Karvy Corporate Advisory Services

Guide for Using Digital Signature Certificate

Karvy Computershare Private Limited
Karvy Selenium Tower B, Plot No. 31 & 32,
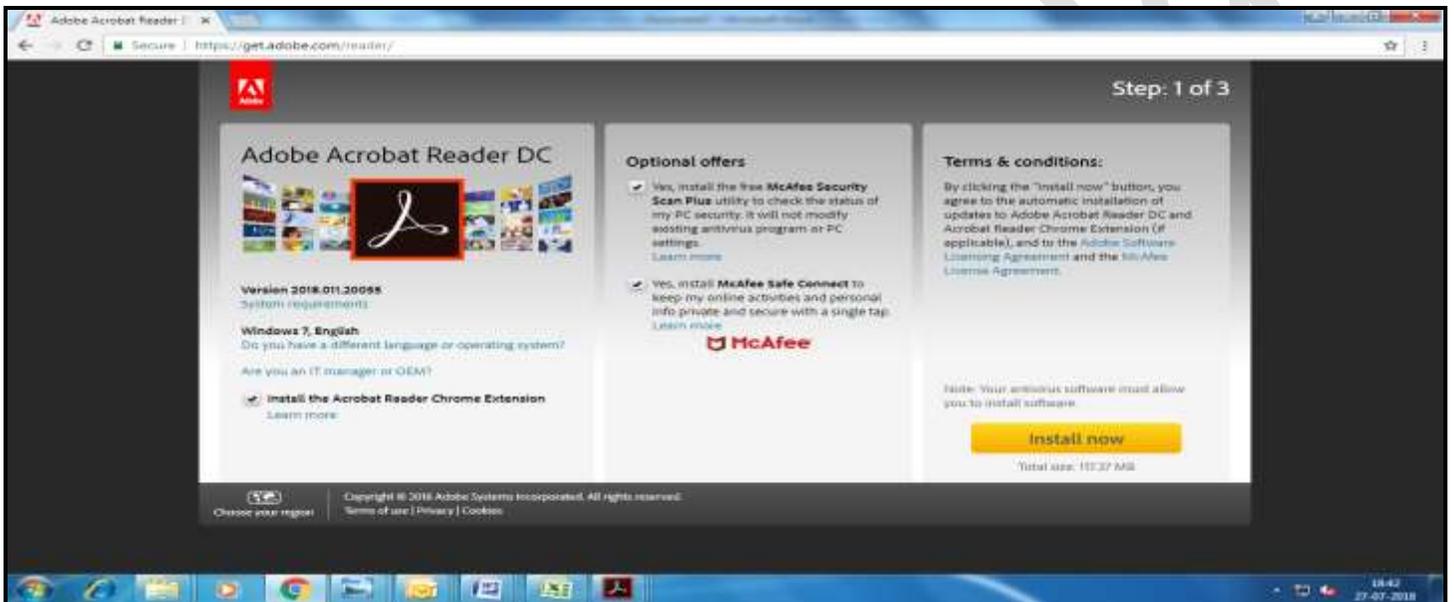Financial District, Hyderabad: 500 032 | India
https://kcas.karvy.com

@ Guide for Digitally Signing the PDF @

1. For digitally signing the document, it is assumed that the Individual/Organization/Office has procured Digital Signature Certificate (DSC)
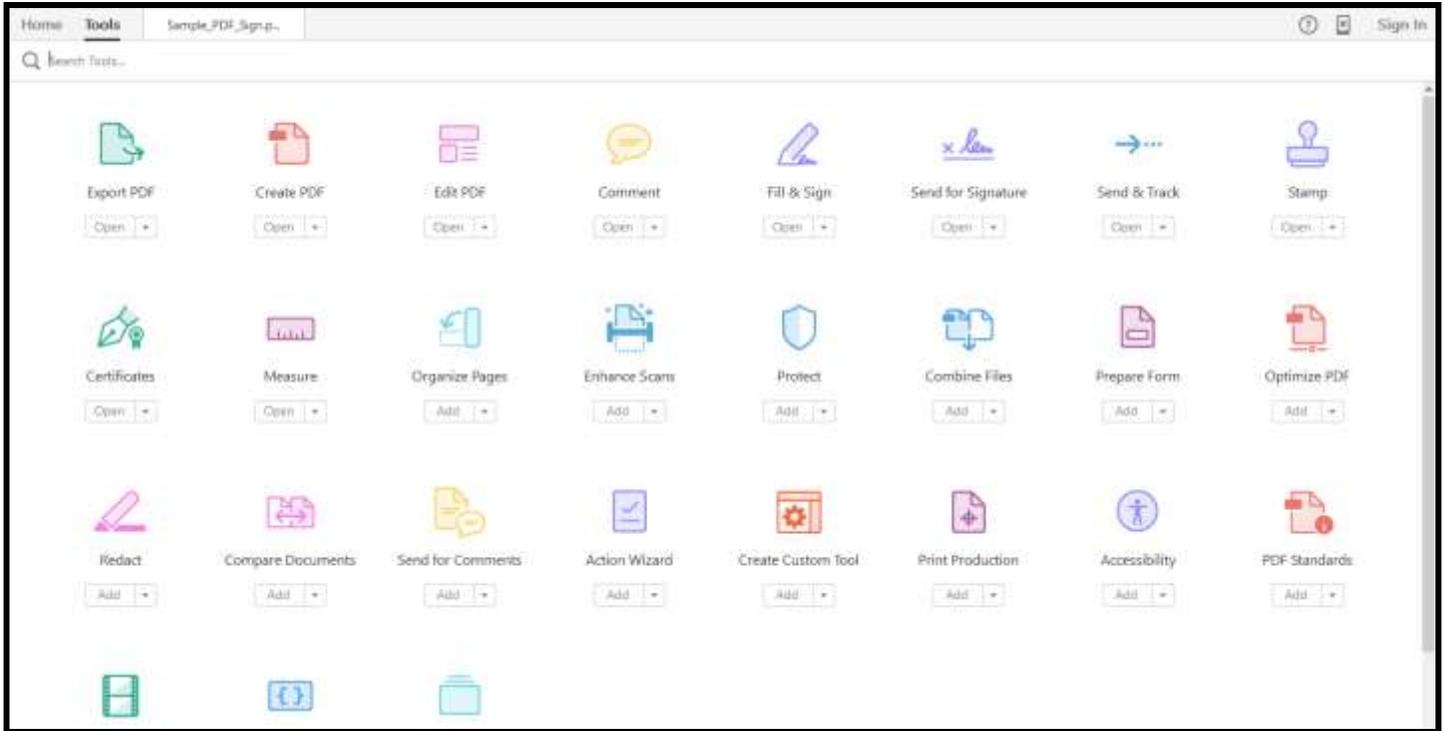
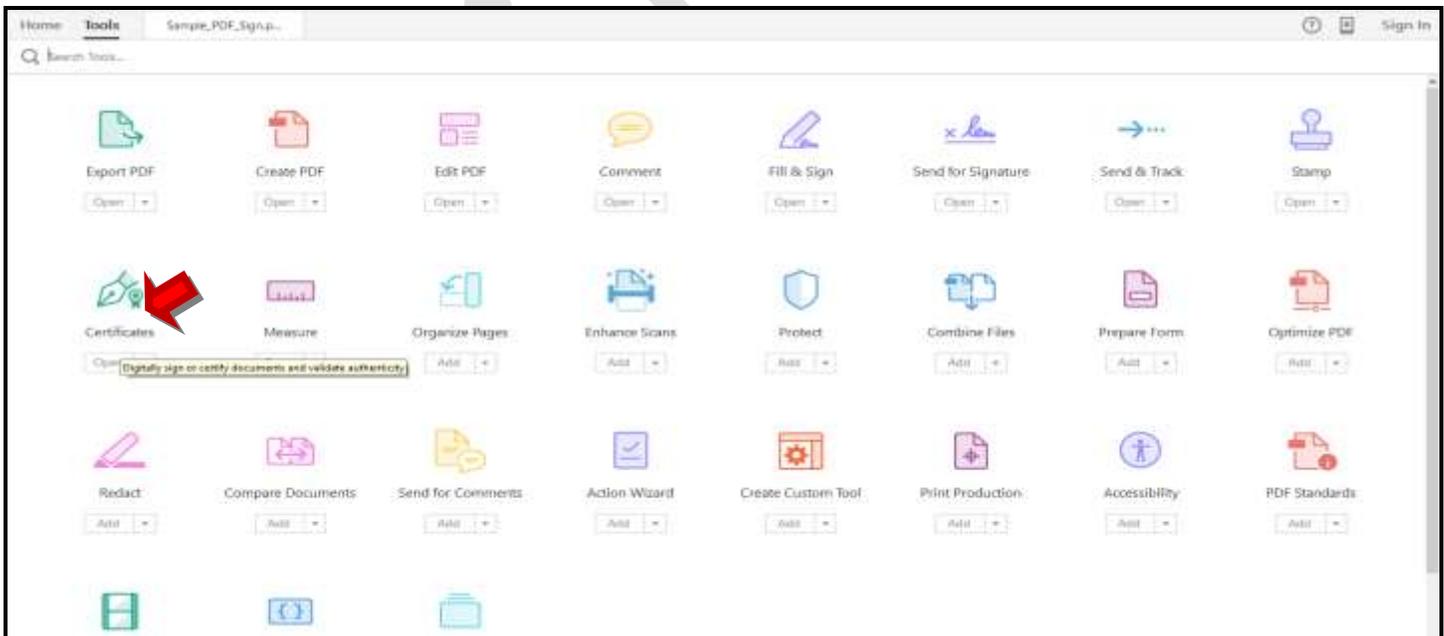2. Install Adobe Acrobat Reader DC on your computer/lap top (one time activity) https://get.adobe.com/reader/

3. Please **open** the PDF in Adobe Acrobat Reader which has to be digitally signed.
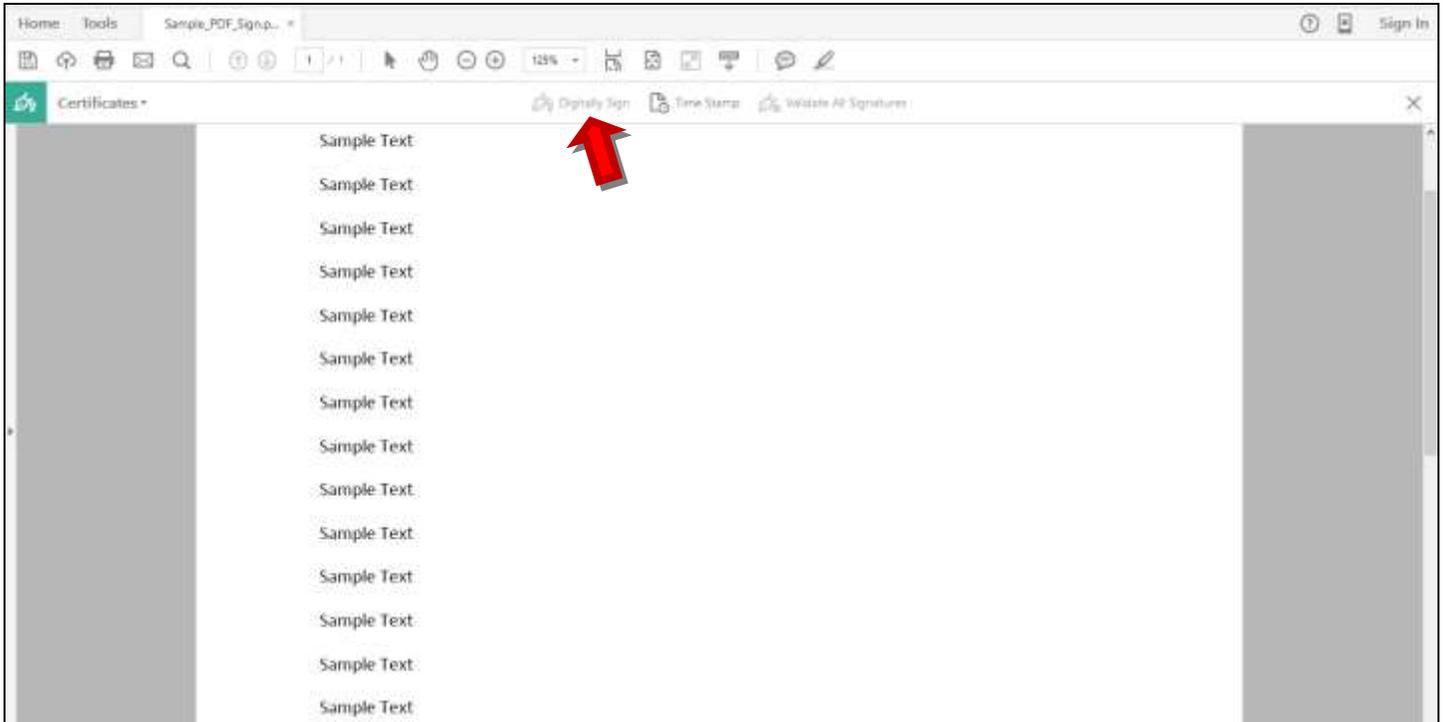
KARVY
Computershare

4. Please click on the **Tools** menu item in Top menu of Adobe Acrobat Reader

5. Please click on **Certificate Tool** in tool menu page.

![KARVY Computershare logo]

6. A menu bar will appear with options namely Digitally Sign, Time Stamp and Validate All Signatures. Please click on **Digitally Sign** option as shown below.
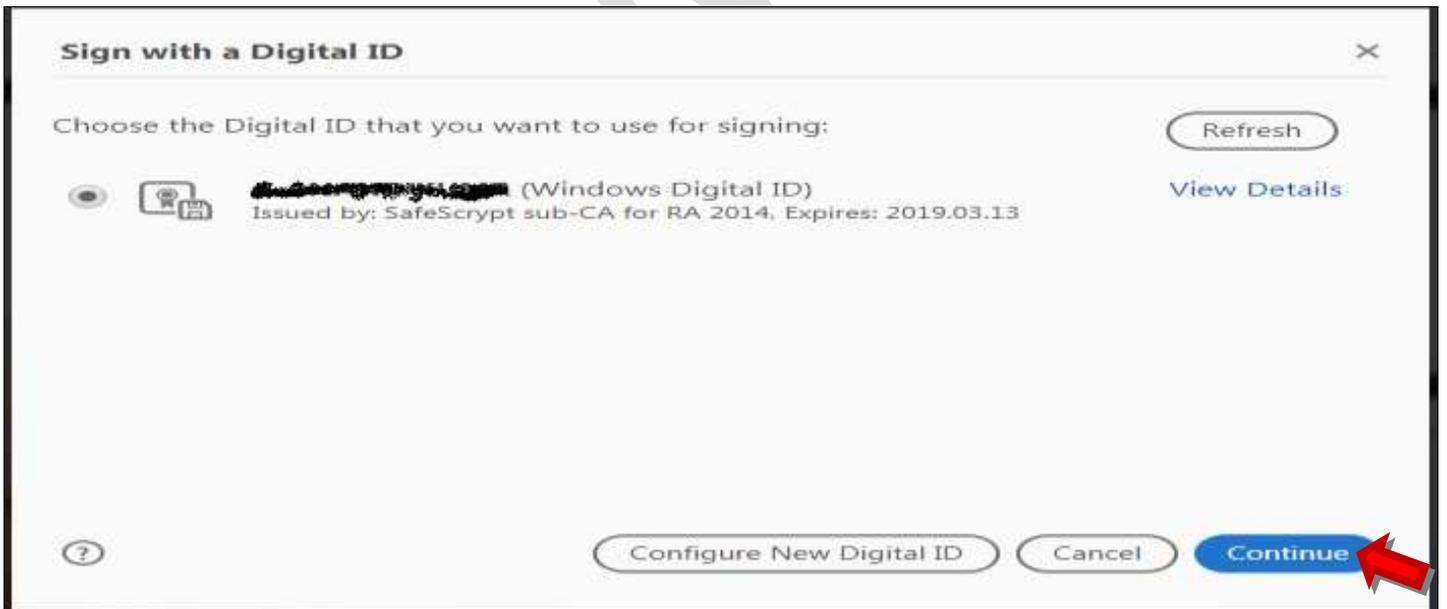

7. On click of **Digitally Sign** option, the following message box will appear. Please read carefully & click **OK** button.
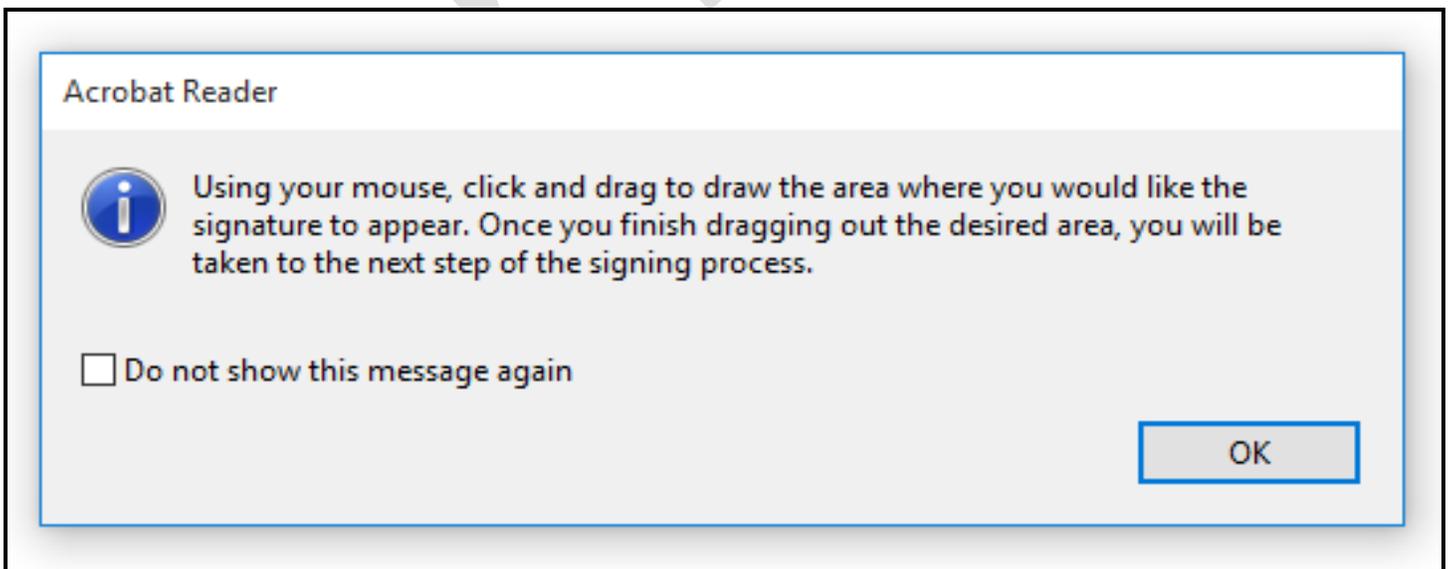
8. On click of **OK**, a plus sign will appear on mouse pointer. Take the mouse / pointer to a place where you want to place your digital signature and **Drag** to draw a box as shown below.
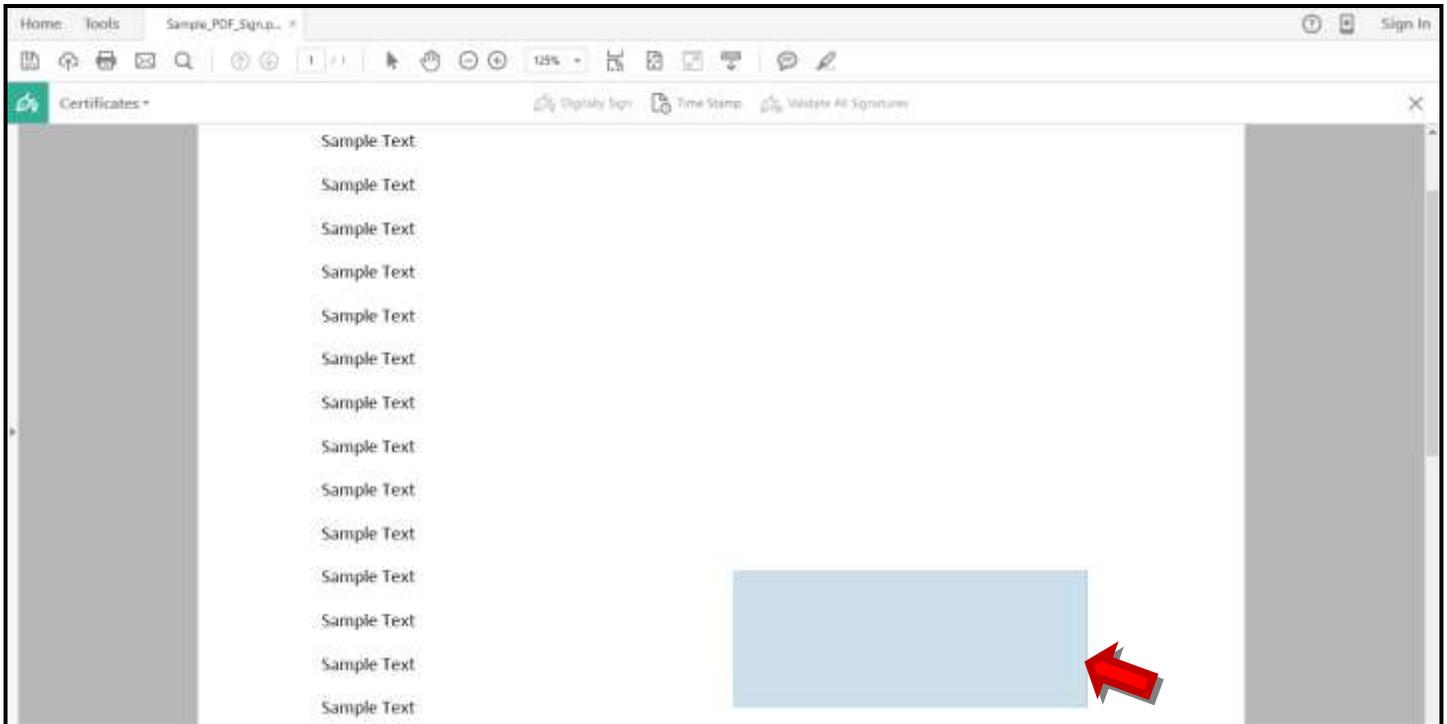
9. On release of mouse button, a **Sign Document** dialog box will appear as shown below.

10. Please select the correct and valid DSC of the Individual from list shown against **Sign As** option available in Sign Document dialog box.

11. After selecting the right certificate, click on **Sign** button as shown below.

KARVY
Computershare

12. On click of **Sign** button, System will ask to insert the DSC token in the computer as shown below.
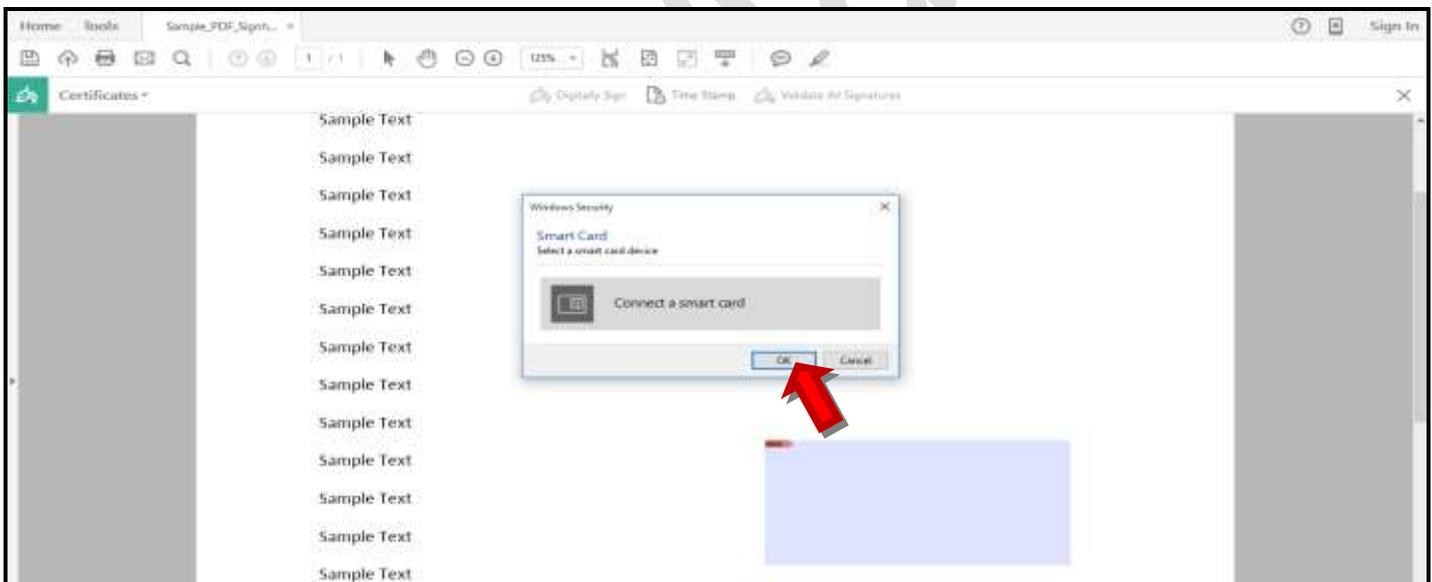
13. Please make sure that you insert the DSC token which belongs to the DSC applicant and click **OK** button as shown above.

14. On click of **OK** button, **Save As** dialog box appears as shown below to save the digitally signed PDF, only if the selected certificate and the inserted DSC Token match with each other.
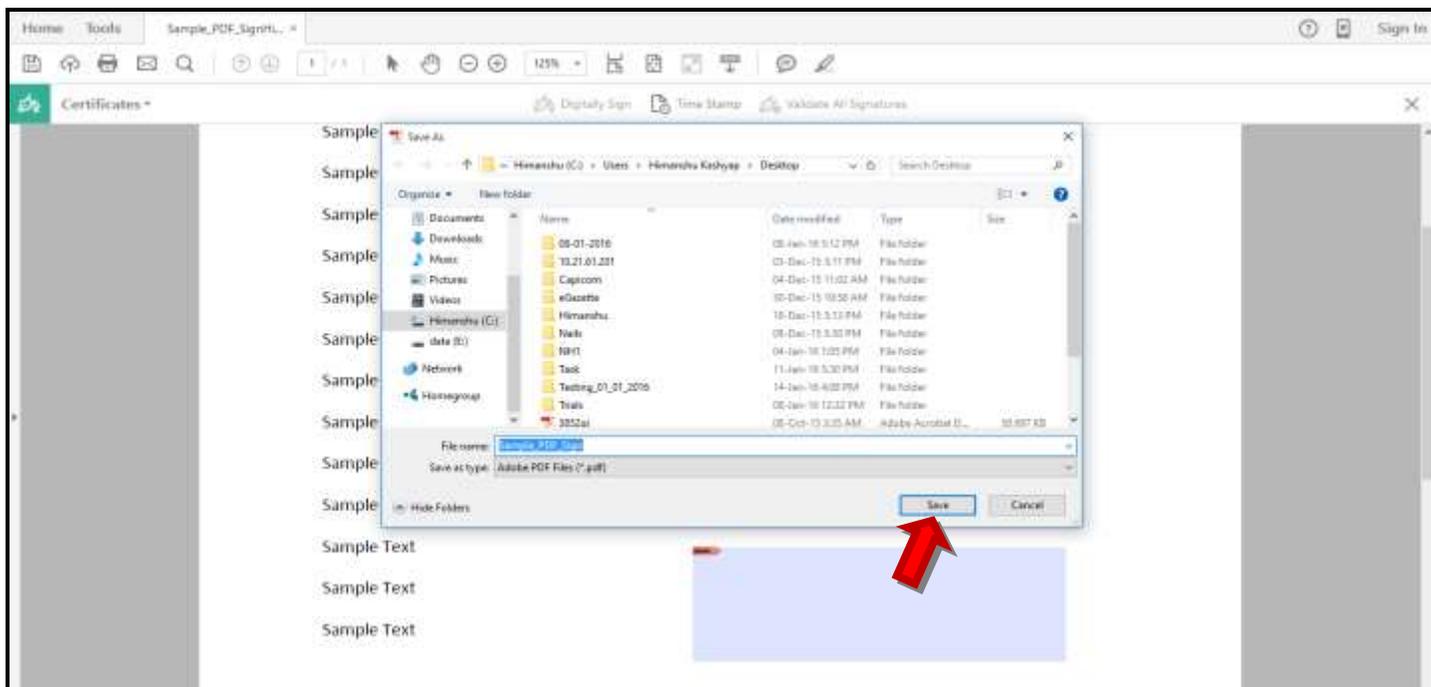
15. Please click the **Save** button to save the digitally signed PDF at the desired location as shown above.

16. If the selected certificate and the inserted DSC token do not match with each other, the following message appears.
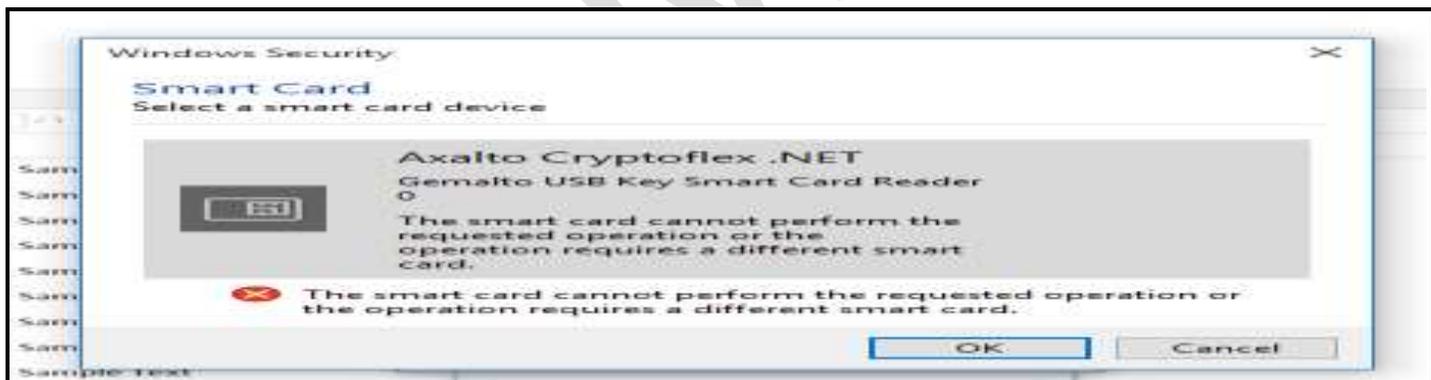

17. The system will not allow to proceed further until the selected certificate and the inserted DSC token do match with each other.

18. Then, the system will ask to enter the PIN of the inserted DSC Token as shown below.
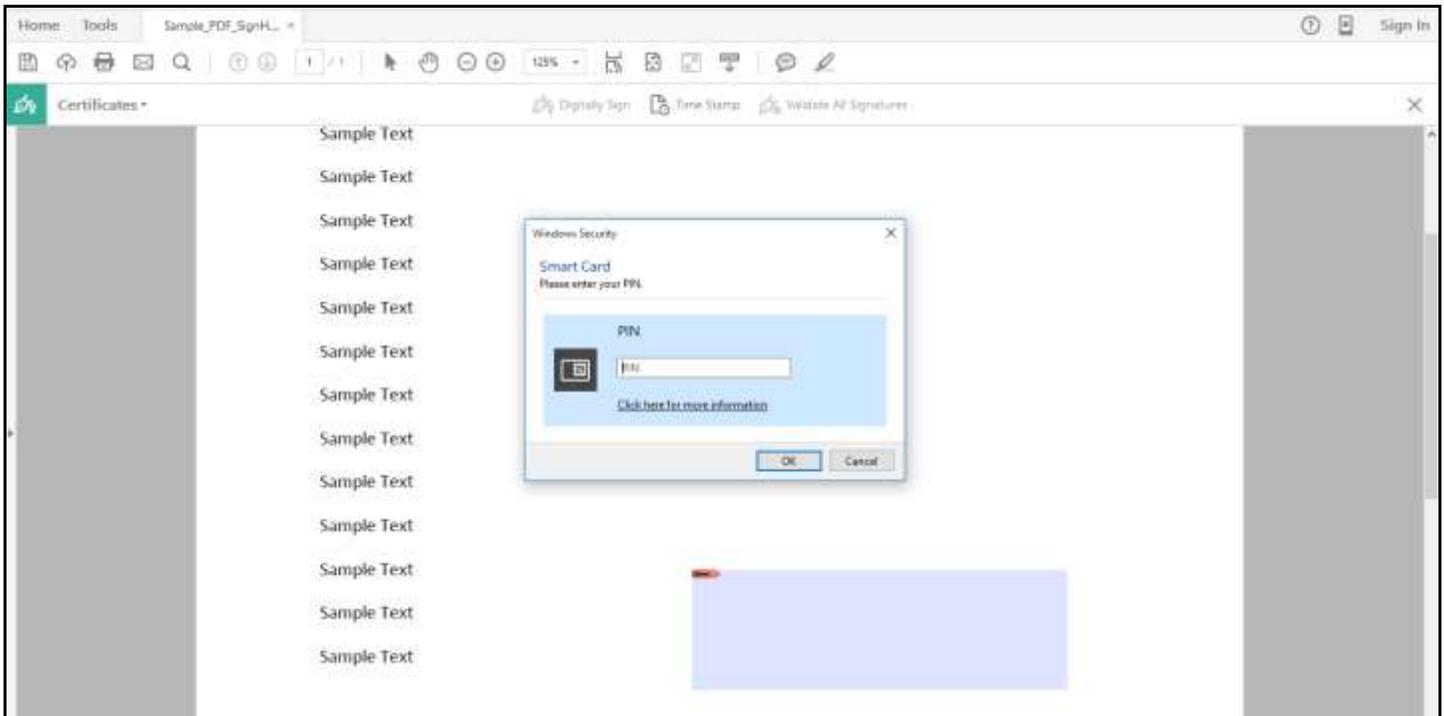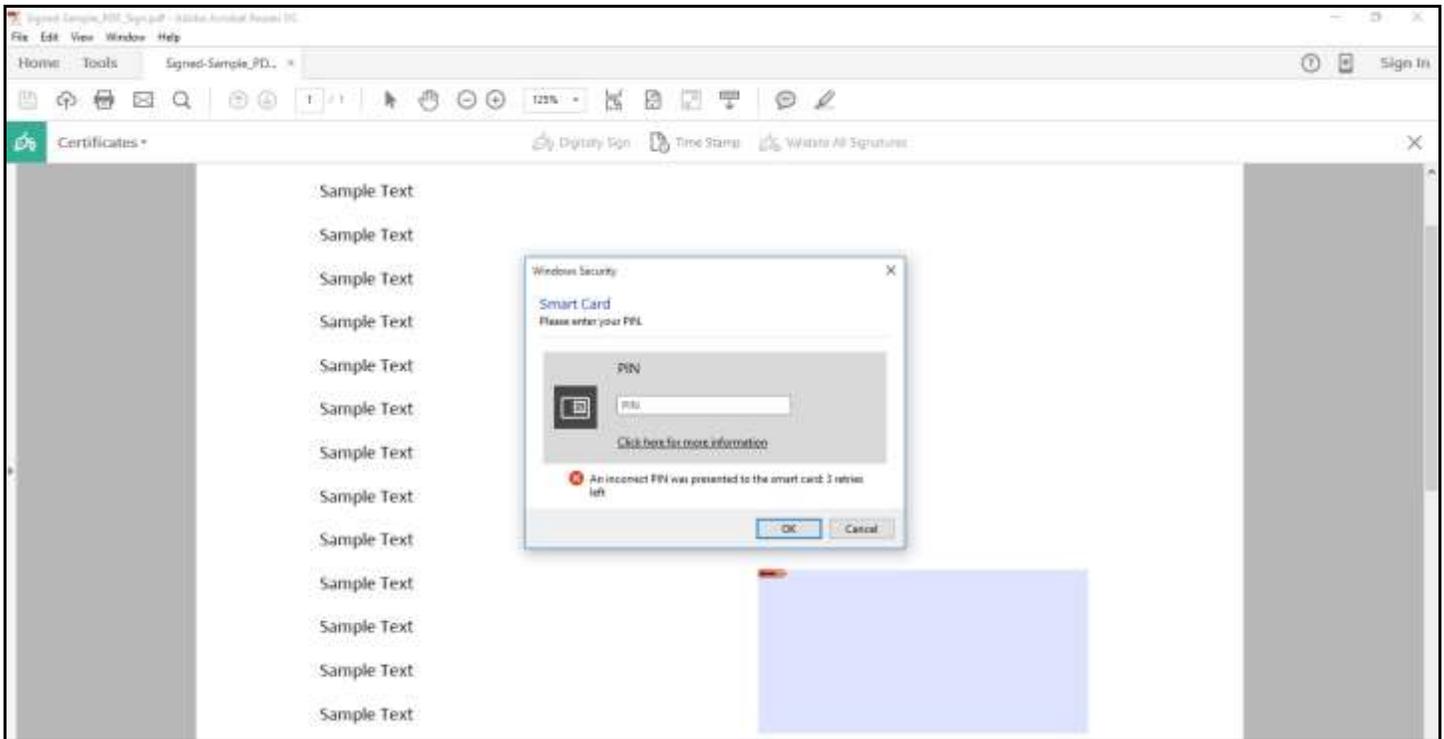
19. Please enter the PIN of DSC and click **OK** button as shown above.

20. If correct PIN is entered, the PDF is digitally signed with DSC of the Individual and the digital signature is placed on the PDF as shown below.
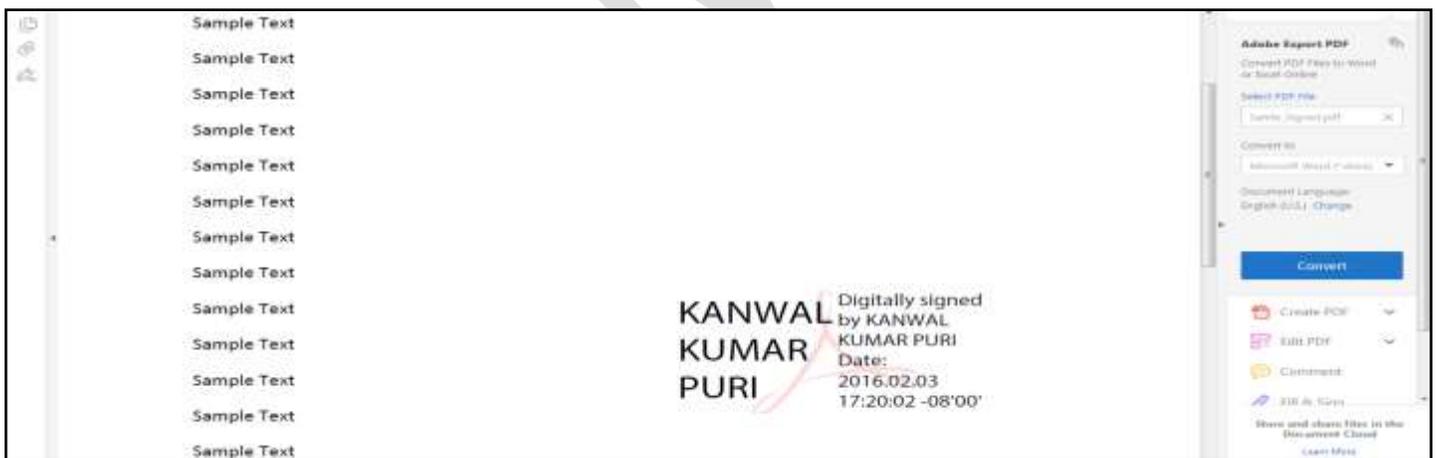
21. If wrong PIN is entered, an error message "**An incorrect PIN was presented to the DSC token: 3 retries left**" appears as shown below.

22. Please note that the correct PIN is to be entered within 3 attempts, otherwise the DSC token would be blocked.

23. If correct PIN is entered, the PDF is digitally signed with DSC of the Individual and the digital signature is placed on the PDF.

## @ Guide for Digitally Signing the MS-Word Document @

1. For digitally signing the document, it is essential to have the Digital Signature Certificate (DSC) of the Individual.

2. Open the MS-Word document in Microsoft Word.

3. Place the cursor in end of the document to show the details of digital signature.

4. Click **Insert** option available in menu bar as shown below.
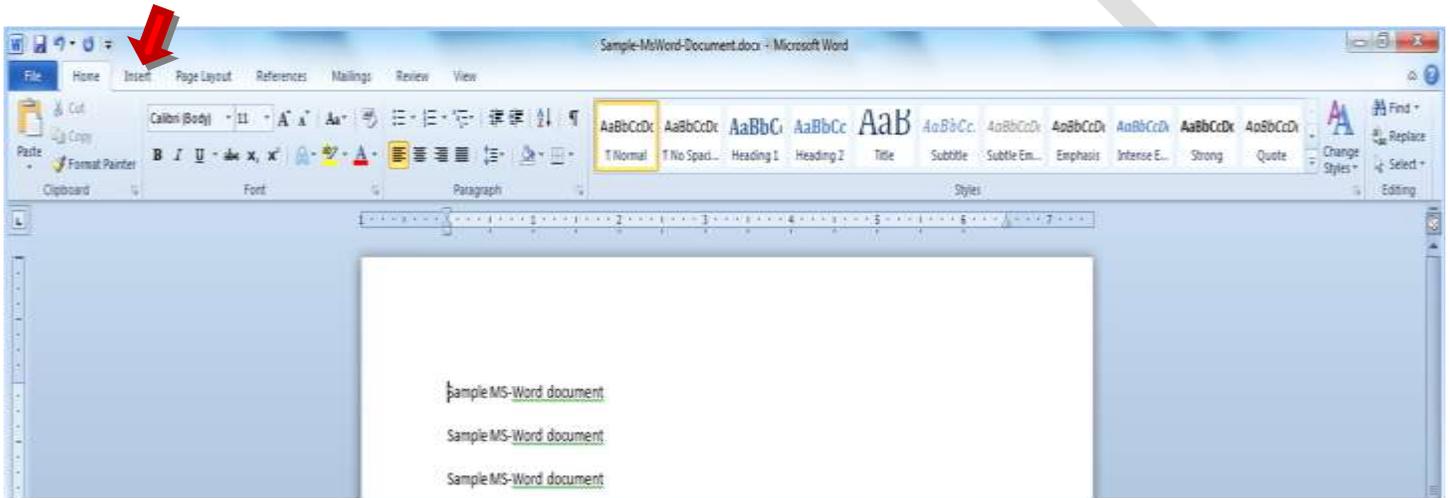
5. On click, all the menu items corresponding to Insert option will appear.

6. Click the **Signature Line** option in Insert menu as shown below.
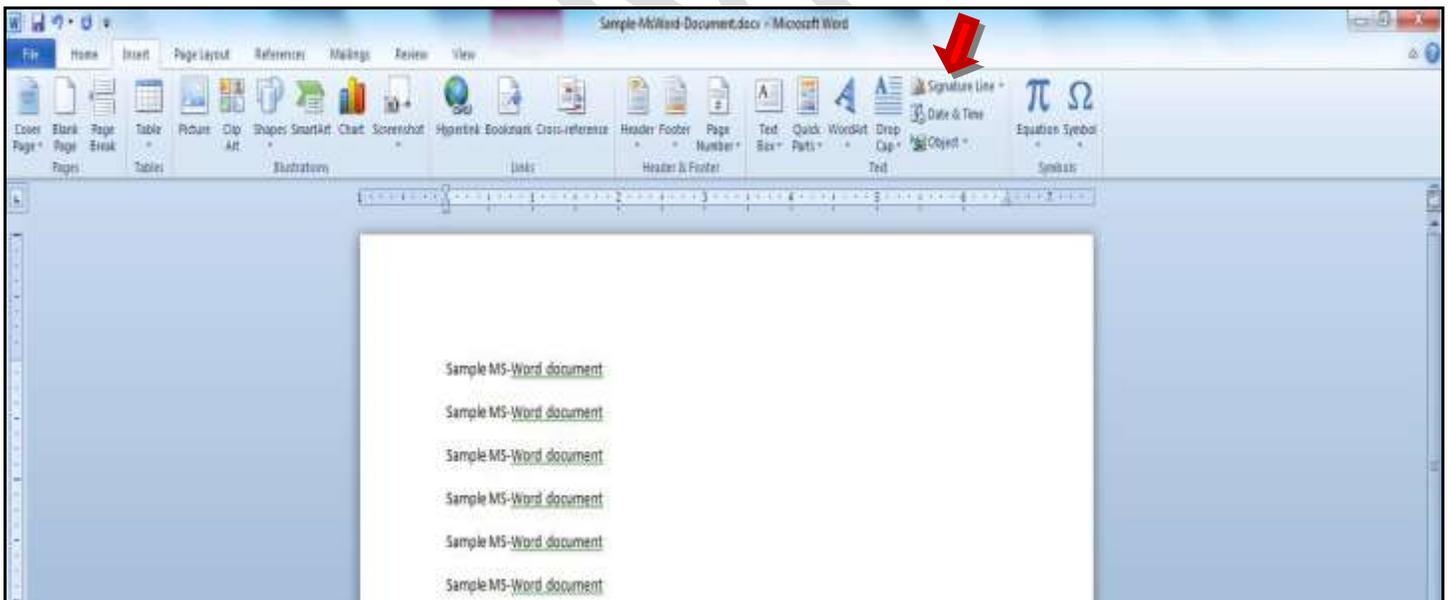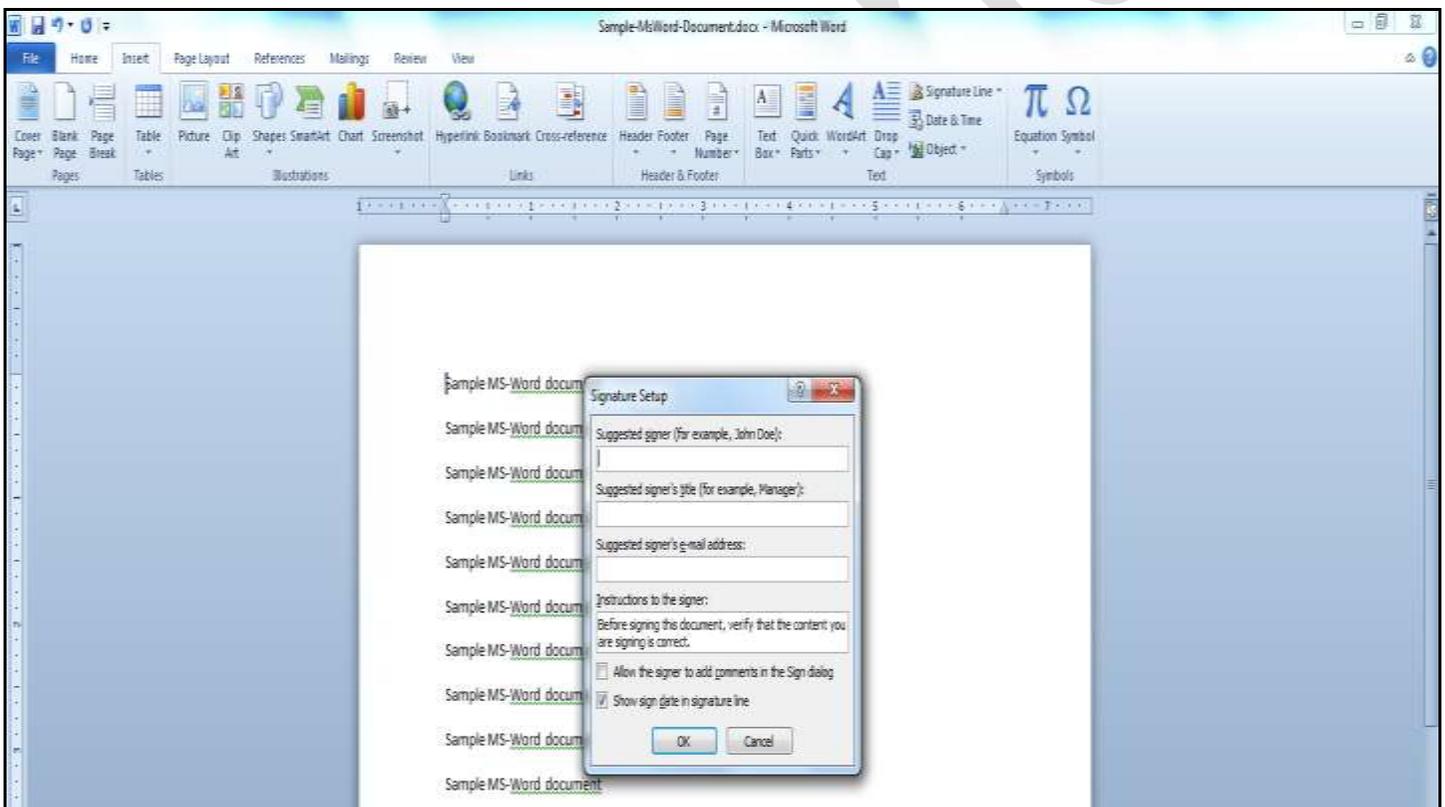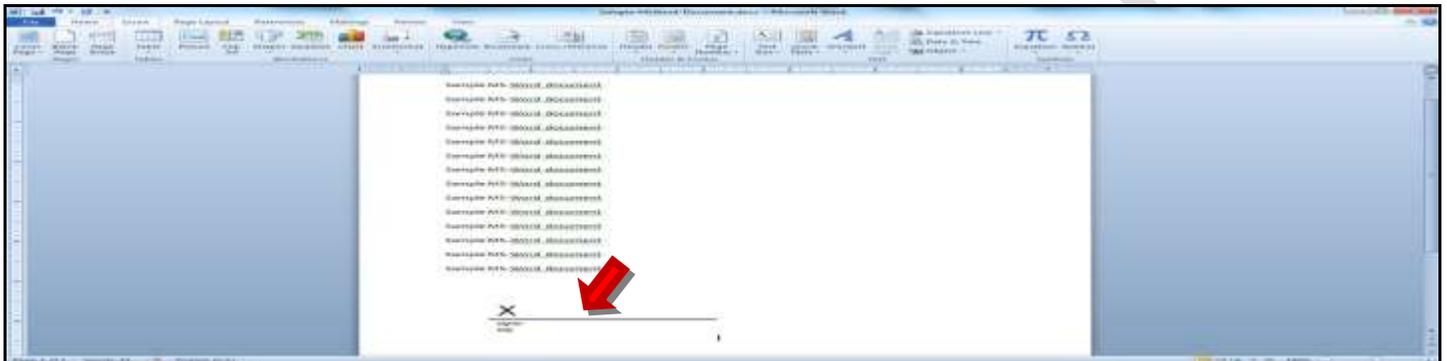

7. On click, the following dialog box will appear.
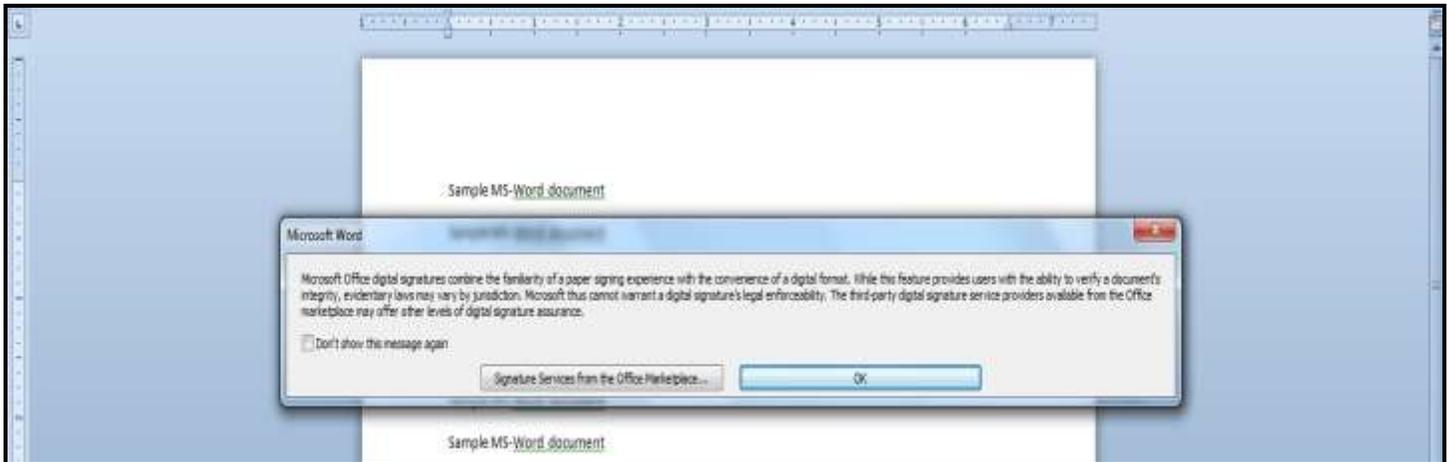
8. Please read the message and click **OK**.

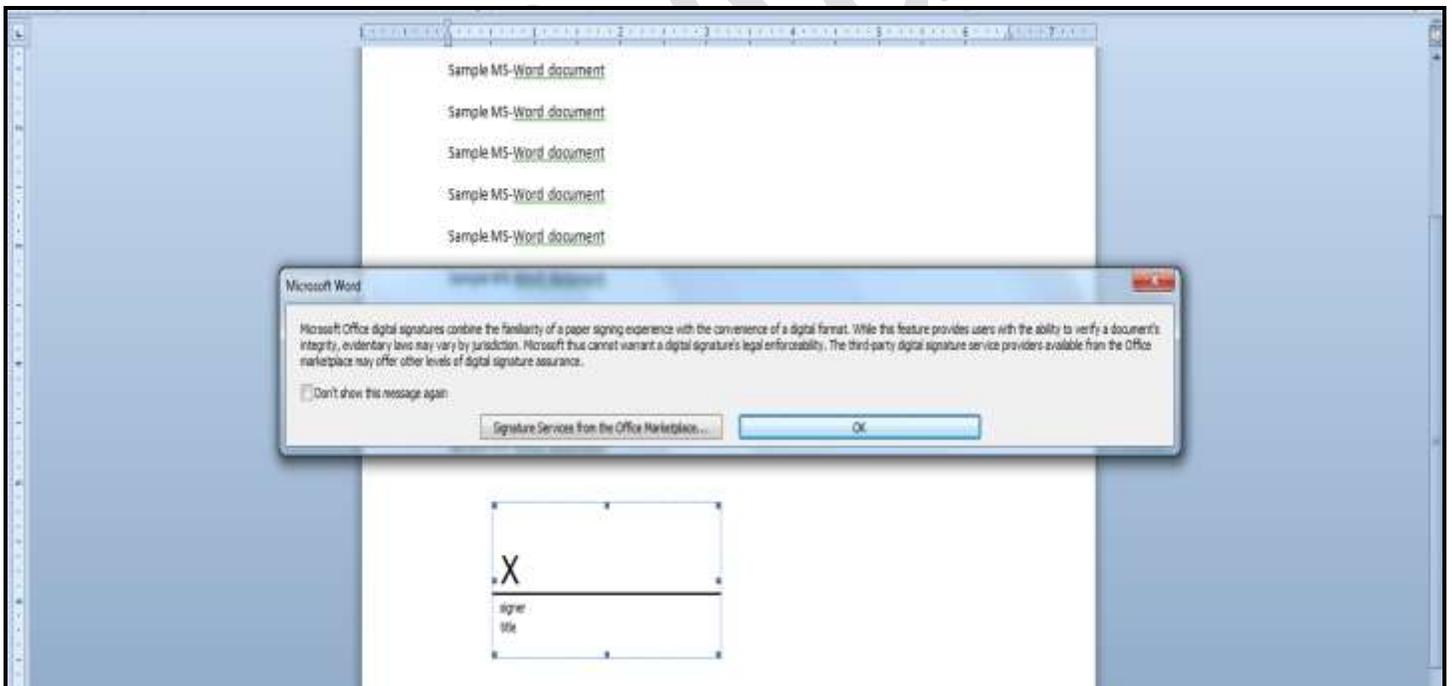9. On click, the **Signature Setup** dialog box appears as shown below.

10. Enter details in the Suggested signer text box, Suggested signer's title text box, and Suggested signer's e-mail address text box.
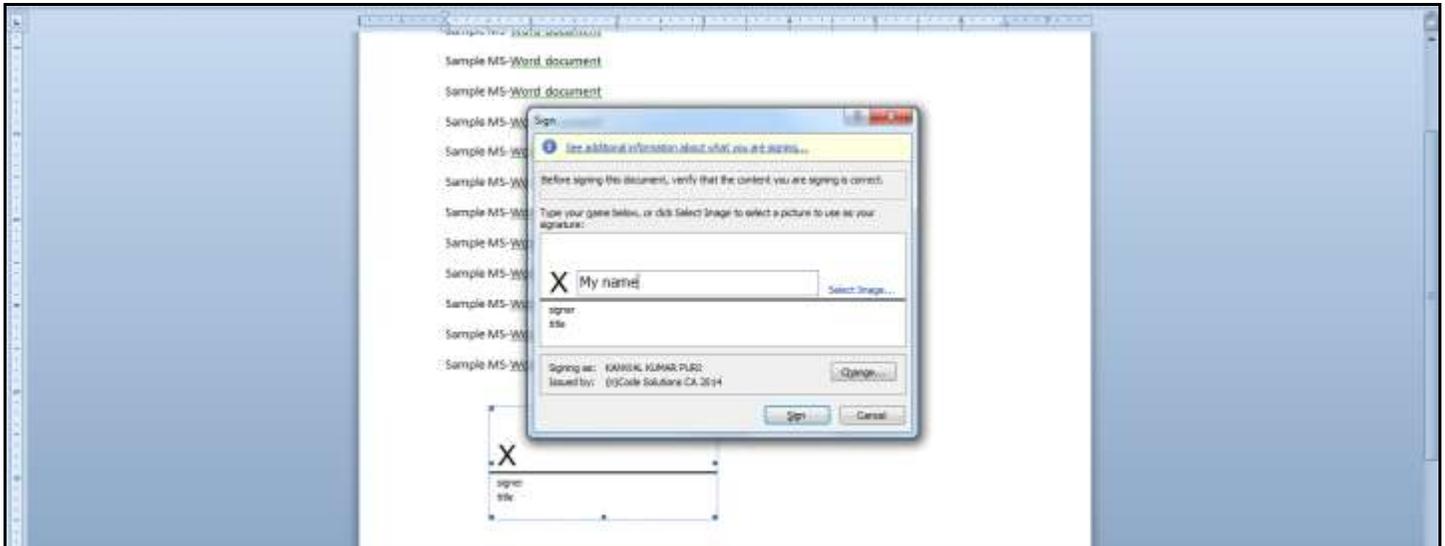
11. Then, click **OK**. On click, the digital signature line will appear along with the details entered as shown below.

12. Double-click the ***digital signature line*** to enter more information. On click, a dialog box will appear as shown below.
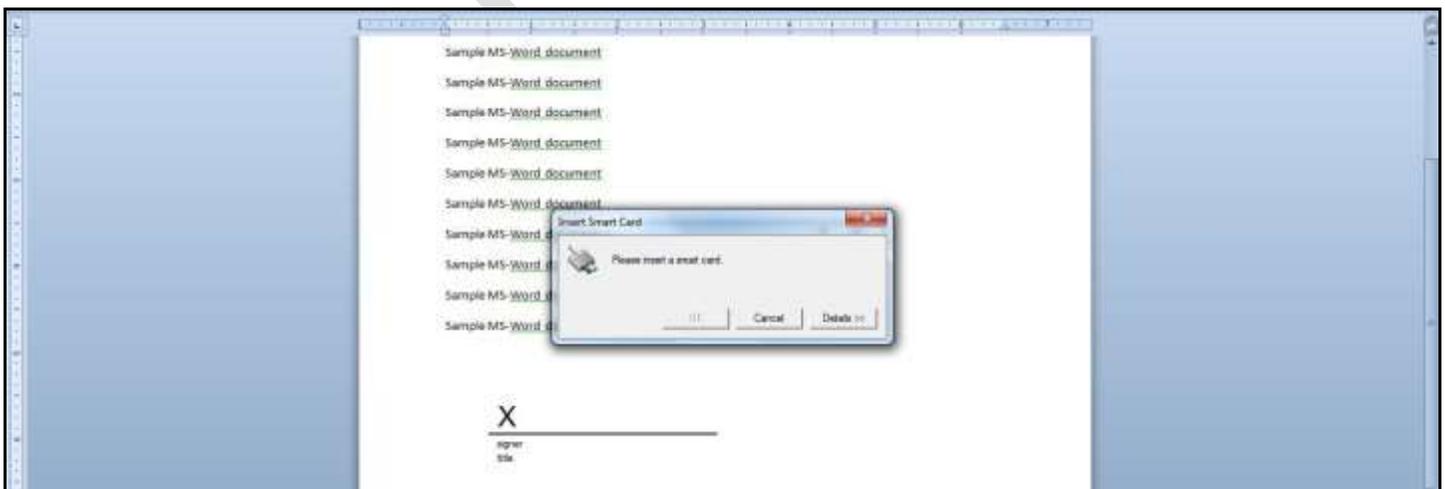
13. Click **OK**. On click, the following **Sign** dialog box appears.

14. In the **Sign** dialog box, you may either type your name or you may select a picture to use as your signature through **Select Image** link.

15. Click Sign button to proceed. On click, the system will ask to insert your DSC Token / DSC as shown below.
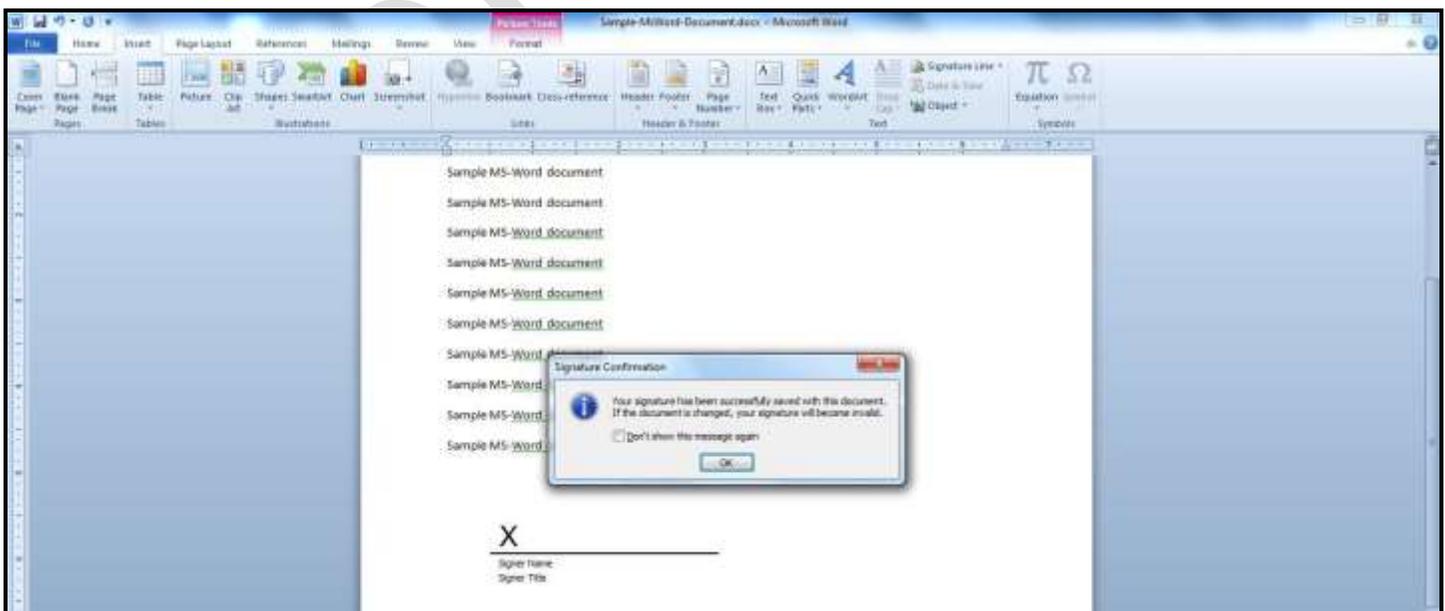
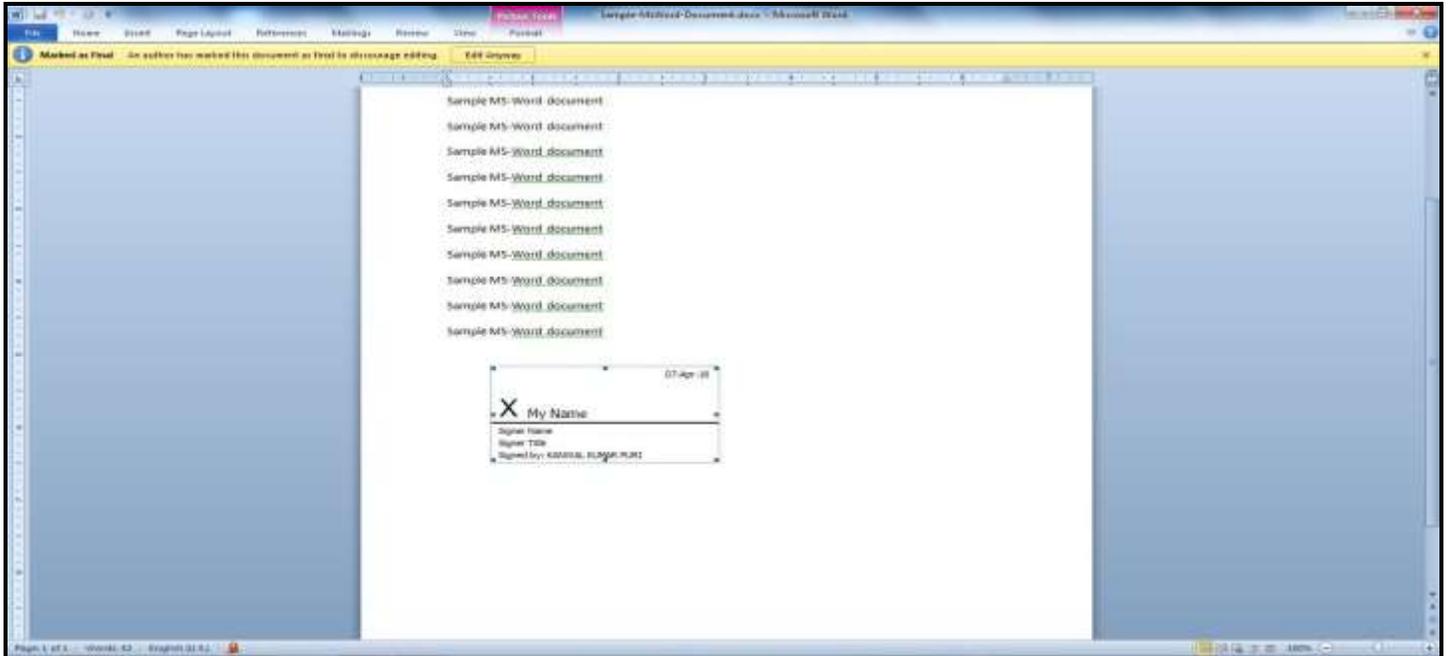16. Please insert your DSC Token / DSC and click OK.

17. On click, the system will ask for the PIN as shown below.
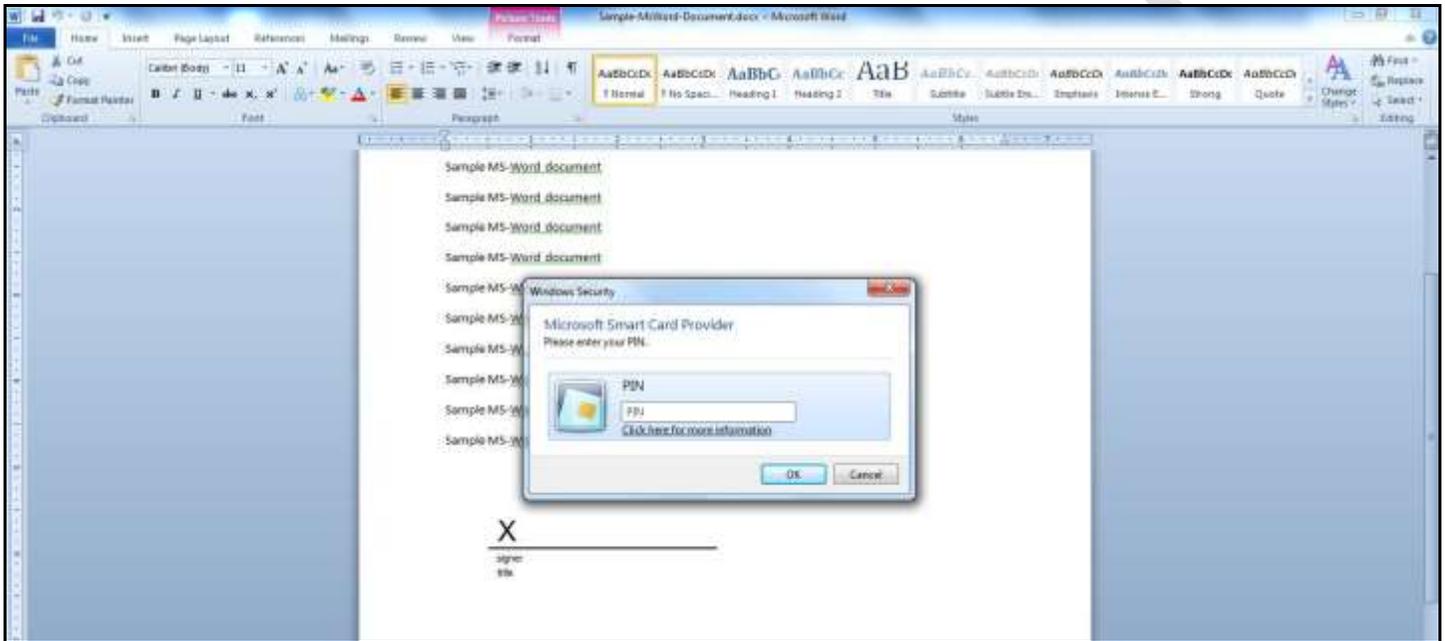
18. On entering the correct PIN, the **Signature Confirmation** message confirming that the document has been digitally signed appears as shown below.

19. Click OK button. On click, the Name and the date of signing of document appears as shown below.

20. Now, the document is digitally signed by using the DSC of an Individual

21. Please note that the document is also marked as final.

22. Any modification in the document is not allowed as the document is locked.

23. If you attempt to modify the document, the digital signature will be removed.

***** END OF REPORT *****