

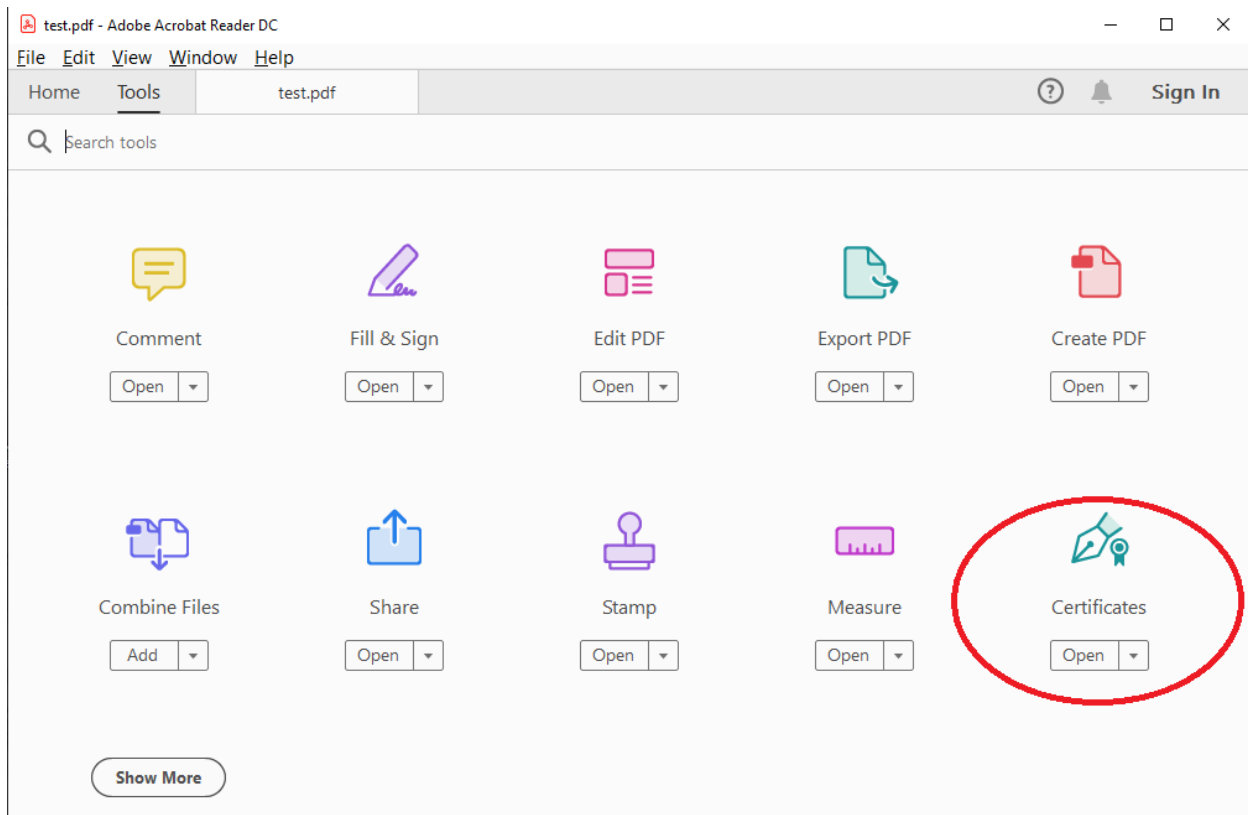


ADACOM QUALIFIED SERVICES

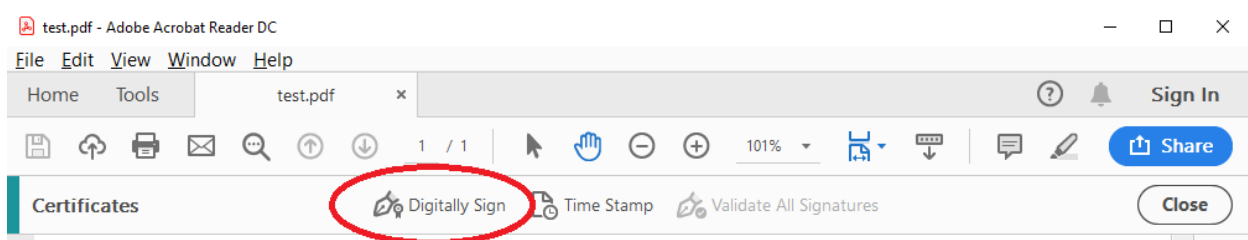
**Signing a PDF document with a Qualified Certificate
using Acrobat Reader DC**

Step 1: Document Signature

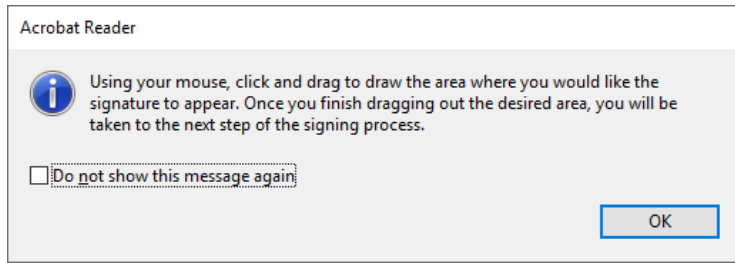
1. Connect the USB Token that contains your Qualified Certificate to the PC.
2. Open the pdf file that you want to sign
3. Choose **Tools** and then the option **Certificates**



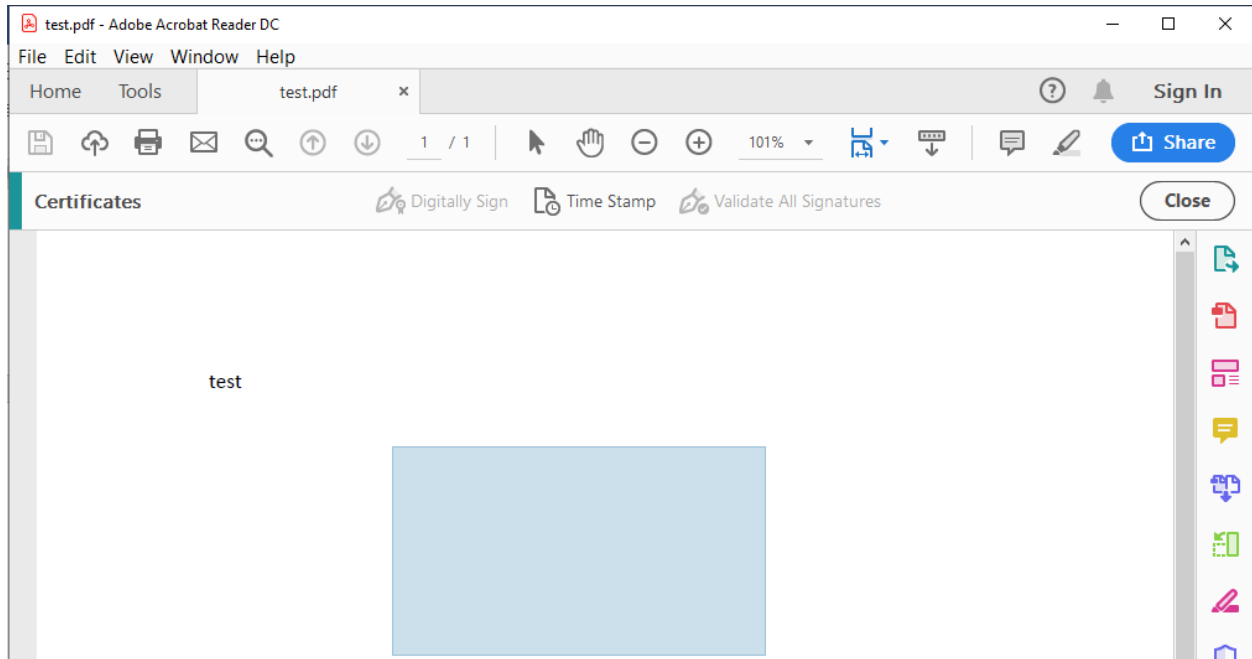
4. Choose **“Digitally Sign”**



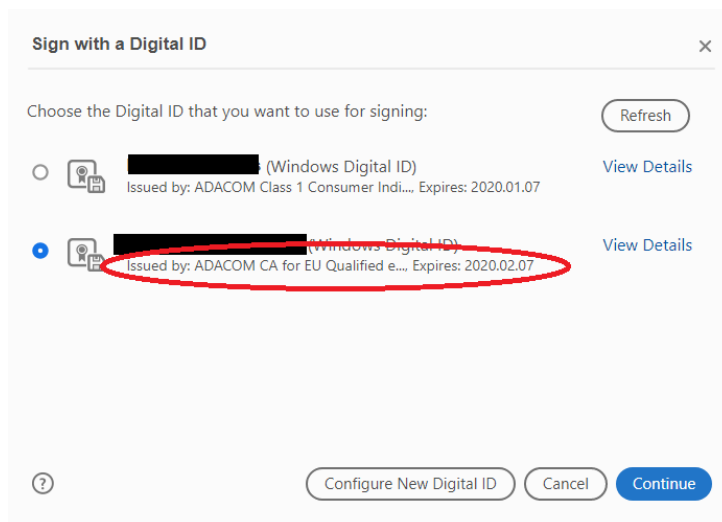
5. Click **“OK”** to choose where you want to put your signature



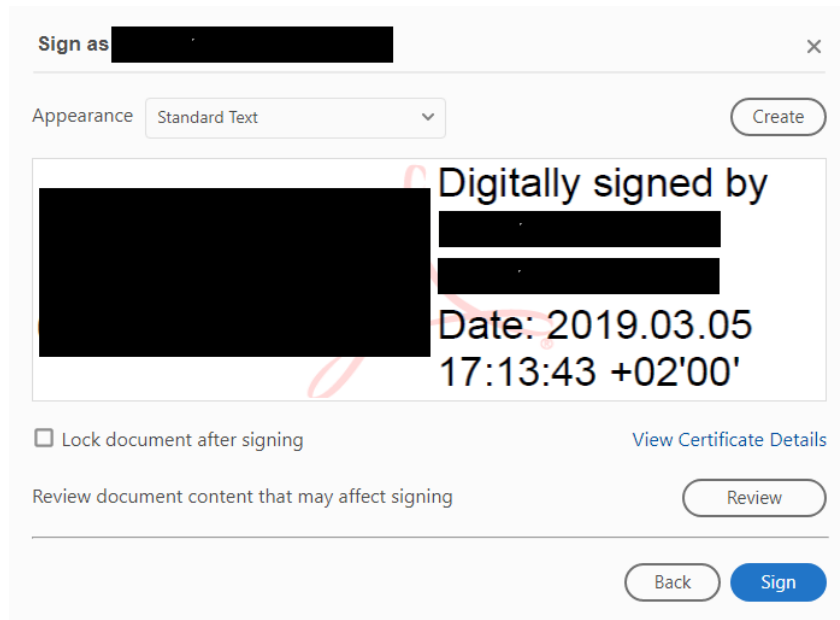
6. Draw the area to put your signature



7. Choose the Qualified Certificate that you want to use to sign the document and then click "Continue"

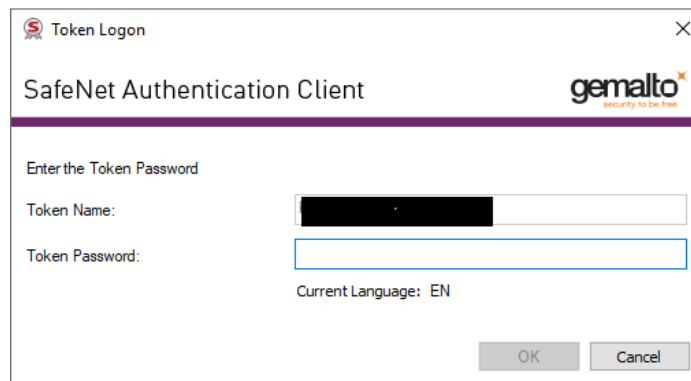


8. Choose **“Sign”**



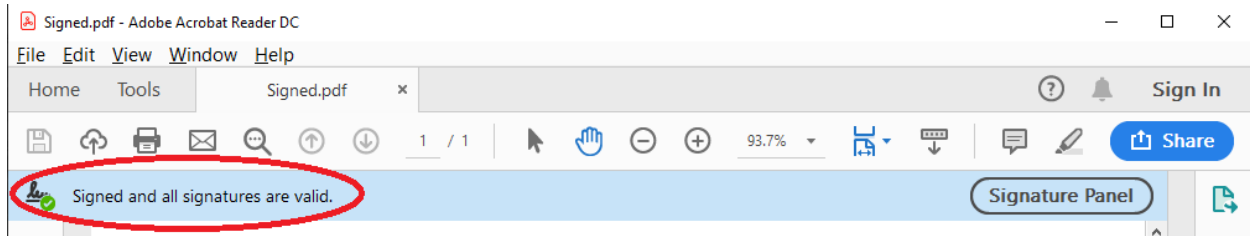
9. Choose a new name and Save the Signed Document

10. Type the password of the USB token and click **“OK”**

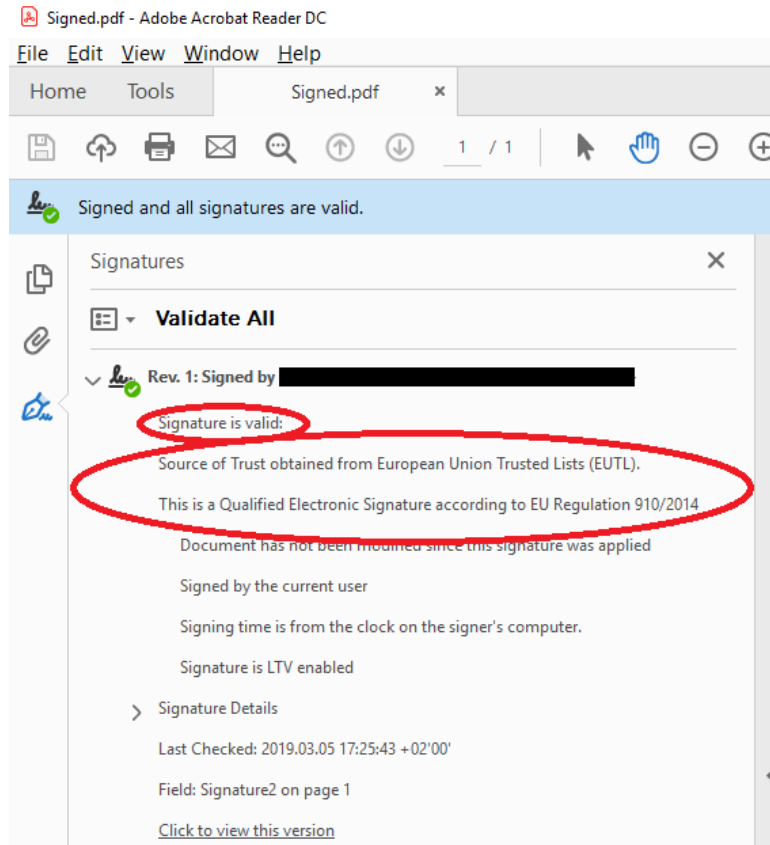


Step 2: Signature validation

1. Open the pdf file that you want to validate the signature
2. Check at the top that a green check mark is shown saying that **“Signed and all signatures are valid”**



3. Click **"Signature Panel"** to open the details of the signature on the left



4. Check that the Signature is valid and that it is a Qualified Electronic Signature according to EU Regulation 910/2014