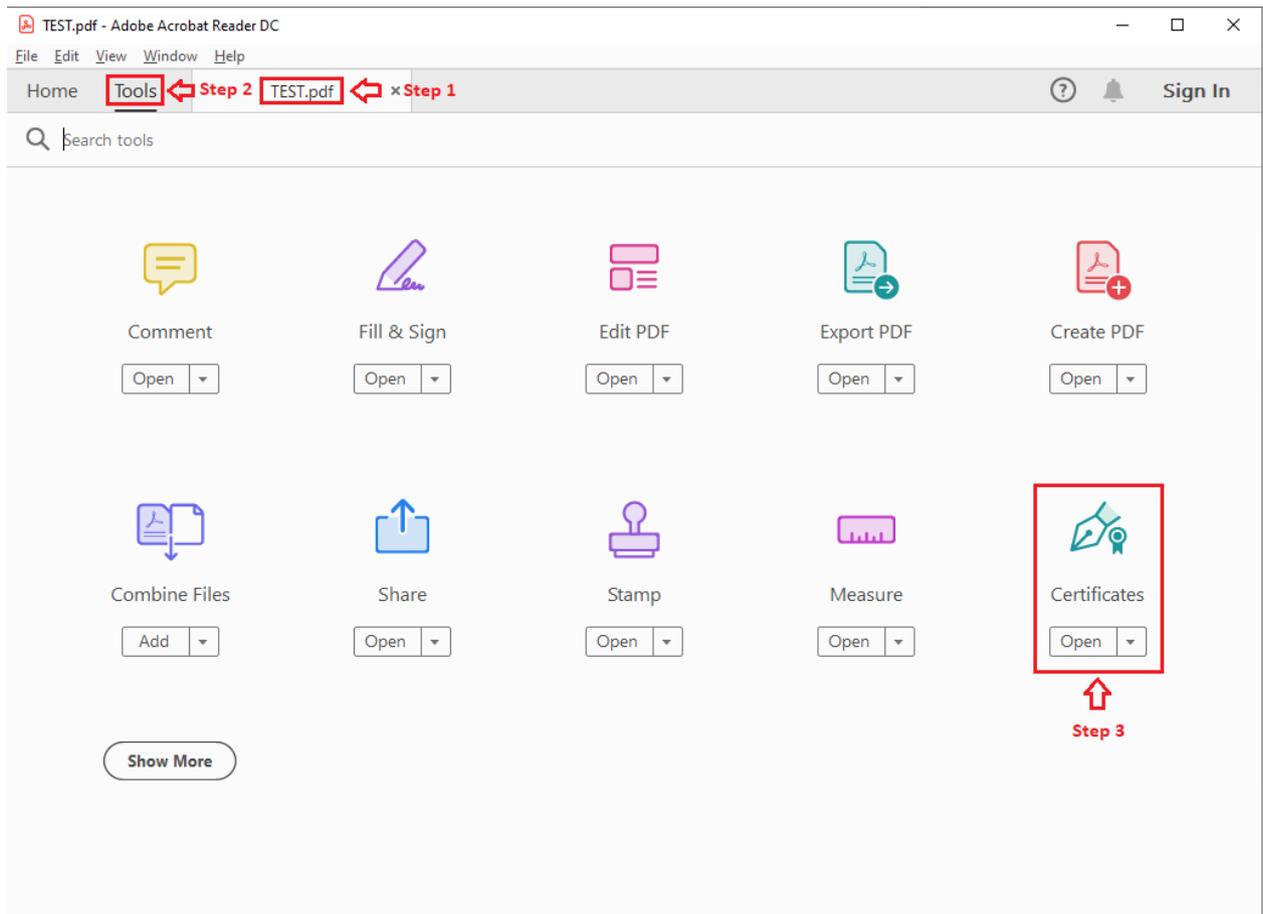


Document Signing with your NetID USB Cryptographic Token

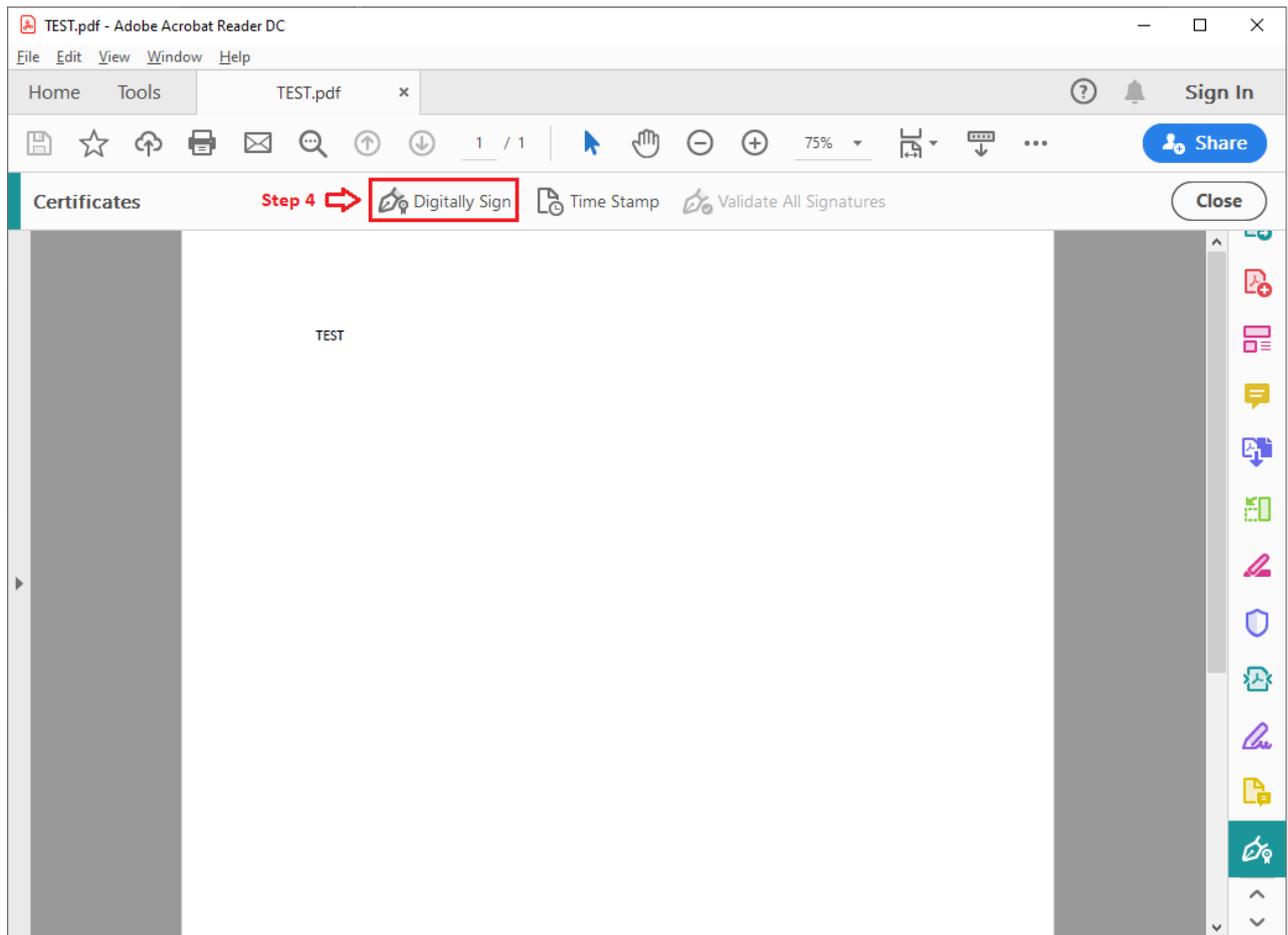


**Get ready your NetID USB Crypto Token and follow
the steps to digitally sign on PDF document**

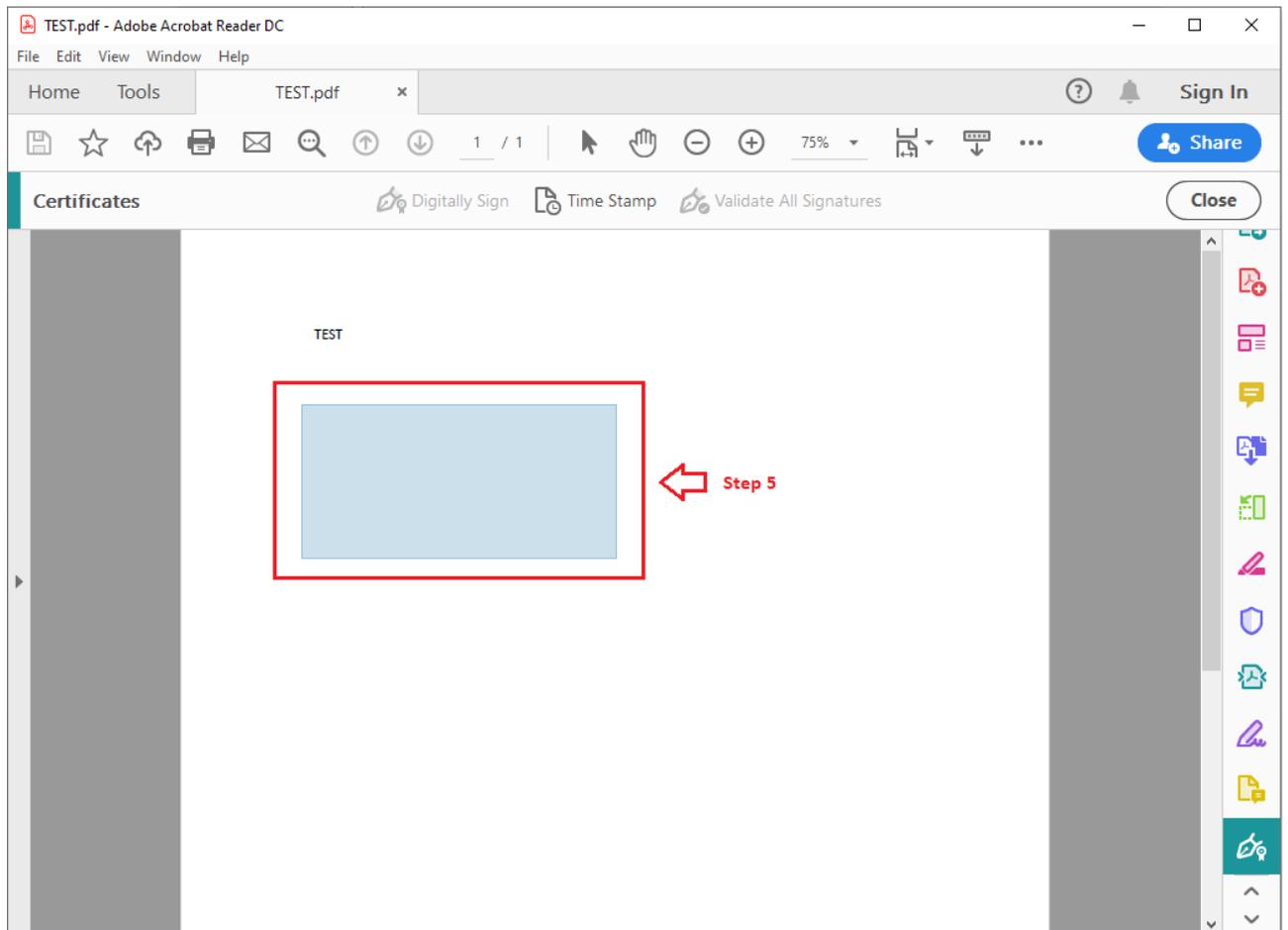
- **Step 1**
Plug-in your NetID USB token into your computer.
- **Step 2**
Open a PDF Document.
- **Step 3**
Click on 'Tools'.
- **Step 4**
Click on 'Certificates'.



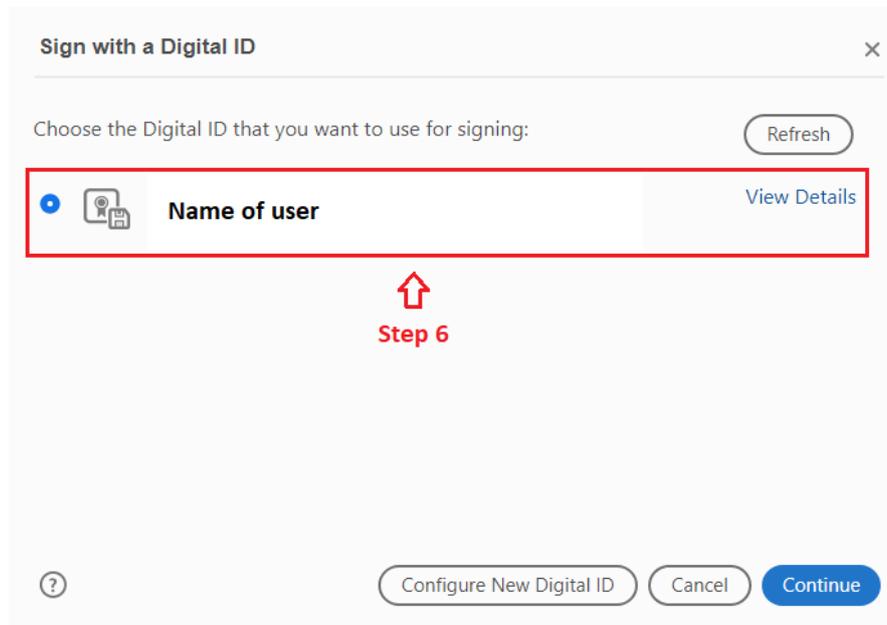
- **Step 5**
Click on 'Digitally Sign'.



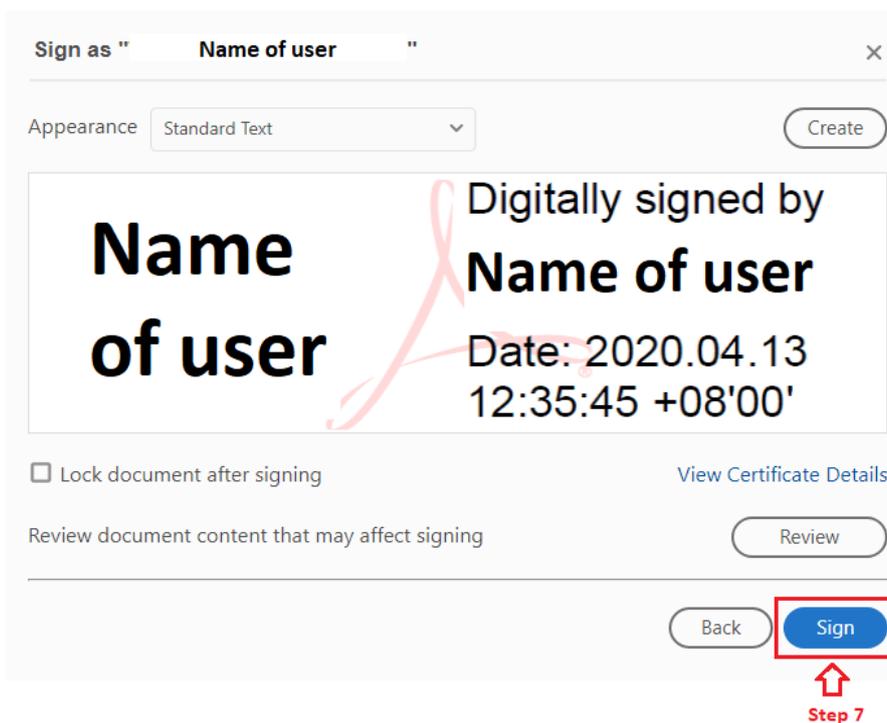
- **Step 6**
Draw and drag a box where you want your signature to be at.



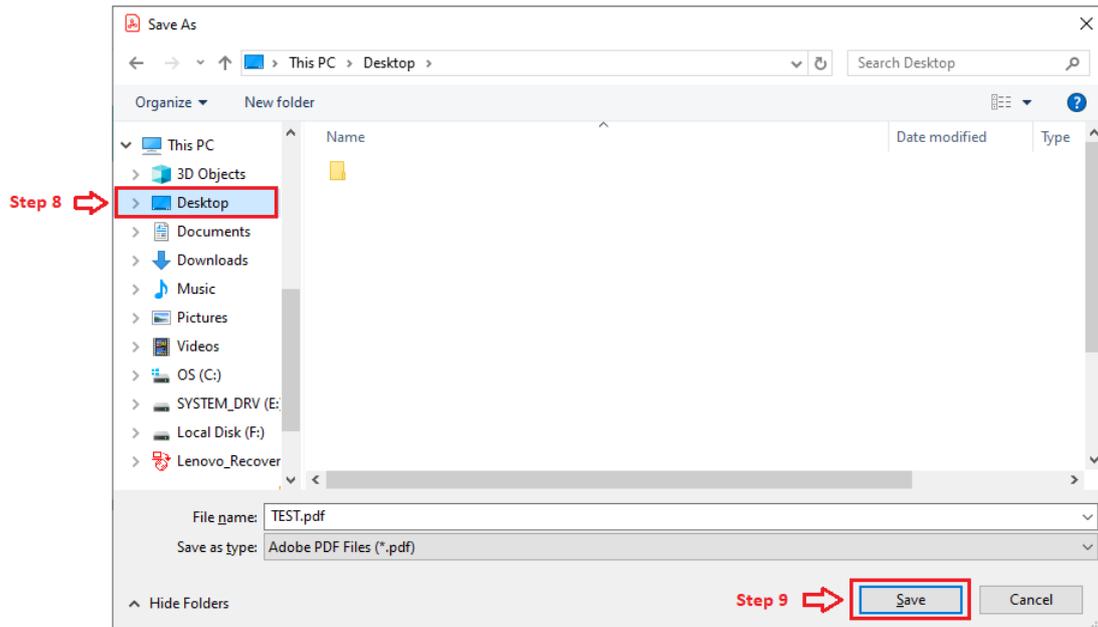
- **Step 7**
Select the user's certificate to digitally sign.



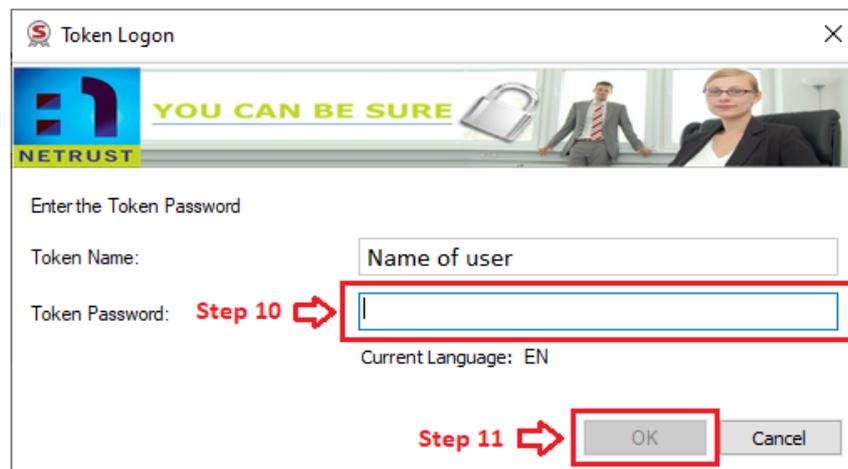
- **Step 8**
Click on 'Sign' to proceed.



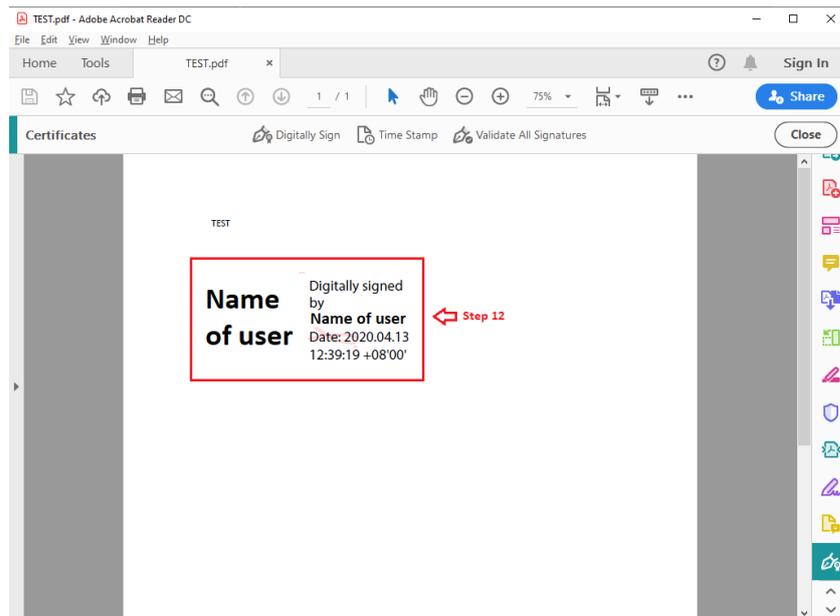
- **Step 9**
Save the file in your Desktop or your preferred file location.
- **Step 10**
Click on 'Save' to proceed.



- **Step 11**
A pop up window will appear from 'SafeNet Authentication Client Tools - Token Logon'.
Enter Token Password.
- **Step 12**
Click 'OK' to proceed.



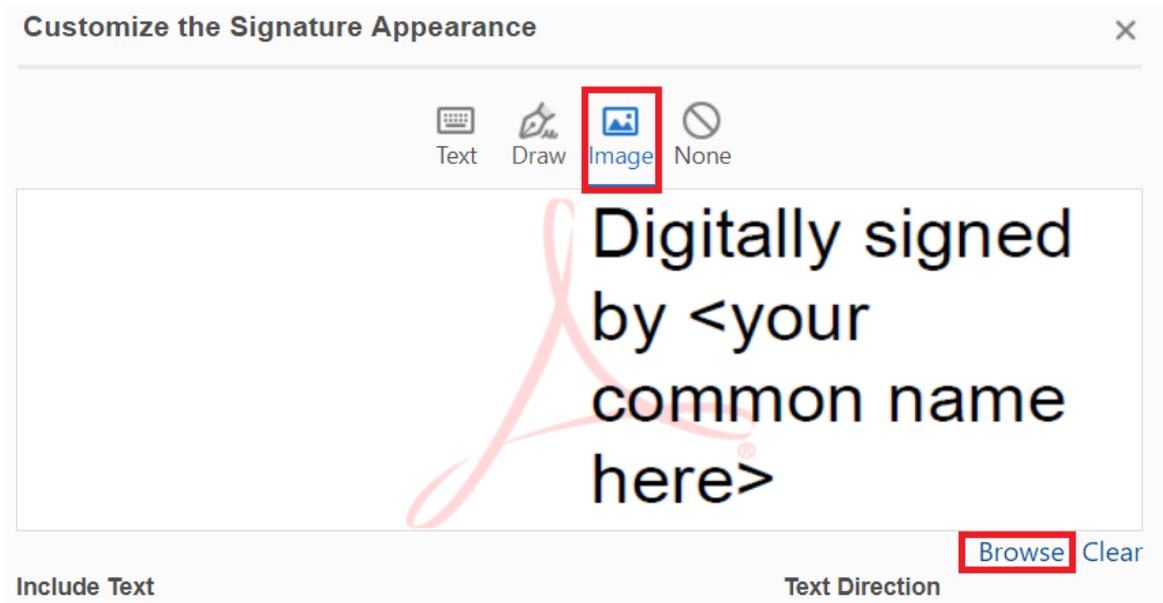
- **Step 13**
Your digital signature will be reflected in the PDF document after it is being sign successfully.



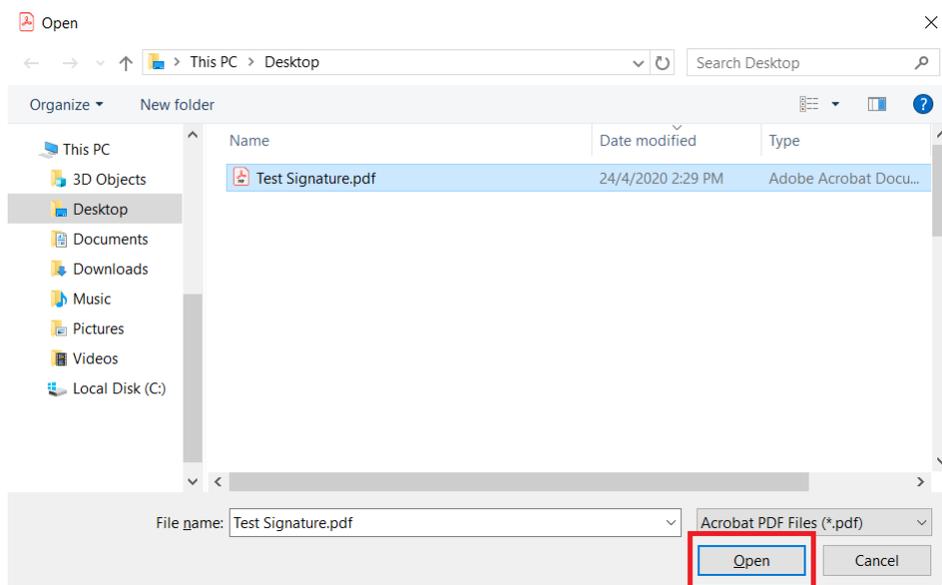
ALTERNATE STEP: If you need an image of the digital signature you can create one



I. Select Image and click Browse



II. Select a scanned image of the signature



III. The image can be customized to the preference required and save

Customize the Signature Appearance

Text Draw Image None



Browse Clear

Include Text

<input type="checkbox"/> Name	<input type="checkbox"/> Distinguished Name
<input type="checkbox"/> Date	<input type="checkbox"/> Adobe Acrobat Version
<input type="checkbox"/> Logo	<input type="checkbox"/> Location
<input type="checkbox"/> Reason	<input type="checkbox"/> Labels

Text Direction: Auto

Digits format: 0123456789

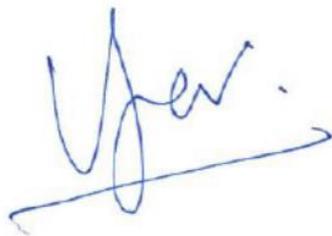
Preset name:

Cancel Save

IV. The image will be available during signing

Sign as "Name of User"

Appearance: Created 2020.04.24 14:57:48 +08... Create Edit



Lock document after signing View Certificate Details

Review document content that may affect signing Review

Back Sign

V. Signed with image



Should you have any problems, please call us at +65 6212 1388 or email us at sales@netrust.net