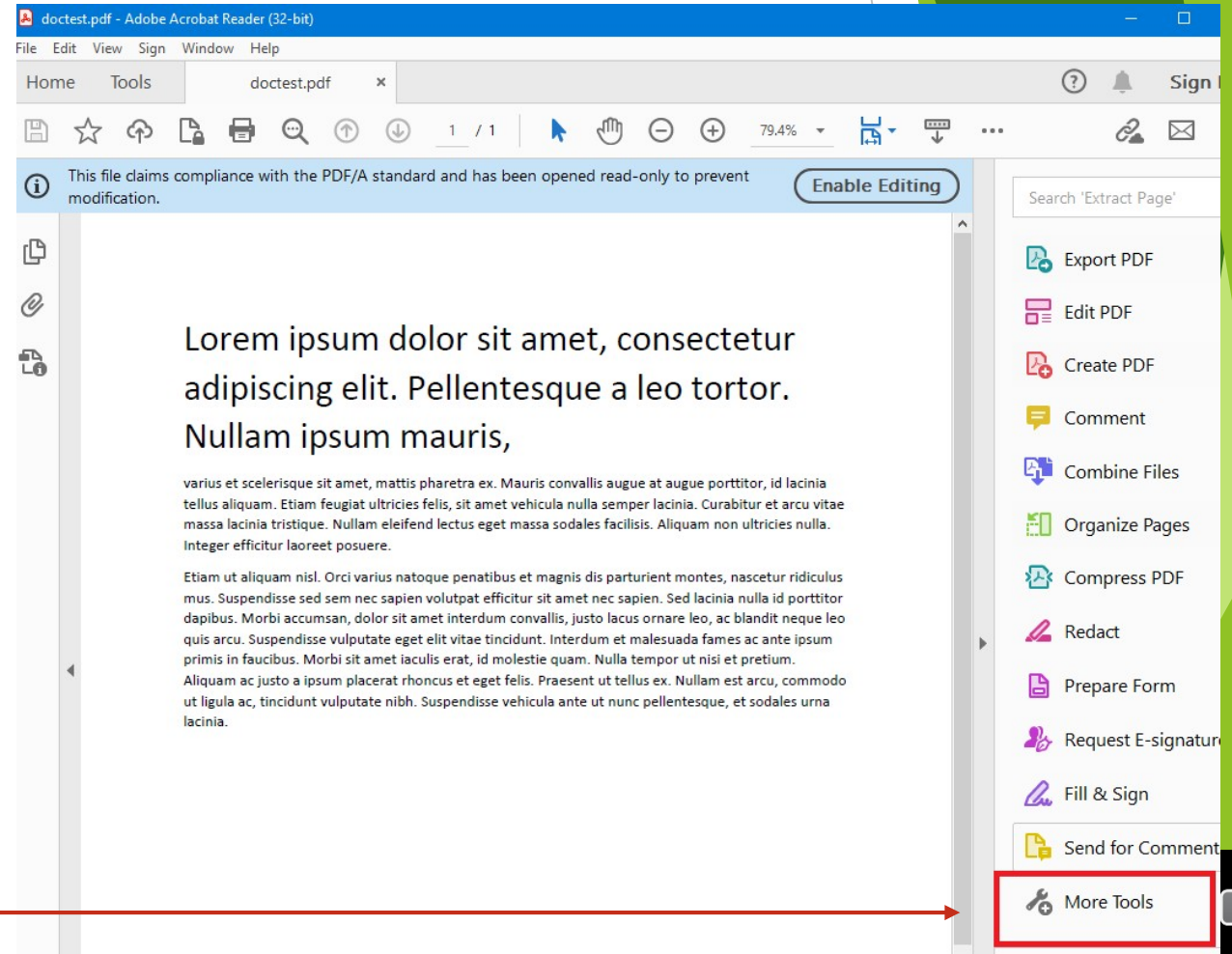


AlfaCloud signing procedure

Open the document with Adobe Reader.

Click on “More Tools”

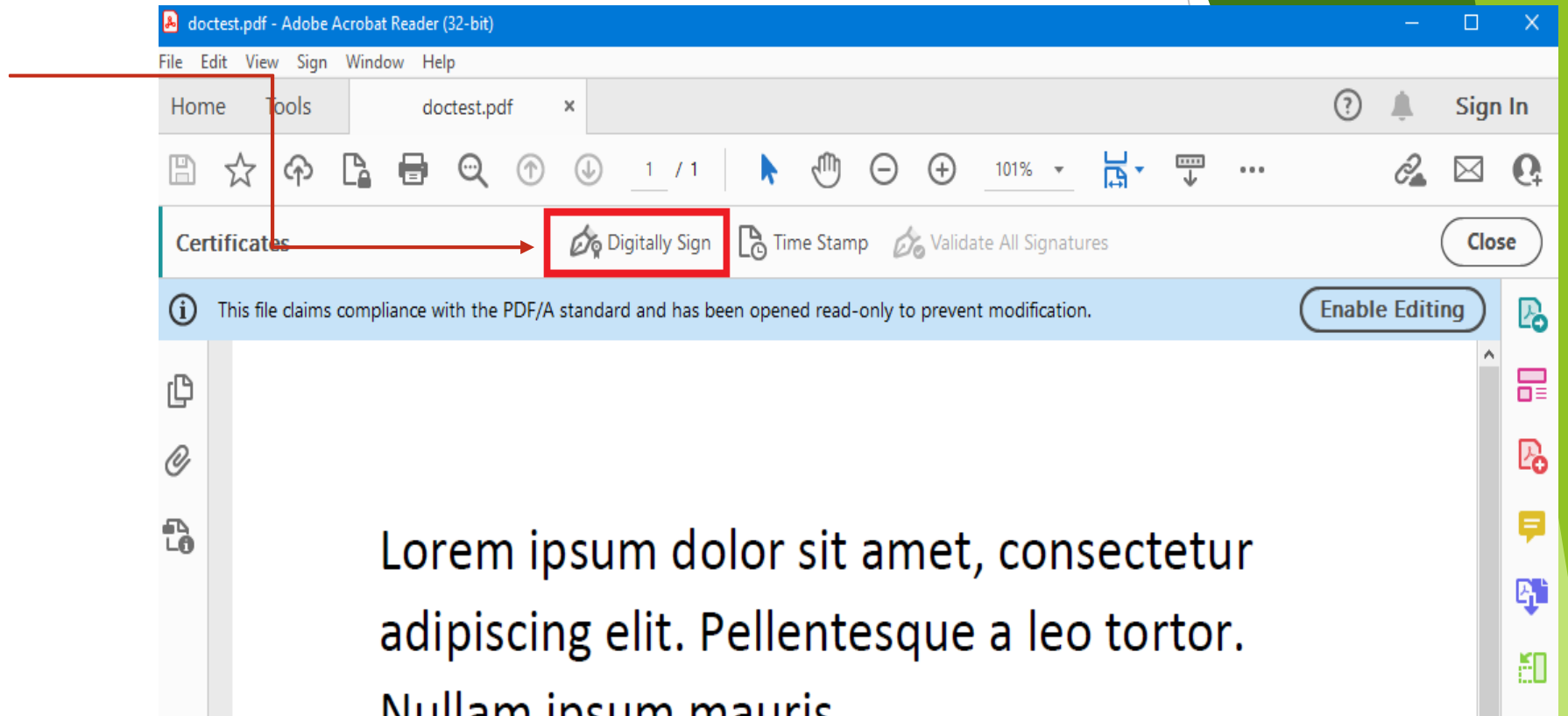


Click “Certificates”

The screenshot shows the Adobe Acrobat Reader interface with the 'Tools' panel open. The window title is 'doctest.pdf - Adobe Acrobat Reader (32-bit)'. The menu bar includes 'File', 'Edit', 'View', 'Sign', 'Window', and 'Help'. The 'Tools' tab is selected, and the current document is 'doctest.pdf'. A search bar at the top of the tools panel contains the text 'Search 'Header''. The tools panel displays several tool categories, each with an icon, a title, a brief description, and an 'Open' button with a dropdown arrow. The 'Certificates' tool is highlighted with a red rectangular box. A red line originates from the text 'Click “Certificates”' on the left and points to the 'Certificates' tool box. The 'Certificates' tool description reads: 'Digitally sign or certify documents and validate authenticity.' A 'Show More' button is located to the right of the 'Certificates' tool.

Tool Name	Description	Action Button
Comment	Add comments with sticky notes, highlights, and more.	Open
Fill & Sign	Complete forms yourself or send to others to sign.	Open
Edit PDF	Edit text and images fast. Fix a typo or crop an image.	Open
Export PDF	Convert a PDF to Microsoft Word, Excel, and more.	Open
Create PDF	Quickly turn Microsoft Office and other files into PDFs.	Open
Combine Files	Combine multiple files and arrange them in one PDF.	Add
Share	Send a file to others to view, comment, or sign.	Open
Stamp	Add stamps such as 'approved' or 'draft'.	Open
Measure	Measure distance, area, and perimeter of objects.	Open
Certificates	Digitally sign or certify documents and validate authenticity.	Open

Click “Digitally Sign”



Left-click and hold to draw a border
of the area where you want to place the signature.

Certificates

Digitally Sign Time Stamp Validate All Signatures

i This file claims compliance with the PDF/A standard and has been opened read-only to prevent modification. Enable Editing


massa lacinia utisque. Nullam efferenti lectus eget massa sodales lacinis. Aliquam non uticies nulla. Integer efficitur laoreet posuere.

Etiam ut aliquam nisl. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Suspendisse sed sem nec sapien volutpat efficitur sit amet nec sapien. Sed lacinia nulla id porttitor dapibus. Morbi accumsan, dolor sit amet interdum convallis, justo lacus ornare leo, ac blandit neque leo quis arcu. Suspendisse vulputate eget elit vitae tincidunt. Interdum et malesuada fames ac ante ipsum primis in faucibus. Morbi sit amet iaculis erat, id molestie quam. Nulla tempor ut nisi et pretium. Aliquam ac justo a ipsum placerat rhoncus et eget felis. Praesent ut tellus ex. Nullam est arcu, commodo ut ligula ac, tincidunt vulputate nibh. Suspendisse vehicula ante ut nunc pellentesque, et sodales urna lacinia.

Select the signature and click “Continue”.

Sign with a Digital ID ✕

Choose the Digital ID that you want to use for signing: Refresh

-  **test alex test** (Windows Digital ID)
Issued by: [TEST] [TEST] AlfaSign Test CA, Expires: 2024.05.24 View Details

? Configure New Digital ID Cancel Continue

Click "Sign"

Sign as "test alex test" ✕

Appearance Standard Text ▼ Create

test alex test Digitally signed
by test alex test
Date: 2023.05.29
12:13:56 +03'00'

Lock document after signing View Certificate Details

Back Sign

Rename the document and click "Save".

