

FDA CVM Electronic Submission Systems

- ▶ This Helper Presentation can assist you in [Applying a Digital Signature to an Adobe Acrobat PDF Document](#)
- ▶ Digital Signatures – Adobe Version 6 – Page 2 to Page 7
- ▶ Digital Signatures – Adobe Version 7 – Page 8 to Page 15
- ▶ Digital Signatures – Adobe Version 8 – Page 16 to Page 19



Digital Signatures – Adobe Version 6 (1 of 6)

- ▶ After filling out your Adobe SmartForm you MUST
 - Validate
 - Save
- ▶ If All is Ok then you must Press the **‘Signature’** Button
- ▶ Then Place your Mouse Cursor in the Highlighted Signature Box and Left Click

ii. SECTION II – Digital Signature Validation:

I certify that the applied digital signature is mine.

Stakeholder Name:

Stakeholder Email Address:

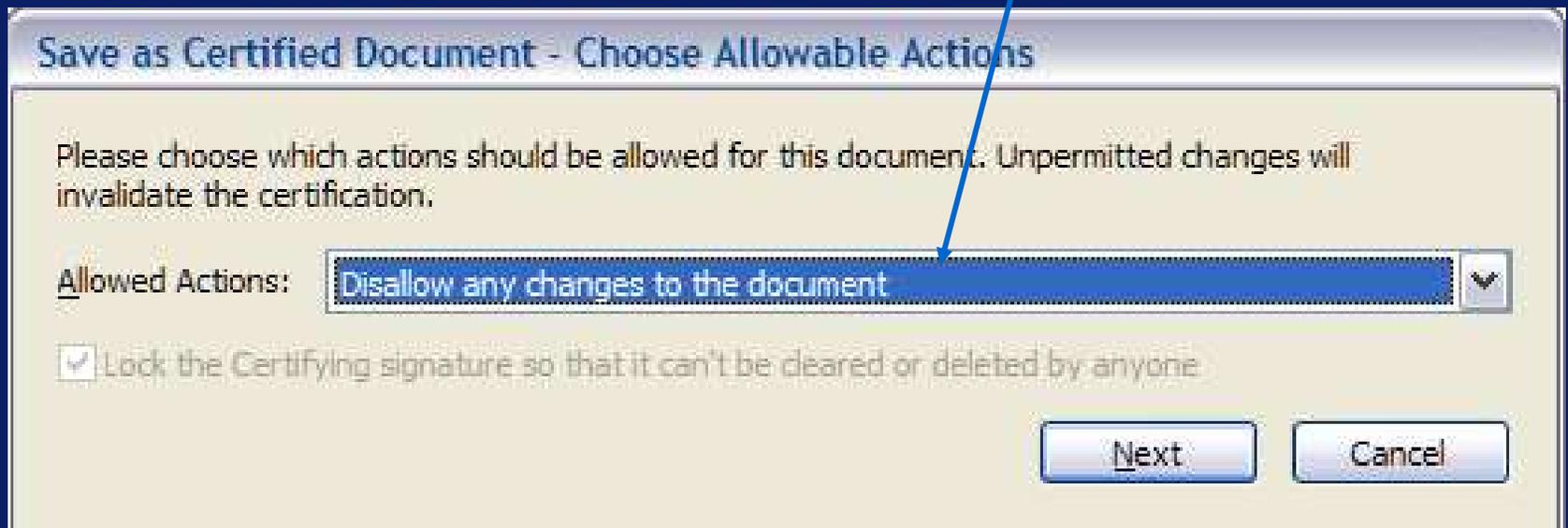
1 - Validate 2 - Save 3 - Signature

Signature Box



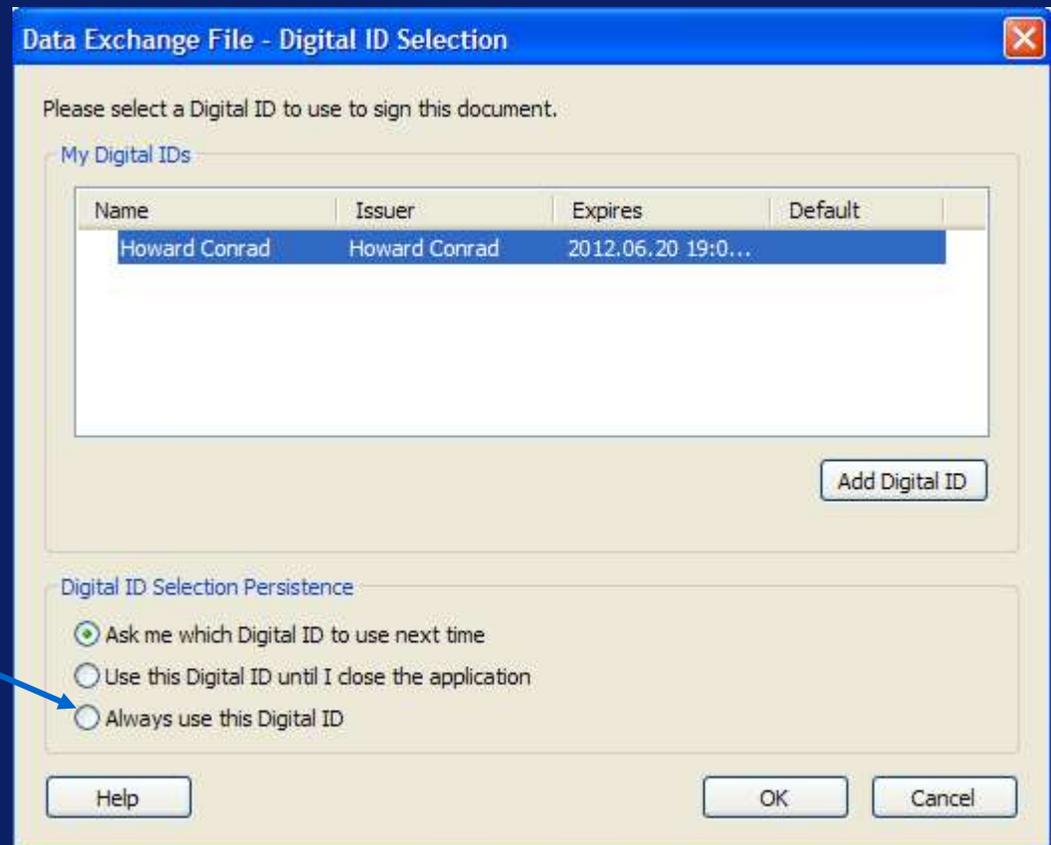
Digital Signatures – Adobe Version 6 (2 of 6)

- ▶ In this next dialogue box pull down choose 'Disallow any changes to the document'.
- ▶ Press 'Next'.



Digital Signatures – Adobe Version 6 (3 of 6)

- ▶ Select the Digital ID used to sign the document.
- ▶ In the **Digital ID Selection Persistence** dialogue box you can select the **'Always use the Digital ID'** and this box will no longer pop up.



Digital Signatures – Adobe Version 6 (4 of 6)

- ▶ In this screen you must accomplish the following:
 - Supply a conforming password (if required)
 - Select a 'Reason for Signing Document'
 - Select the 'Signature Appearance' template
 - Validate that the Email Address is the address that CVM has registered for you.
- ▶ Press either 'Sign and Save As' or 'Sign and Save'
- ▶ **NOTE: ONCE YOU SIGN A DOCUMENT YOU WILL NO LONGER BE ABLE TO CHANGE IT OR TO EXPORT DATA FROM IT**

Save as Certified Document - Sign

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Signature Details

Signing as **Howard Conrad (Test)**. View Digital ID...

Confirm Password:

Reason for Signing Document: (select or edit)

<< Hide Options

Options

Signature Appearance: Edit... New...

Location, e.g. city name: (optional)

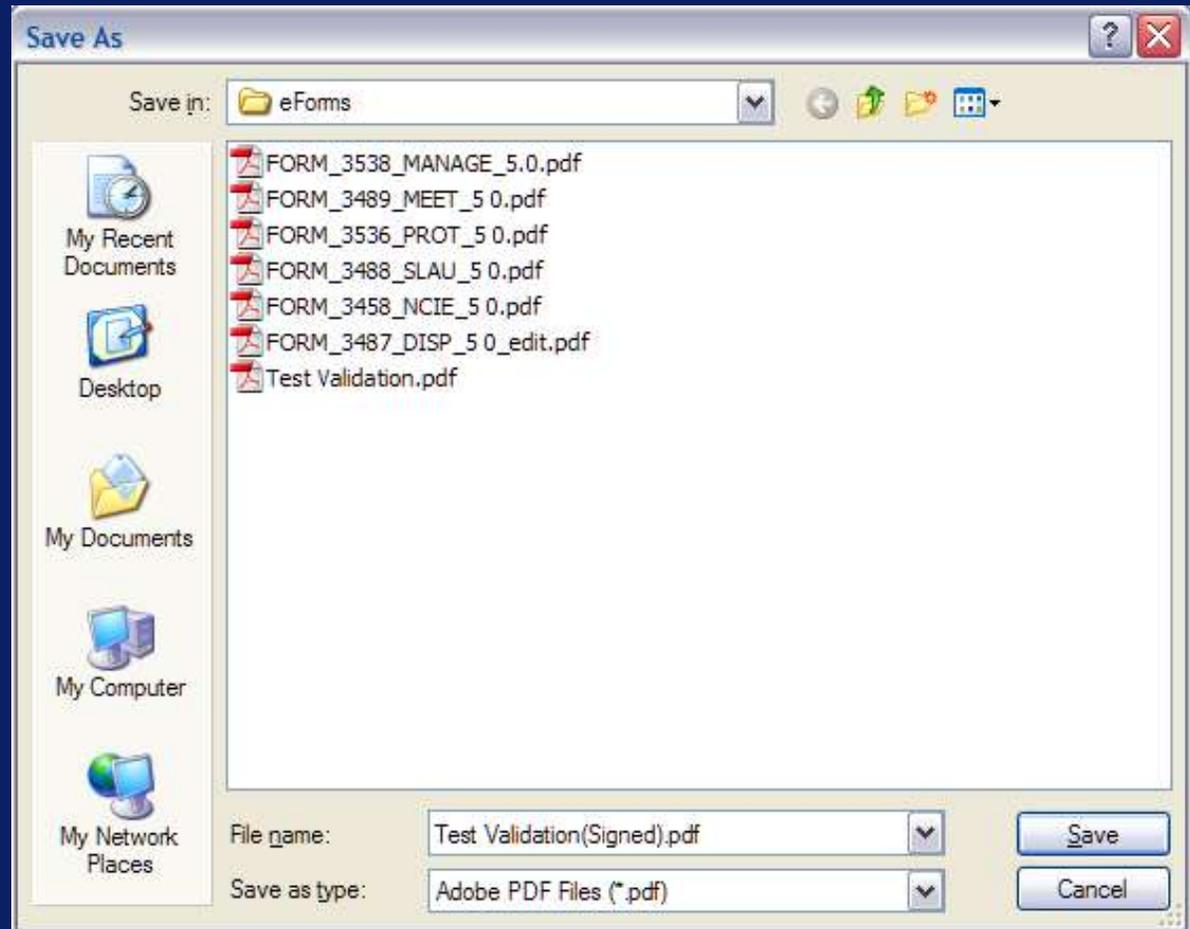
Your Contact Information, e.g., phone number: (optional)

Help Sign and Save As... Sign and Save Cancel



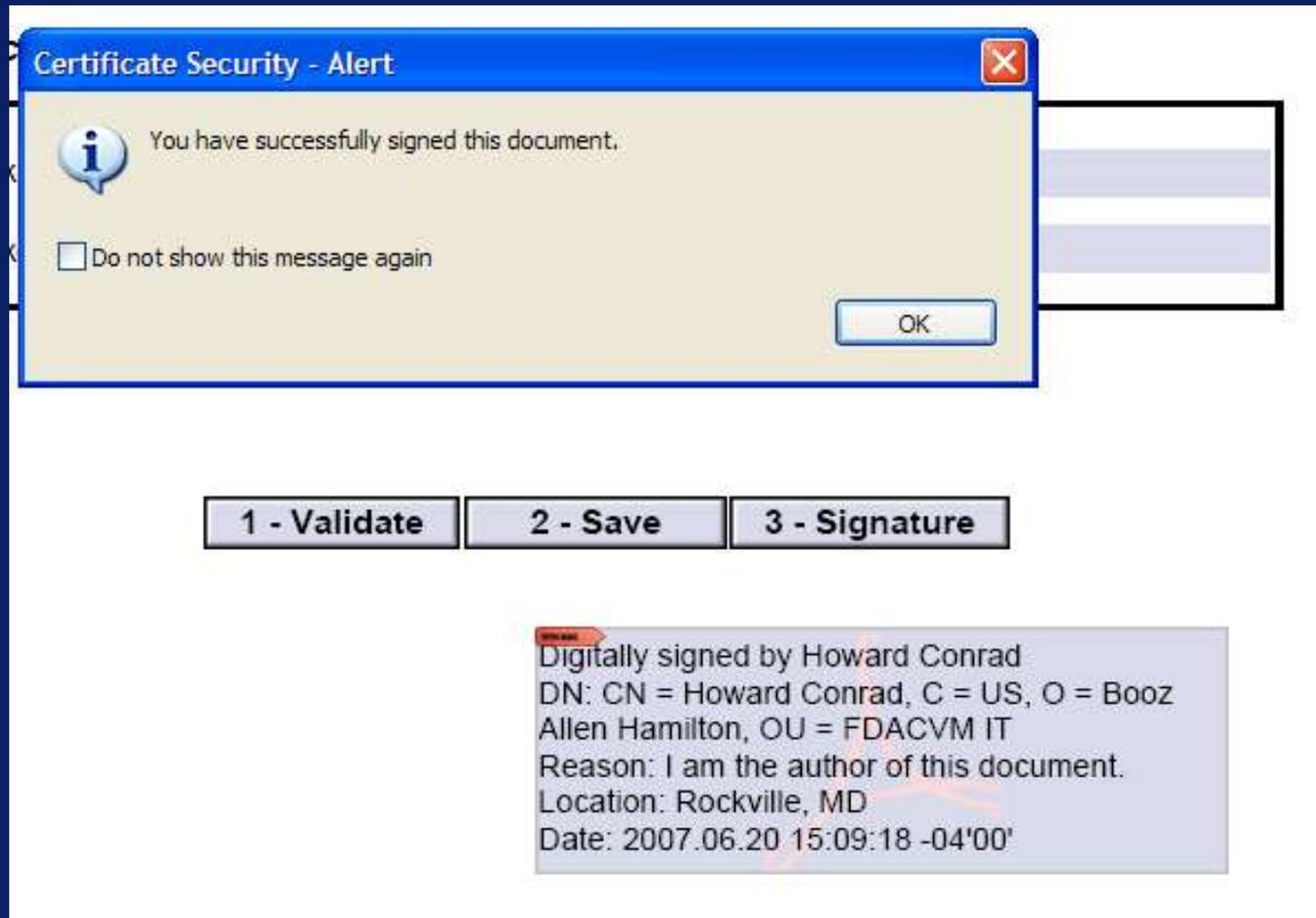
Digital Signatures – Adobe Version 6 (5 of 6)

- ▶ This screen allows you to specify where you want to save the **'Signed'** document



Digital Signatures – Adobe Version 6 (6 of 6)

- ▶ If all is Ok the following screen is displayed



The image shows a screenshot of a Windows-style dialog box titled "Certificate Security - Alert". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light yellow and contains an information icon (i) on the left, followed by the text "You have successfully signed this document." Below this text is a checkbox labeled "Do not show this message again" which is currently unchecked. An "OK" button is located in the bottom right corner of the dialog box. To the right of the dialog box, there is a rectangular area with horizontal lines, possibly representing a document or a signature field.

Below the dialog box, there are three buttons arranged horizontally: "1 - Validate", "2 - Save", and "3 - Signature".

At the bottom right, there is a grey box containing the following text:

```
Digitally signed by Howard Conrad  
DN: CN = Howard Conrad, C = US, O = Booz  
Allen Hamilton, OU = FDACVM IT  
Reason: I am the author of this document.  
Location: Rockville, MD  
Date: 2007.06.20 15:09:18 -04'00'
```



Digital Signatures – Adobe Version 7 (1 of 8)

- ▶ After filling out your Adobe SmartForm you MUST
 - Validate
 - Save
- ▶ If All is Ok then you must Press the **'Signature'** Button
- ▶ Place your Mouse Cursor in the Highlighted Signature Box and Left Click

ii. SECTION II – Digital Signature Validation:

I certify that the applied digital signature is mine.

Stakeholder Name:

Stakeholder Email Address:

1 - Validate 2 - Save 3 - Signature

Signature Box



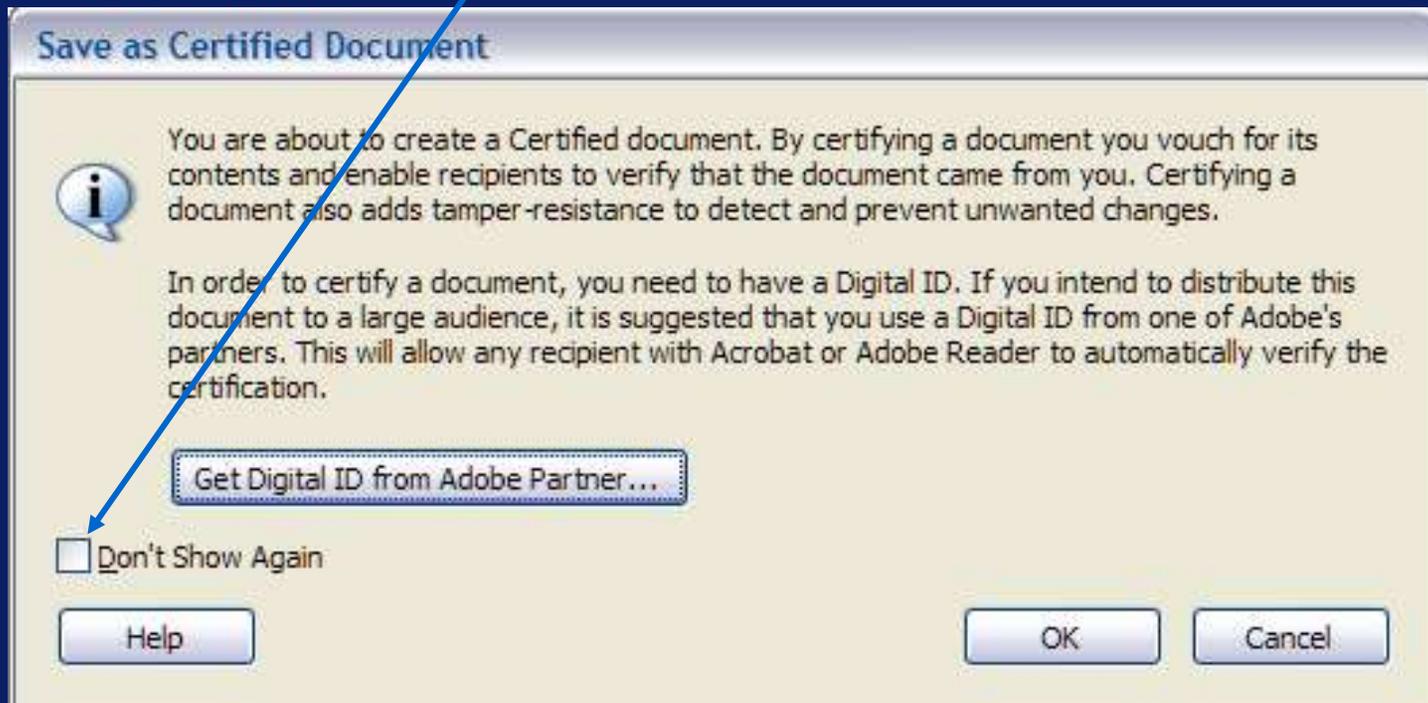
Digital Signatures – Adobe Version 7 (2 of 8)

- ▶ Pay attention to the Disclaimer
- ▶ Click 'Certify Document'



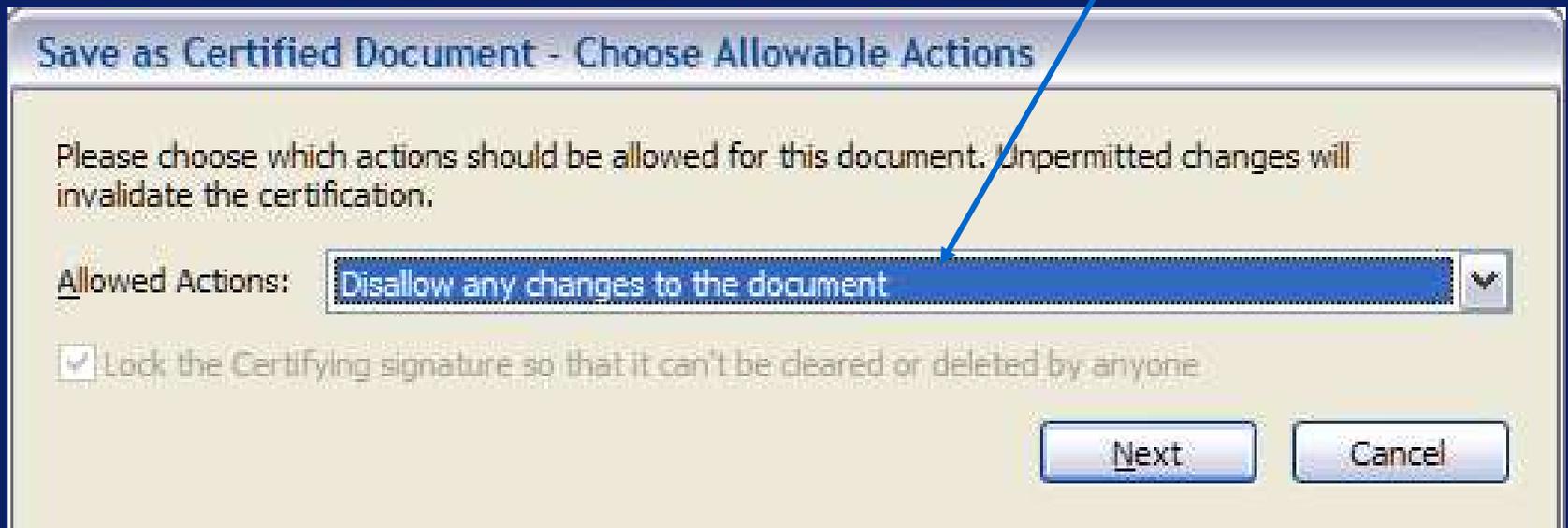
Digital Signatures – Adobe Version 7 (3 of 8)

- ▶ If you do not need a Digital ID then press 'OK'
- ▶ Note: If you click 'Don't Show Again' this screen will not pop up again



Digital Signatures – Adobe Version 7 (4 of 8)

- ▶ In this next dialogue box pull down and choose 'Disallow any changes to the document'
- ▶ Press 'Next'



Digital Signatures – Adobe Version 7 (5 of 8)

- ▶ In this screen you must accomplish the following:
 - Supply a conforming password (if required)
 - Select a 'Reason for Signing Document'
 - Select the 'Signature Appearance' template
 - Validate that the Email Address is the address that CVM has registered for you.
- ▶ Press either 'Sign and Save As' or 'Sign and Save'
- ▶ **NOTE: ONCE YOU SIGN A DOCUMENT YOU WILL NO LONGER BE ABLE TO CHANGE IT OR TO EXPORT DATA FROM IT**

Save as Certified Document - Sign

To complete the signing process, you must apply the Digital Signature to the document by saving the document. In case you need to later make changes to the original, it is recommended that you create a new signed copy of the document by clicking Sign and Save As.

Signature Details

Signing as **Howard Conrad (Test)**. [View Digital ID...](#)

Confirm Password:

Reason for Signing Document: (select or edit)

[<< Hide Options](#)

Options

Signature Appearance: [Edit...](#) [New...](#)

Location, e.g. city name: (optional)

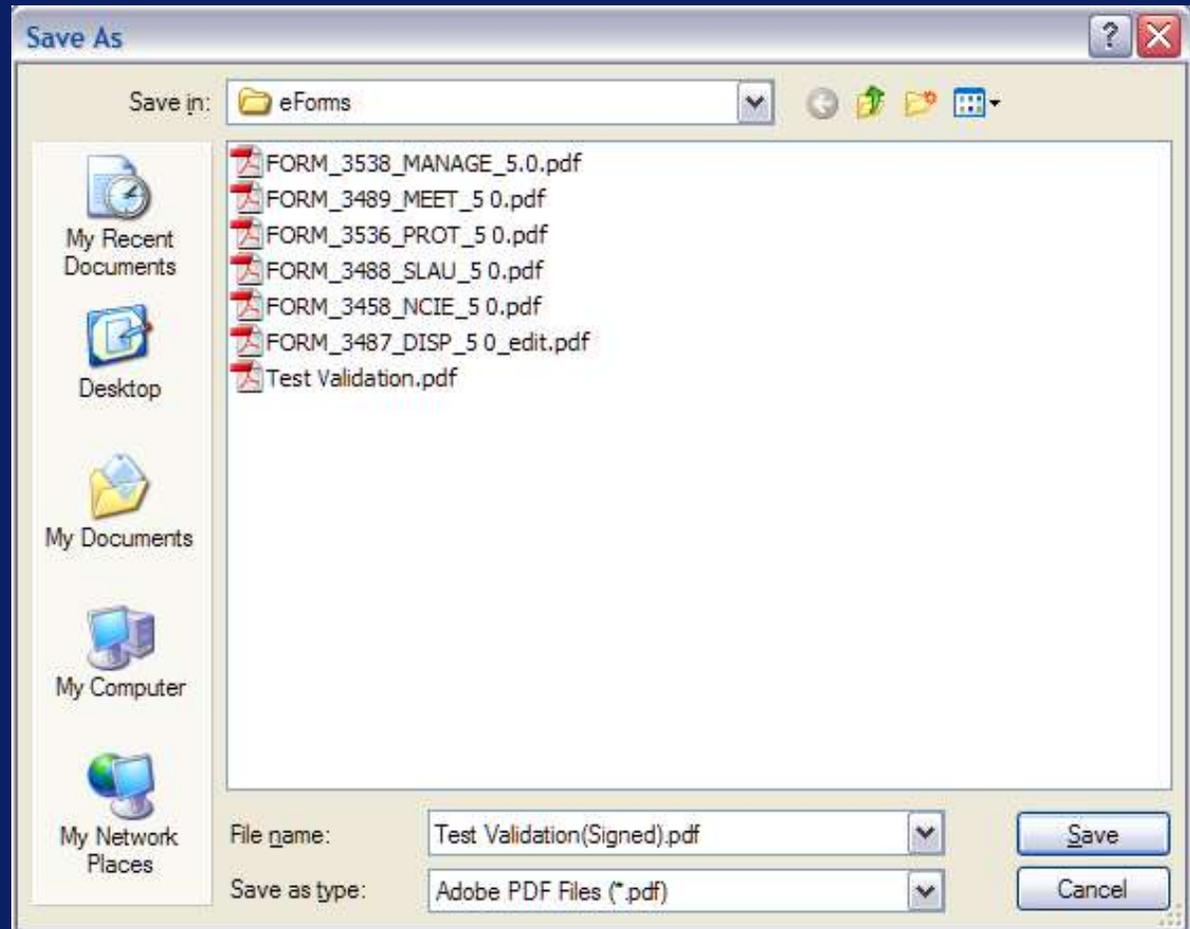
Your Contact Information, e.g., phone number: (optional)

[Help](#) [Sign and Save As...](#) [Sign and Save](#) [Cancel](#)



Digital Signatures – Adobe Version 7 (6 of 7)

- ▶ This screen allows you to specify where you want to save the **'Signed'** document



Digital Signatures – Adobe Version 7 (7 of 8)

- ▶ If all is Ok the next screen will appear indicating that you have successfully signed the document and saved it.



Digital Signatures – Adobe Version 7 (8 of 8)

- ▶ This is the finished signed document

ii. SECTION II – Digital Signature Validation:

I certify that the applied digital signature is mine.

Stakeholder Name: Howard Conrad

Stakeholder Email Address: HOWARD.CONRAD@FDA.HHS.GOV

1 - Validate

2 - Save

3 - Signature

Howard
Conrad
(Test)

Digitally signed by Howard Conrad
(Test)
DN: cn=Howard Conrad (Test), c=US,
o=Booz Allen Hamilton,
ou=Information Technology,
email=howard.conrad@fda.hhs.gov
Reason: I am the author of this
document
Location: Rockville, MD
Date: 2007.06.22 08:08:14 -04'00'



Digital Signatures – Adobe Version 8 (1 of 4)

- ▶ Clicking the '3 – Signature' Button displays this screen
- ▶ To continue signing click inside the signature box

II. ✓ SECTION II – Digital Signature Validation:

I certify that the applied digital signature is mine.

Stakeholder Name: Howard Conrad

Stakeholder Email Address: HOWARD.CONRAD@FDA.HHS.GOV

1 - Validate 2 - Save 3 - Signature

Signature Box



Digital Signatures – Adobe Version 8 (2 of 4)

- ▶ This is the 'Sign Document' window
- ▶ Set the correct 'Reason' for signing
- ▶ Verify that the 'Contact Info' field has your correct Email Address. This **must** be the same Email address that CVM has registered for you.
- ▶ Press the 'Sign' button when complete.

Sign Document

Digital ID: Howard Conrad (Test)

Digital Identification
Sign transaction, Encrypt document

Howard Conrad (Test) <howard.conrad@fda.hhs.gov>
6/22/2012 1:22:44 PM
Howard Conrad (Test)

Appearance: Standard Text

Howard Conrad (Test)
Digitally signed by Howard Conrad (Test)
DN: cn=Howard Conrad (Test),
o=Booz Allen Hamilton,
ou=FDACVM IT, email=howard.conrad@fda.hhs.gov, c=US
Date: 2007.06.22 09:26:30 -04'00''

Reason
I am the author of this document

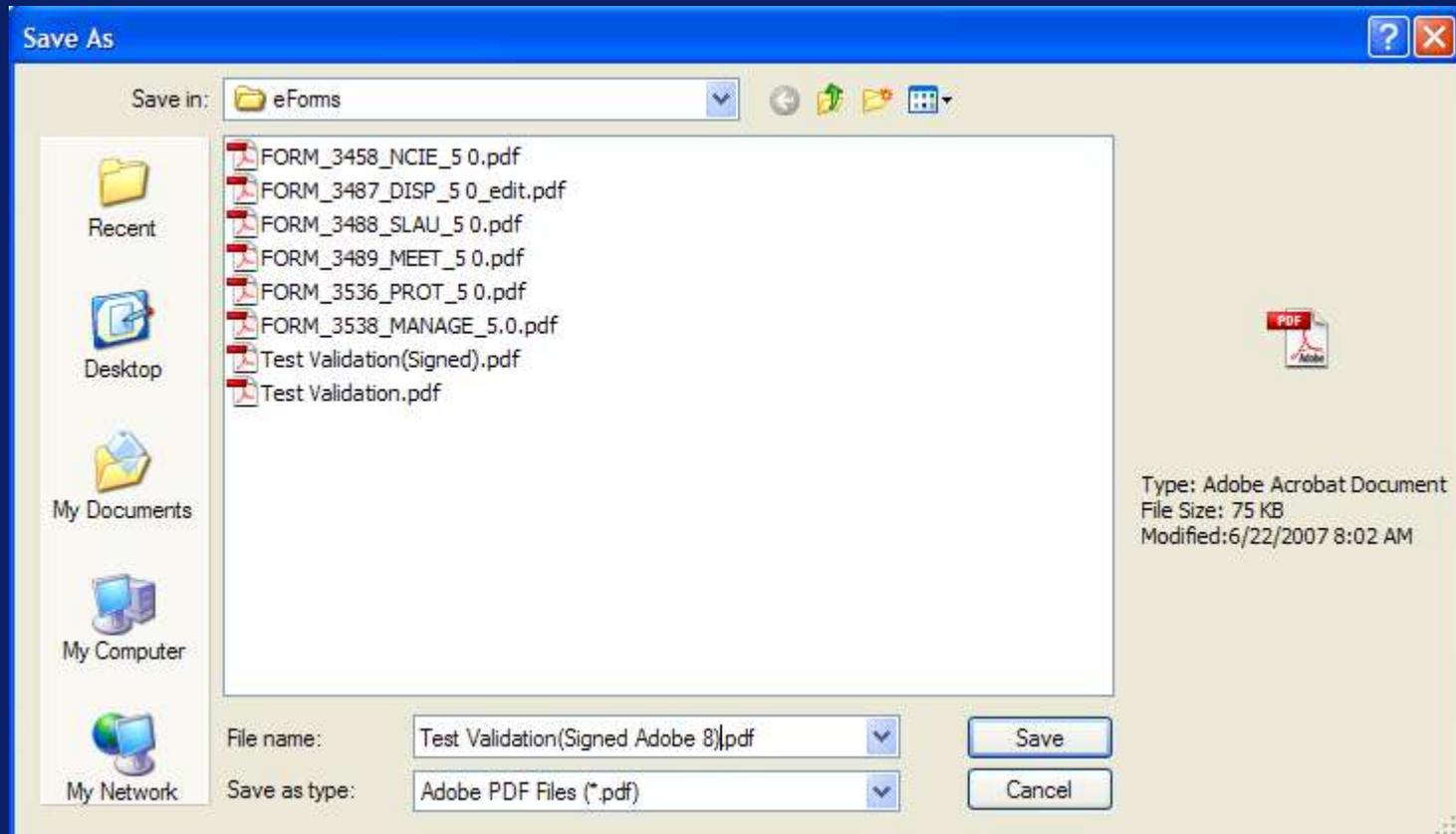
Other Information
Location: Rockville, MD
Contact Info: howard.conrad@fda.hhs.gov

Sign Cancel



Digital Signatures – Adobe Version 8 (3 of 4)

- ▶ Enter in the filename of the signed document. Once the document has been signed it no longer can be changed nor can an export be accomplished.



Digital Signatures – Adobe Version 8 (4 of 4)

- ▶ This is the completed digitally signed document.

II. ✓ SECTION II – Digital Signature Validation:

I certify that the applied digital signature is mine.

Stakeholder Name: Howard Conrad

Stakeholder Email Address: HOWARD.CONRAD@FDA.HHS.GOV

1 - Validate

2 - Save

3 - Signature

 Howard
Conrad
(Test)

Digitally signed by Howard Conrad
(Test)
DN: cn=Howard Conrad (Test),
o=Booz Allen Hamilton, ou=FDACVM
IT, email=howard.conrad@fda.hhs.
gov, c=US
Reason: I am the author of this
document
Location: Rockville, MD
Date: 2007.08.22 09:27:25 -04'00'

