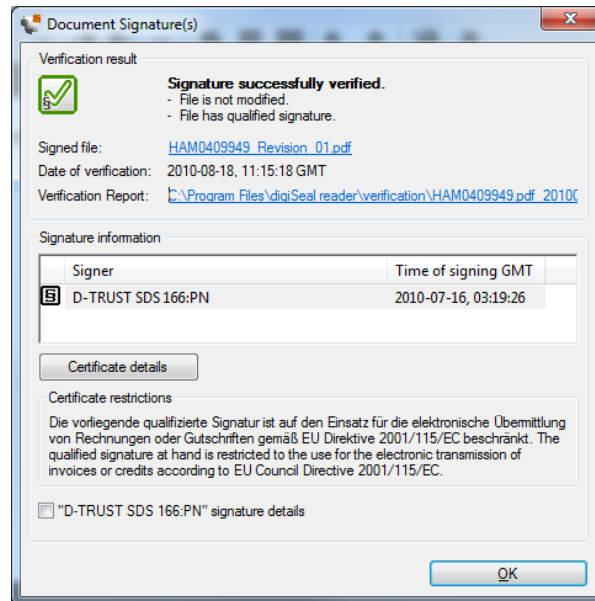
## Enabling and Accelerating the Financial Supply Chain.

Expands the traditional boundaries of global end-to-end transaction banking to include corporate clients and their trading partners.

With far more visibility into their clients working capital needs, banks are able to provide services that deliver greater financial leverage through just-in-time cash.

### Contact Fundtech

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