Signing and Sealing With Adobe DC Reader

If you have Adobe DC Reader on your machine you may be experiencing some new dialogs. It seems Adobe DC Reader has been changing some features/dialogs that effect the signing and sealing of our contract plans. In older versions of Adobe Reader we were able to exit after signing each plan sheet, however in Adobe DC it's best not to exit the application. This version of Adobe creates tabs for each PDF opened and that's the feature that will make it easier to sign and seal contract plans. In this new version your digital ID also has a timeout feature that determines how long it will be active until your password has to be used again. If you exit the application that timeout resets and you have to identify your digital id again. So here are the steps for signing and for setting up your timeout feature.

1. Select the Engineering Signature field.



2. After selecting the digital ID field you will get the dialog below. Select the **Configure Digital ID** button.



3. Now if you have a digital ID that's still valid select **Cancel**. (*If you haven't defined your digital ID or it's invalid you will have to select one of the bottom two options.*)

A Digital ID is required to	Select	the type	e of Digital ID:
create a uigital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	۲	ā,	Use a Signature Creation Device Configure a smart card or token connected to your computer
	\bigcirc	Le	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file
	\bigcirc		Create a new Digital ID Create your self-signed Digital ID

4. Your Digital ID file should be defined as the one being used for signing. Select **Continue**.

Sign with	a Digital ID	×
Choose the	Digital ID that you want to use for signing:	Refresh
	Christian Schwandtner (Digital ID file) Issued by: Christian Schwandtner, Expires: 2018.04.01	View Details
?	Configure New Digital ID	Cancel Continue

5. Make sure your Appearance is set correctly and then key in your password. Select **Sign**.

Sign as "Christian Schwandtner"	×
Appearance Christian 🗸	Create
THE OF MIG REST MINUSER NUMBER PE-0000000 Some Discension BECTINOPOLI	Winn Cortificate Datails
	Back Sign

6. Save the PDF file. Select **Save**.

🔁 Save As			×
🕜 🖗 🔹 OSDisk (C:) 🔹 users 🔹 schwac.sa 🔹	pwise_local_electronic_plans - d0296338	 Search d0296338 	
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File name: 005_PP_J1S2227_I50.pdf			▼
Save as type: Adobe PDF Files (*.pdf)			▼
Hide Folders		Save	Cancel

7. Confirm the Save As. Select Yes.



8. If you have additional contract plans to seal do not exit the Adobe application. Instead exit the PDF file by closing the tab. If you opened the PDF file, which started Adobe DC reader, that file won't be checked in until the application is completely closed. (You can manually check the file in if this is a concern.) If you check any other PDF files in that same session to sign that process won't be needed and the file will be checked in after closing the tab.

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New Feature – Password Timeout

In the Adobe DC version there's a new feature that allows you to key in your password once and then use your seal multiple times without have to key in your password again within that same session. Here are the steps to set that feature up.

1. Open Preferences... from the Edit pull down menu.



2. Select **Signatures** under the Categories fields on the left. Then select **More...** within the Identities & Trusted Certificates box.

Preferences		
Categories:		
	Digital Signatures	
Commenting	Creation & Annearance	
Documents	creation of Appearance	
Full Screen	Control options for signature creation	More
Page Display	Set the appearance of signatures within a document	
3D & Multimedia	Verification	
Accessibility		
Adobe Online Services	 Control how and when signatures are verified 	More
Email Accounts		
Forms		
Identity	Identities & Trusted Certificates	
Internet		
JavaScript	Create and manage identities for signing Manage codentials used to trust documents	More
Language	· Manage credentials used to trust documents	
Measuring (2D)		
Measuring (3D)	Document Timestamping	
Measuring (Geo)		
Multimedia (legacy)	Configure timestamp server settings	More
Multimedia Trust (legacy)		
Reading		
Reviewing		
Search		
Security		
Security (Enhanced)		
Signatures		
Spelling	J	
Tracker		
Trust Manager		
Units		
		OK Cancel

3. Select the **Digital ID Files** on the left side of the dialog. Now select the **Password Timeout** option on the top of the dialog.

🔒 Di	igital ID and Trusted Certifi	icate Settings	K
Ξ	Digital IDs	Attach File Detach File Change Password 🤭 Password Timeout Login Logout 💦 Refresh	
	Roaming ID Account	Name Folder Status	
	Digital ID Files	schwac_20130401_v10.pfx C:\Users\schwac\Digital Id\ Logged out	
	Windows Digital IDs		
	PKCS#11 Modules ar		
	Trusted Certificates		
		Manage My Digital ID Files	
		This is a list of the digital ID files on this computer from which digital IDs are available. Digital ID files are password-protected files that contain one or more digital IDs.	
		An ID file is automatically added to this list after you add one of its digital IDs to your set of digital IDs. To manually add a file to the list, click <i>Attach File</i> . Select one of the entries above to change password settings for that file.	
			~

4. You will be asked for your password for the digital ID you are trying to modify. Select OK after your password has been entered.

schwac_20130401_v	/10.pfx	×
Enter a password to	open the digital ID file	е.
Password:		
	ОК	Cancel

5. You can specify how often you want to be prompted for a password. I have selected **After: 1** hour since I last entered my password. Key in the password to your digital ID and select **OK**.

Always -Prompts you each time you use the digital ID.
After - Lets you specify an interval.
Once Per Session - Prompts you once each time you open Acrobat.
Never - You are never prompted for a password.

Password Timeout Policy	X Password Timeout Policy X
The digital IDs that are stored in this file are used for signing and decrypting document and are protected by a password. You can set options for when you will be required to enter your password.	The digital IDs that are stored in this file are used for signing and decrypting documents and are protected by a password. You can set options for when you will be required to enter your password.
© Always	C Always
After: 30 seconds have passed since I last entered my password	After: 30 seconds have passed since I last entered my password
C Once per session	30 seconds have passed since I last entered my password C Once per 1 minute has passed since I last entered my password
C Never	S minutes have passed since I last entered my password 30 minutes have passed since I last entered my password 10 minutes have passed since I last entered my password
You will be required to enter your password every time you access any digital ID in this file.	Hour has passed since I last entered my password A hours have passed since I last entered my password A hours have passed since I last entered my password A hours have passed since I last entered my password A hours have passed since I last entered my password A hours have passed since I last entered my password
Password: (required to apply chang	Password: (required to apply change)
OK Cancel	OK Cancel
Password Timeout Policy The digital IDs that are stored in	XI n this file are used for signing and decrypting documents
and are protected by a passwor enter your password.	ra, rou can set options for when you will be required to

The digital IDs that are stored in this file are used for signing and decrypting documents and are protected by a password. You can set options for when you will be required to enter your password.			
C Always			
After:	30 seconds have passed since I last entered my password		
O Once p	er session		
C Never			
(j)	You will be required to enter your password the first time you access a digital ID in this file. Thereafter you will be required to enter your password again if the timeout period has elapsed.		
Password: ***** (required to apply change)			
	OK Cancel		

6. Select the **OK** to save the new Password Timeout setting.



7. If you sign another PDF file in that same session and you won't be prompted for a password for the next hour. Remember you are able to open multiple PDF files within that same session.



