

ELECTRONIC SIGNATURE VALIDATION USER'S GUIDE Adobe Reader® \* v.11

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## **ELECTRONIC SIGNATURE VALIDATION**

For validation of an electronic signature it is necessary to have Adobe Reader®http://www.adobe.com/products/reader.html

RBA certificate **idirekt.rba.hr** for electronic signing of documents was issued by FINA, the only registered institution to offer certification services in Croatia - <u>http://rdc.fina.hr</u>

Open a document in Acrobate Reader.

The electronic signature is located in the top right corner of the page.



When opening the document, the following icons may appear next to the signature or below the toolbar (depending on the version of Adobe Reader):

! Question mark indicates that the certificate has not been found in the database. If the idirekt.rba.hr certificate has not been found in the database, it is necessary to add it to the database. For adding certificates to the database, see Adding Certificates to the Database.



This icon appears only the first time before adding the RBA certificate to the certificate database. Each time when you receive a new Solvency Statement in this way, the document will be marked in one of the following ways:

At least one signature has problems.

**! Pen and check mark** indicate that the document has been found in the database, the electronic signature is valid and the document has not been modified after it was signed. To check the validity of the certificate, see «Certificate Attributes» as well. This document can be considered valid.



or



	🖻 😼 🚺
Signed and all signatures are valid.	

! Check mark and warning sign indicate that the document has been modified after it was electronically signed. For details see «Invalid Document». This document can be considered invalid.



Elektronički potpisao idirekt.rba.hr: 10.03.2014. 13:24:01



Details can be also checked through action (newer versions of Adobe Acrobat):

- Signature Panel (toolbar action on the upper right corner of the document)



- Signatures (toolbar action on the left side of the document)



after which an additional window with the details of signatures opens





#### **IMPORTANT!**

If you wish to further distribute electronically signed document, the respective document will be valid if you send it to the user in the electronic form with the accompanying Instruction for Electronic Signature Validation. Distribution can be organized also in the way that RBA sends the e-mail to the end user of the respective document, if this action is selected when sending the request\*. In that case the end user will receive the document together with the Instruction for Electronic Signature Validation.

\* This service is available only for some documents

# ADDING CERTIFICATES TO THE DATABASE

To add the certificate to the database, click the left mouse button on the icon next to the signature. On window 'Signature Validation Status', select 'Signature Properties'.

Signature	e Validation Status
L.	Signature validity is UNKNOWN. - The Document has not been modified since this signature was applied. - The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.
	Signature Properties Close

The basic information on electronic signature can be seen on the screen 'Signature Properties'.



Signature	e Properties	×
ly	Signature validity is UNKNOWN.	
	Signing Time: 2014/03/10 13:24:01 +01'00'	
	Location: Zagreb	
Valid	lity Summary	
	The Document has not been modified since this signature was applied.	
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.	
	The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.	
	Signing time is from the clock on the signer's computer.	
	Signature was validated as of the signing time: 2014/03/10 13:24:01 +01'00'	
Signe	er Info	
	The path from the signer's certificate to an issuer's certificate was successfully built.	
	Revocation checking was not performed.	
	Show Signer's Certificate	
Adva	anced Properties Validate Signature Close	

When adding certificates to the database it is necessary to check the certificate attributes by selecting the action 'Show Signer's Certificate...'.



Signatur	e Properties	x
har	Signature validity is UNKNOWN.	
	Signing Time: 2014/03/10 13:24:01 +01'00'	
	Location: Zagreb	
Valid	lity Summary	
	The Document has not been modified since this signature was applied.	
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.	
	The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.	
	Signing time is from the clock on the signer's computer.	
	Signature was validated as of the signing time: 2014/03/10 13:24:01 +01'00'	
Sign	er Info	
	The path from the signer's certificate to an issuer's certificate was successfully built.	
	Revocation checking was not performed.	
	Show Signer's Certificate	
Adv	anced Properties Validate Signature Close	

After checking the details, the certificate should be added to the certificate database. On certificate details select tab 'Trust ', and action 'Add to Trusted Certificates'.



Certificate Viewer							×
This dialog allows you to view to correspond to the selected ent chains were issued by a trust an	ry. Multiple ichor.						
✓ Show all certification paths fo	und				_		
E FINA	Summary	Details	Revocation	Trust	Policies	Legal Notice	
idirekt.rba.hr < cert.ale		ificate is i ettings	not trusted.				
	×	-	uments or da	ita			
	×	Execute	ocuments dynamic cont document	tent that i	s embedd	led in a	
	×	a certifie	d document			e embedded in	
	×		privileged sys file access, et		rations (ne	etworking,	
			Add to Tru	sted Certi	ficates	)	
4 III >							
The selected certificate participation	ath is valid.						
The path validation check 2014/03/10 13:24:01 +01'0 Validation Model: Shell		as of the	signing time	:			
						OI	<

Acrobat Security window opens.



Acrobat	t Security
<u>^</u>	If you change the trust settings, you will need to revalidate any signatures to see the change.
	Trusting certificates directly from a document is usually unwise. Are you sure you want to do this?
	OK Cancel

If the certificate details are correct, confirm adding of certificates by selecting OK, on screen 'Import Contact Settings' mark checkbox 'Signed documents or data' (if it is not already checked), and select OK.



Import Contact Settings	×
Certificate Details	_
Subject: idirekt.rba.hr < cert.alert@rba.hr>	
Issuer: FINA	
Usage: Sign transaction, Encrypt keys	
Expiration: 10.03.2016 11:50:08	
Trust	
A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.	
Use this certificate as a trusted root	
If signature validation succeeds, trust this certificate for:	
Signed documents or data	
Certified documents	
Dynamic content	
Embedded high privilege JavaScript	
Privileged system operations (networking, printing, file access, etc.)	
Help OK Cancel	

It is necessary to run the signature verification on screen 'Signature Properties' by selecting 'Validate Signature'.



~	Signature validity is UNKNOWN.
•	Signing Time: 2014/03/10 13:24:01 +01'00'
	Location: Zagreb
alid	ity Summary
	The Document has not been modified since this signature was applied.
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.
	The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.
	Signing time is from the clock on the signer's computer.
	Signature was validated as of the signing time: 2014/03/10 13:24:01 +01'00'
igne	er Info
	The path from the signer's certificate to an issuer's certificate was successfully built.
	Revocation checking was not performed.
	Show Signer's Certificate

Signature status is changed from 'UNKNOW' to 'VALID'.

Signature	validation Status
kar	Signature is VALID, signed by idirekt.rba.hr. - The Document has not been modified since this signature was applied. - The signer's identity is valid.
	Signature Properties Close



# **CERTIFICATE ATTRIBUTES**

By selecting the action 'Show Signer's Certificate...' on the window 'Signature Properties', the window 'Certificate Viewer' appears, under tab 'Details' are shown certificate details.

When checking the details it is especially important to check all fields in the certificate, so you could make sure that the certificate is valid.

Certificate Viewer This dialog allows you to view th correspond to the selected entr Show all certification paths for FINA idirekt.rba.hr < cert.alt	he details of a certificate and its entire issuance chain. The details ry.	<b>x</b>
	Signature algori       SHA1 RSA         Subject       cn=idirekt.rba.hr, I=ZAGREB, o=RA         Issuer       ou=RDC, o=FINA, c=HR         Serial number       3F 2A BB B5         Validity starts       2014/03/10 12:20:08 +01'00'         Validity ends       2016/03/10 12:50:08 +01'00'	
The selected certificate part The path validation and re 2014/03/10 13:24:01 +01'00 Validation Model: Shell	evocation checks were done as of the signing time:	
	ОК	]



## INVALID DOCUMENT

Document is not valid if the electronic signature is invalid or if the document has been modified after it was signed. By clicking the left mouse button on the icon next to the signature, the screen with a warning note will appear, indicating that the document is invalid.

and the second	Signature is VALID, signed by idirekt.rba.hr. - The revision of the document that was covered by this signature has not been altered; however, there have been subsequent changes to the document. - The signer's identity is valid. - Click Signature Properties and then click View Signed Version to see what is
	covered by this signature.

Through action 'Signature Panel' (toolbar action on the upper right corner of the document)



details of the signature are opened (on the left side of the document) where you can check how many times the document was modified, after the electronic signature was applied.

L.	Signed and all signatures are valid, but with unsigned changes after the last signature.
	Signatures 📢 🕨
ß	8= - Validate All
~	🗄 🥁 Rev. 1: Signed by idirekt.rba.hr <cert.alert@rba.hr></cert.alert@rba.hr>
42	▲ 3 Miscellaneous Change(s)
	🗆 🕰 Annotations Created
	Ink annot on page 1
	Ink annot on page 2
	PolyLine annot on page 3