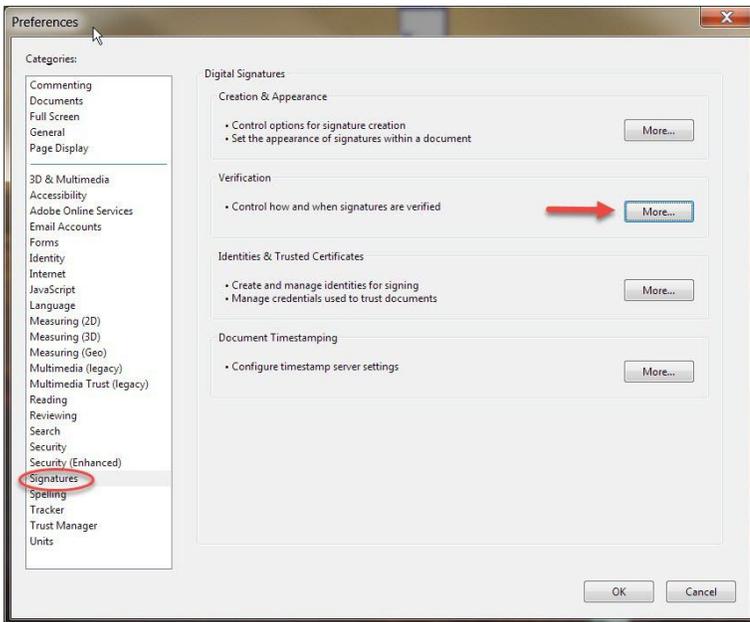


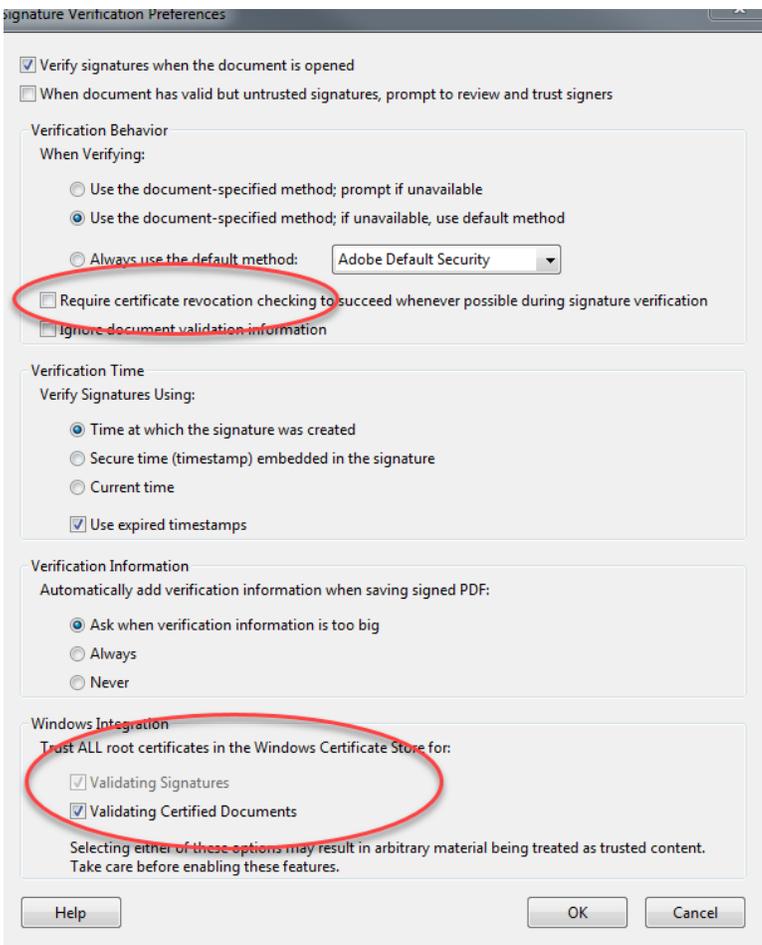
# Setting up Adobe PDF readers to view and validate digital signatures

Open your Adobe reader and select **Edit>Preferences**. If the preferences dialog box contains a 'Signatures' option in the category list, follow the first set of instructions (option #1). If you do not see a 'Signatures' option, the settings that you need to change can be accessed in the 'Security' category – as detailed in the second set of instructions (option #2).

## (Option #1 – using the 'Signatures' category in your Adobe preferences)



1. Open Adobe Reader and select **Edit > Preferences**. The Acrobat *Preferences* dialog box appears.
2. Select the *Signatures* option
3. In the *Verification* area, click on the button labelled '**More...**'
4. The Signature Verification Preferences box will appear.
5. The option to 'Require certificate revocation checking...' should be unchecked.
6. In the Windows Integration area, both of the options should be selected
7. Click **OK** to return to the *Preferences* dialog box.



**Note:** *Setting the Verify signatures when document is opened option automatically activates a validation procedure for all of the document's digital signatures when the document is opened. The default is that digital signatures are not validated automatically when a document is opened. For optimum workflow, it is best to check this option.*

**(Option #2 – using the ‘Security’ category in your Adobe preferences)**

**Edit>Preferences>Security (Verification Tab)**



1. Open Adobe Acrobat and select **Edit > Preferences**. The Acrobat *Preferences* dialog box appears.
2. Select the *Security* option
3. Click the **Advanced Preferences** button.
4. In the area within the **Verification** tab, the option to ‘*Require certificate revocation checking...*’ should be unchecked.
5. In the **Creation** tab, the option to ‘*Include signature’s revocation status when signing*’ should be unchecked.

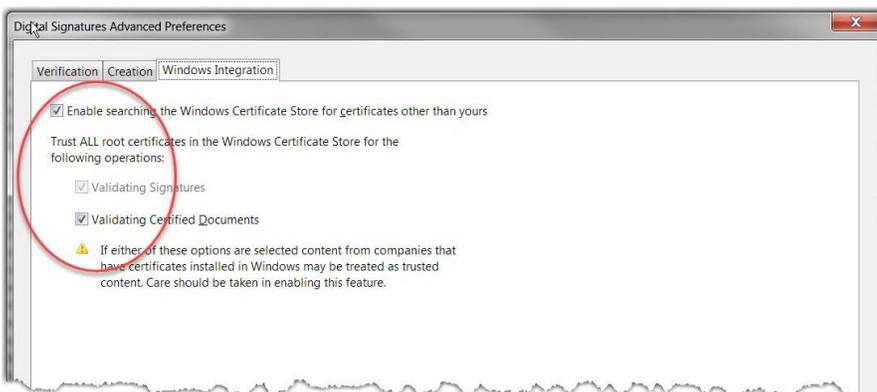
**Edit>Preferences>Security (Creation Tab)**



6. In the area within the **Windows Integration** tab, all three of the options should be checked.
7. Click **OK** to return to the *Preferences* dialog box and select **OK**.

**Note:** *Setting the Verify signatures when document is opened option automatically activates a validation procedure for all of the document’s digital signatures when the document is opened. The default is that digital signatures are not validated automatically when a document is opened. For optimum workflow, it is best to check this option.*

**Edit>Preferences>Security (Windows Integration tab)**



## Signing a Document with your digital signature account in Adobe

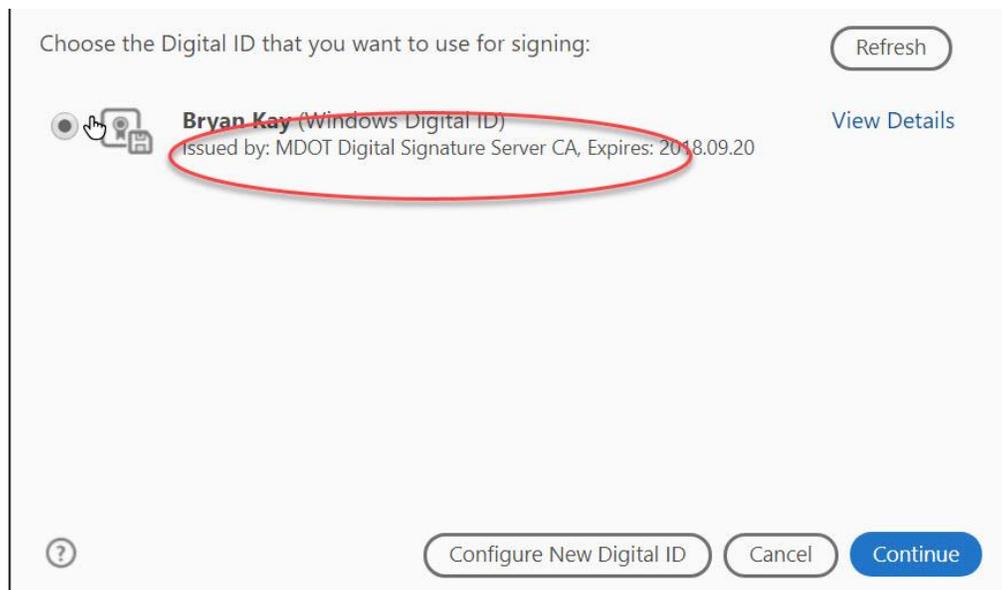
When placing a signature, you will need to be sure to select the correct CA.

Users of an Adobe desktop client can place a signature by selecting **Tools>Sign and Certify>Sign Document**. In the 'Sign Document' dialog window that appears when drawing your signature box, you will need verify that the 'MDOT Digital Signature Server CA' is selected.



If you do not see this certificate, click on the drop-down arrow next to the 'Sign As' field and review the options that are available. The MDOT Digital Signature Server CA certificate is typically associated with an option listed as your name, as it appears on your DocuSign signature. Provided that you have this certificate selected, you will be signing the document using your DocuSign account.

Users of the Adobe DC products will need to place a signature by selecting **Tools>Certificates>Digitally Sign**. After drawing your signature box, you should see a 'Sign with a Digital ID' dialog window where you will need to select the digital ID that is using a certificate issued by "MDOT Digital Signature Server CA".



Additionally, you can update your signature appearance with your DocuSign SA signature appearance:

1. Open the **Signature Appliance Control Panel**.
2. In the Control Panel, click **Graphical Signatures**. The *Graphical Signatures Viewer* dialog box appears.



3. Select a signature and the corresponding graphical image will appear in the middle of the window.
4. If you click **Update Acrobat**, you will now be able to select this signature appearance in every Adobe signature operation. It will appear in the list with a name “*DocuSign SA signature - <graphical signature label>*”, based on the graphical signature that you selected.