# 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

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### **RENEW DIGITAL ID**

1. Go to VeriSign's website by clicking on the link below or copy/pasting it into your browser.

https://digitalid.verisign.com/services/client/renew.htm

2. Type in your email address and then select the Search button.

## **Renew a Digital ID**

To renew your valid or expired Digital ID, first find it by entering the name, email address, or serial number and issuer name in the Digital ID, and clicking on the SEARCH button. If you selected unlist in your Digital ID preferences, you will need to enter the Digital ID's serial number and issuer name.

You cannot renew revoked or free trial IDs, search this database for Server IDs, or use wildcard characters.

By clicking the SEARCH button you accept the terms of our Relying Party Agreement.

Search by E-mail Address (recommend	ded):		
Enter the E-mail address: (example: john_doe@verisign.com)	jane@janedo	ereporting.com	
Search for Digital IDs that are:	○ Valid ○ Revoked	<ul> <li>Expired</li> <li>Pending</li> </ul>	⊙ All
		[	Search

3. Click on your name.

The query returned the following matching Digital IDs. Clicking on the name link will allow you to view more detailed information about the ID or perform additional operations on the ID such as download, revoke, renew, replace or set preferences.

This icon next to a listing indicates that the Digital ID is the owner's preferred ID for encrypting secure messages.

Jane Dog Expired) jane@jane.mereporting.com Digital ID ss 1 - Client Authentication Standard Validity period from May-07-2007(GMT) to Jul-06-2007(GMT)

#### 4. Select the Renew button.

Name	Jane Doe				
Email	jane@janedoereporting.com				
Status	Expired				
Validity	May.07,2007 - Jul.06,2007				
Class	Digital ID Class 1 - Client Authentication Standard				
Address	not available				
Subject	Organization = VeriSign, Inc. Organizational Unit = VeriSign Trust Network Organizational Unit = www.verisign.com/repository/RPA Incorp. by Ref.,LIAB.LTD(c) 98 Organizational Unit = Persona Not Validated Organizational Unit = Digital ID Class 1 - Microsoft Common Name = Jane Doe Email Address = jane@janedoereporting.com				
Serial Number	7fd87b130e8011d37a6bbead8fb70916				

5. Type in your challenge phrase & select the Renew This Digital ID button.

Enter your challenge phrase and click the Renew This Digital ID button. Challenge Phrase your challenge phrase goes here Renew This Digital ID

6. Fill out the Digital ID Renewal Enrollment Form. Checking the box to **Protect Your Private Key** is recommended. Select the **Accept** button.



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

 Potential Scripting Violation

 Image: Select Yes if you trust the verificates to this compare. Allowing an instructed Web ste to update your certificates is a society risk. The Web ste could netal certificates you do not trust, which could alw programs that you do not trust to run on this computer and gain access to your data.

 Do you work the program to add the certificates now? Click 'res f you trust the Web site. Otherwise, did: No.

Yes No

8. Select Set Security Level... button.

reating a ne	w RSA exchange key 🛛 🔀
	An application is creating a Protected item.
A	CryptoAPI Private Key
	Security level set to Medium Set Security Level
	OK Cancel Details

9. Select security level High and select Next.



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

Creating a new RSA ex	cchange key Create a password i	o protect this item	×
	Create a password Create a new passw Password for: Password: Confirm:	vord for this item. CryptaAPI Private Key	
	- Back	<u>Einish</u> Cance	el

#### 11. Select OK.

Creating a ne	w RSA exchange key 🛛 🔀
	An application is creating a Protected item.
al	CryptoAPI Private Key
	Security level set to High Set Security Level

12. You will see a screen telling you to expect an email to continue the process. √eriSign **Digital ID Services** Step 2 of 4: Check E-mail Step 1: Complete Enrollment Form Step 3: Pick up Digital ID Step 2: Check E-mail Step 4: Install Digital ID You should receive an e-mail from the Digital ID Center within the hour at the e-mail address you entered in the enrollment form. It will contain instructions for installing the Digital ID. 13. Go retrieve your email from VeriSign. Highlight the Digital ID PIN. Right mouse and select Copy. Click on the hyperlink provided in the email. Trial Class 1 VeriSign Digital ID Pickup Instructions ID-Center@verisign.com on behalf of VeriSign Digital ID Center [onlineca@verisign.com] Extra line breaks in this message were removed. To: jane@yourdomain.com \*\*If you did not enroll for a Digital ID through VeriSign please do not follow the instructions below for picking up the ID.\*\* QUICK INSTALLATION INSTRUCTIONS To assure that someone else cannot obtain a Digital ID that contains your name and e-mail address, you must retrieve your Digital ID from VeriSign's secure web site using a unique Personal Identification Number (PIN). Be sure to follow these steps using the same computer you used to begin the process. Copy your Digital ID PIN Your Digital ID PIN is: 3f5769e10f5ac5bfeb0b95499770a0 Go to VeriSign's secure Digital ID Center https://digitalid.verisign.com/enrollment/mspickup.ht Clear Paste (or enter) your Digital ID PIN Select All Then select the SUBMIT button to install your Digital Look Up... That's all there is to it! Translate...

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14. Click inside the text box for your Digital ID PIN and right mouse click and select **Paste**. Then select **Submit**.



## 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.

Internet	Options					? 🛛
General	Security	Privacy	Content	Connections	Programs	Advanced
Conten	t Advisor Rating viewed	s help you I on this c	u control the	e Internet cor	ntent that car	n be
Certific	ates Use ce	rtificates	Enal	ed connection	Settin	js
	Clear SSL :	state	Certil	icates	Publish	ers
AutoCo	AutoCo on wet for you	omplete si opages an J.	tores previo d suggests	ous entries matches	Settin	35
	Feeds websit Explore	provide u es that ca er and oth	pdated con n be read i ner program	tent from n Internet is.	Settin	<u></u>
			ОК		iancel	Apply

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

Certificat	es								?	×
I <u>n</u> tended p	ourpose:	<ali></ali>								~
Personal	Other Peop	ole Interr	nediate Certifica	ation Aut	horities	Truste	d Root (	Certificatior	4	>
Issue	d To	Is	sued By		Expiratio	1	Friendly	Name		
🕮 Jar	ne Doe	Ve	riSign Class 1 Ind	divi	7/24/200	7 <	:None>			
	_		i.							
Import.	<u>Ex</u> r	oort	Remove	]				Advanc	ed.	
Certifical	te intended p	urposes								
Secure E	mail, Client A	uthenticat	ion							
								⊻iew		J
<u></u>										
								⊆lo:	se	

#### 4. Select Next.



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



#### 6. Select Next.



7. 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.

Certificate Export Wizard	×
Password To maintain security, you must protect the private key by using a password.	
Type and confirm a password.	
Password:	
*****	
Confirm password:	
жаналарынанын каларынан кал	
< Back Next >	Cancel

## 8. Select Browse.

Certific	ate Export Wizard	×
File t	to Export ipecify the name of the file you want to export	
E	ijle name:	
	Browse	
	< <u>Back</u> <u>N</u> ext > Cancel	

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).

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## UPLOAD DIGITAL ID TO PDF-IT

1. Login to your pdf-it account and select Modify your pdf-it profile.



2. Select the **Transcript Signing** tab.



3. Select the Browse button next to the Certificate text box.



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



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



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

Your cha	nges have been saved.	+			
	User Information	Billing Information	Cover Sheet	Transcript Formatting	Transcript Signing
	Please upload your cryptog	raphic certificate and an imag	e of your signature b	elow.	
	Certificate	Browse	(in PFX or P	12 format)	
	Signature Image	Browse.	(in TIFF, PD	F, PNG, GIF, or JPEG format)	
	If you do not have a certific	ate, many vendors will provid	e you with one inclu	ding VeriSign and GeoTrust.	
	If you don't have an image, we will process it to extract	please print out this form and your signature.	sign the form. You t	hen can upload a scanned or fa	ced copy of the signed form ar

