Adding your eToken Signature to documents

Background:

There are many types of digital signatures. At its most basic would be a photo or scan of your physical signature. This type of signature is not secure, not protected, and is not verifiable. The University at this time has NOT set a standard for digital signature, but does commonly allow some eToken based signatures.

This document is for creating a basic eToken signature on a Windows computer.

The eToken-based signature is essentially you authorizing the document by placed and locking extra digital information into the document to act as your signature. The proof of your authorization is that the eToken is certified, (and has this certificate protected on the physical USB eToken device). This is know as a Certificate based signature because the certificate is a form of verification that you are who you say you are. To do this the University has an authorization procedure for obtaining an eTokens and you are required to password protect your eToken and physically have it with you in order to use it for this purpose.

Documents typically are locked after they are signed with your eToken so they cannot be altered to ensure they are verifiable. In some case there will be multiple eToken signatures, where you will not lock the document unless you are the last person signing.

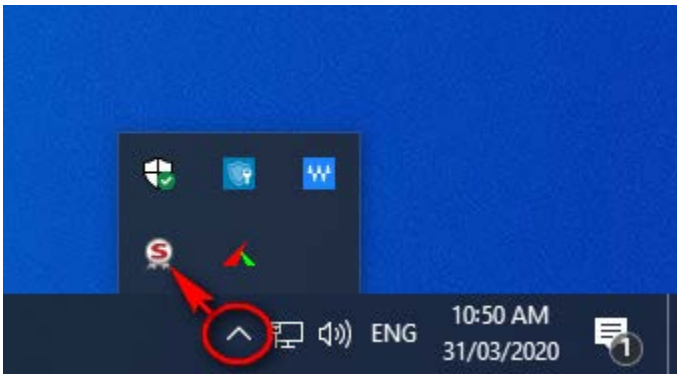
Requirements:

1. Your eToken
2. The SafeNet Client installed
3. Adobe DC software installed
4. Documents that are in PDF format

NOTE: This procedure ASSUMES you will be doing this on you Dentistry computer. **If you are doing this via a remote connection, see the appendix for additional information.**

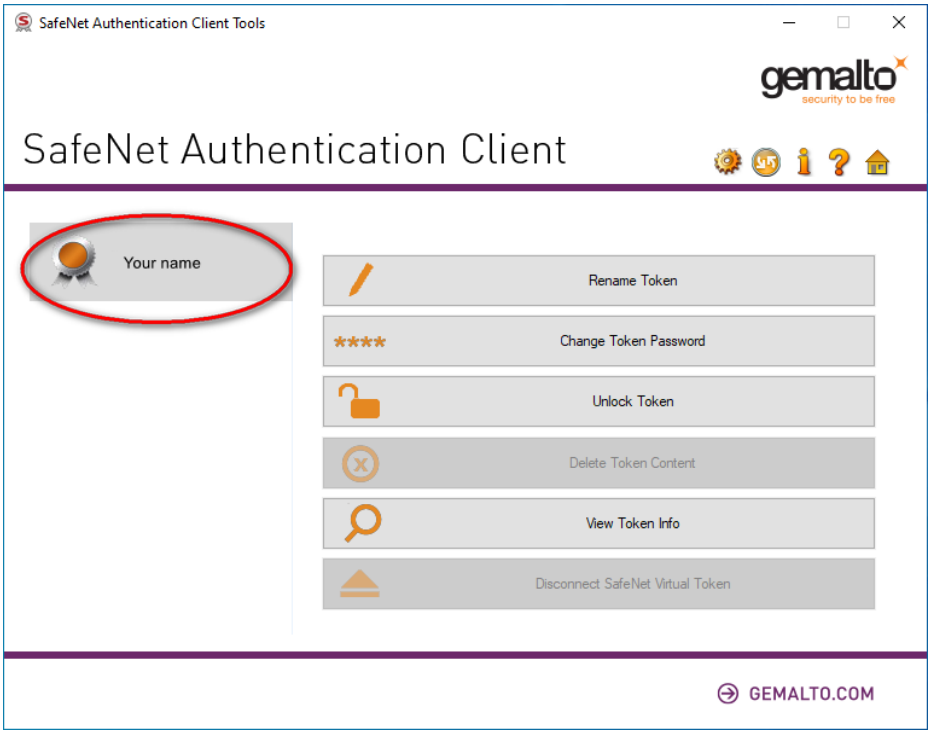
Procedure to create an eToken Signature:

1. Confirm that you have the SafeNet client installed and that it is working

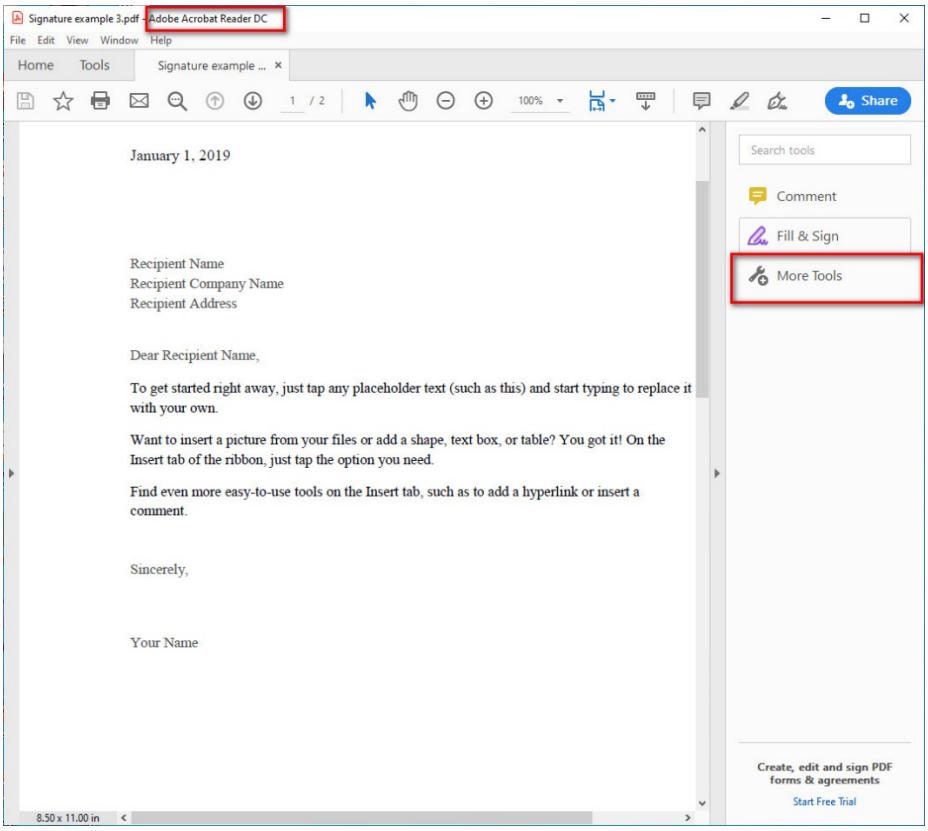


On the bottom right of your windows computer press the arrow shown and locate the SafeNet Client

2. Double Click on the client and confirm that you can see your name show up

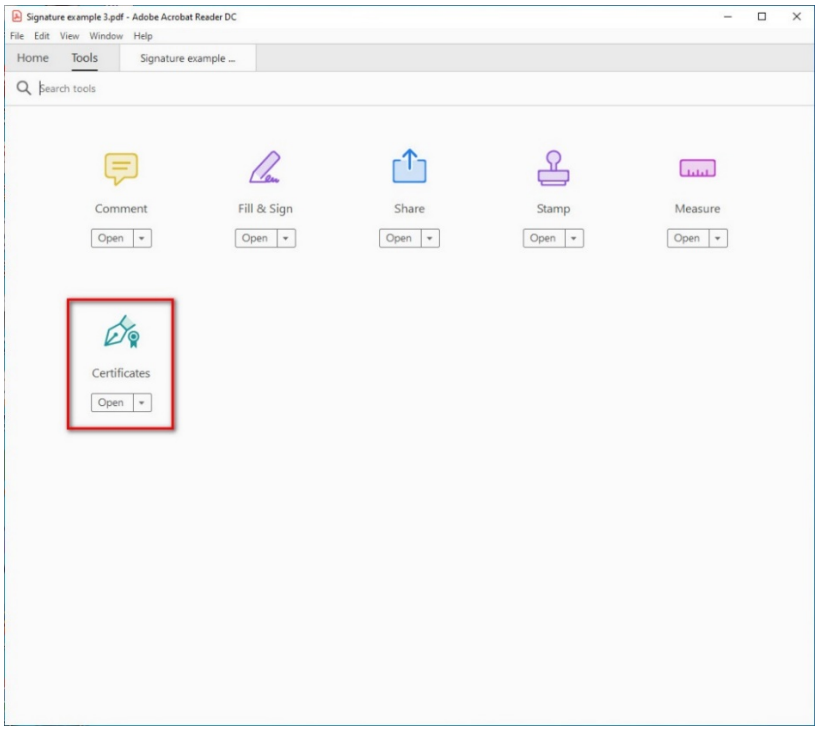


3. Open the PDF that you need to sign in Adobe DC

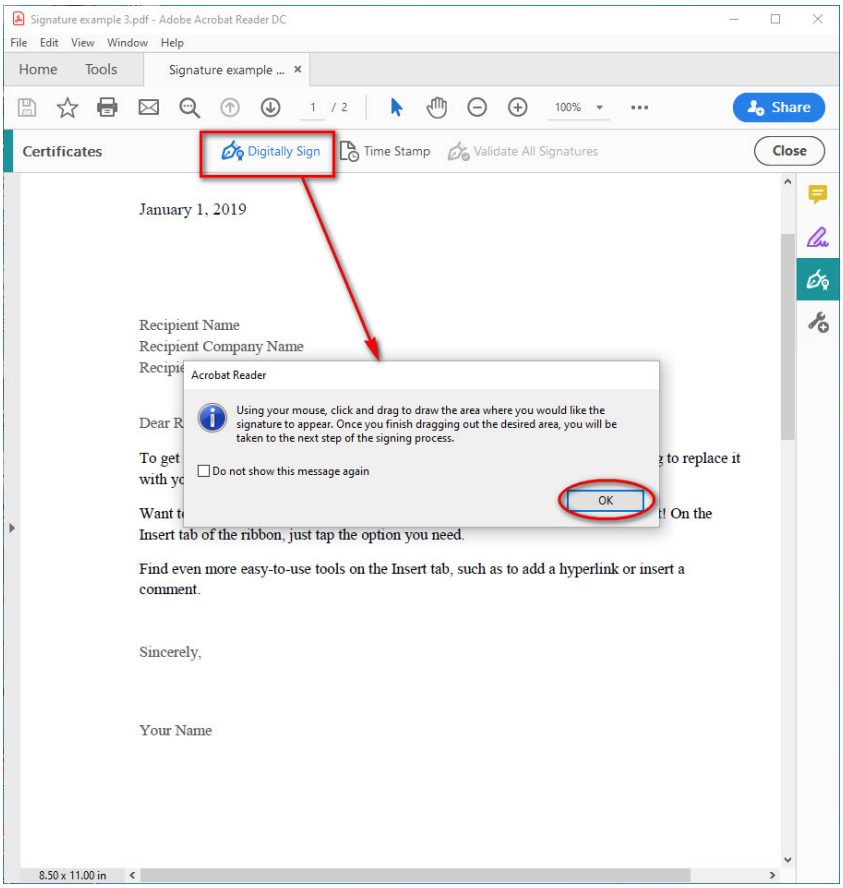


Go to “More Tools”

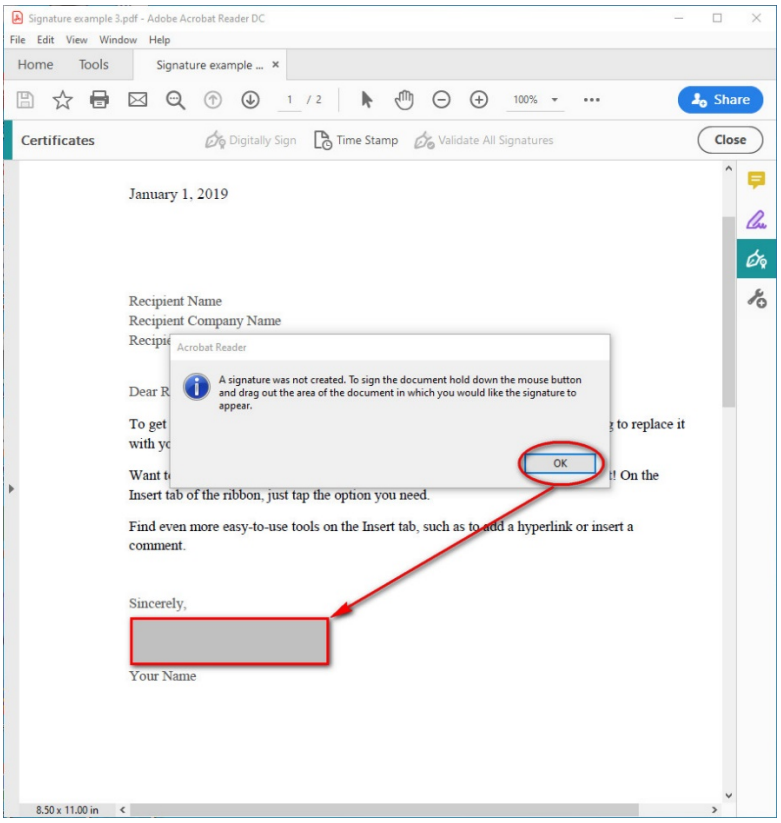
4. Press the Certificates icon



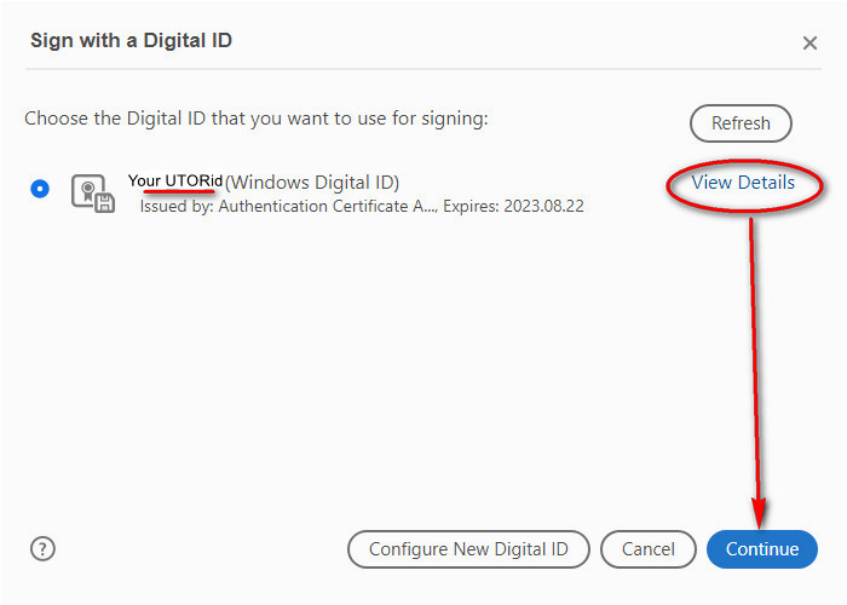
5. Press “Digitally Sign” and read the message to locate the placement of your signature



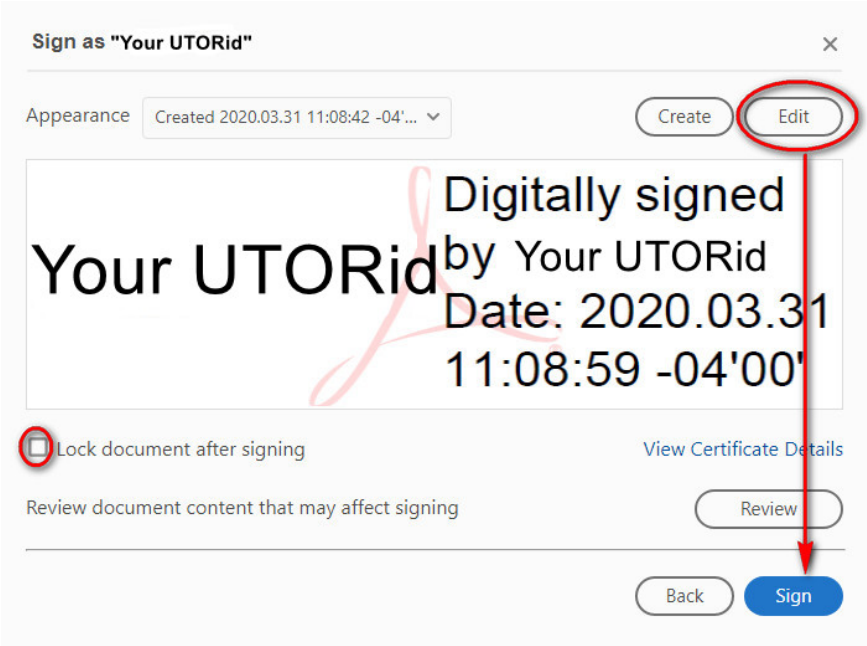
6. Draw a box in the area where you want this to go and press ok



7. You will see your eToken Certificate show up, and you will see your UTORid. You can view details to confirm this, the first time.

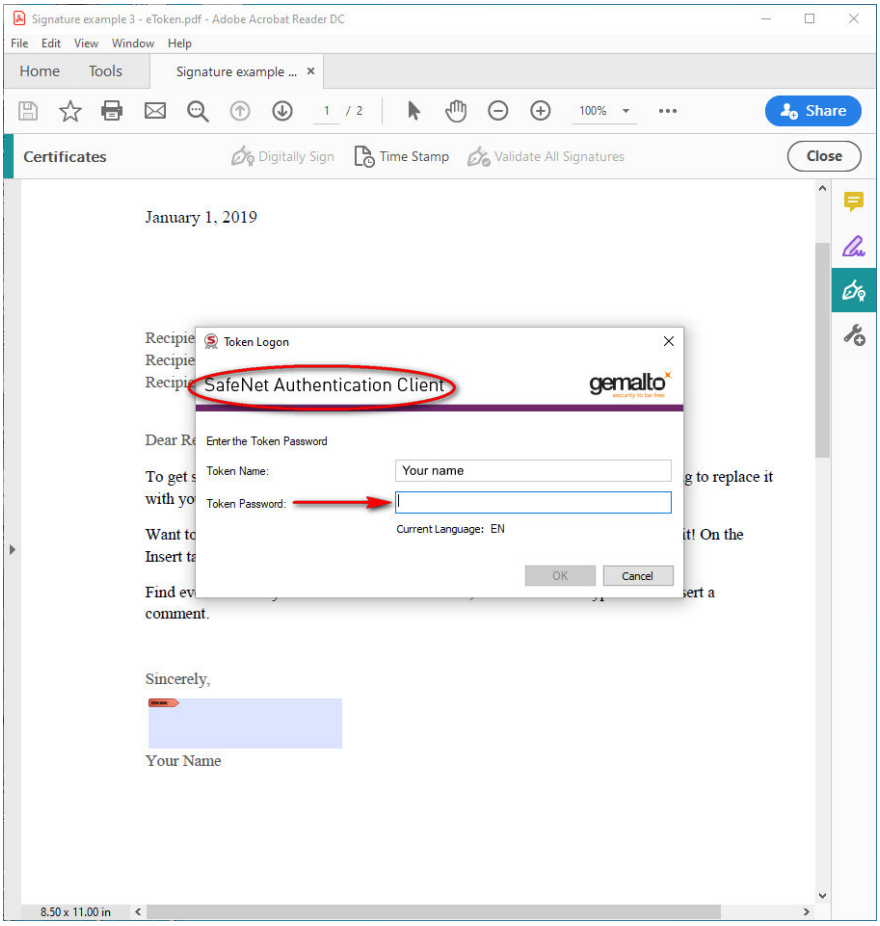


8. You will see a preview of the signature with a date stamp.

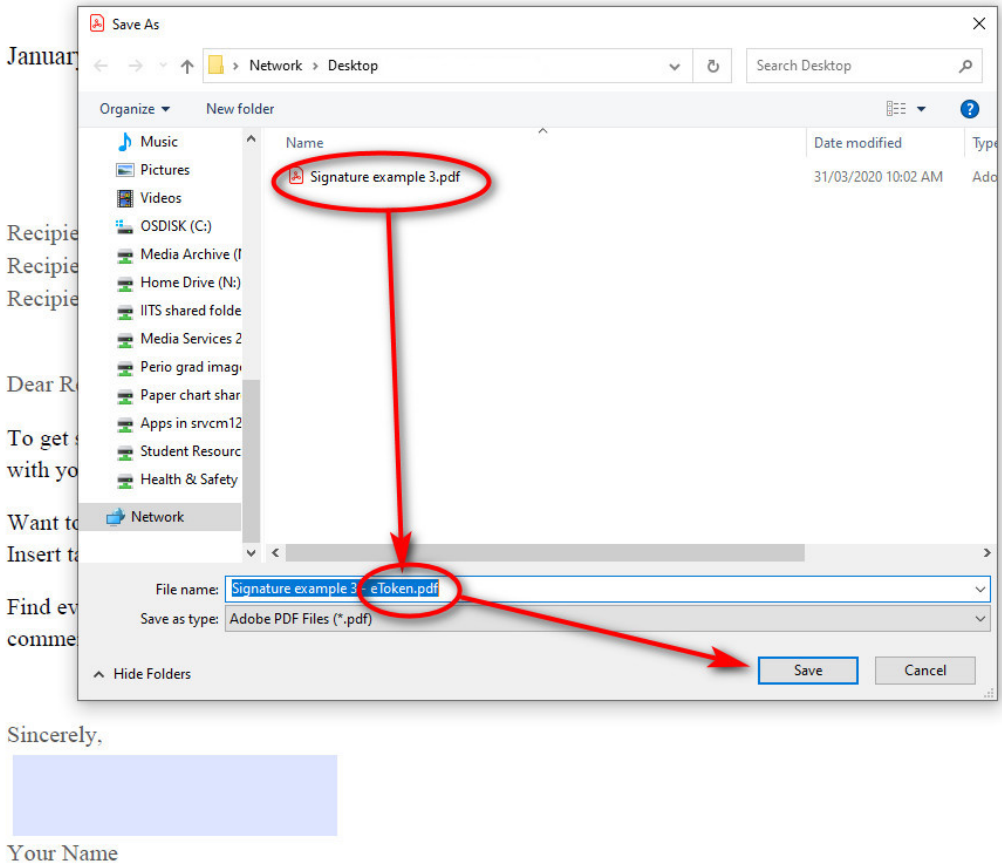


Check "Lock the document after signing". You can press the edit button, but the recommendation is that you stick with the default settings. Press the "Sign" button.

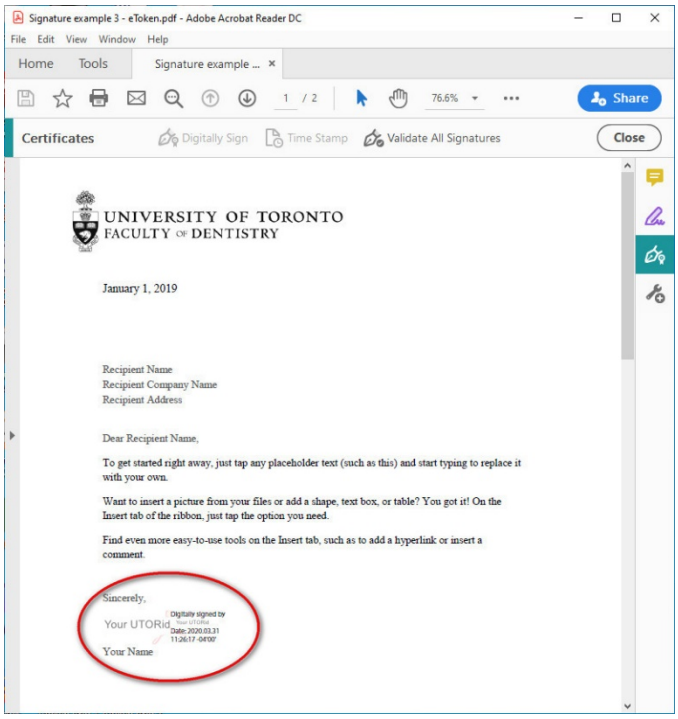
9. At his point the SafeNet client will pop up and you will put in your eToken password



10. Before you add your signature, you will need to save the document in order to add to signature to the document. The “save as” box comes up. To the document name, add a dash and the word “eToken” to distinguish this copy is the signed version, and press save



11. Your signed eToken document is saved and created and is ready to be used.



Appendix – Adding an eToken signature to a document while working at home:

Requirements:

1. Your eToken
2. The SafeNet Client installed **IF** your home computer is a MAC
3. Documents that are in PDF format
4. A pre-establish remote desktop connection that is DIRECTLY connected to your Dentistry computer

NOTE: This procedure will **NOT** work with a remote server based connection – which is the type of connection published on the Dentistry website and works off our server.

Procedure to create an eToken Signature from home:

1. Insert your eToken on your home computer
2. Launch the remote desktop connection
3. Once connected, check that the safeNet client is working as in step 2
4. Continue with the same procedures outline in the above document
5. If the SafeNet client does not show up, you may have to try re-inserting your eToken on your home computer, and try another USB port