PDF-IT is the **ONE** for DIGITAL SIGNATURE



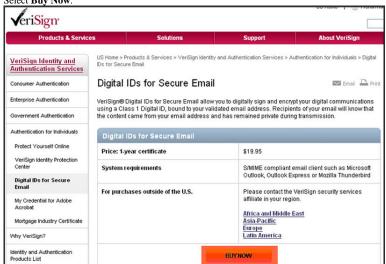
- Apply digital signature and/or signature image on certificate page with **ONE** step
- Digitally/electronically sign full-sized and condensed with **ONE** step
- Create PDF portfolio (cover sheet, full-sized, condensed, word index and Amicus) with **ONE** step
- Anytime, anywhere access doesn't limit you to **ONE** computer or **ONE** location

Purchase/Install VeriSign Digital ID	2
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PURCHASE/ INSTALL DIGITAL ID

Go to VeriSign's website by clicking on the link below or copy/pasting it into your browser.
 http://www.verisign.com/authentication/individual-authentication/digital-id/index.html

2. Select Buy Now.



3. Select **Microsoft**. (Firefox and Safari browser users select Netscape)



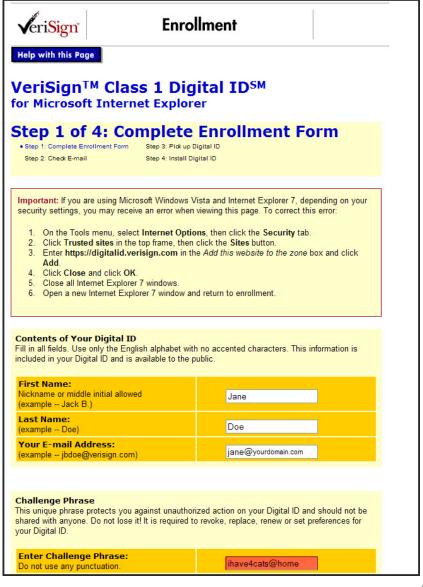
4. This and the next step may not be necessary. If you receive the following warning at the top of your browser requesting the installation of the "Microsoft Certificate Enrollment Control". Click on the message and select Run ActiveX Control.



5. Select **Run** to install the ActiveX Control.



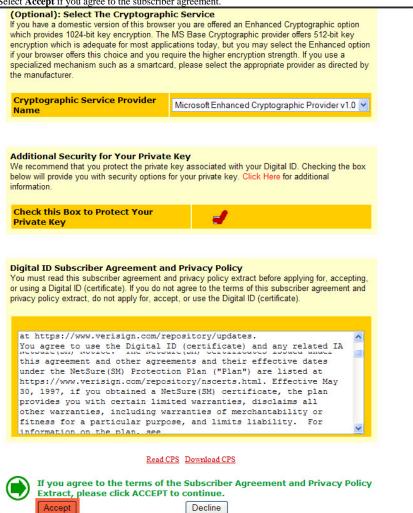
6. Complete the enrollment form.



Choose a Full-service Class 1 Digital ID, or a 60-day Trial Class 1 Digital ID			
I'd like a one-year, full-service Digital ID for only US\$19.95 per year.	•		
I'd like to test drive a 60-day trial Digital ID for free. Does not include revocation, replacement, renewal or coverage under the NetSure Protection Plan.	•		
Billing Information Your credit card will be charged US\$19.95 when you click the Accept button below. All enrollment and credit card information is transmitted through a secure sockets layer (SSL) connection using a VeriSign Secure Server ID.			
Card Type:	American Express 💌		
Card Number:	123456789012345		
Expiration Date:	06 💌 10 💌		
Name on Card:	Jane Doe		
Street Address: If P.O. Box enter here.	1234 Smith St.		
Apartment Number:			
City:	Houston		
State/Province:	ТХ		
Zip/Postal Code:	77025		

Continuation of the enrollment form.

It is recommended that you check the box for **protection added to your private key**. Select **Accept** if you agree to the subscriber agreement.



7. Confirm your email account by selecting **OK**.



8. Select **Yes** if you trust the VeriSign website to install your digital ID.



9. Select Set Security Level button.



6 | 7

10. Select security level High and select Next.



11. Enter your password (a.k.a. private key) in the text boxes and then select Finish.



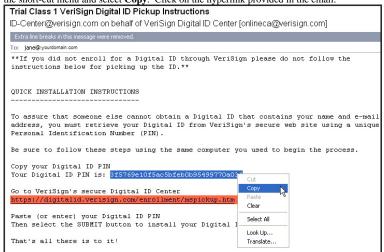
12. Select OK.



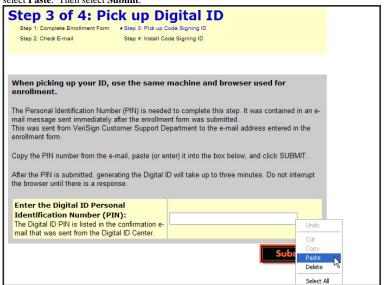
13. You will see a screen telling you to expect an email to continue the process.



14. Go to your email program to retrieve the message. Highlight the Digital ID PIN. Right click to bring up the short-cut menu and select **Copy**. Click on the hyperlink provided in the email.



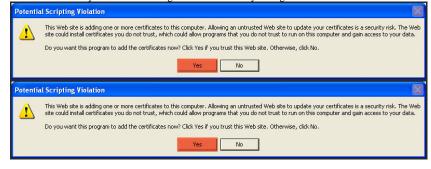
15. Click inside the text box for your Digital ID PIN and right click to bring up the short-cut menu and select Paste. Then select Submit.



16. Select Install.



17. Select **Yes** twice if you trust the VeriSign website to install your digital ID.



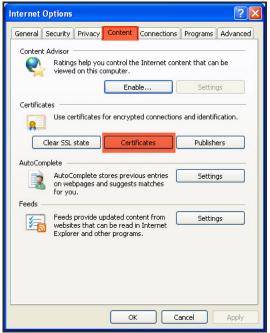
10 |

EXPORT/BACK-UP DIGITAL ID

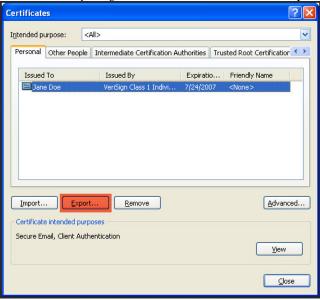
1. Launch your Internet Explorer browser (Version 7 illustrated). Select **Tools** on the tool bar and then select **Internet Options**.



2. Select the Content tab and then select Certificates.



3. Select the row with your digital certificate information and then select **Export**.



4. Select Next.



12

5. Select Yes, export the private key and then select Next.



6. Select Next.



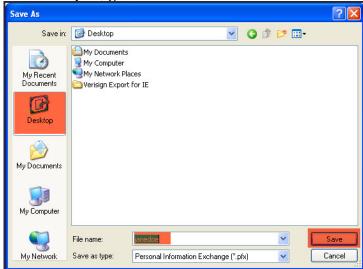
 Type in a password twice and select Next. Keep this password confidential. This will be needed every time you want to digitally sign your transcripts.



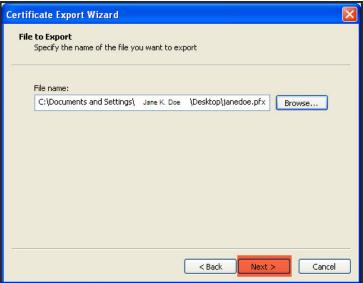
8. Select Browse.



9. Select the **Desktop** icon, type in a file name and select **Save**.



10. Select Next.



11. Select Finish.



12. Type in your Private Key (this will be the password created in the previous step). Select **OK**.



13. You should receive an alert box notifying you of a successful Digital ID exportation. Select OK.



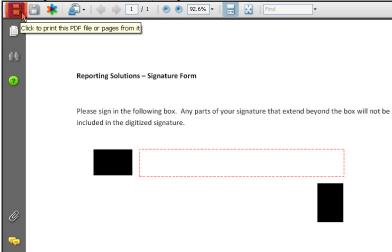
14. Save the file to a floppy, flash drive or burn to a CD. For pdf-it customers this last step is OPTIONAL since a copy of your Digital ID will be stored on our server(s).

CREATE SIGNATURE IMAGE

1. Go to pdf-it signature form by clicking on the link below or copy/pasting it into your browser.

https://www.my.pdf-it.com/sigform.pdf

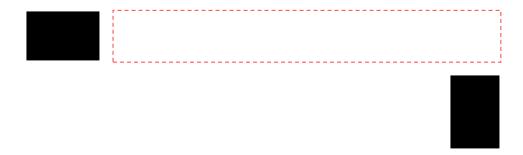
2. Select the **print icon** on the tool bar (**color printer** recommended)



3. Sign within the box provided in black ink. Scan in TIFF, PNG, GIF, JPEG or PDF format (300 d.p.i. color recommended). If you have problems, or do not have a scanner, mail signed form to our office (address at bottom) for processing.

REPORTING SOLUTIONS, INC. PDF-IT SIGNATURE FORM

- 1. Print form (color recommended) and sign in the following box. Make sure your signature does not extend beyond the borders.
- 2. Scan in GIF, JPEG, PDF or TIFF format (300 d.p.i. resolution, color recommended).
- 3. Register with pdf-it and upload the file into profile settings/transcript signing. If you have problems, or do not have a scanner, please mail signed form to our office for processing at the address below.



REGISTER AND SIGNATURE SETTINGS

1. Go to pdf-it registration page by clicking on the link below or copy/pasting it into your browser.

https://www.my.pdf-it.com/Register.aspx

2. Fill out the registration form and select the **Register** button.



3. Select **Modify** your *pdf-it* profile or click on the picture.



4. Select the **Transcript Signing** tab.

User Information	Billing Information	Cover Sheet	Transcript Formatting	Transcript Signing
Account Type	Court Reporting Firm Court Reporter			

5. Select your signature type. If a digital signature is **not** required in your state it is recommended you choose Electronic (Signature Image Only).

ń	
	Signature Type
	○ None
	Electronic (Signature Image Only)
	 Digital & Electronic (Certificate & Signature Image - recommended for Texas reporters)
ı	

6. Select a second signature type. The default of none will be fine for most states.

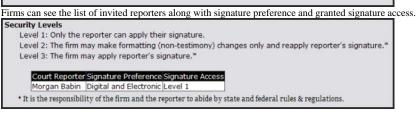
Further Certificate Signature Type (Texas Reporters)
None
Electronic (Image Only)

7 Type in your city/state

Signer's Location		
City	Houston	
State	Texas (TX)	

8. Reporters control and grant signature access security level to firms that invite them. *Please abide by your state's rules and regulations regarding application of the reporter's signature.

ecuri	ty Levels
Le	vel 1: Only the reporter can apply their signature.
Le	el 2: The firm may make formatting (non-testimony) changes only and reapply reporter's signature.*
Le	vel 3: The firm may apply reporter's signature.*
	Court Reporting Firm Security Level
	JANE DOE REPORTING Level 1 🕶
* It	is the responsibility of the firm and the reporter to abide by state and federal rules & regulations.



Enter in your certificate password (private key) twice in the boxes provided. This step is only needed if
you need a court reporting firm to be able to either reprocess an ASCII file or digitally sign on your
behalf



10. Change the reason for signature if you like.

Rea	ason for Signature	
	I am the author of this document	

11. Select the **Browse** button next to the **Certificate** text box.

Select the Browse button next to the Certificate text box.			
Certificate and Signature Files			
Please upload your cryptographic certificate and an image of your signature below.			
Certificate	Select file Browse (in PFX or P12 format)		
Signature Image	Select file Browse (in TIFF, PDF, PNG, GIF, or JPEG format)		

12. Select **Desktop** icon. Select the pfx file and then select **Open**.



13. Select the **Browse** button next to the **Signature Image** box.



14. Select **Desktop** icon. Select the signature image file and then select **Open**.



15. Select the Save button on the bottom, right side.



16. The message "Your changes have been saved" confirms success.



CREATE AND DIGITALLY SIGN A PDF-IT

 Login to Reporting Solutions' pdf-it site by clicking on the link below or copy/pasting it into your browser.

https://www.my.pdf-it.com/login.aspx

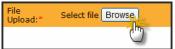
2. Type in your login information and select the **Login** button.



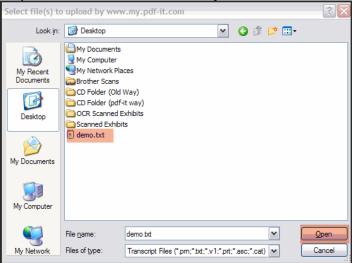
3. Select **Create** a *pdf-it* or click on the picture.



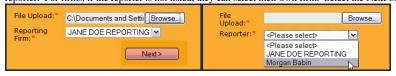
4. Select the **Browse** button



5. Find your ASCII file and select it. Then select the **Open** button.



Reporters will select the court reporting firm and court reporting firms will select the appropriate reporter. For firms, if the reporter is not listed, they can select their own firm. Select the Next button.



7. Type in all required information as notated by the asterisks. If the reporting firm has more than one profile you may have an option to select the appropriate profile. Select the **Next** button.

File Information		
	Firm Name	JANE DOE REPORTING
	First Page #	1
	Lines per Page	25
Case Information	Plaintiff	
	Defendant	
	Style	
	Cause	
Proceeding Informatio	n	
	Witness Name*	IMA N. TROUBLE
	Proceeding Date*	07/01/2009
	Title*	IMA_NTROUBLE-Transcript
	Туре	
	Job #	
	Volume #	1
	Status	Final 💌
	Profile	Default 💌
Review ASCII		Default CNA
Keview ASCII		Confidential L
		< Back Next >

8. The signature type will default to the firm's preferred signature. A signature password is only needed when a signature type of "Digital & Image" is chosen. Uncheck feature to lock them out under **Document Security Settings"**. Unchecking **Protect Against Modifications** is highly discouraged since this will allow your transcript to be alterable by Acrobat and other applications. Select the **Next** button.



Select Final PDF Transcript or the Save button to review and save the transcript to your computer.
Use the Change Formatting button to make adjustments as necessary.



End of Instructions