

DocuSeal User Guide V1

**Digital Certificates
Digital IDs**

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1. Introduction

DocuSeal is a digital certificate software which can be used to create digital IDs for signing Adobe Acrobat Reader PDF forms and documents. The digital certificates are based on the X.509 v3 public key certificate format.

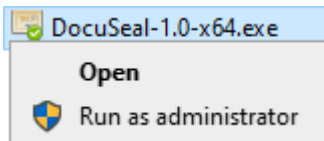
2. Installation

2.1 System Requirements

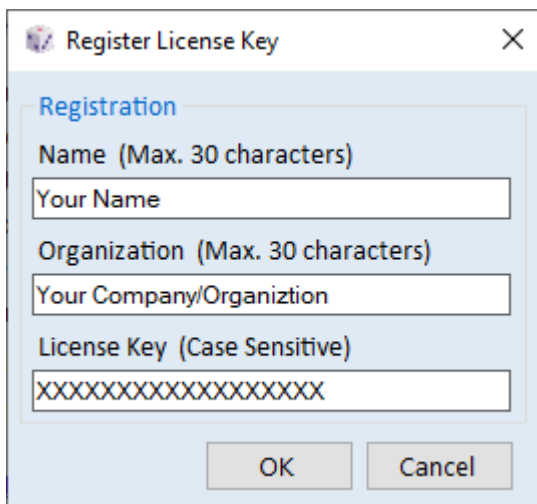
Operating systems: Windows 10, 11 (64-bit)

Memory: 4GB RAM or more

2.2 Register and Install License



- i. Right-click on the DocuSeal-1.0-x64.exe file and select "Run as administrator".
- ii. Select if you want to install for only you or all users (requires administrator privileges).
- iii. Read and accept the license agreement.
- iv. You will be prompted, "The license is not activated. Would you like to Register now". Click "Yes" to register immediately.
- v. At the "Register License Key" screen, enter your name, company/organization and the licence key (case sensitive). Click "OK" to activate.



2.3 Update License Key

To update or enter a new license key after expiry, right-click the DocuSeal program icon or shortcut and select "Run as administrator". From the Help menu, select Registration Information and click on the link [Register License Key](#). Enter your details and the new license key.

2.4 Uninstall License Key

To uninstall and delete the license key if no longer in use, right-click the DocuSeal program icon or shortcut and select "Run as administrator". From the Help menu, select Registration Information and click on the link [Uninstall License Key](#). Select OK to confirm or Cancel.

3. Create Certificate

3.1 Root CA Certificate

Select the Root CA tab and enter the issuer details. Click the Create button to generate the personal information exchange (.pfx) and certificate (.cer) files:

The screenshot shows the DocuSeal application window with the 'Root CA' tab selected. The form contains the following fields and values:

Field	Value
Common Name	Root CA
Organizational Unit	ITD
Organization	Cplusglobal
Email Address	cplusglobal@gmail.com
Country Code	MY - Malaysia
State	Kuala Lumpur
Locality (City/Town)	KL City Centre
Valid From:	2024/02/29 22:51:06
Valid To:	2044/02/29 22:51:06
Password	*****

At the bottom of the form, there are two buttons: 'Create' (highlighted with a red dashed box) and 'Cancel'.

Field	Description
Common Name (C)	Name of the Issuer.
Organizational Unit (OU)	Department/Division.
Organization (O)	Name of the organization/company.
Email Address	Email of the organization.
Country Code (C)	Two-letter country code.
State (S)	State.
Locality (L)	City/Town.
Date Start	Issue date of the certificate.
Date End	Expiry date for the certificate.
Password	Minimum 6-character alphanumeric password.

3.2 User Certificate

Select the User Certificate tab and enter the user details. Click the Create button to generate the personal information exchange (.pfx) and certificate (.cer) files:

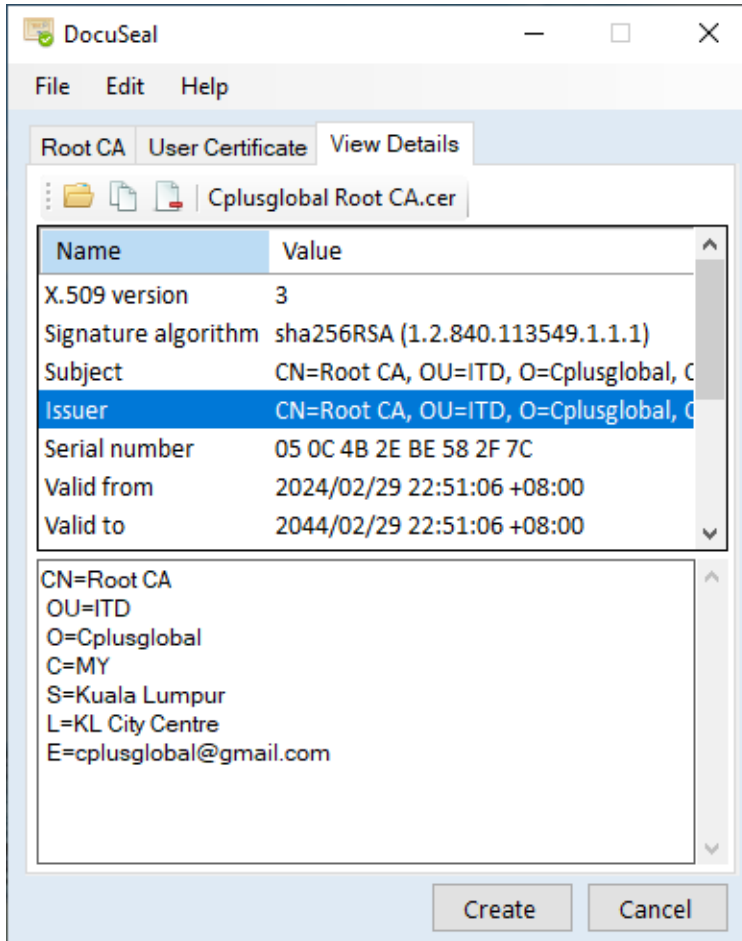
The screenshot shows the 'DocuSeal' application window with the 'User Certificate' tab active. The interface includes a menu bar (File, Edit, Help) and three tabs: 'Root CA', 'User Certificate', and 'View Details'. The 'User Certificate' tab contains a list of fields for user information, each with a corresponding input field. The 'CA File' field is pre-filled with 'E:\Digital ID\Cplusglobal Root CA.pfx'. The 'CA password' and 'Password' fields are masked with asterisks. The 'Valid From' and 'Valid To' fields include calendar icons. At the bottom, there are 'Create' and 'Cancel' buttons, with the 'Create' button highlighted by a red dashed box.

Field	Description
CA File	Root CA .pfx file.
CA Password	Password for the Root CA .pfx file.
Common Name (C)	Name of the User.
Organizational Unit (OU)	Department/Division.
Organization (O)	Name of the organization/company.
Email Address	Email of the user.
Country Code (C)	Two-letter country code.
State (S)	State/Province.
Locality (L)	City/Town/Site Location.
Date Start	Issue date of the certificate.
Date End	Expiry date for the certificate.
Password	Minimum 6-character alphanumeric password.

4. View Certificate Details

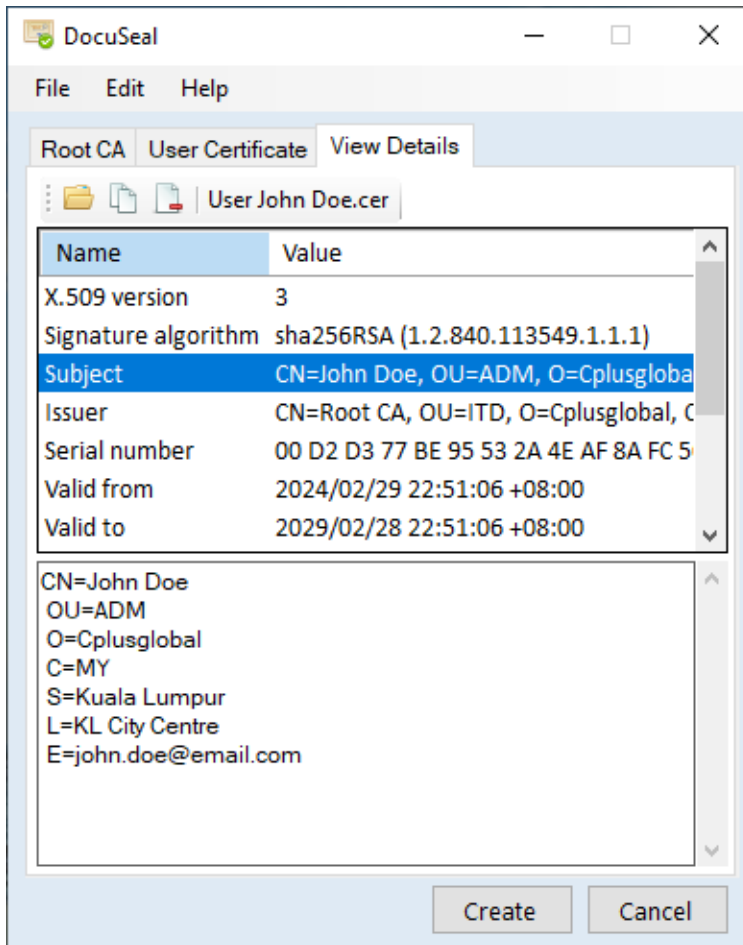
Select the View Details tab and click the Open File toolbar button to open the certificate file (.cer).

4.1 Root Certificate



Right click on the text to copy the selection and paste to Excel/Word/Notepad.

4.2 User Certificate

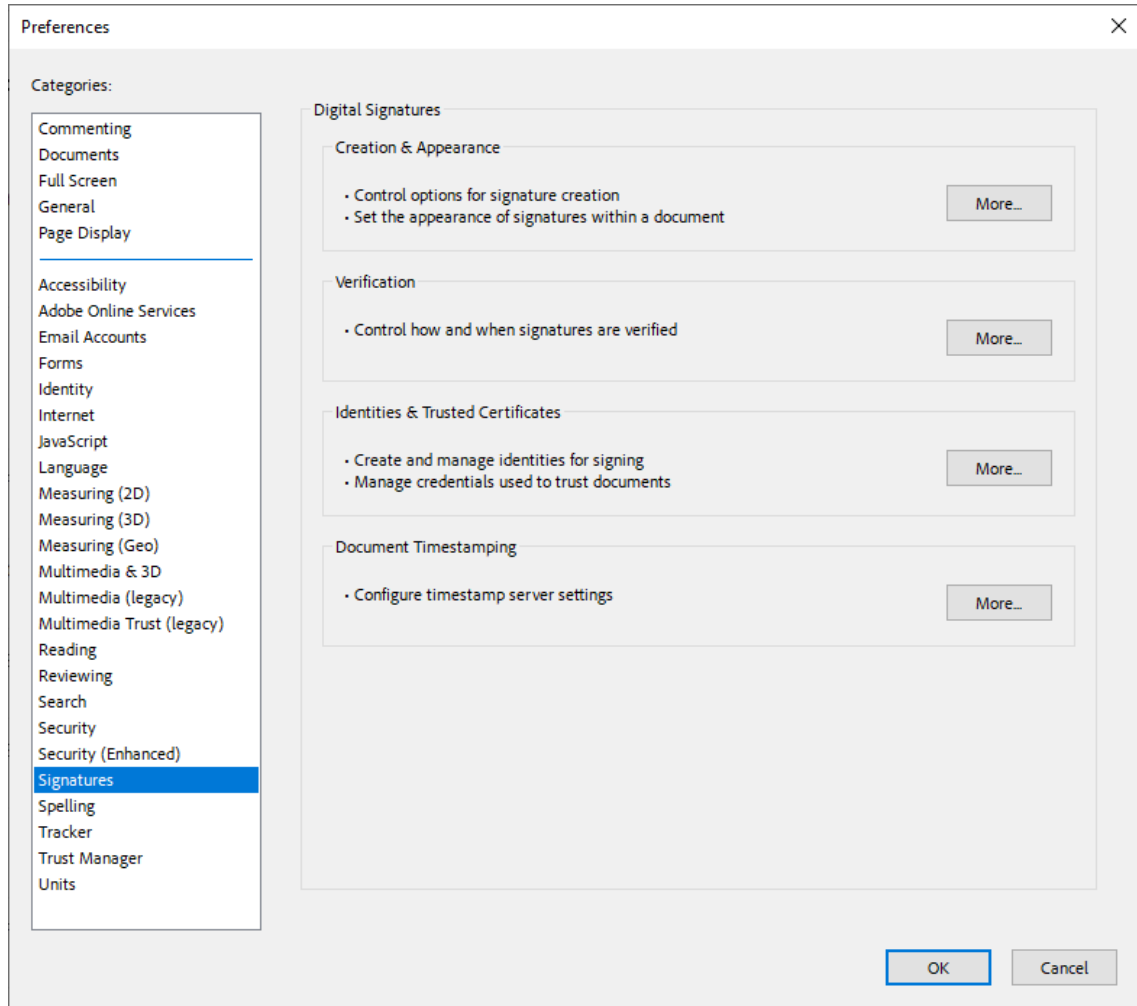


Right click on the text to copy the selection and paste to Excel/Word/Notepad.

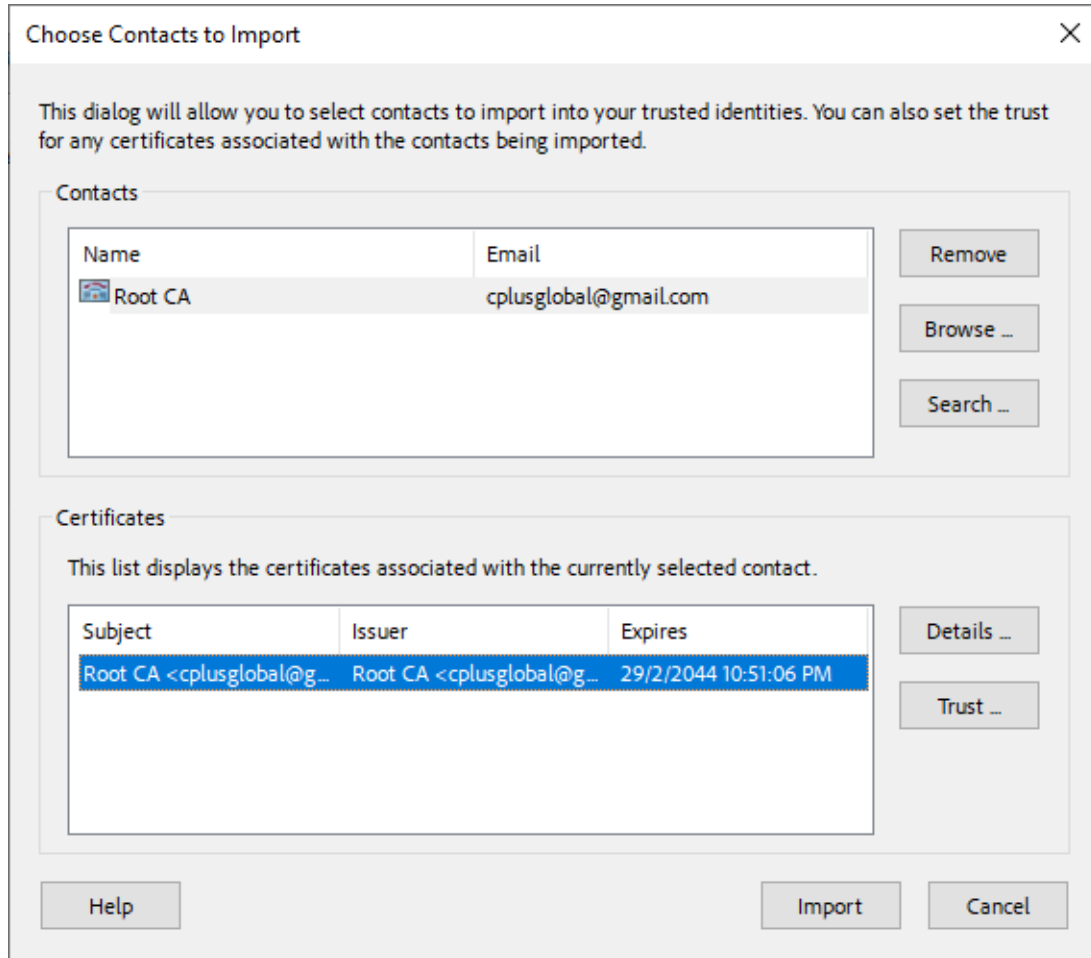
5. Import Root Certificate

Import Root certificate to Adobe Acrobat Reader as trusted certificate.

- Menu > Preferences > Signatures > Identities & Trusted Certificates.



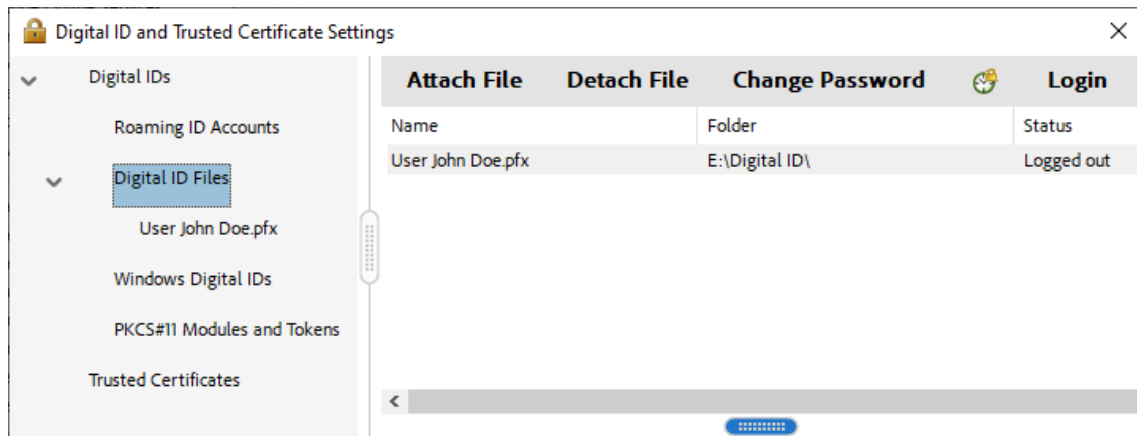
- Trusted Certificates > Import.
- Contacts > Browse > Select certificate (.cer) file.
- Certificates > Select > Click Trust.



6. Attach Digital-ID File

Attach User .pfx file as “Digital ID” in Adobe Acrobat Reader.

- Menu > Preferences > Signatures > Identities & Trusted Certificates.
- Digital ID Files > Attach File > Select Digital ID file (.pfx).



7. Configure Signature Appearance

Create and configure the Digital Signature Appearance.

- Menu > Preferences > Signatures > Creation & Appearance.
- Appearances > New > Enter Title.
- Configure Graphic > Imported Graphic > Select file (.pdf).
- Configure Text > Check box to show: Name, Location, Distinguished name, Logo, Date, Reason, Labels (optional Adobe Version).

Configure Signature Appearance

Title: John Doe

Preview

Digitally signed by your common name here
DN: your distinguished name here
Reason: your signing reason here
Location: your signing location here
Date: 2024.03.02 11:51:54 +08'00'

Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from: File...

Configure Text

Show: Name Location Distinguished name Logo
 Date Reason Adobe Version Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits: 0123456789

OK Cancel

8. Digitally Sign PDF

For Acrobat Forms with digital signature box.

- Click in the signature box > choose the Digital ID for signing > Sign.

For Acrobat document (without signature box).

- All Tools (View more) > Use a certificate > Digitally sign.
- Using your mouse, click and drag to draw the area where you would like the signature to appear > choose the Digital ID for signing > Sign.

Sign as "John Doe"
✕

Appearance John Doe ▾
Create
Edit

Digitally signed by John Doe
 DN: email=john.doe@email.com, l=KL
 City Centre, st=Kuala Lumpur, c=MY,
 o=Cplusglobal, ou=ADM, cn=John Doe
 Reason: I am approving this document
 Location: Kuala Lumpur
 Date: 2024.03.02 11:53:19 +08'00'

Lock document after signing
[View Certificate Details](#)

Reason I am approving this document ▾

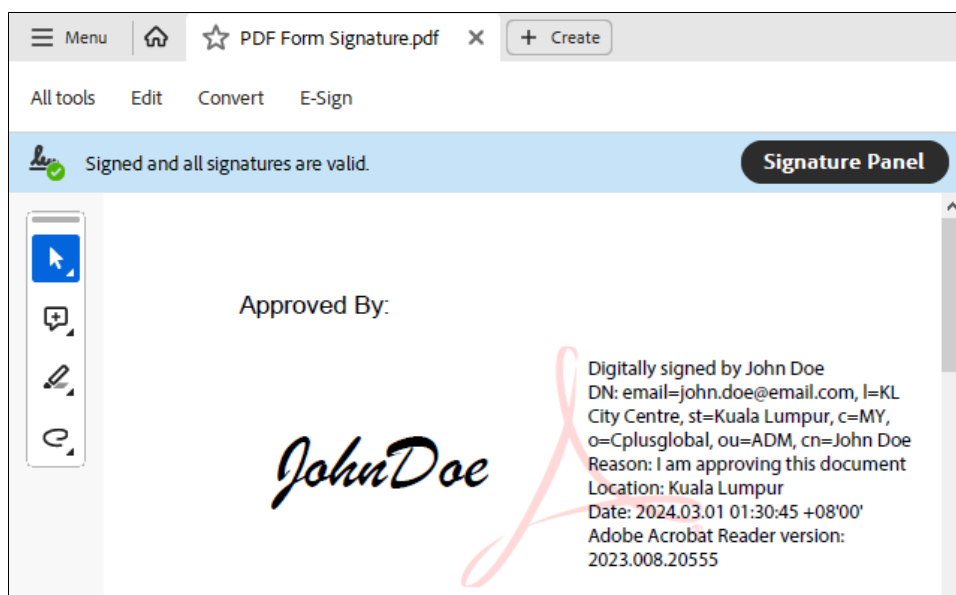
Location Kuala Lumpur

Contact Info

Enter the Digital ID PIN or Password...

Back

Sign



9. Change Password

From the top Menu select Edit > Change Password. Enter the current password (Old password), new password and confirm. Click OK to change.

