

ENTRUST

Certificate Services Document Signing Guide

(Microsoft Windows PowerShell script token pickup method)

SafeNet Authentication Client, Version 10.8

For software release 13.7

Date of issue: October 2023

Document issue: 1.0

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About this guide

This guide describes how to store an Entrust certificate on a SafeNet USB token. This includes:

- installing your token (drivers and software)
- initializing your token
- accessing the Entrust Certificate Retrieval Web pages to store the certificate on your token

This guide also provides examples of how to sign and/or certify a document or form. For more advanced features, see the documentation accompanying the software product in which you are performing the signing operation.

Revision information

Document issue	Section	Revision
Issue 1.0	N/A	First release for 13.6

Obtaining technical assistance

Entrust recognizes the importance of providing quick and easy access to our support resources. The following subsections provide details about the technical support and information available to you.

Technical support

For Entrust technical support services, visit our Web site at:

<http://www.entrust.net/ssl-technical/index.htm>

For technical resources, including a comprehensive Knowledge Base visit:

<https://www.entrust.com/knowledgebase/ssl>

Telephone numbers

For support assistance by telephone, call one of the numbers below:

- 1 (866) 267-9297 (toll free within North America)
- 1 (613) 270-2680 (outside North America)

Email address

The email address for Customer Support is:

ecs.support@entrust.com

Related documentation

This section describes related documents that may be used in conjunction with this guide.

- Token software information (<https://cpl.thalesgroup.com/access-management/safenet-trusted-access>)

Documentation feedback

You can rate and provide feedback about Entrust product documentation by completing the online feedback form. Any information that you provide goes directly to the documentation team and is used to improve and correct the information in our guides. You can access this form by:

- clicking the *Report any errors or omissions* link located in the footer of Entrust PDF documents.
- following this link: <http://go.entrust.com/documentation-feedback>

Installing (Picking up) your Entrust certificate

This chapter describes how to prepare a token and download an Entrust certificate. This guide assumes that you have already submitted the certificate request, it has been approved, and you are ready to download the certificate.

This chapter includes the following sections:

- [“Preparing to download the certificate” on page 6](#)
- [“Before you start” on page 7](#)
- [“Downloading and installing the token software \(required for USB token pickup\)” on page 8](#)
- [“Initializing an Entrust USB token” on page 15](#)
- [“Picking up your Entrust certificate” on page 23](#)
 - [“Install the certificate on an Entrust USB token using a PowerShell script” on page 23](#)
 - [“Install certificate to an Entrust USB token using Microsoft Internet Explorer or Microsoft Edge” on page 33](#)
- [“Changing the password for your token” on page 37](#)
- [“Recovering a certificate” on page 39](#)

Preparing to download the certificate

Supported platforms and software

The software and token provided by Entrust were tested with the following operating systems. They may also work with other operating systems, but it has not been tested. Similarly, Entrust document signing certificates were tested with the Adobe and Microsoft products listed below.

Supported operating systems

The following operating systems are supported:

- Microsoft Windows 11 (version 21H2)
- Microsoft Windows 10 (version 21H1 or earlier) 32-bit or 64-bit
- Microsoft Windows Server 2019 64-bit
- Microsoft Windows Server 2016 64-bit

Supported browsers

- Microsoft Edge—latest
- Google Chrome—latest
- Mozilla Firefox—latest

Supported versions of Adobe Acrobat

The following versions of Adobe Acrobat are supported:

- Adobe Acrobat XI Standard
- Adobe Acrobat XI Pro
- Adobe Acrobat X Standard
- Adobe Acrobat X Pro
- Adobe Acrobat 9 Standard
- Adobe Acrobat 9 Pro
- Adobe Acrobat DC

Supported Microsoft products

Microsoft Office

Before you start

To download an Entrust certificate, you need:

- a supported browser with Internet access (see [Supported browsers](#))
- a supported operating system (see [Supported operating systems](#))
- an iKey 5110 CC token (provided by Entrust)
- a supported product for signing documents (see [Supported versions of Adobe Acrobat](#))

To contact Certificate Services Support, ECS.Support@entrust.com.



Note:

Certificate Services offers a USB token pickup process that does not rely on the features of Microsoft Internet Explorer. The new process requires the use of a Microsoft Windows PowerShell script.

This guide provides the details for running the new pickup process. The steps are quite different from those for using Microsoft Internet Explorer or Microsoft Edge with an Entrust certificate on a SafeNet token.

Downloading and installing the token software (required for USB token pickup)

You must install the token software provided by Entrust in order to manage your token. Once done, you can log in, initialize the token, and reset your password. If you do not have this software installed, install it as described in the following procedures.

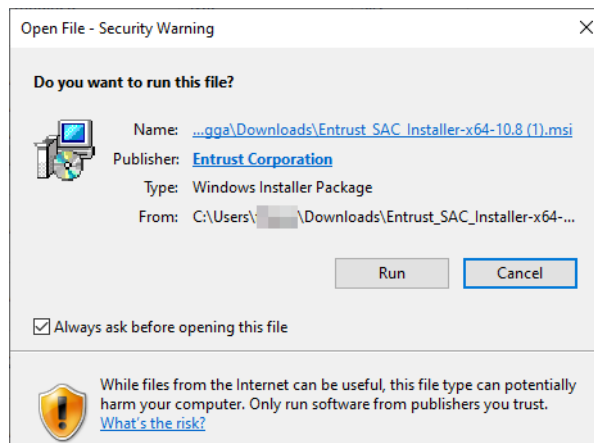


Attention:

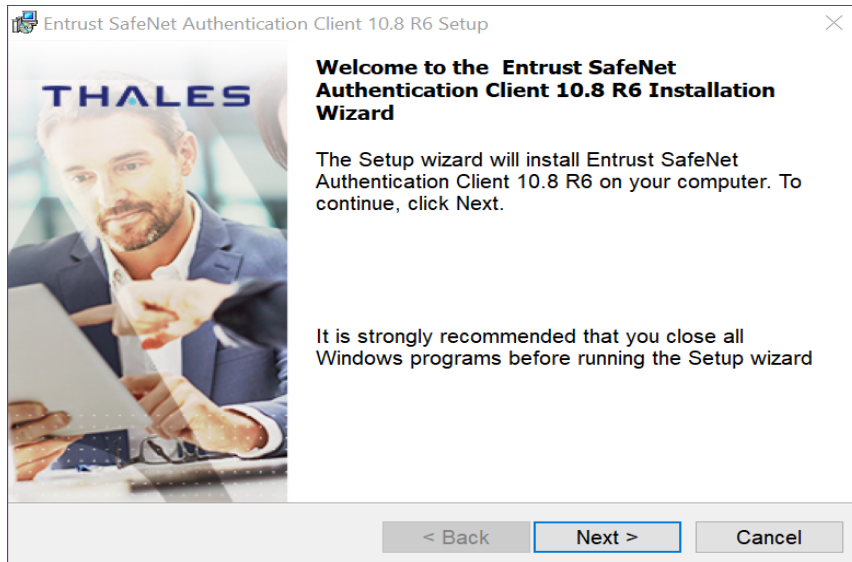
Do not plug your token into your computer until you have completed this procedure.

To obtain and install the token authentication client

- 1 Download the SafeNet Token Authentication Client installer:
 - For the 32-bit installer:
<https://www.entrust.net/pickup/downloadSafeNetClient?xsize=32>
 - For the 64-bit installer:
<https://www.entrust.net/pickup/downloadSafeNetClient?xsize=64>
- 2 Double-click the EntrustSACInstaller_<number>.msi file to begin installing the software.
- 3 You may see this security warning. Click **Run**.

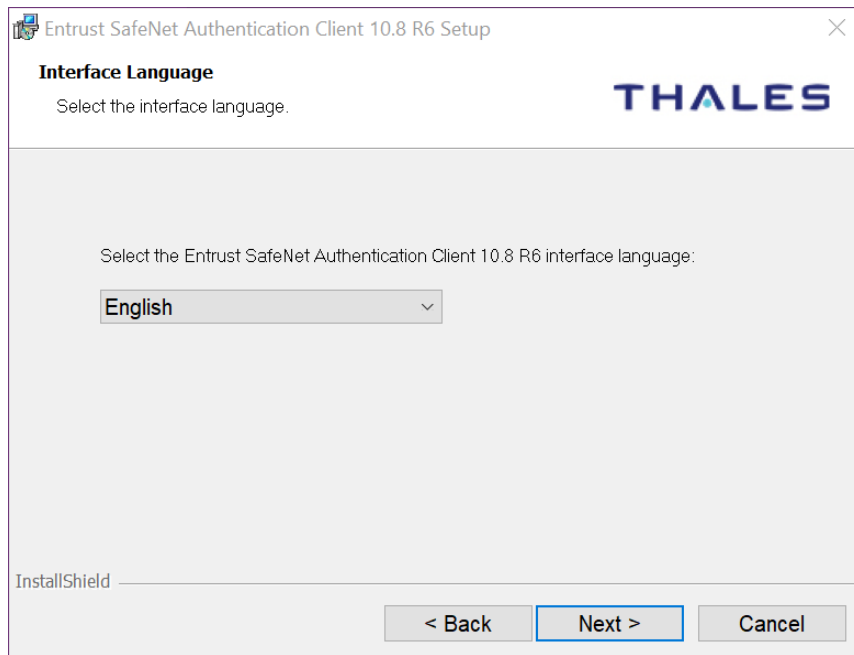


The installation wizard appears.



4 Click **Next**.

The **Interface language** page appears.



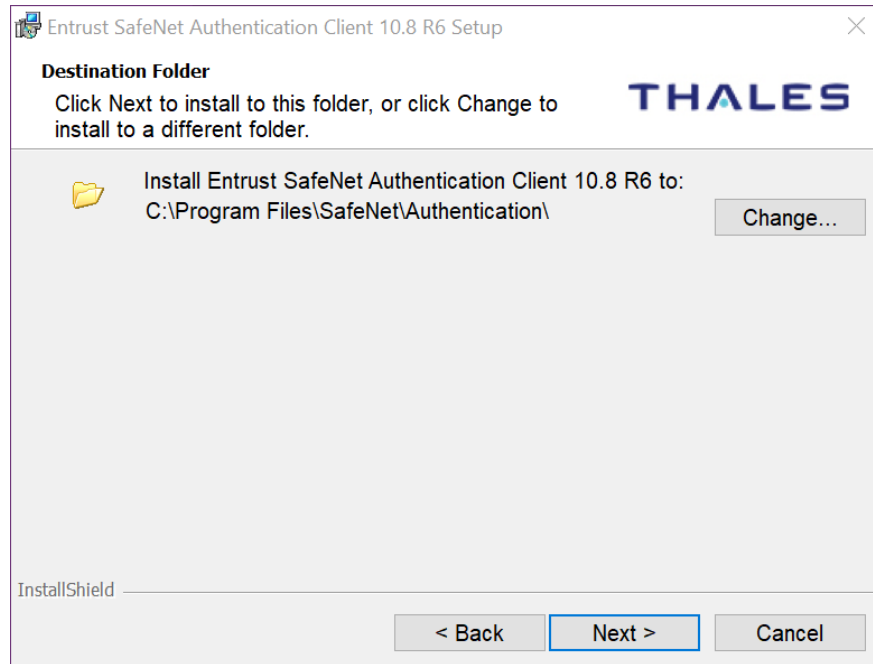
- 5** Select the language to use for the installation.
- 6** Click **Next**.

The **License Agreement** screen appears.



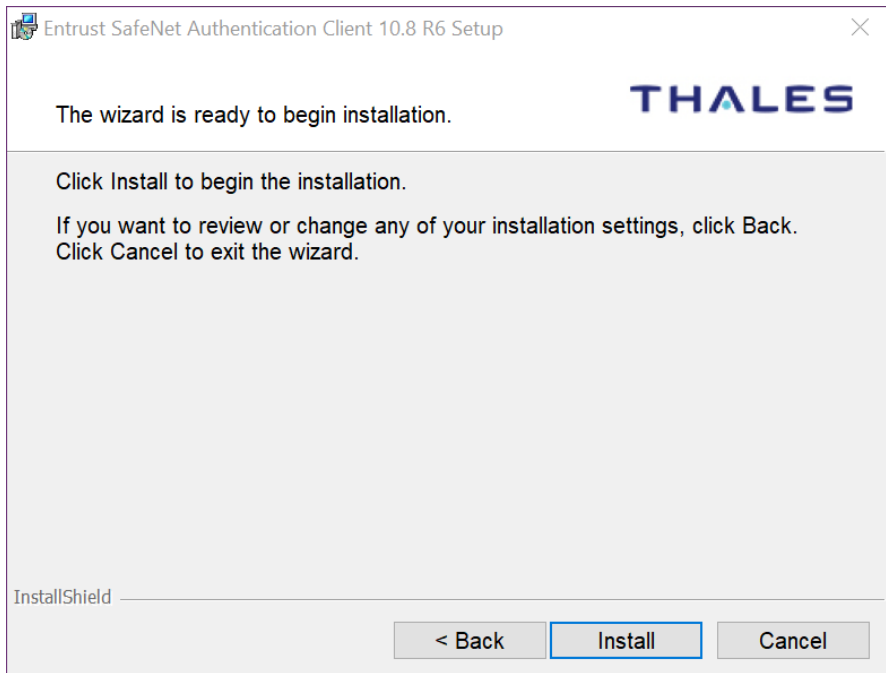
- 7** Read the agreement and select **I accept the license agreement**.
- 8** Click **Next**.

The **Destination Folder** screen appears.



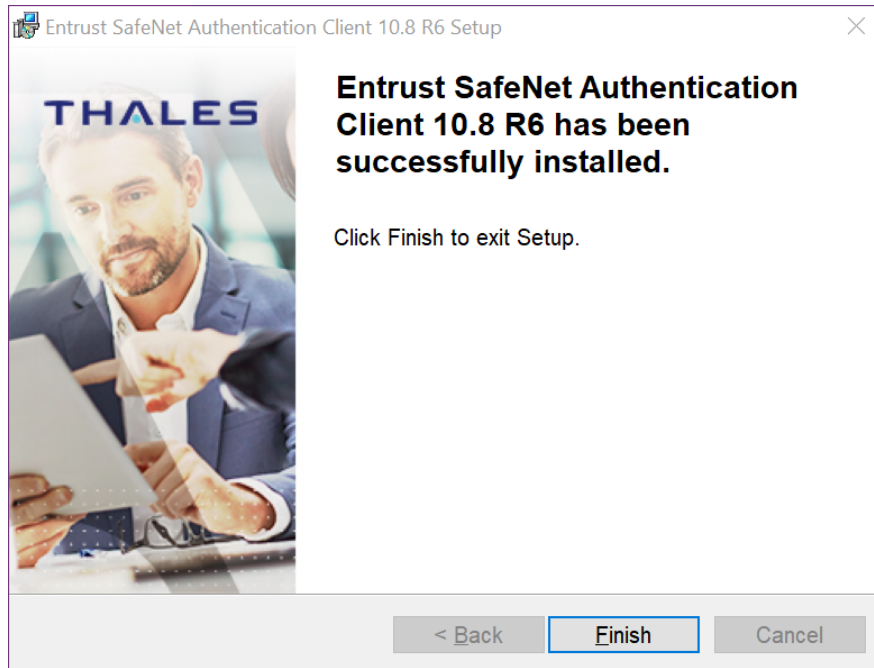
- 9** Accept the default folder or click **Change** to choose a new folder.
- 10** Click **Next**.
- 11** The installation screen appears. Click **Install**.
- 12** You may be asked to allow the installer to make changes to the hard drive of the computer. Allow it to proceed.

The installation screen appears.



13 Click **Install**.

14 When the installation is complete, a success message appears.



15 Click **Finish**. You have successfully installed the token software.

Initializing an Entrust USB token

Initialize the new token so it can store your certificate. If your token is already initialized, skip to: [“Picking up your Entrust certificate” on page 23.](#)

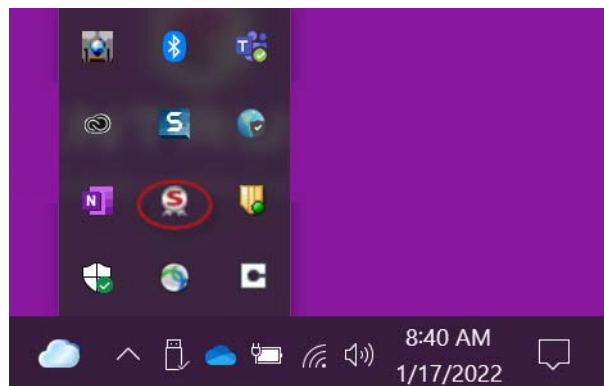


Attention:

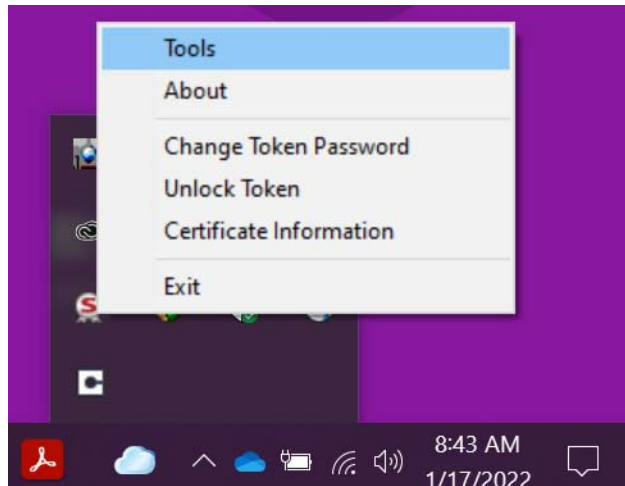
This procedure is needed for new tokens. If the token already contains certificates, initializing the token will delete all existing certificates.

To initialize your token

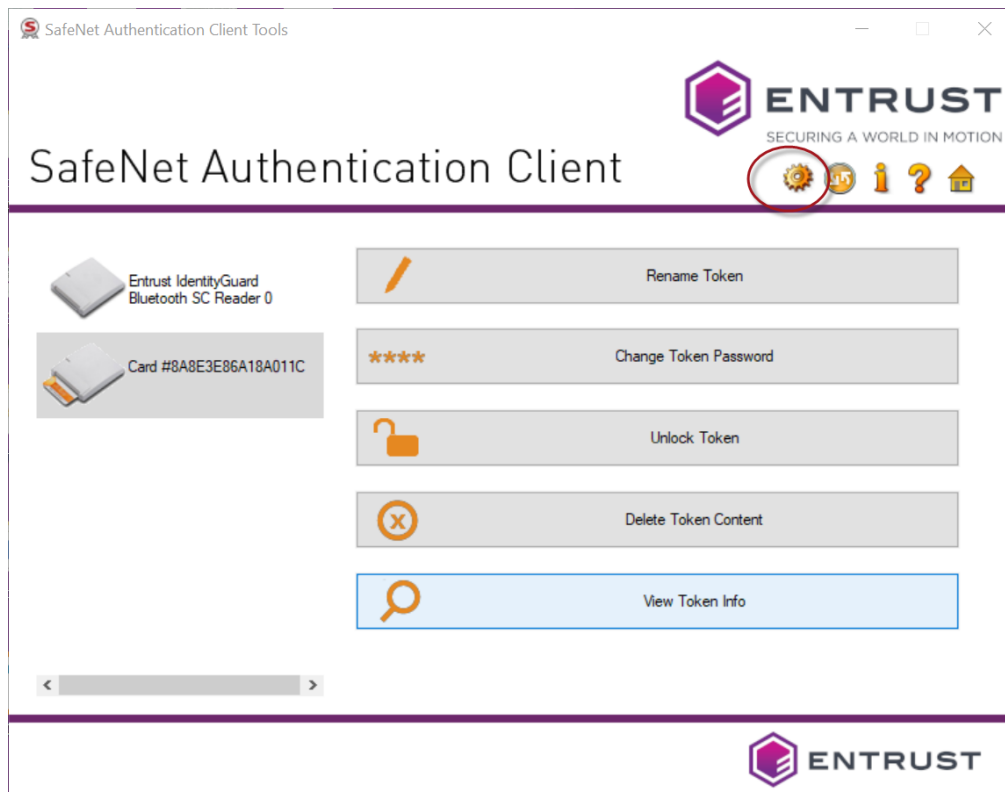
- 1 Insert your token into a USB port on your computer. When the token has been recognized by the computer and the drivers have been installed, the SafeNet icon in the system tray switches from grayed-out to active.



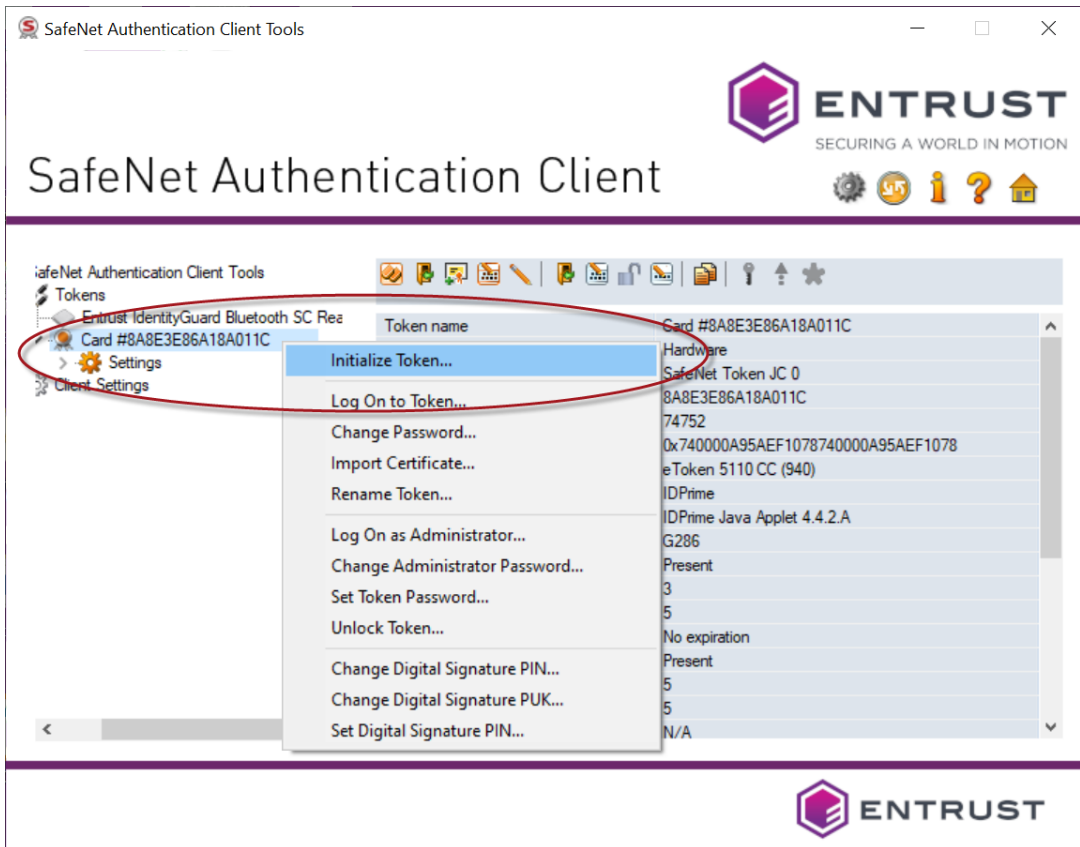
- 2 When the icon becomes active, right-click on it to open the menu. Select **Tools**.



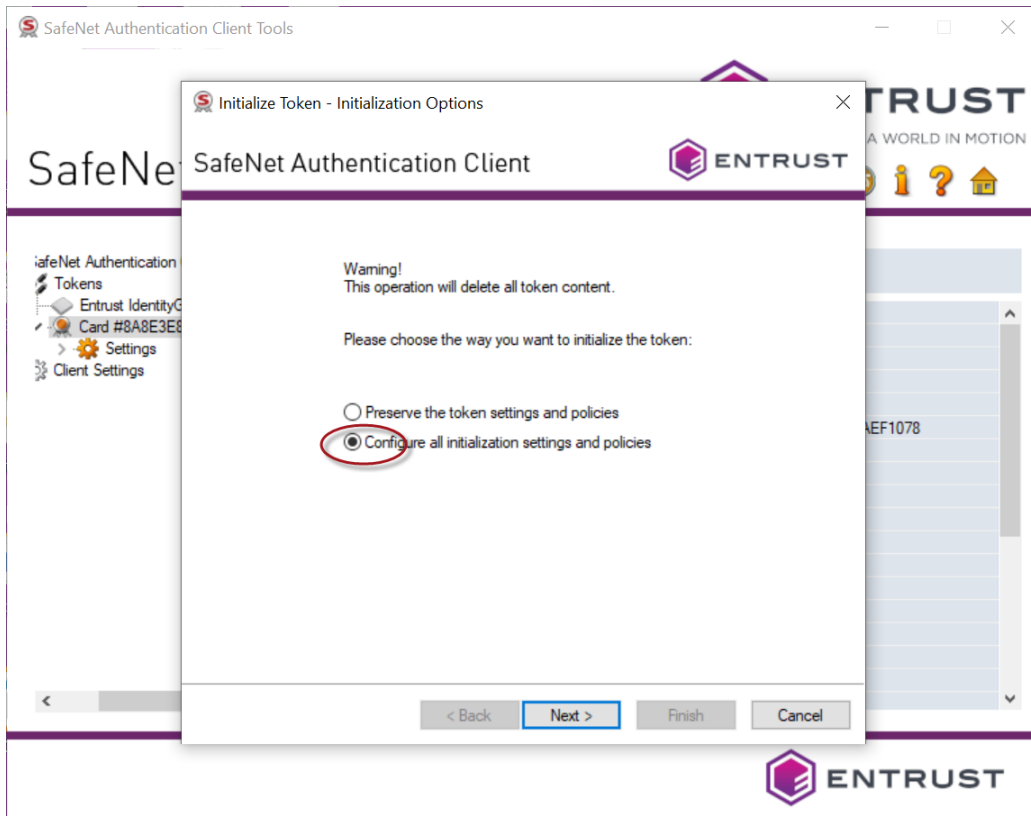
- 3 The SafeNet Authentication Client opens. Click the gear icon at the top right.



- 4 In the menu tree on the left, click to expand **Tokens**. Right-click your token and select **Initialize Token**.



- 5 In the **Initialize Token - Initialization Options** window, select **Configure all initialization settings and policies**.



- 6 Click **Next**.

The **Administrator Logon** page appears.

Initialize Token - Administrator Logon

SafeNet Authentication Client

ENTRUST

Use Initialization key to initialize the Token

Enter the current Administrator Password to initialize the Token

Use factory default administrator password

Administrator Password:

Enter the current Digital Signature PUK to initialize the Token

Use factory default digital signature PUK

Digital Signature PUK:

Current Language: EN

The default administrator password and digital signature PUK is a known value of 0's set on the standard profile.
For the non-default value, please enter it manually.

< Back Next > Finish Cancel

- 7 Select **Use factory default administrator password** and leave the default (48 zeros).
- 8 Select **Use factory default digital signature PUK** (Personal Unlock Key number) and leave the default value (6 zeros).
- 9 Click **Next**.

The **Initialize Token - Password Settings** page appears.

SafeNet Authentication Client

Initialize Token - Password Settings

Token Name: My Token

Create Token Password

New Token Password:

Confirm Password:

Token password must be changed on first logon PIN Policy

Create Administrator Password

Create Administrator Password:

Confirm Password:

Logon retries before token is locked: 5

Keep the current administrator password

Current Language: EN

< Back Next > Finish Cancel

10 Enter the following settings and passwords.

- a** Enter a name for your token. This can be any name you choose.
- b** Create and confirm your token password.
- c** Deselect **Token password must be changed on first logon**.
- d** Create and confirm your Administrator password.
- e** Deselect **Keep the current administrator password**.



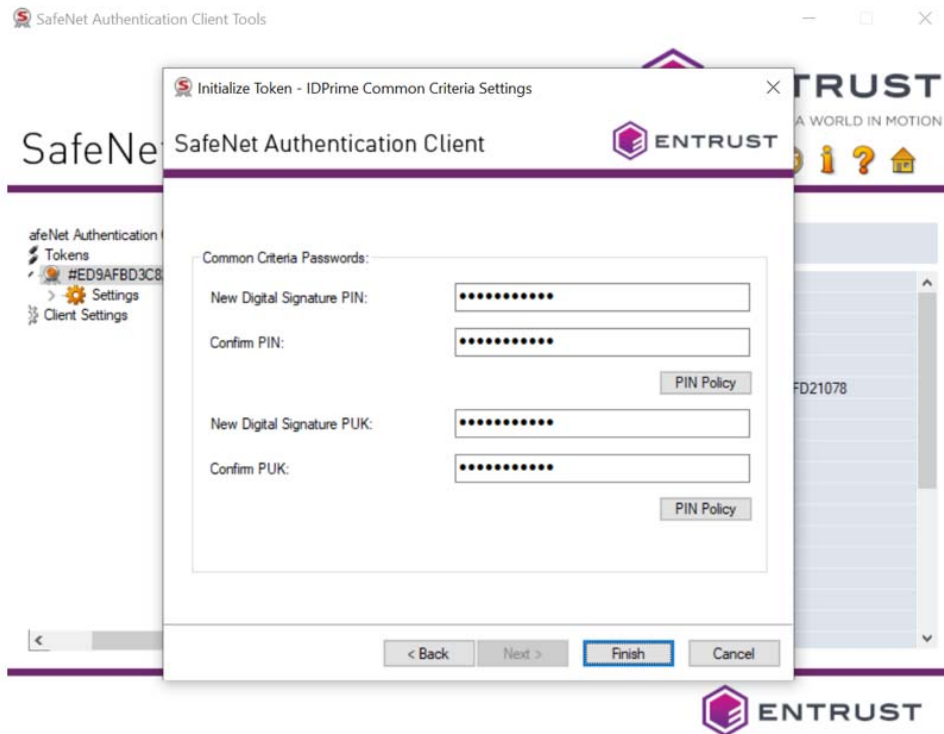
Attention:

You will be asked for this password when you use the certificate. It is important that you either remember this password or store it in a secure location. **If you enter the wrong password more than five times, the token will lock and cannot be unlocked.** You will need to buy a new token—Entrust will not replace it for free.

11 Click **Next**.

The **Initialize Token - IDPrime Common Criteria Settings** dialog box appears.

- 12** In the **Initialize Token - IDPrime Common Criteria Settings** window, create a new Digital Signature PIN and New Digital Signature PUK for your token.



Attention:

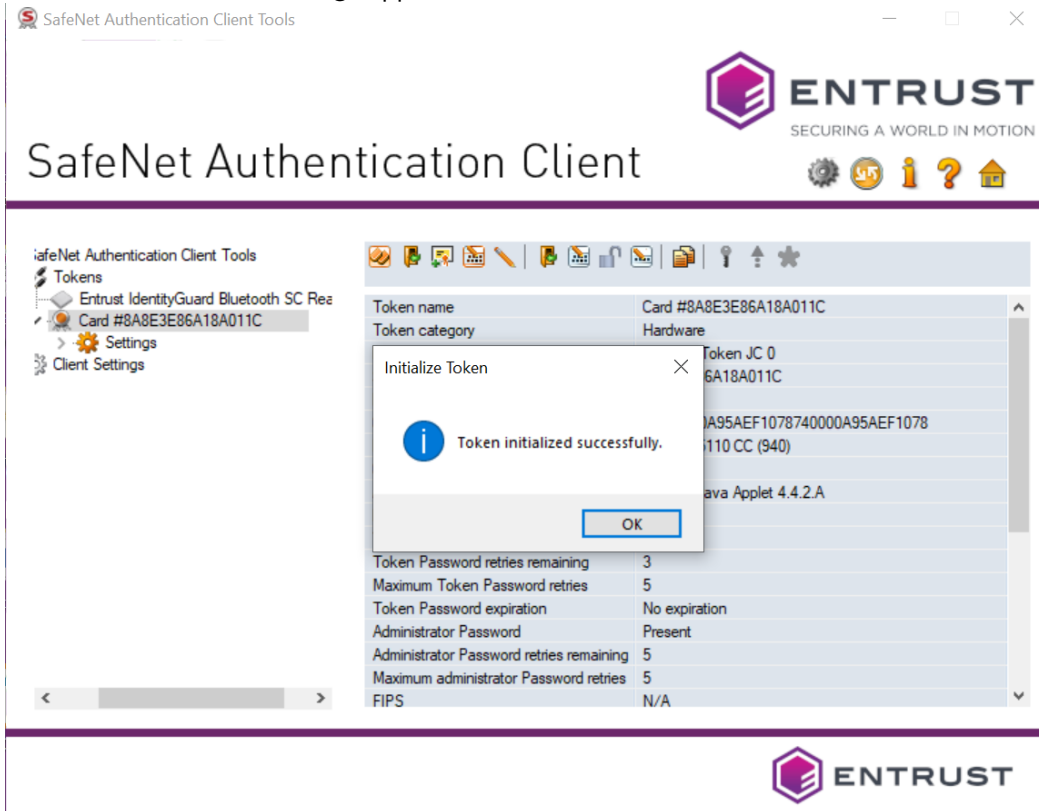
Keep your passwords and PINs in a safe place. This includes your Token password, Administrator password, Digital Signature PIN and New Digital Signature PUK.

- 13** Click **Finish**.

A status bar opens, indicating the progress of the initialization. You may see a warning dialog box, **The token initialization process will delete all token content and resent all token parameters.**

- 14** Click **OK** to complete the initialization.

15 A success message appears. Click **OK**.



When the initialization is complete, the software displays a success message.

Picking up your Entrust certificate

Prerequisites

To pick up and install a certificate to a token, you must already have completed these two pre-conditions:

- The SafeNet Authentication Client software must be installed on your Microsoft Windows machine. If that's not been done, follow the instructions in: [“Downloading and installing the token software \(required for USB token pickup\)” on page 8](#)
- The Entrust USB token must be initialized. If that's not been done, follow the instructions in: [“Initializing an Entrust USB token” on page 15](#)

Installing a certificate on an Entrust USB token

There are two ways to install the certificate on a token. The first uses a PowerShell script and can be performed on any browser. The other requires the use of the Microsoft Internet Explorer or Microsoft Edge browser (legacy method).

- [“Install the certificate on an Entrust USB token using a PowerShell script” on page 23](#)
- [“Install certificate to an Entrust USB token using Microsoft Internet Explorer or Microsoft Edge” on page 33](#)

Administrators using the Certificate Services interface

This procedure explains how an Entrust Certificate Services administrator can pick up a certificate from the interface.

To pick up a certificate from the interface

- 1** Navigate to **Certificates > Managed Certificates > Pending User Pickup**.
- 2** Select the certificate.
- 3** To access the certificate pickup pages, click **Actions > Pickup**.

Other users will receive an email message containing a link to the pickup page.

Install the certificate on an Entrust USB token using a PowerShell script

This is the recommended procedure for picking up your certificate and installing it on an Entrust USB token. It can be used with all supported browsers.

This procedure uses an Entrust-specific Microsoft Windows PowerShell script to install the certificate on your token. The steps in the following procedure will guide you through downloading and running the token-cert-installer script in a PowerShell window.

To download a certificate to an Entrust USB token using a PowerShell script

- 1 In the notification email sent to you by Entrust, click the link to the Entrust Certificate Retrieval Web pages.

The Entrust Certificate Pickup page appears.

ENTRUST

Account: Enterprise (English Account)

Pick up certificate: Password

Enter the certificate pickup password.

[Use Internet Explorer to pick up to USB token \(legacy pickup process\).](#)

- 2 Enter the password that you used when you created the certificate request or the password obtained from your Certificate Administrator and click **Continue**.
- 3 You may see a warning that the browser is attempting to perform a certificate operation on your behalf. Allow the operation.

4 Read and accept the Entrust Certificate Services Agreement, and click **Accept**.



Account: Enterprise (English Account)

Pick up certificate: Agreement

Certificate type: Document Signing Individual **Expiry date:** Friday, January 13, 2023

Certificate Subject: email=bruce.bateman@entrust.com, cn=Bruce Bateman, o=Additional Org of Primary Client, l=Ottawa, st=Ontario, c=CA

Please read the following Agreement. By declining this agreement, you are forfeiting your ability to create Document Signing certificates. You must accept the terms and conditions to proceed.

General Terms and Conditions

These general terms and conditions ("General Terms") are part of a legally binding agreement, which is confirmed or accepted when an Order (as defined in Section 1 below) is made or an "Accept" or similar button, and/or a check box presented with these General Terms (or a Schedule, defined below, incorporating these General Terms) is clicked and/or checked by you, for any one or more of the following Entrust products and services (each, an "Offering"): (a) one or more executable software modules and associated deployment tools in machine-readable form ("Software"); (b) managed or cloud services hosted by Entrust or its hosting providers ("Hosted Service"); (c) technical support, training and Software maintenance ("Support"); and (d) consulting and other professional services ("Professional Services").

You, as the individual clicking and/or checking the aforementioned buttons and/or boxes, represent and warrant that you are lawfully able to enter into contracts (e.g. you are not a minor). If you are entering into the Agreement on behalf of a legal entity, for example the company or organization you work for, you represent to us that you have legal authority to bind such legal entity. IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS OF THE AGREEMENT (OR YOU DO NOT HAVE THE LEGAL AUTHORITY TO ENTER INTO CONTRACTS OR TO BIND THE LEGAL ENTITY ON WHOSE BEHALF YOU ARE PROVIDING SUCH ACCEPTANCE), YOU SHALL NOT ACCESS, USE, DOWNLOAD, AND/OR INSTALL THE ENTRUST OFFERING. THE CONTINUED RIGHT TO ACCESS AND USE THE ENTRUST OFFERING IS CONTINGENT ON CONTINUED COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE AGREEMENT BY YOU (AND BY THE LEGAL ENTITY ON WHOSE BEHALF YOU ARE PROVIDING ACCEPTANCE).

In consideration of the commitments set forth below, the adequacy of which consideration the parties hereby acknowledge, the parties agree as follows.

1. **Contract Structure and Parties.**

Decline

Accept

5 The Choose token setup screen appears.

ENTRUST

Account: Enterprise (English Account)

Pick up certificate: Choose token setup

Instructions for installing the certificate on the token: [Code Signing User Guide.pdf](#)

Are you running a supported OS? No

Select your operating system

--Operating system--

Do you have the Entrust SafeNet Authentication Client installed? No

Select the installer to download.

64-bit installer


Has your Entrust USB token been initialized? No

Your token must be initialized before it is used for the first time. Follow the instructions in the [Code Signing User Guide.pdf](#)

If there are certificates on the token, you don't need to initialize the token.

Important: If you reinitialize a token, all existing certificates will be deleted.

End User Key Storage Requirement

 You must generate and store your private key on your Entrust USB token. Please agree before proceeding.

Yes, I agree

6 From **Are you running a supported OS**, select your operating system. The toggle automatically switches to **Yes** when you select a supported OS.

7 In **Do you have the Entrust SafeNet Authentication Client installed**:

- If the SafeNet client is already installed, change the toggle to **Yes**, and continue with the next step.
- If the SafeNet client is not yet installed, follow the procedure in: [“To obtain and install the token authentication client” on page 8](#). When the SafeNet software is installed, return to this browser page and this procedure to continue.

8 In **Has your Entrust USB token been initialized**:

- If the USB token is already initialized, click to change the toggle to **Yes**, and continue with the next step.

- If the USB token is not yet initialized, follow the procedure in: [“To initialize your token” on page 15](#). When the USB token is initialized, return to this browser page and this procedure to continue.
- 9** Select **Yes, I agree** to indicate that your certificate will always be stored on a secure Entrust USB token.

Account: Enterprise (English Account)

Pick up certificate: Choose token setup

Instructions for installing the certificate on the token: [Document Signing User Guide.pdf](#)

Are you running a supported OS? Yes

Select your operating system

Microsoft Windows 10 (32-bit, 64-bit) up to 21H1

Do you have the Entrust SafeNet Authentication Client installed? Yes

If the client has not yet been installed, you must do that next.

Has your Entrust USB token been initialized? Yes

If your token is not initialized, you must do that next.

End User Key Storage Requirement

You must generate and store your private key on your Entrust USB token. Please agree before proceeding.

Yes, I agree

[Previous](#) [Next](#)

- 10** Click **Next** to proceed.

11 The confirmation screen appears. Review the certificate details, and click **Next**.



Account: Enterprise (English Account)

Pick up certificate: Confirm certificate details

Instructions for installing the certificate on the token: [Document Signing User Guide.pdf](#)

You are going to generate the following certificate:

Certificate type:

Document Signing Individual

Key Size:

2048

Expiry date:

Friday, January 13, 2023

Certificate Subject:

email=bruce.bateman@entrust.com, cn=Bruce Bateman, o=Additional Org of Primary Client, l=Ottawa, st=Ontario, c=CA

Key Storage:

Entrust USB Token

[Previous](#)

[Next](#)

The **Install certificate on token** screen appears.



Account: Enterprise (English Account)

Pick up certificate: Install certificate on token

Instructions for installing the certificate on the token: [Document Signing User Guide.pdf](#)

Steps to install the certificate:

1. Insert your Entrust USB token into your computer.

2. Download the certificate installer script: [token-cert-installer-1.0.ps1](#)


3. Run the certificate installer script:

a. In your Downloads folder, (or wherever the script was saved), right-click the script file, and select **Run with PowerShell**.

A PowerShell window opens and the script begins to run.

If Run with PowerShell is not an available option or you are having other difficulties, follow these [more detailed instructions](#).

b. When prompted, enter the following Pickup code and Pickup password.

Pickup code: 541439-86E8AF66 

Pickup password: (same as you entered earlier on this wizard)

c. Continue to follow the prompts as the script runs.

The SafeNet Authentication client will be launched. Use your token password to log on to the token client, and follow the prompts to install your certificate on the token.

4. Installation is complete when the script finishes successfully.

[Previous](#)

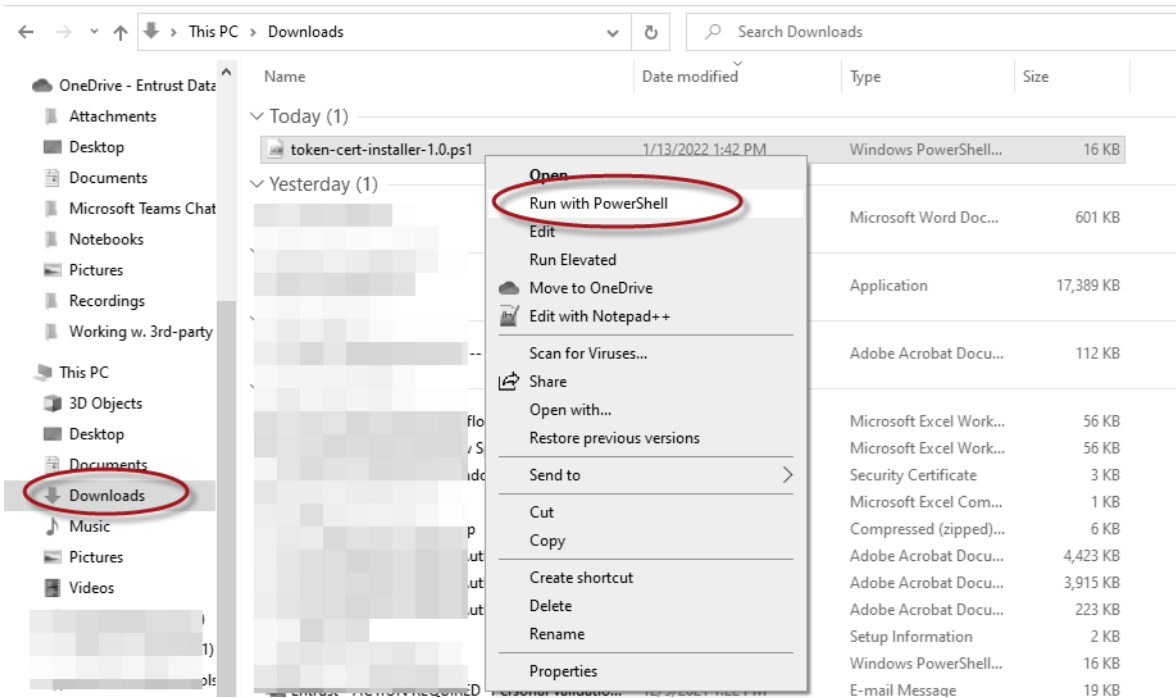
12 If necessary, insert your token into a USB port.

13 You may see a warning message. To continue, confirm that you are allowing the website to perform a digital certificate operation.

14 Download the token installer script by clicking the script name:
token-cert-installer-<version>.ps1

15 You will need the **Pickup code** and the **Pickup Password**. Copy the **Pickup code** to the clipboard by clicking the copy icon beside the code.

16 Locate the script in your **Downloads** (or other) folder, and right-click > **Run with PowerShell**.

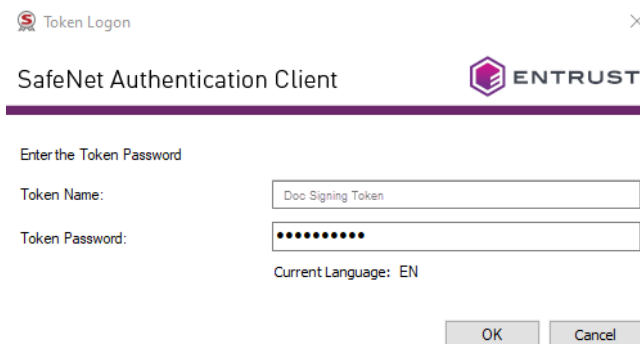


- 17** PowerShell opens, and launches the script. If you are prompted to give permission to run the script, type **R** at the prompt. Press the Enter key.

```
Windows PowerShell
Entrust Token Certificate Installer 1.0
Pickup code      : 541438-5B25DDE3
Pickup password  : *****
```

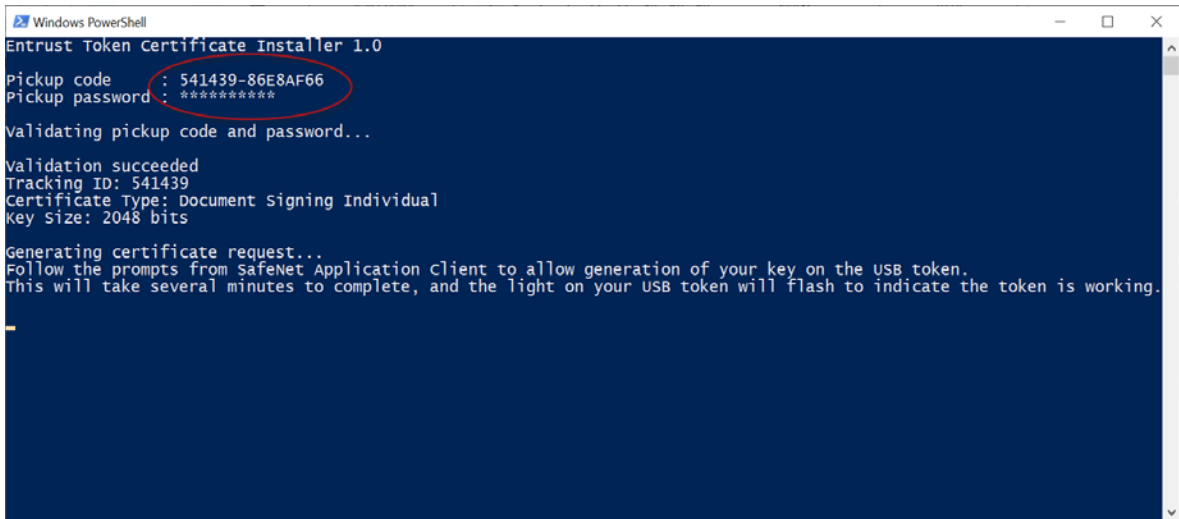
- 18** Paste the **Pickup code** at the **Pickup code** prompt.
19 Enter the **Pickup password** you used earlier in the pickup process.
20 Press the Enter key.

The SafeNet client is started.



- 21** Log in to the token using the password you set during token initialization.
22 Click **OK**.

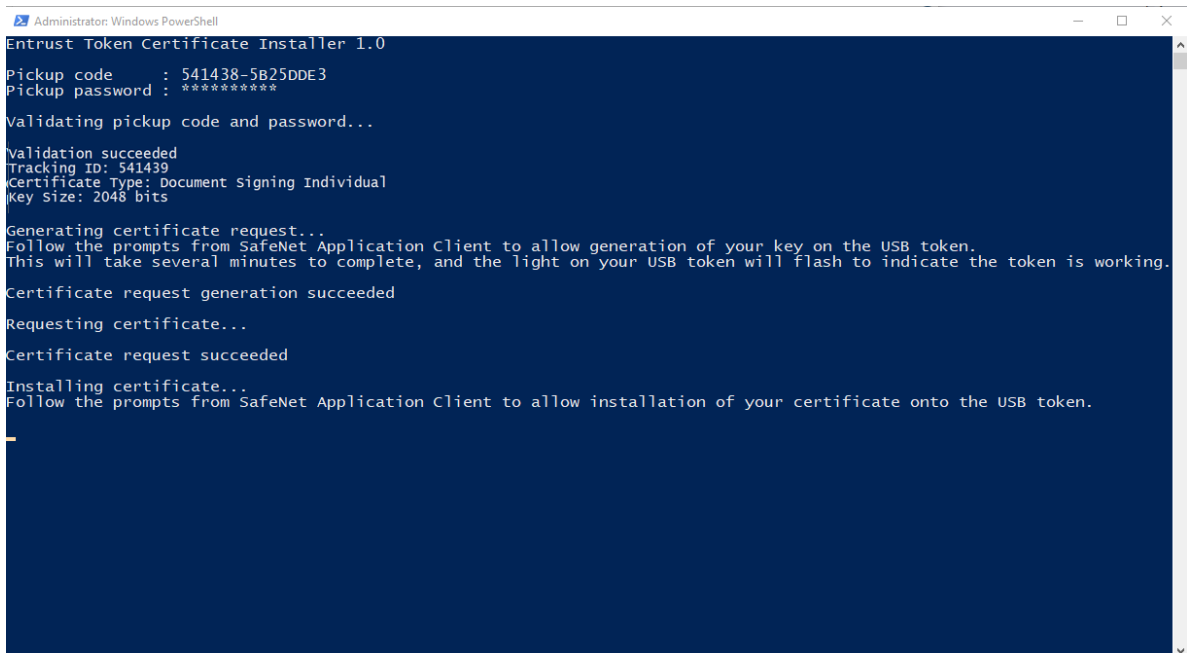
23 The PowerShell installation script continues to run.



```
Windows PowerShell
Entrust Token Certificate Installer 1.0
Pickup code      : 541439-86E8AF66
Pickup password  : *****
Validating pickup code and password...
Validation succeeded
Tracking ID: 541439
Certificate Type: Document Signing Individual
Key Size: 2048 bits
Generating certificate request...
Follow the prompts from SafeNet Application Client to allow generation of your key on the USB token.
This will take several minutes to complete, and the light on your USB token will flash to indicate the token is working.
```

Wait as the script runs. It may take a few minutes, and you will see the token light flashing through most of the process.

When this is done, you will see a screen that looks like this:



```
Administrator: Windows PowerShell
Entrust Token Certificate Installer 1.0
Pickup code      : 541438-5B25DDE3
Pickup password  : *****
Validating pickup code and password..
Validation succeeded
Tracking ID: 541439
Certificate Type: Document Signing Individual
Key Size: 2048 bits
Generating certificate request...
Follow the prompts from SafeNet Application Client to allow generation of your key on the USB token.
This will take several minutes to complete, and the light on your USB token will flash to indicate the token is working.
Certificate request generation succeeded
Requesting certificate...
Certificate request succeeded
Installing certificate...
Follow the prompts from SafeNet Application Client to allow installation of your certificate onto the USB token.
```

- 24 Follow the prompts to complete installation of the certificate on the token.
The script generates the certificate on your token. The SafeNet client will indicate that your certificate is installed on the token.

Install certificate to an Entrust USB token using Microsoft Internet Explorer or Microsoft Edge

This pickup procedure is available with the Microsoft Internet Explorer or Microsoft Edge browser. This procedure using Microsoft Internet Explorer will be deprecated when support for Internet Explorer is ended by Microsoft.

Configuring Microsoft Edge

If you are using Microsoft Edge to retrieve the certificate rather than IE or the PowerShell script, you must turn on Internet Explorer mode.

To turn on Internet Explorer mode

- 1 Open Microsoft Edge and click on the three dots in the upper right-hand corner of the browser window to open the menu.
- 2 Click on **Settings**.
- 3 Click on **Default browser**.
- 4 From **Allow Sites to be reloaded in Internet Explorer mode (IE mode)** select **Allow**.
- 5 From **Internet Explorer mode pages**, click **Add**.
- 6 Copy and paste the certificate retrieval URL that you received from Entrust into the **Add a page** dialog.
- 7 Click **Add** to save the URL.
- 8 Click **Restart**.

To download a certificate to an Entrust USB token using Microsoft Internet Explorer or Microsoft Edge

- 1 Insert your token into a USB port.
- 2 In the notification email from Entrust, click the link provided to navigate to the Certificate Pickup pages. If you are working from the Certificate Services UI, select the certificate and click **Actions > Pickup**.

The **Pick up certificate: Password** page appears.

ENTRUST

Account: Enterprise (English Account)

Pick up certificate: Password

Enter the certificate pickup password.

[Use Internet Explorer to pick up to USB token \(legacy pickup process\).](#)

- 3** Click the link: **Use Internet Explorer to pick up to USB token (legacy pickup process)**.
- 4** On the **Password** screen that appears, enter the password created with the certificate request.
- 5** Click **Continue**.
- 6** You may see a warning message. To continue, confirm that you are allowing the website to perform a digital certificate operation. Allow the operation.
- 7** If the SafeNet Authentication Client software is not yet installed, you will see this screen. Select the SafeNet version to install, based on your machine type. See "[Downloading and installing the token software \(required for USB token pickup\)](#)" on [page 8](#) to complete the SafeNet installation, and then return here.

- 8 If the SafeNet Authentication Client is already installed, the Certificate Services Subscription Agreement page appears.

Account: Enterprise (English Account)

Pick up certificate: Agreement

Certificate type: Document Signing Individual **Expiry date:** Friday, January 13, 2023
Certificate Subject: email=bruce.bateman@entrust.com, cn=Bruce Bateman, o=Additional Org of Primary Client, l=Ottawa, st=Ontario, c=CA

Please read the following Agreement. By declining this agreement, you are forfeiting your ability to create Document Signing certificates. You must accept the terms and conditions to proceed.

General Terms and Conditions

These general terms and conditions ("General Terms") are part of a legally binding agreement, which is confirmed or accepted when an Order (as defined in Section 1 below) is made or an "Accept" or similar button, and/or a check box presented with these General Terms (or a Schedule, defined below; incorporating these General Terms) is clicked and/or checked by you, for any one or more of the following Entrust products and services (each, an "Offering"): (a) one or more executable software modules and associated deployment tools in machine-readable form ("Software"); (b) managed or cloud services hosted by Entrust or its hosting providers ("Hosted Service"); (c) technical support, training and Software maintenance ("Support"); and (d) consulting and other professional services ("Professional Services").

You, as the individual clicking and/or checking the aforementioned buttons and/or boxes, represent and warrant that you are lawfully able to enter into contracts (e.g. you are not a minor). If you are entering into the Agreement on behalf of a legal entity, for example the company or organization you work for, you represent to us that you have legal authority to bind such legal entity. IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS OF THE AGREEMENT (OR YOU DO NOT HAVE THE LEGAL AUTHORITY TO ENTER INTO CONTRACTS OR TO BIND THE LEGAL ENTITY ON WHOSE BEHALF YOU ARE PROVIDING SUCH ACCEPTANCE), YOU SHALL NOT ACCESS, USE, DOWNLOAD, AND/OR INSTALL THE ENTRUST OFFERING. THE CONTINUED RIGHT TO ACCESS AND USE THE ENTRUST OFFERING IS CONTINGENT ON CONTINUED COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE AGREEMENT BY YOU (AND BY THE LEGAL ENTITY ON WHOSE BEHALF YOU ARE PROVIDING ACCEPTANCE).

In consideration of the commitments set forth below, the adequacy of which consideration the parties hereby acknowledge, the parties agree as follows.

1. **Contract Structure and Parties.**

- 9 Read the agreement and click **Accept**.
The **Pick up Certificate** page appears.

Account: Documentation Company

Pick up Certificate

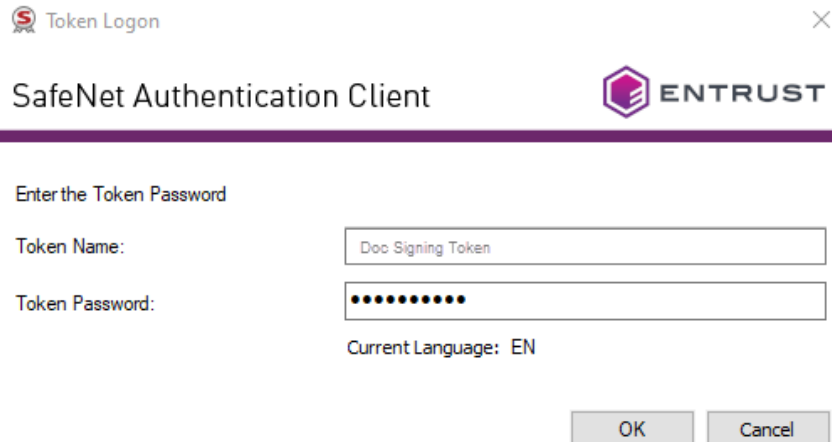
For instructions: [Document Signing user guide: opens in new browser window.](#)

Select Key Storage Provider:

SafeNet Smart Card Key Storage Provider

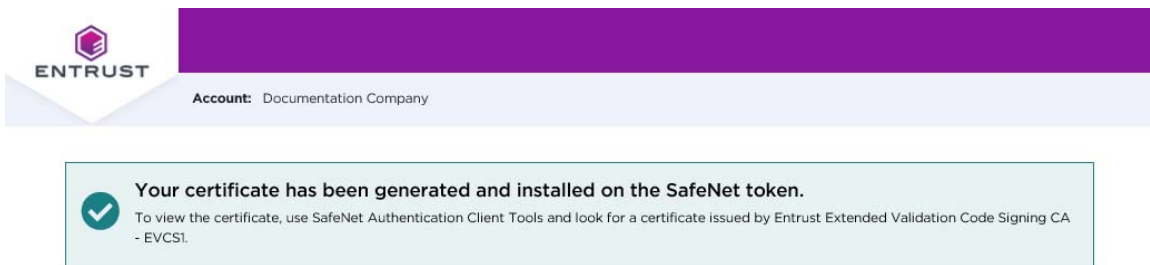
10 Click **Generate Certificate**.

11 In the **Token Logon** dialog box that appears, enter the password you created for your token during the token initialization. This is not the password used to log in to the Entrust Web site.



The screenshot shows a dialog box titled "Token Logon" with a close button (X) in the top right corner. Below the title bar, the text "SafeNet Authentication Client" is displayed on the left, and the Entrust logo is on the right. A horizontal purple bar separates the header from the main content area. The main content area contains the text "Enter the Token Password". Below this, there are two input fields: "Token Name:" with the value "Doc Signing Token" and "Token Password:" with a masked password represented by ten black dots. Below the password field, it says "Current Language: EN". At the bottom right, there are two buttons: "OK" and "Cancel".

The certificate is generated on your token. This will take a few minutes. When the certificate has been created, you will see a success message.



The screenshot shows the Entrust account page. At the top left is the Entrust logo. Below it, the text "Account: Documentation Company" is displayed. A large purple bar is positioned above the account information. Below the account information, there is a light blue box with a green checkmark icon and the text: "Your certificate has been generated and installed on the SafeNet token." Below this, in smaller text, it says: "To view the certificate, use SafeNet Authentication Client Tools and look for a certificate issued by Entrust Extended Validation Code Signing CA - EVCS1."

Your certificate is now ready for use. The certificate is also added to the Windows Certificate Store. This allows Adobe software to recognize the signature so that you can use the certificate. (This is not the same as validating another user's signature.)

Changing the password for your token

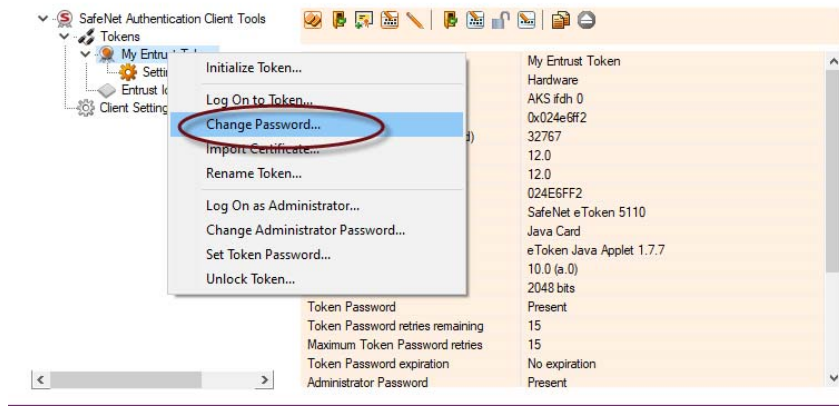
Use the following procedure when you need to change the password for your token.

To change your token password

- 1 Insert your token into a USB port on your PC.
- 2 Right-click the SafeNet icon in the Desktop tray and select **Tools**.
- 3 Click the **Advanced View** (gear) icon.
- 4 Right-click the entry for your token, and select **Change Password**.



SafeNet Authentication Client



- 5 Enter your current password and the new password. and confirm the new password. Be sure that your password complies with the character requirements defined for the token. Easily guessed passwords are not secure.

Change Password: My Entrust Token

SafeNet Authentication Client

ENTRUST

Current Token Password:

New Token Password:

Confirm Password: 100%

The new password must comply with the quality settings defined on the token.

A secure password has at least 8 characters, and contains upper-case letters, lower-case letters, numerals, and special characters (such as !, \$, #, %).

Current Language: EN

OK Cancel

- 6 Click **OK**.

Recovering a certificate

If you need to recover your certificate, for example, because you forgot the password:

- If you need to recover your certificate within 30 days of purchasing it, Entrust Certificate Services will reissue it once for free. After the 30 day period or if you need to recover the certificate more than once, you must purchase a new certificate.
- If you forget your pickup password before the certificate is generated, Certificate Services support will reset the password for you.



Note:

The Token Utility cannot recover the certificate.

Signing a document

This chapter provides basic information about how to sign an Adobe PDF or a Microsoft Word file, and how to set signature preferences.

Documents can also be certified to ensure that they are not altered after the signature is applied. For more advanced configuration options, see the Adobe or Microsoft documentation. A digital signature enables recipients to verify that the document came from you or passed through your possession, providing accountability.

Signing a PDF document

You can add one or more digital signatures to a PDF file or form using Adobe Acrobat or Adobe Acrobat Reader.

One or more signature fields can be created directly on the PDF for easy viewing. The field contains details about the certificate and the signature name. This example explains how to sign a PDF using Adobe Reader and a document signing certificate on a token.



Note:

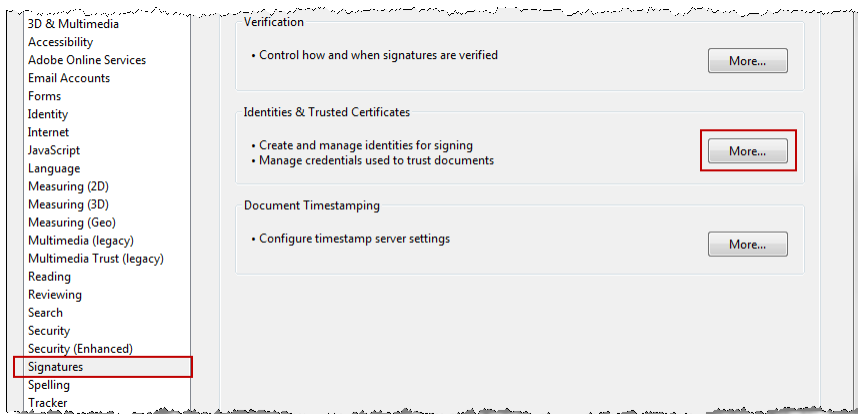
Procedures in this chapter are based on Adobe Acrobat Reader DC version 2015.010. The instructions may differ for other versions of Adobe Reader and Adobe Acrobat.

Complete the following procedures to sign a document:

- [“Select your certificate in Adobe Reader” on page 42](#)
- [“Sign the PDF document” on page 43](#)

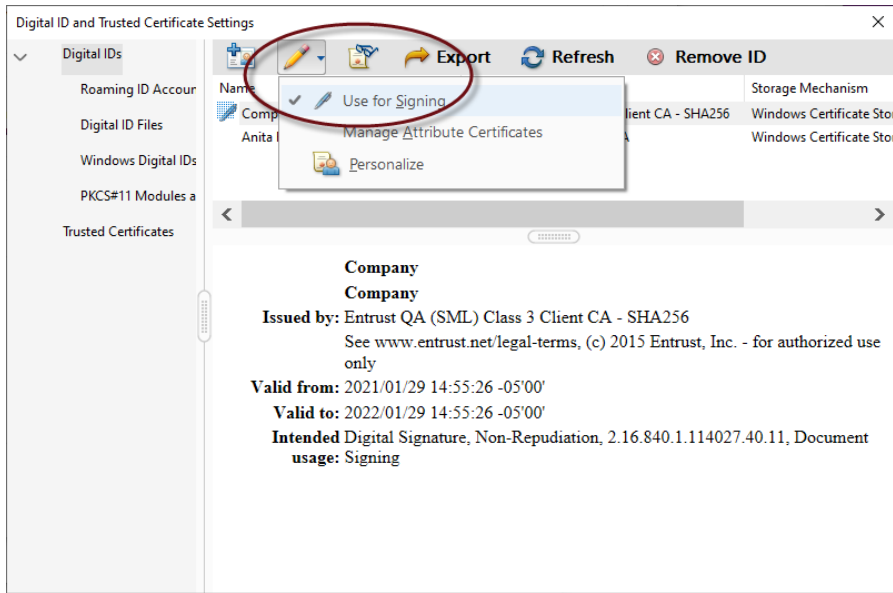
Select your certificate in Adobe Reader

- 1 Insert your token in a USB port on your computer.
- 2 Open the PDF document in Adobe Reader.
- 3 From the main toolbar, click **Edit > Preferences**
- 4 In the Preferences page, select **Signatures**.



- 5 In the Identities and Trusted Certificates panel, click **More**.

- 6 In the Digital ID and Trusted Certificate Settings page select Windows Digital IDs and choose your document signing certificate from the list.
- 7 From the pencil icon (edit) menu select **Use for Signing**.

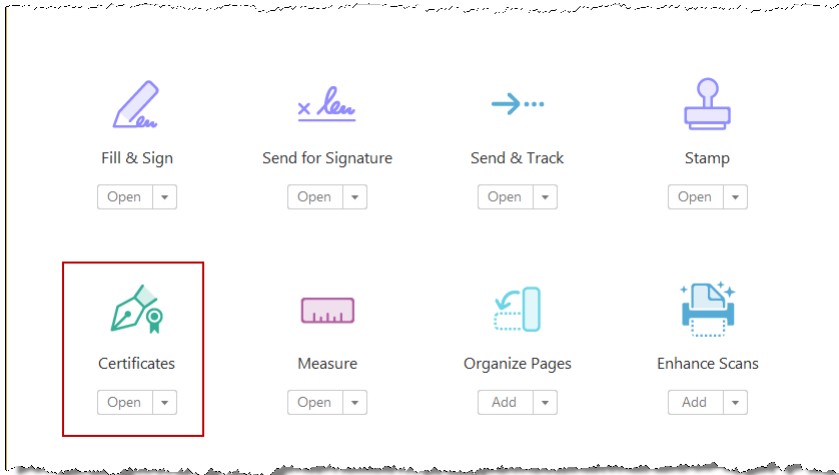


- 8 Close the Digital ID and Trusted Certificate Settings page and click **OK** in the Preferences page.

Sign the PDF document

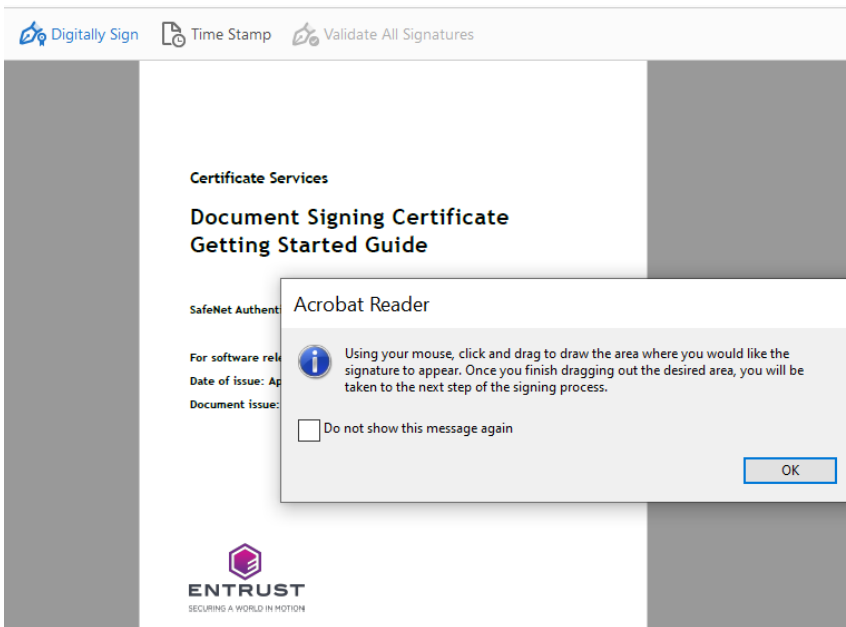
- 1 Be sure that your token is plugged in to a USB port on your computer.
- 2 In the Adobe Reader ribbon, select the **Tools tab**.

3 Scroll down to the Certificates tool and click **Open**.

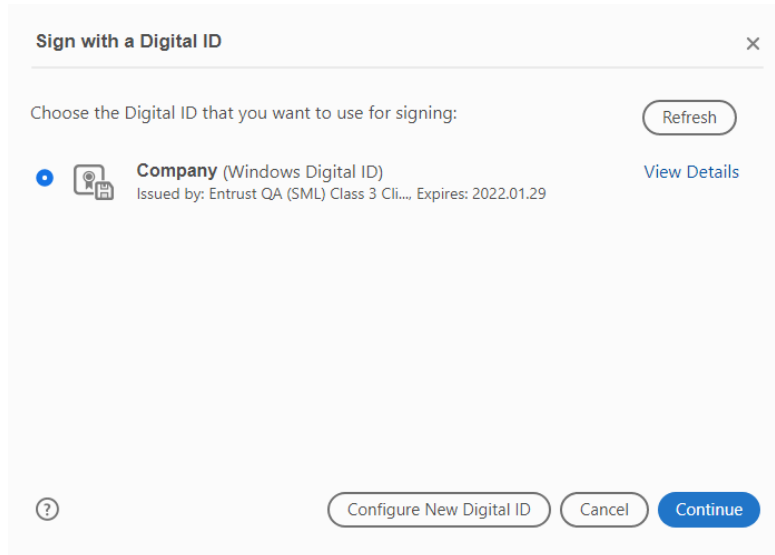


a Select **Digitally Sign** in the ribbon.

4 Read the information dialog and click **OK**.



- 5 In the PDF, click and drag your mouse to create a signature field.



- 6 Make sure the correct certificate is selected, and click Continue.
- 7 In the Sign Document dialog, edit the appearance of the signature if required. Help is provided for this dialog.



- 8 Click Sign.

- 9 Adobe Reader automatically asks you to select a file name and location for the signed PDF. When you are finished click **Save**.
- 10 When asked, enter the password for your token to allow Reader to use the certificate.
- 11 You may be asked for permission to connect to the Entrust timestamp server if this option is enabled in Adobe Acrobat Reader. Click **Yes** to continue.
- 12 The signature appears in the selected area of the document.

Compa
ny

Digitally signed
by Company
Date: 2021.01.29
15:14:14 -05'00'



Signing a Microsoft Word document

Microsoft Word provides the ability to add signatures from one or more individuals to provide accountability and assure authenticity. This example explains how to sign a Word document using a document signing certificate on a token.

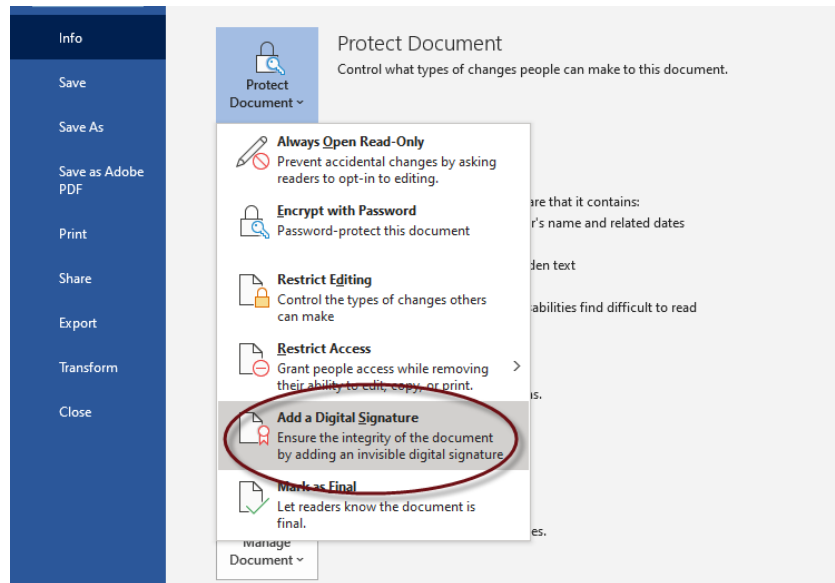


Note:

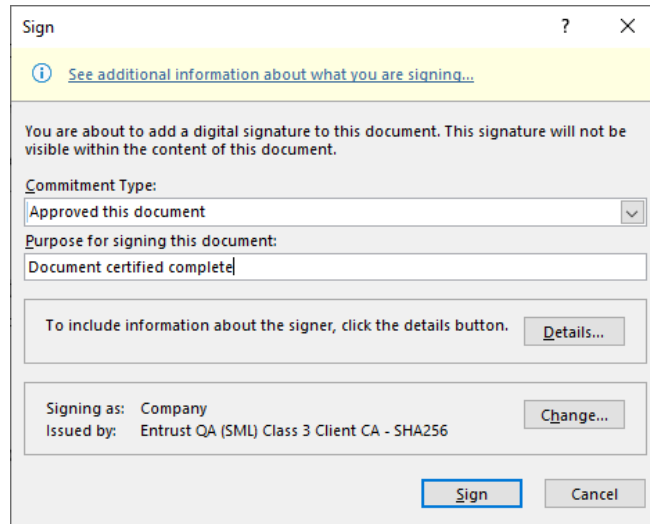
This procedure is based on Microsoft Office 2013. The procedure may differ for other Microsoft Office versions.

To sign a Word document

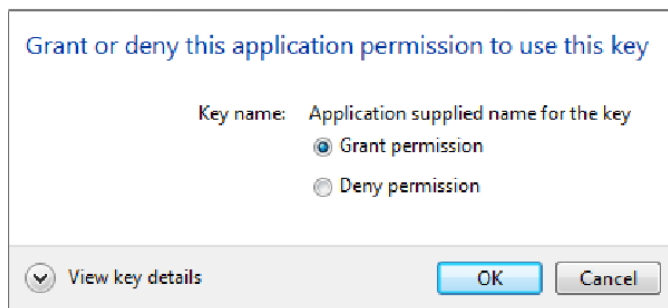
- 1 Plug the token with your Entrust Document Signing certificate into a USB port on your computer.
- 2 In your Word document, select **File > Info**.
- 3 Select **Protect Document > Add a Digital Signature**.



4 In the **Sign** dialog:



- a** Select the **Commitment Type**.
 - b** Enter a purpose for signing the document.
 - c** Click **Details** to enter information about who you are (title and location). This information will become part of your signature.
 - d** Click **Change** to select your Entrust document signing certificate, if it does not appear in the bottom panel.
 - e** Click **Sign**.
- 5** Provide your token password, if requested.
- 6** If the Request Permission to use a Key dialog appears, select **Grant permission** to continue.



- 7** Word signs the document and displays a success message.
- 8** To view the signatures, select **File > Info > View Signatures**.

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