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QUICK GUIDE

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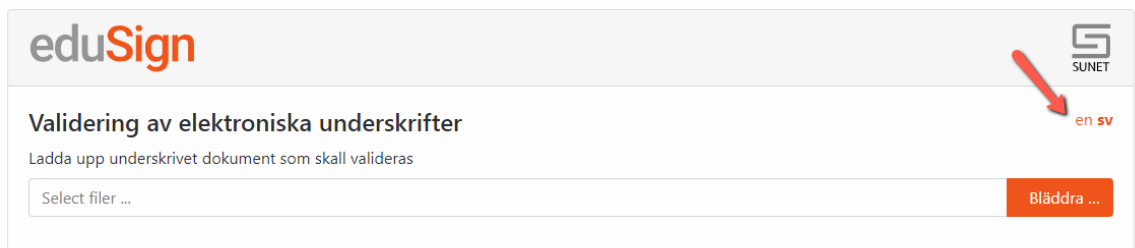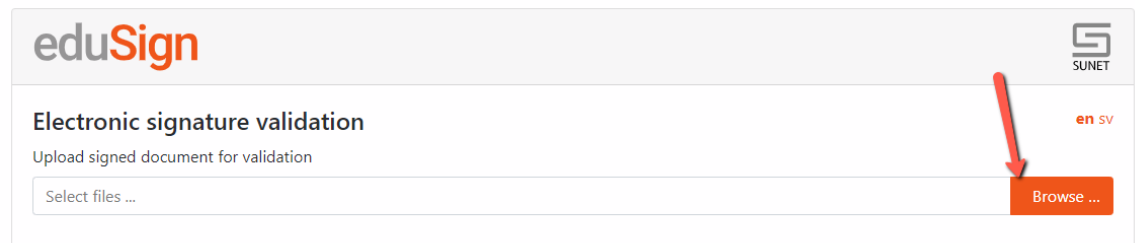# Quick guide for validating Edusign signatures and settings in Adobe Acrobat

1. Before files signed with any kind of e-signature can be uploaded to Public 360, the signature has to be validated to make sure it is valid at the time of registration.

This quick guide explains how to validate signatures with Edusign. SLU receives different e-signatures from external parties; they all need to be validated. How this is done depends on the service. There is another quick guide explaining how to sign documents using Edusign.

A file signed using Edusign will get the suffix "-signed".
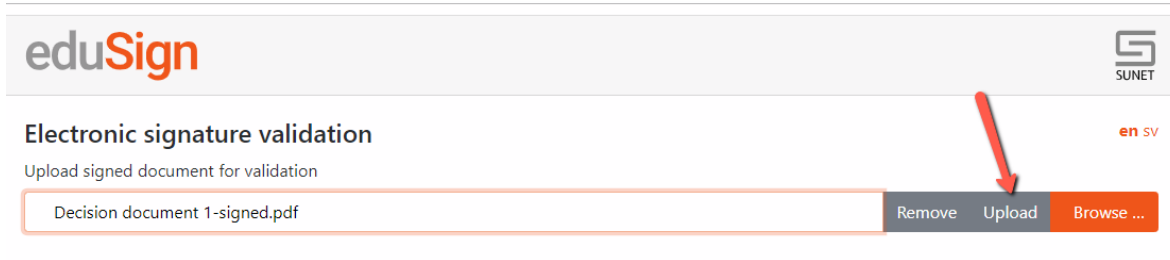

2. To validate a file, access https://validator.edusign.sunet.se/, change the language to English and click **Browse**. No login is needed to validate a signature. Any external party can validate a file signed by SLU using this web service.

3. A file explorer window opens, where you can choose the file to validate. You can only validate one file at a time. Click **Open**.
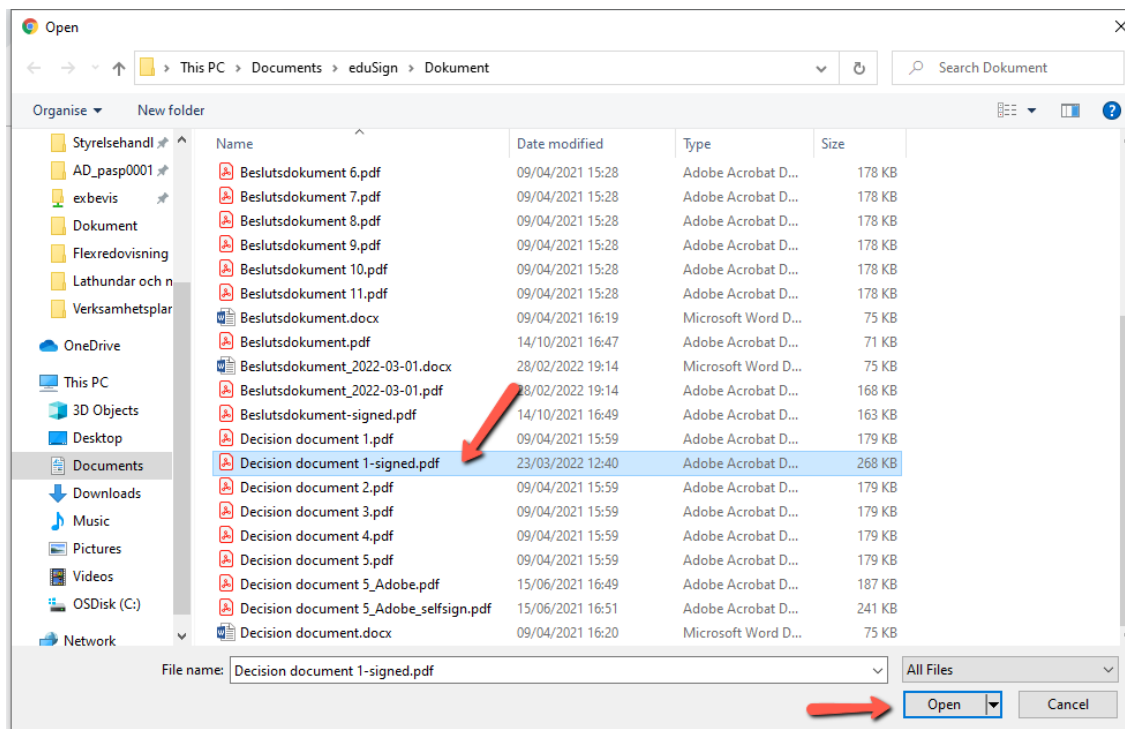
4. Click **Upload**.

5. This is the result of a successful validation.

> 1. Here, you can see that all signatures are valid. In this case there is only one signature, if the file has multiple signatures they will be shown consecutively.

> 2. If there are several signatures, only the final signature has the text "The signature covers the whole document"

> 3. The user name of the person who signed, meaning you can identify SLU employees with identical names.

6. If everything is OK, click **Issue document with proof of validation**.

7. You will download a file with proof of validation to your computer. The file has the suffix ".svt". It is usually found in the folder **Downloads**, depending on your settings. This is the version of the file you must upload to Public 360.
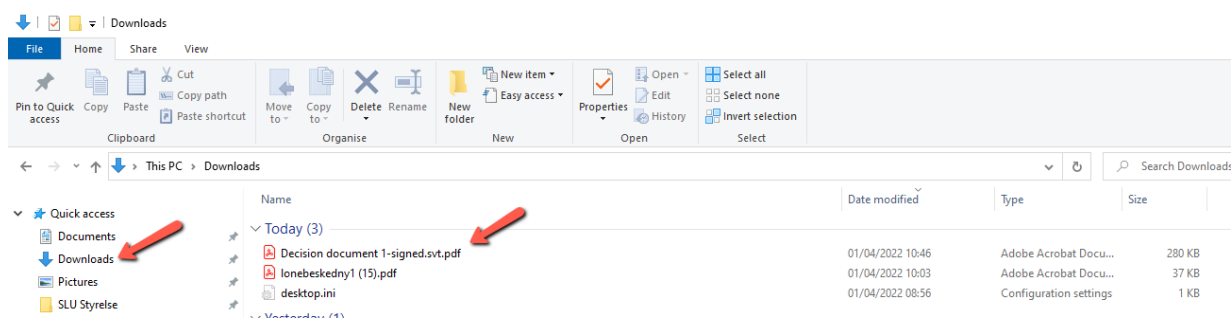
8. The proof of validation is not visible on the signature page, but you can see it in the signature panel of Adobe Acrobat, below the signatures.

9. You might need to change settings in Adobe Acrobat to make the signatures show as valid. Open the signature panel.
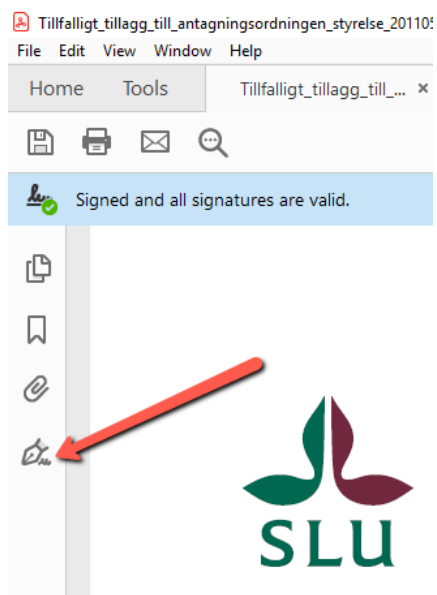
10. Expand the signature and also the line with **Signature Details** and click **Certificate Details**.
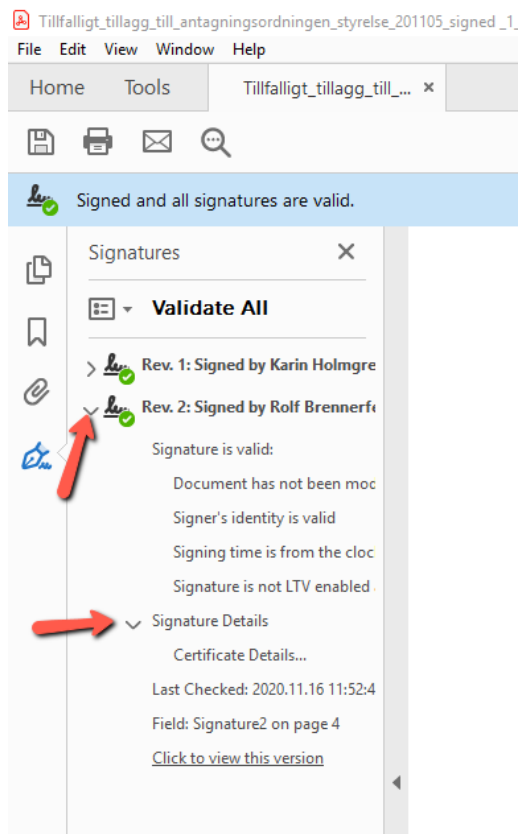
11. Select the top certificate in the left column and then click **Trust** in the right column.

12. Click **Add to Trusted Certificates** and OK in the following dialogue boxes.

Acrobat Security ✕

⚠ If you change the trust settings, you will need to revalidate any signatures to see the change.

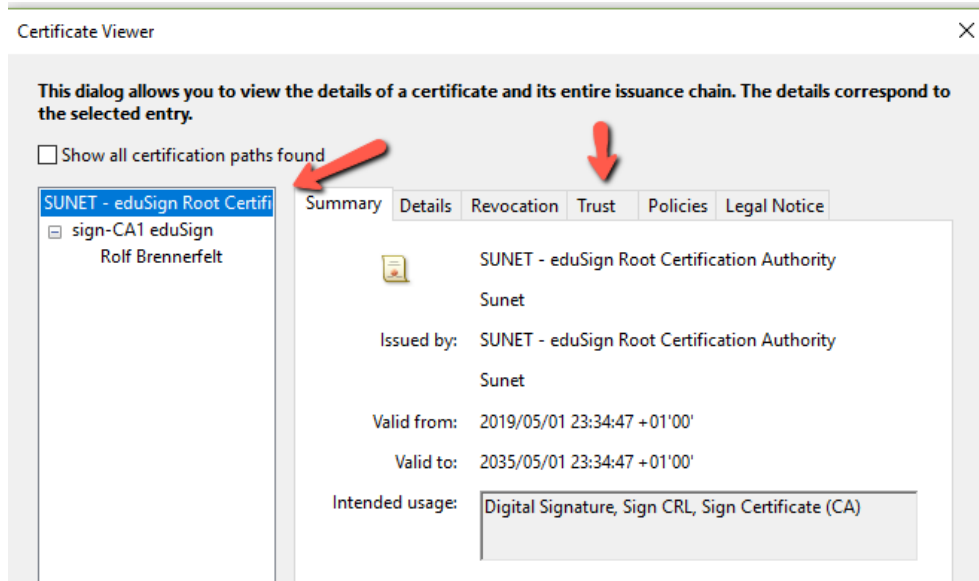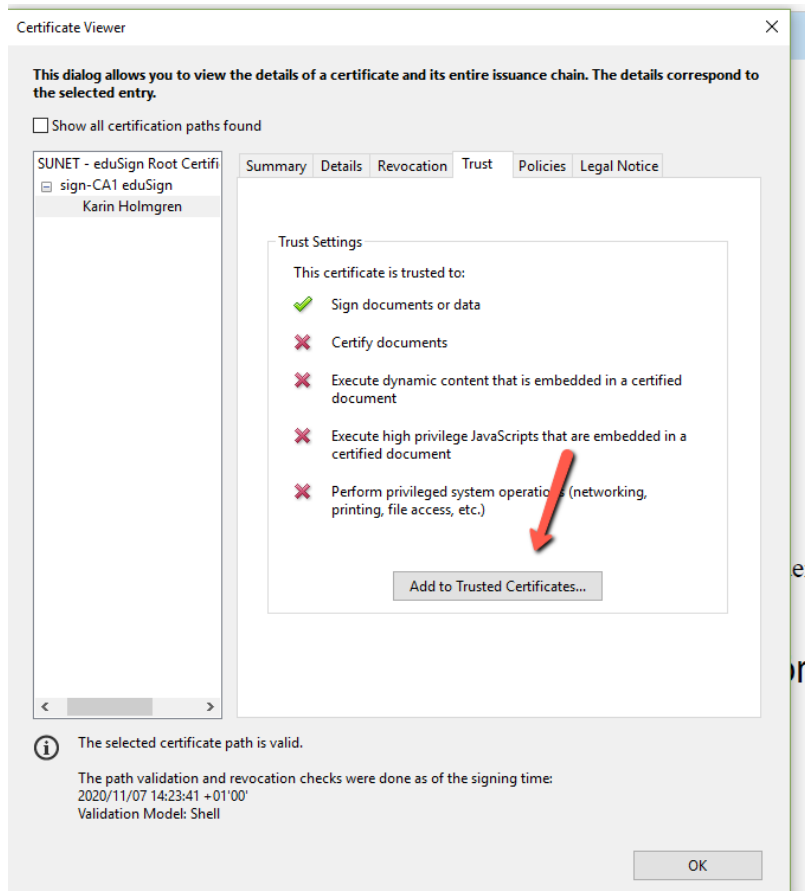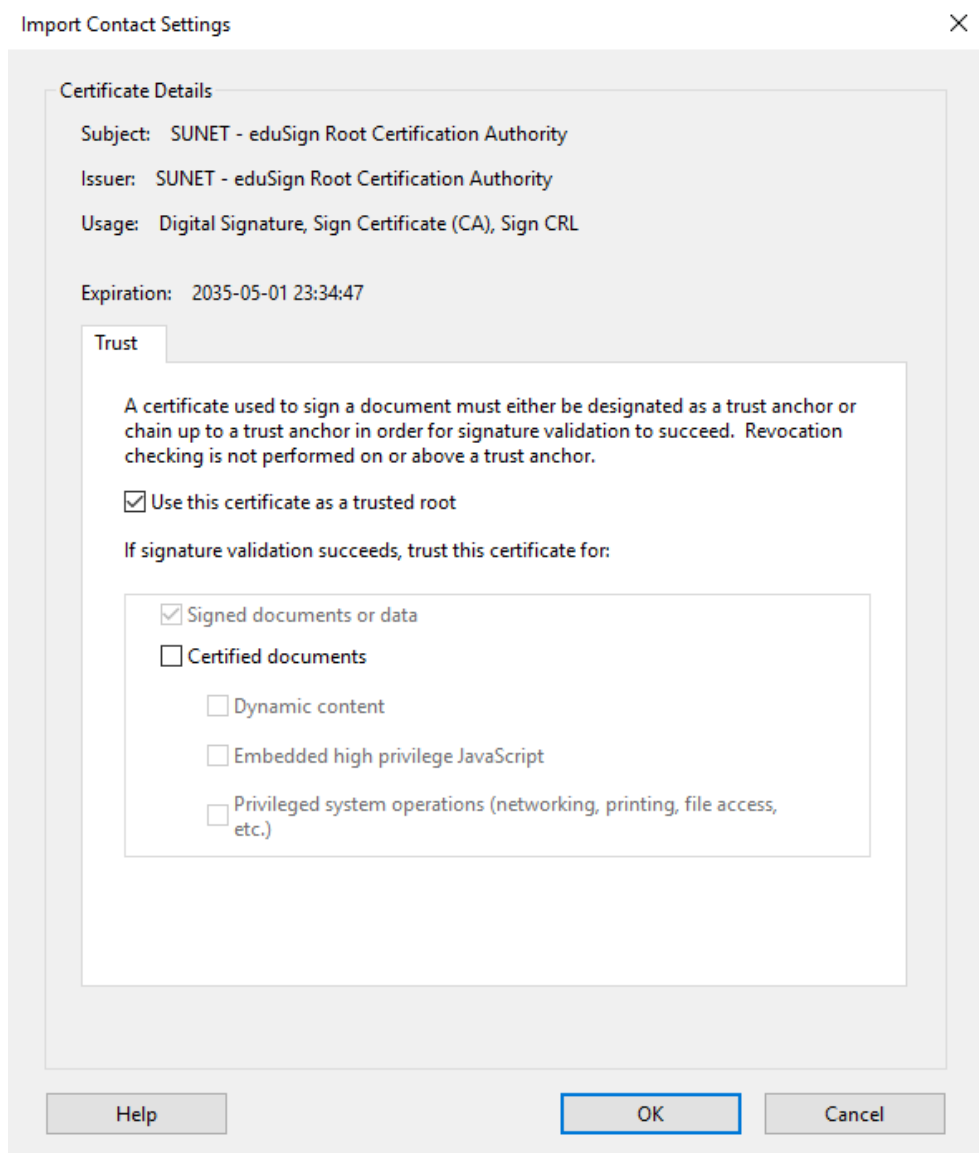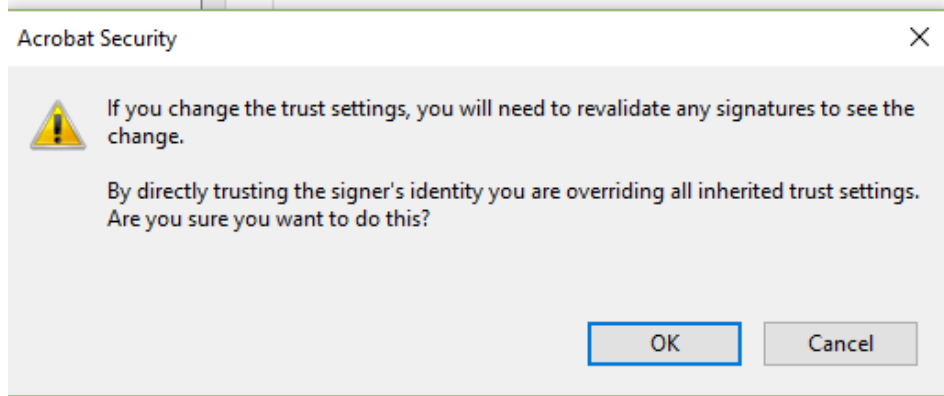By directly trusting the signer's identity you are overriding all inherited trust settings. Are you sure you want to do this?

OK   Cancel

Import Contact Settings ✕

Certificate Details

Subject: SUNET - eduSign Root Certification Authority

Issuer: SUNET - eduSign Root Certification Authority

Usage: Digital Signature, Sign Certificate (CA), Sign CRL

Expiration: 2035-05-01 23:34:47

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

13. The proof of validation has its own certificate, and you might need to change the settings in Adobe Acrobat to accept this certificate as well. Follow the procedure described in the previous steps. Select the last signature, the one for the proof of validation, and click **Certificate Details**.
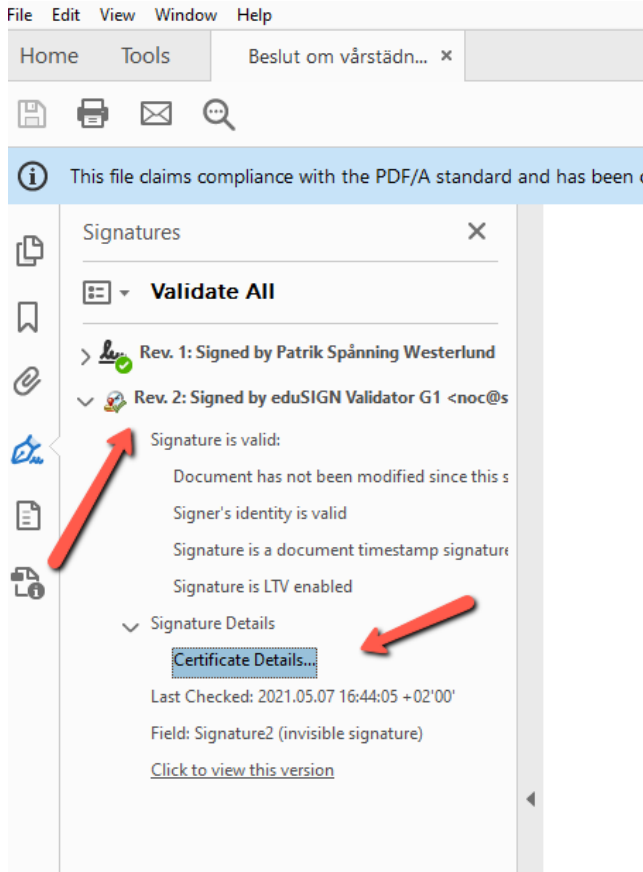

14. Select the top certificate in the left column and click **Trust**.
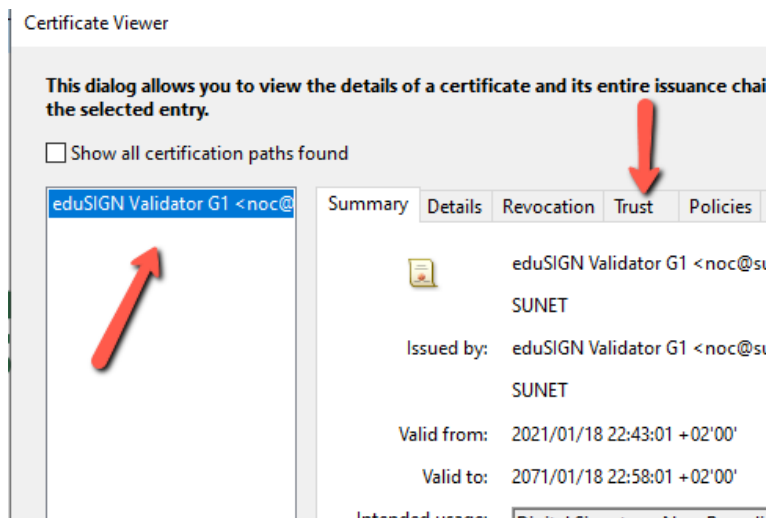
15. Click **Add to Trusted Certificates**. Click OK in the following dialogue boxes, like in step 12.
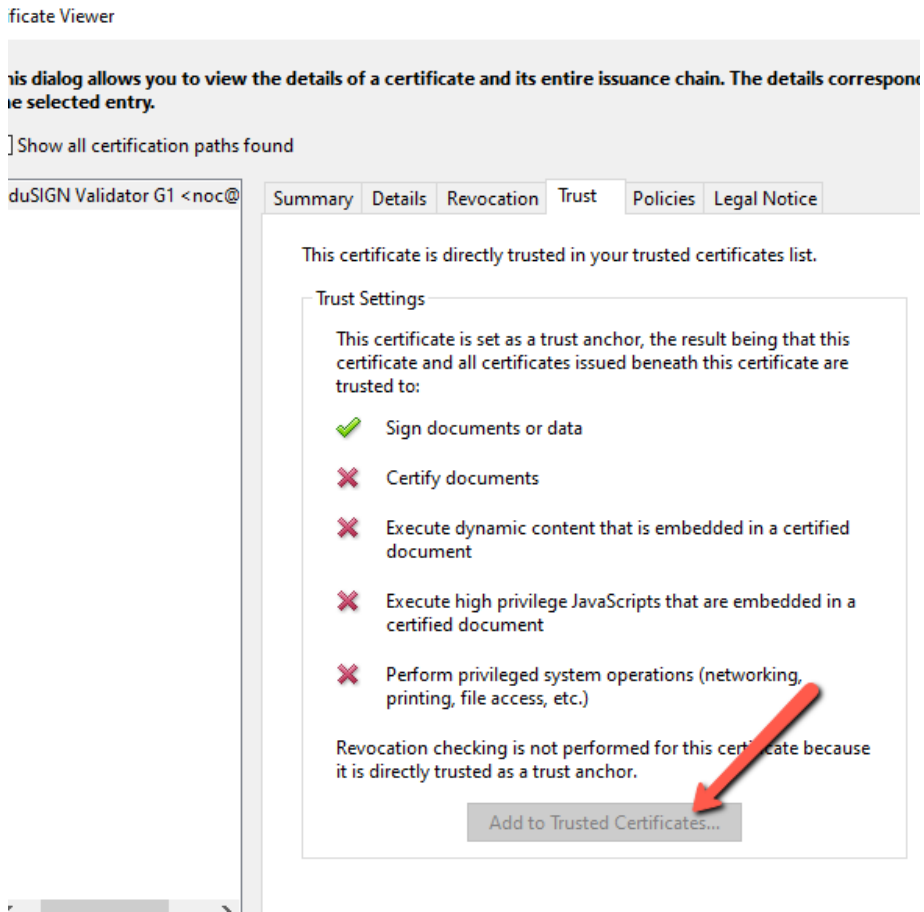
16. When you upload a file to Public 360 (regardless of whether you do it when creating the case document, or afterwards as shown here), make sure it is the file with proof of validation you upload, the one with the suffix ".svt" in the file name.
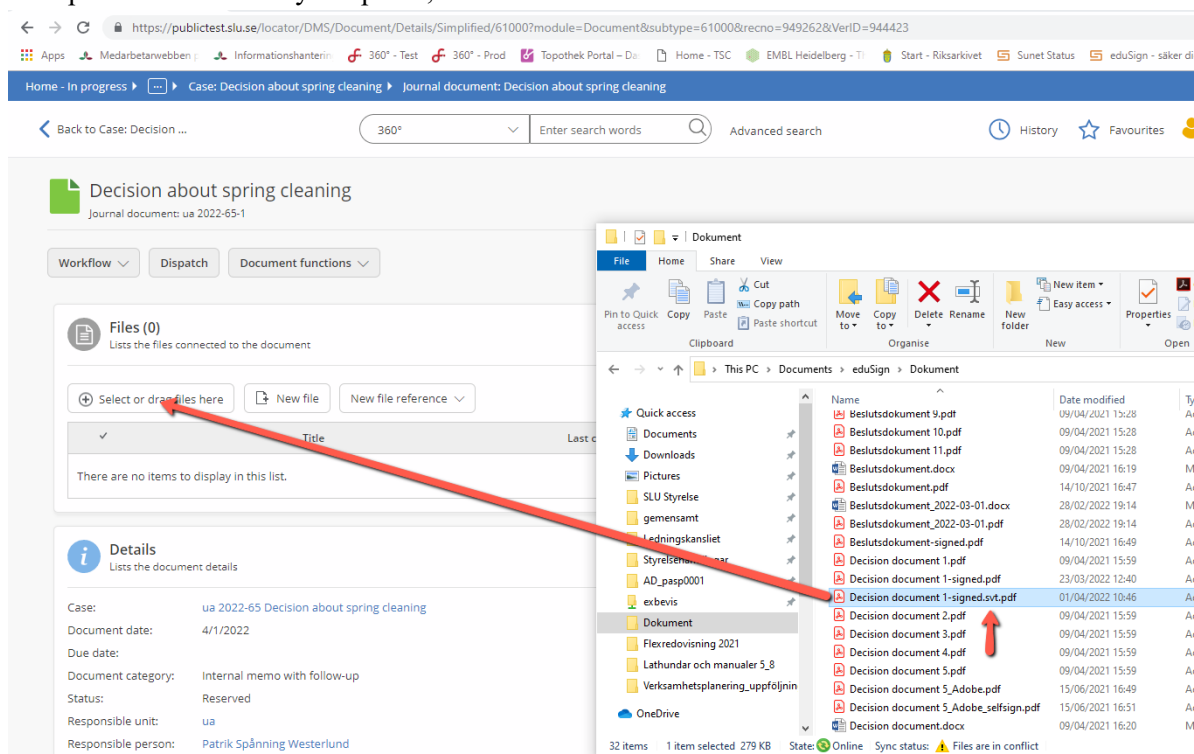
17. Also make a note in the case document that the file(s) is/are validated, how they were validated and the date of validation. If an external party has used another service for e-signatures, e.g. Adobe Sign or Docusign, make a note of how that signature was validated.