



Frontier Technologies Corporation

ProSigner Quick User Guide

Table of Contents

1. CREATE YOUR DIGITAL CREDENTIAL-----	3
2. CONFIGURING PROSIGNER -----	6
3. SIGNING/VERIFYING WORD/EXCEL FILES USING DIGITAL CREDENTIAL--	8
4. USING PDFESIGNER TO SIGN PDF FILES -----	14
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A. SIGN OTHER FORMAT FILES -----	17
B. VERIFY OTHER FORMAT FILES -----	20

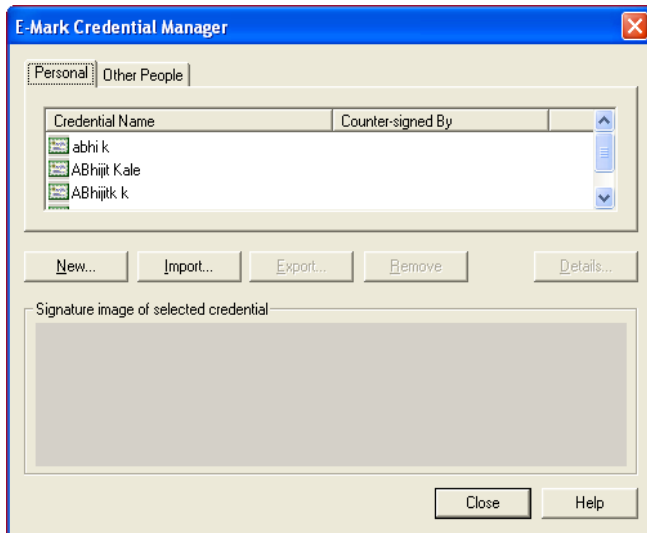
E-Lock ProSigner enables you to sign files with password-protected credentials, or using X509 standard digital certificate procured from the third-party certifying authority. ProSigner's "Create eSignature" feature allows you to create your own password-protected credential, and associate handwritten signature image to it.

4. CREATE YOUR DIGITAL CREDENTIAL

Step 1: To create a "credential"

Go to Start→Programs→ E-Lock ProSigner→Create eSignatures→ Manage Credential

This will start the "Credential Manager Application"



The "**Credential Manager**" screen displays all the digital credentials on your machine, as well as public credentials of other users (in the Other People tab)

To create a new credential, click **New...**

Step 2: New Credential Wizard will start



This will start the "**New Credential Wizard**". Click **Next...**

Step 3: Fill up the Registration Details

New Credential Wizard

Registration Information
Please enter the following information to create your credential.

First Name: John
Last Name: Smith
Organization: E-Lock
Country: United States
Password for credential: *****
Confirm password: *****

Next > Cancel Help

This is the “**Registration**” dialog box. At least one field has to be filled to proceed. You can provide further security to your digital credential by providing a password here. This will prevent others from using your credential. Click **Next...**

Note:

Password protection for credential is optional; but is recommended (and may also be required by your organization). If you do not want password, **keep** password for credential, and confirm password fields **empty**.

Step 4: Create a handwritten signature

New Credential Wizard

Credential Settings
Select the type of signature image to create.

Authentication method

Draw a signature image on a watermark (for example, a seal or a logo)
Watermark bitmap file name: [Browse...]

Draw a signature image on a clean canvas

Use a signature image file
Signature image (.esg) file name: [Browse...]

Do not use a signature image

Next > Cancel Help

This is the “**Credential Settings**” dialog box. Here, you can specify whether you want to create a new handwritten signature **with** or **without** watermark, or select an existing file (this needs to be .esg file, which can be created using “**Capture eSignature**”).

You can also choose to not to include a handwritten signature bitmap.

Select the appropriate option, and click **Next...**

Note: Users are advised to click on the “**Help**” button to understand the available options for signature image.

Step 5: Draw the handwritten signature

New Credential Wizard

In this step you create a signature image to be included as part of your digital signature. The actual digital signature, which complies with legal requirements, will be applied when you click the Sign button during the signing ceremony.

Device: Mouse
Thickness(Pixel): 2
Color...
Clear
Units: Inches, Centimeters, Pixels

scale factor= 100

< Back Capture Cancel Help

This step provides you with a canvas to draw your handwritten signature. If you had selected a bitmap as a watermark in the previous dialog box, it will be displayed here.

Handwritten signature can be drawn using a mouse, or a Wintab compliant pointing device like ePad.

After drawing your handwritten signature, click on “**Capture**” (You can also directly select capture, if you already have a watermark image).

You can change thickness, color, and size of your handwritten signature here. Click **Next...**

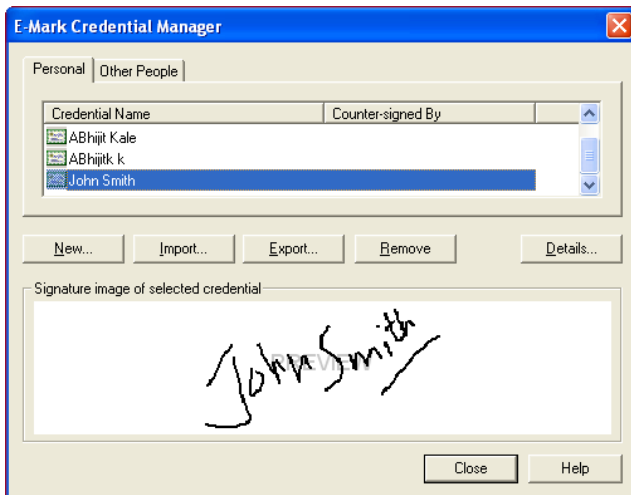
Step 6: New Credential Wizard ends



This is the “**Completion**” dialog box, which displays status of your digital credential.

Click **Finish...**

Step 7: Return to Credential Manager



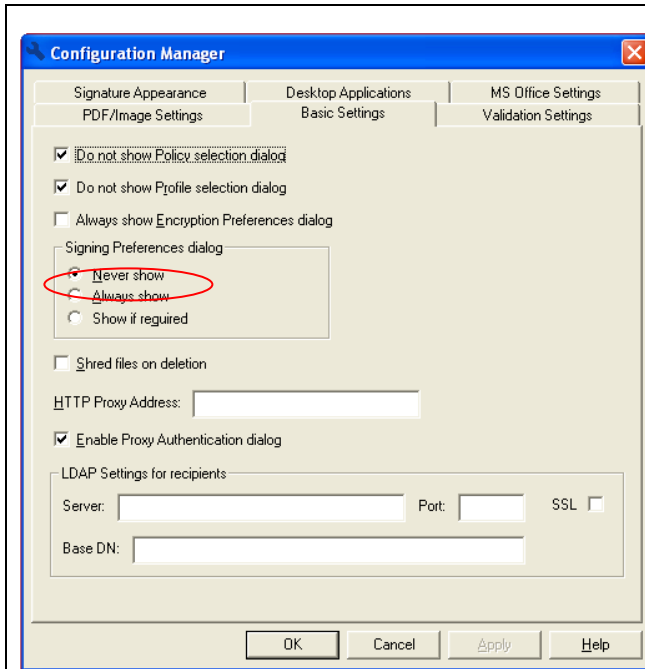
Once you return to the “**Credential Manager**”, the credential will be displayed to you. Now, you can start signing files with your digital credential.

2. CONFIGURING PROSIGNER

The “**Configuration Manager**” allows users to manage settings for signature appearance, placement, preferences, etc. To open the manager, go to **Start→Programs→ E-Lock ProSigner →Configuration Manager**

A. CHANGE THE BASIC SETTINGS

Basic settings have to be changed to display “**Signing Preferences**” dialogue box. This box allows you to include reason, location, comment, and change the signature image file if using a credential with a handwritten signature, or include a new image during the signing by changing basic settings.



Once you open the “**Configuration Manager**”, click “**Basic Settings**”...

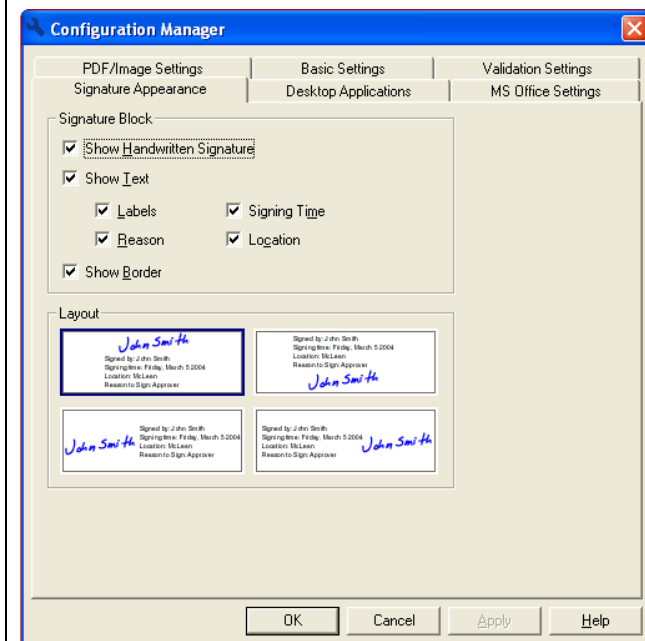
Here, by default the “**Signing Preferences Dialog**” is set to “**Never Show**”. This should be changed to “**Always Show**” to get the “**Signing Preferences Dialog**” while signing. This allows signer to insert reason, place, and comments, if any, in the signature block.

Click “**Apply**” and “**OK**”

Note: Those users who want to reduce the signing steps, or don’t want these preferences, can choose “**Never Show**” option in “**Signing Preferences Dialog**”.

B. CHANGE SIGNATURE APPERANCE

The “**Signature Appearance**” settings allow you to customize the signature appearance when you sign the documents.



Click “**Signature Appearance**”

This allows you to select options you want to have in the signature block

1. Handwritten signature

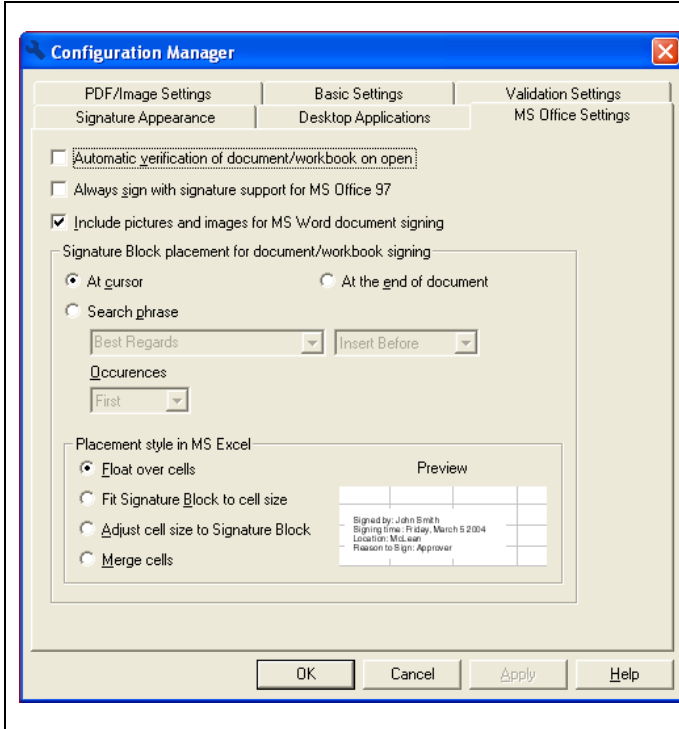
2. **Text** like label, signing time, reason, and location,

3. **Border** and signature layout in the visible signature.

Change the settings as per your needs, and click “**Apply**” and “**OK**”

C. CHANGE MS-OFFICE SETTINGS

With ProSigner, you can configure the signature placement in the Word and Excel as per your need. Configurations for this can be done in the **“MS Office Settings”** tab in ProSigner.



Click **“MS Office Settings”**

You can configure for automatic verification of the document/worksheet on open to include pictures and images for Word signing.

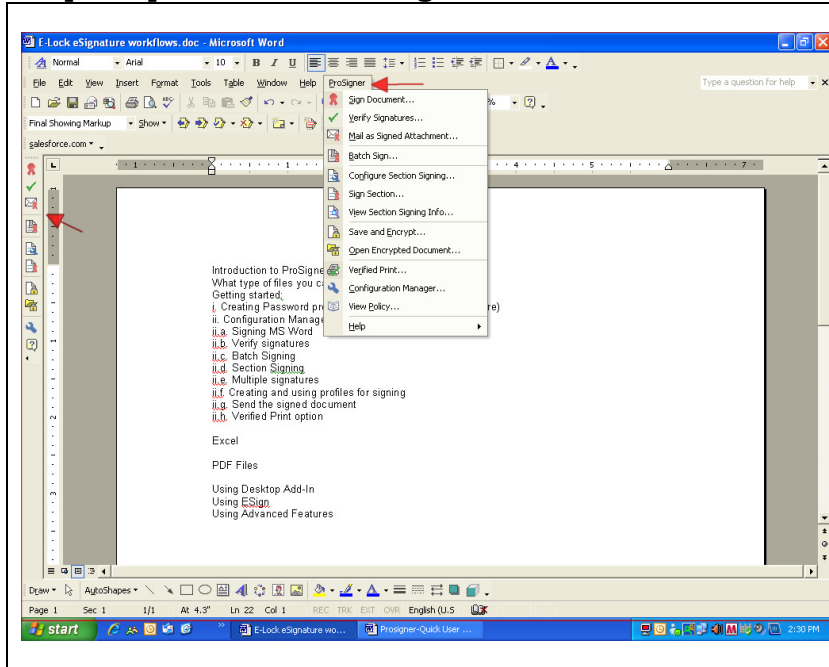
Signature block placement for Word signing, and placement style in Excel

Change the settings as per your needs, and click **“Apply”** and **“OK”**

3. SIGNING/VERIFYING A FILE USING DIGITAL CREDENTIAL

A. SIGNING A WORD/EXCEL FILE

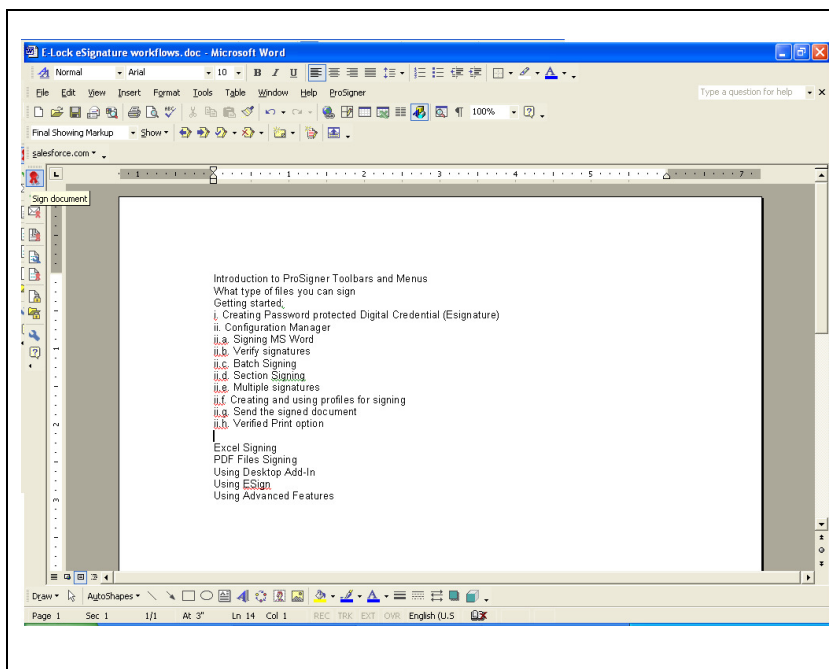
Step 1: Open the file to be signed



Open Word/Excel file; make necessary changes in the document, and save the file.

As ProSigner integrates with Word and Excel, you can see ProSigner toolbar on the left hand side, and ProSigner menu in the top menu bar in these applications.

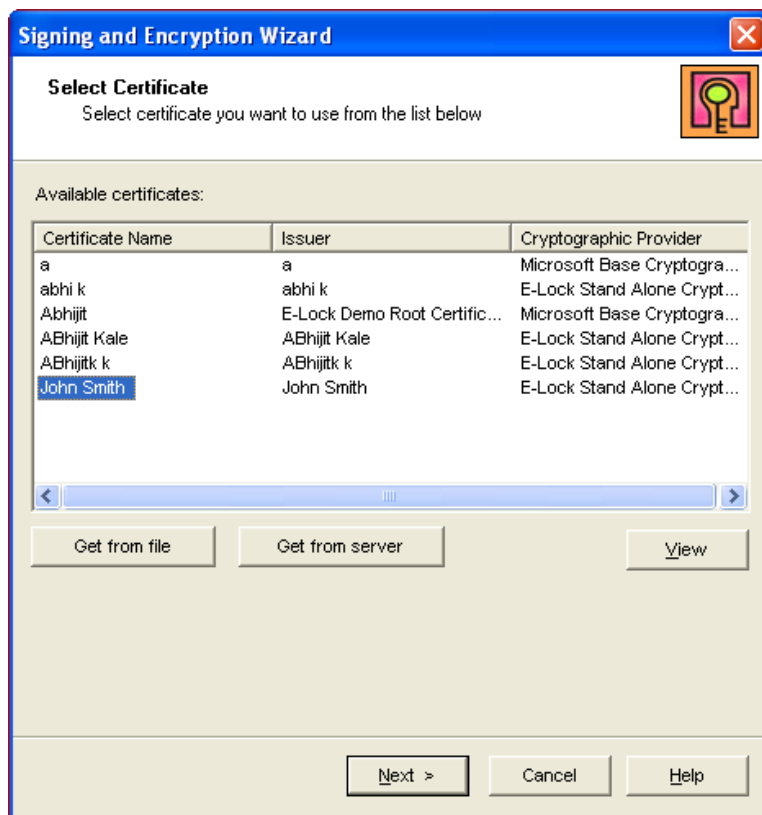
Step 2: Sign the file



Once the document is saved, and ready for signing,

click on **“Sign Document” (Red Ribbon Icon)** in the toolbar, as shown in the snap. This will open **“Select Certificate”** dialog box.

Step 3: Select Certificate/Credential



“**Select Certificate**” box will have the list of certificates and credentials on your PC.

Select digital certificate/credential you want to sign with, and click “**Next**”...

If you have password for the selected credential or a certificate, it will ask for the password.

Enter the password and click “**Ok**”.

Note: If you have a digital certificate on the e-token make sure it is plugged into your PC while signing.

Step 4: Signing Preferences



Once credential / certificate is selected for signing, **“Signing Preferences”** dialog box will be displayed. This allows you to enter reason, location, comment, and select the time stamp. The reason, location, and local machine time stamp will appear in the signature block when you sign the document.

The comment will be seen when you verify the signed document in the verification result.

After configuring **“Signing Preferences”**, click **“Next”**.

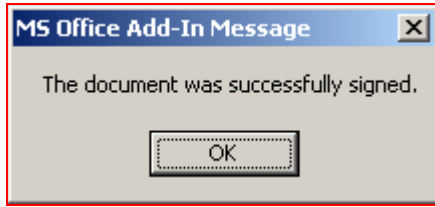
Note: Signing Preferences dialog box can be configured to shown while signing, or you can also eliminate this step to minimize the signing steps.

Step 5: Signing Confirmation



Finally, **“Signing Confirmation”** dialog will be displayed. Read the declaration, and click **“Sign”**. It will insert the signature in to the document.

Note: Signing Confirmation is mandatory for compliance with various eSignature laws globally.



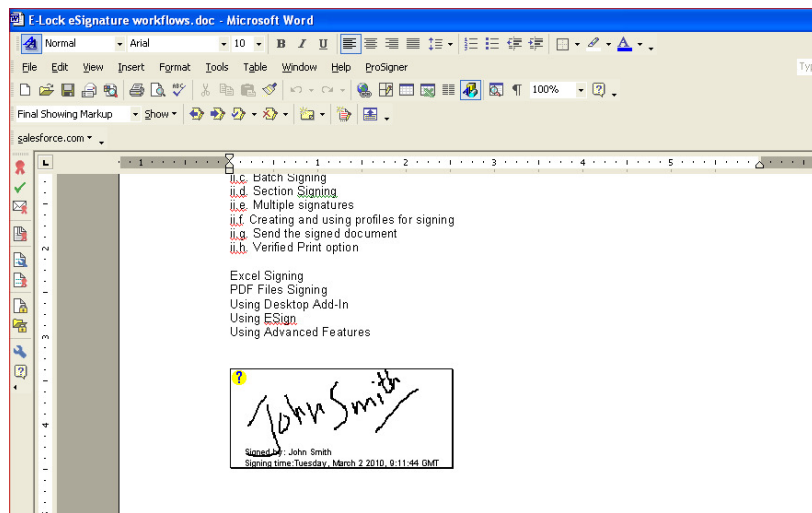
MS Office Add-In will give a successfully signed message.

You can see the visible signature in the document as seen in the adjacent snap.

In case of non-verification, you can see the question mark at the top left corner. Once you verify the signature, the status will be changed to the green tick or red cross depending on the verification result.

B. VERIFY WORD/EXCEL FILE

Step 1: Verify Signature



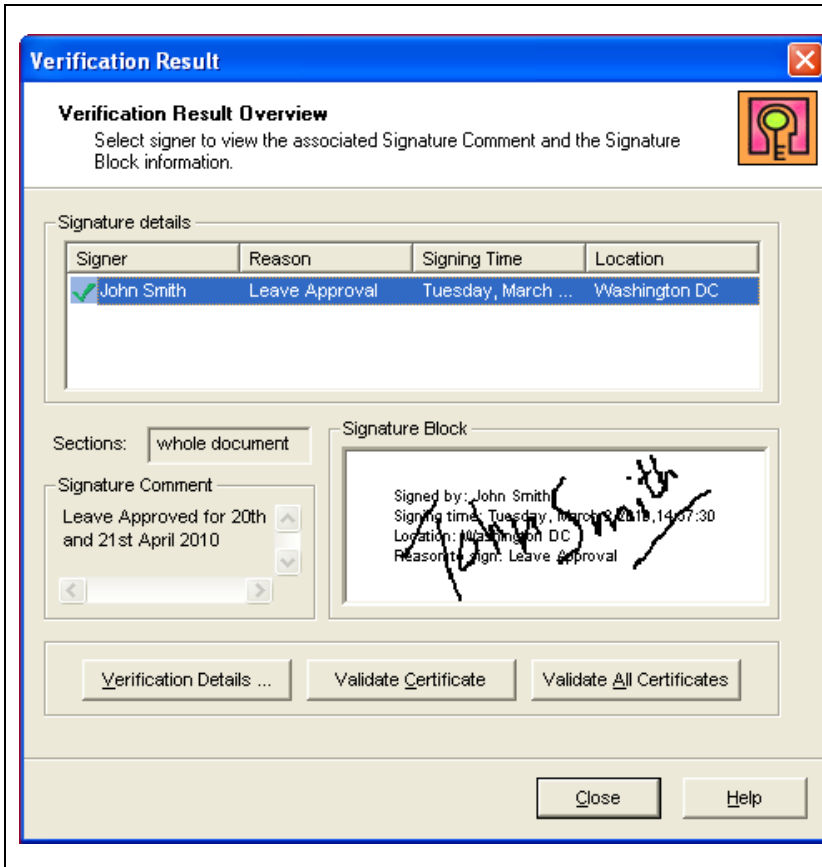
To verify the Signed file, click **“Verify Signature”** tool button (Green check on the left side). This will verify the signature, and stamp the verification status accordingly e.g.

1. If the signature is valid, it will show the green check mark at the top left corner

2. If the signature is invalid, it will show the red cross at the top left corner

3. If the signature is not verified, you can see the question mark in the yellow circle as seen in the snap

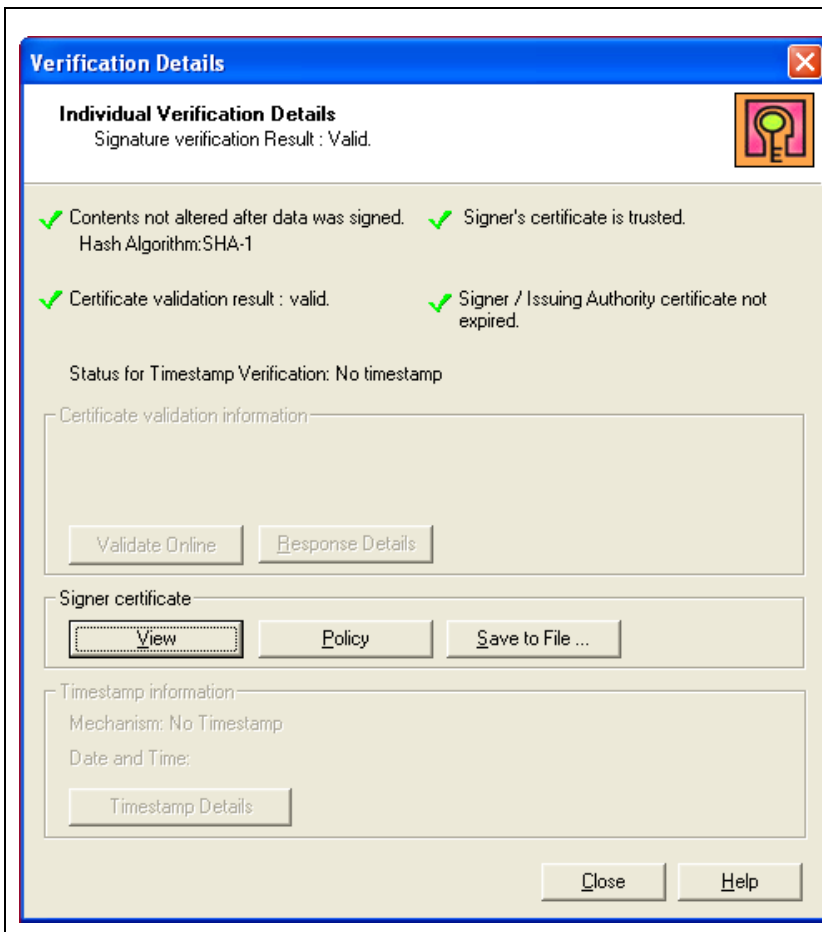
Step 2: View Verification result



Once you click on verify, it will display "**Verification Result Overview**" dialog.

Here, you can see your signature details. Also, a comment that you added while signing the document. It will also display the signature block.

Click "**Verification Details**" to view details.



In "**Verification Details**", you can see the checks that we do. There are basically two checks: Data Integrity and Certificate Validation.

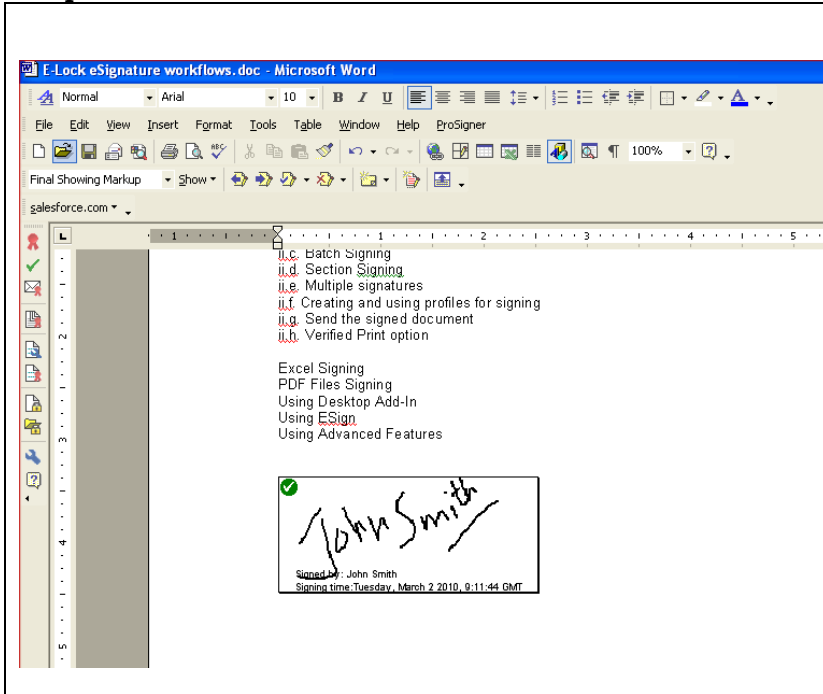
1. Data integrity check: If the contents are altered after the file is signed.

For Certificate validation, we do following checks:

1. If the signer's certificate is trusted or not.
2. If the signer's certificate is valid or not
3. If the certificate is revoked or not. (Revoked means suspended due to some reason)

If any of these tests fail, the red cross is stamped in the signature block. If all the tests are successful, then green tick will be stamped in the signature block.

Step 3: File verified



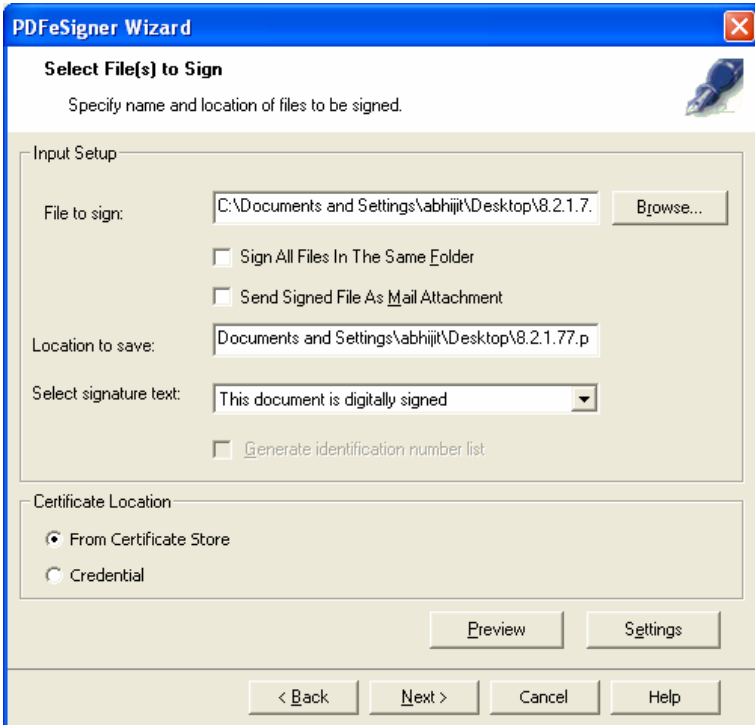
The verification result will be stamped in the signature block, and question mark changes to the green tick. **As shown in the snap.**

If the signature is invalid, it will show the red cross mark in the top left corner of the signature.

Note: For the recipients who want to verify signatures made using ProSigner, but do not have ProSigner at their end, they can download our free verification utility E-Lock Reader from the link to verify signatures.

4. USING PDFESIGNER TO SIGN PDF FILES:

ProSigner has PDFeSigner Utility which allows you to sign PDF file in Adobe compatible format, without having Adobe Acrobat Professional installed. You can insert visible signature into the PDF file using Digital certificate or digital credentials. The signed file can be verified using Adobe Reader itself.



Goto Start→ Programs→ E-Lock→ E-Lock ProSigner→ PDFeSigner→ PDFeSigner

this will open the PDFeSigner Wizard as shown in the snap

i. Select the PDF file to sign
File to Sign— Here you can enter the full path to the file or Browse to select.

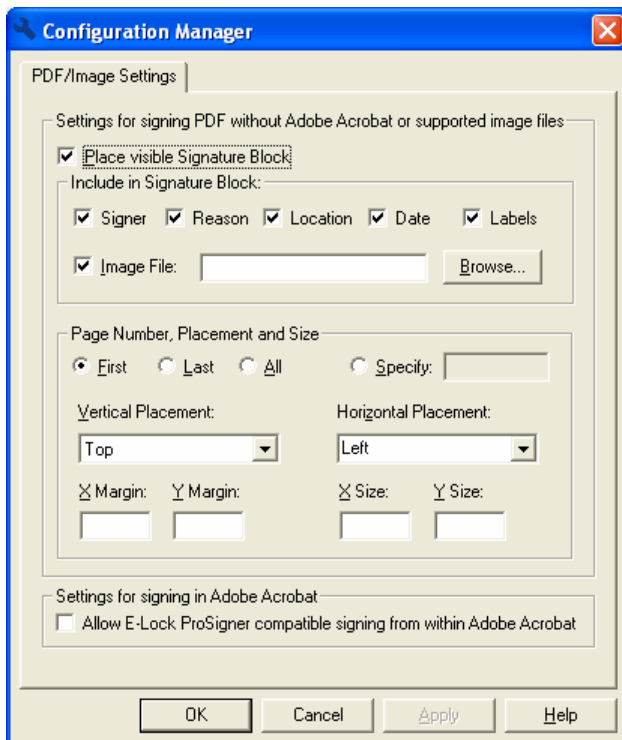
• **SIGN All PDFs in Same Folder**— This feature is by default disabled in ProSigner. For enabling the same please contact E-Lock representative

• **Send Signed PDF as Mail Attachment**— Select this to email the signed file

ii. Select the Location to save

iii. Select if you are looking to sign using certificate or using credential
Clicking on "**Settings**" button will allow you to configure the PDF settings as shown in the next snap.

While Click on "**Preview**" will allow you to Preview the PDF File and how your signature will appear in it



PDF or Image Settings in PDFeSigner allow you to configure the Signature as per their requirements.

1. You can Configure Text to be included in the Signature Block.

- Name of the Signer
- Reason to Sign
- Location
- Date
- Label

2. You can also associate your handwritten signature image or a company logo with the Digital signature block in the PDF file

3. Configure on which Page you want to have the signature to appear

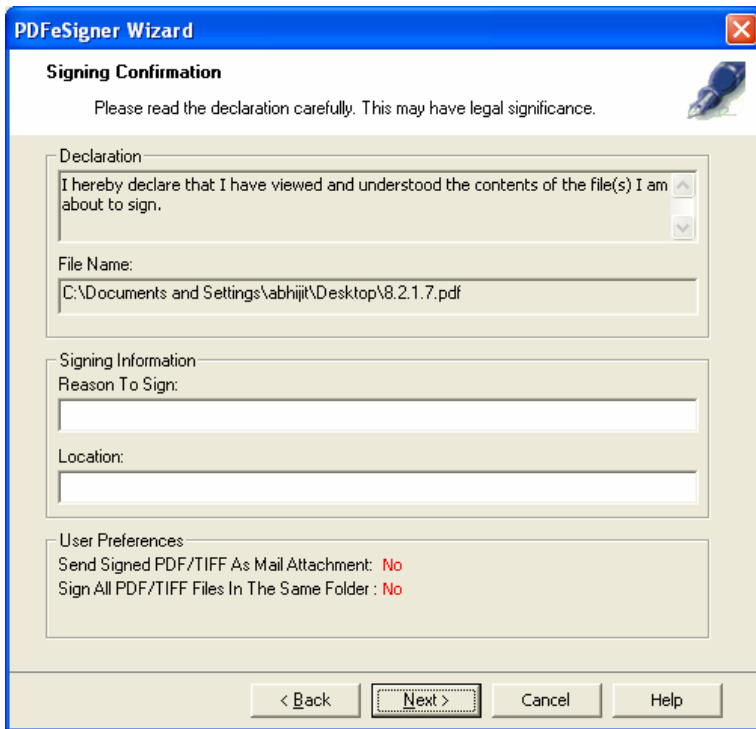
4. Define Horizontal and Vertical Placement for the signature

Or
Use X and Y margin to define the customized location in the PDF file

5. You can also change the size of the Signature

block by defining the X-Size and Y-Size.

Once you are done with the setting click on "**Apply**" and "**OK**" to make them effective

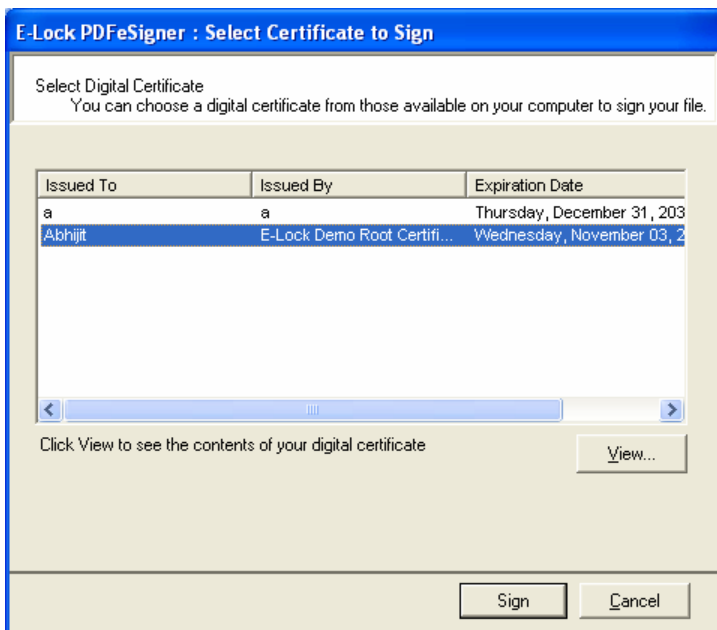


Signing Confirmation dialog box displays a declaration to the effect that the signer has read and understood the contents of the file he/she is about to sign:

Signing Information: You can insert the Reason to Sign the File here and Location which will appear in the Digital Signature block

User Preferences: The user preferences that the user has set will be displayed. If the user has selected a particular user preference, "Yes" will be displayed against that user preference. Otherwise, "No" will be displayed against that user preference

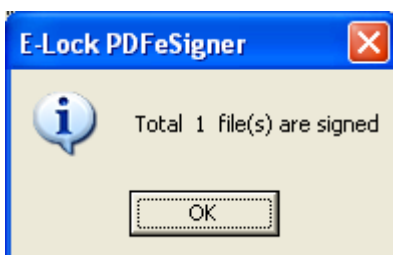
Click **Next** button



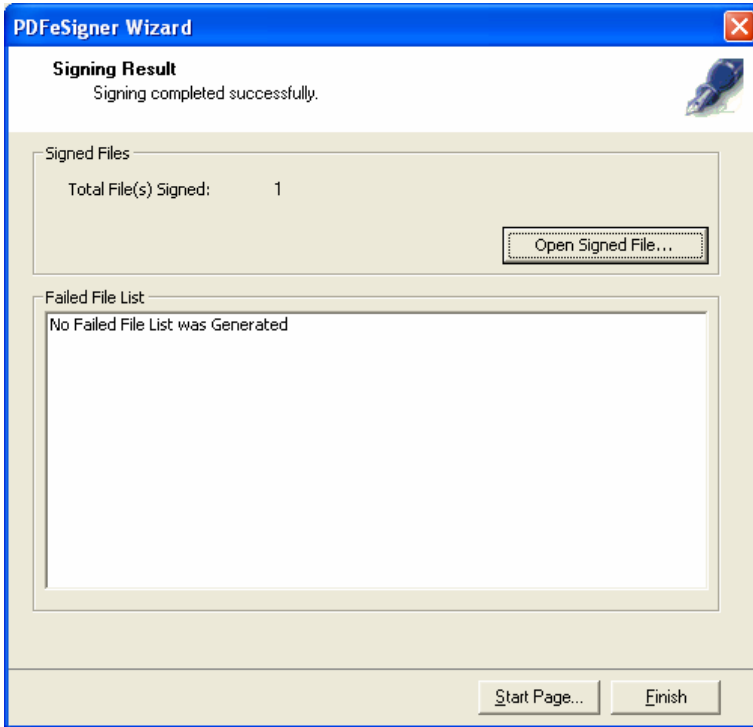
Certificate Selection Dialogue box will appear:

Select Digital Certificate dialog box allows you to select a digital certificate to use in the signing process

Select the Digital Certificate/Credential that you want to sign with and click "**Sign**".



After the process is complete, it will display the total number of Files signed.



The **Signing Result** dialog displays the report of signed files

Total File(s) Signed: It displays the total number of files signed successfully

Open Signed File: Opens the Signed PDF file with the program associated for viewing PDF file

Failed Files List: Displays names of failed files

Start Page: Click Start Page to go the start page of the application.



Snap of the Signed PDF file:

A. SIGN OTHER FORMAT FILES

You can sign a file of any format either by using e-sign or Desktop add-in:

4.1.1 USING DESKTOP ADD-IN:

Step 1: Right Click the file you want to sign

Step 2: Select **ProSigner → Sign**

Step 3: It will display "Select Certificate" dialog. Select the "Certificate/Credential" you want to sign with. Click **Next**

Step 4: It will display "Signing Preferences" dialog. Enter Reason, Location and Comments and include a handwritten signature image file. All these fields are optional. Click **Next**

Step 5: It will display the **Signing Confirmation** dialog. Click **Sign**

Step 6: It will sign the file and create **.ats** file with filename same as the original file in the same location as the original file

4.1.2 USING E-SIGN & ENCRYPT:

Step 1: Go to **Start→Programs→ E-Lock ProSigner →e-Sign&Encrypt**

Step 2: Select **Sign** option in Operations tab

Step 3: Click on File Information tab

Step 4: Browse for the file(s) to sign and the folder where to save the file. Click **Sign**

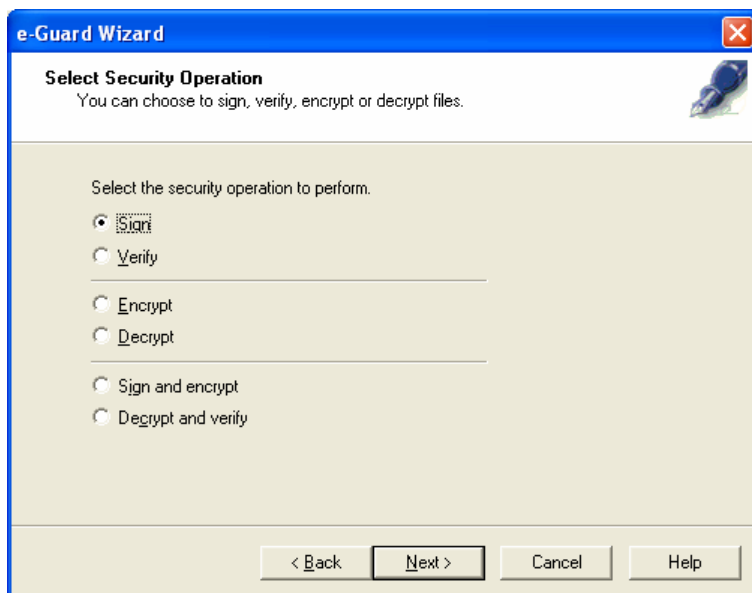
Step 5: It will display "Select Certificate" dialog. Select the "Certificate/Credential" you want to sign with. Click **Next**

Step 6: It will display **Signing Preferences** dialog. Enter Reason, Location and Comments and include a handwritten signature image file. All these fields are optional. Click **Next**

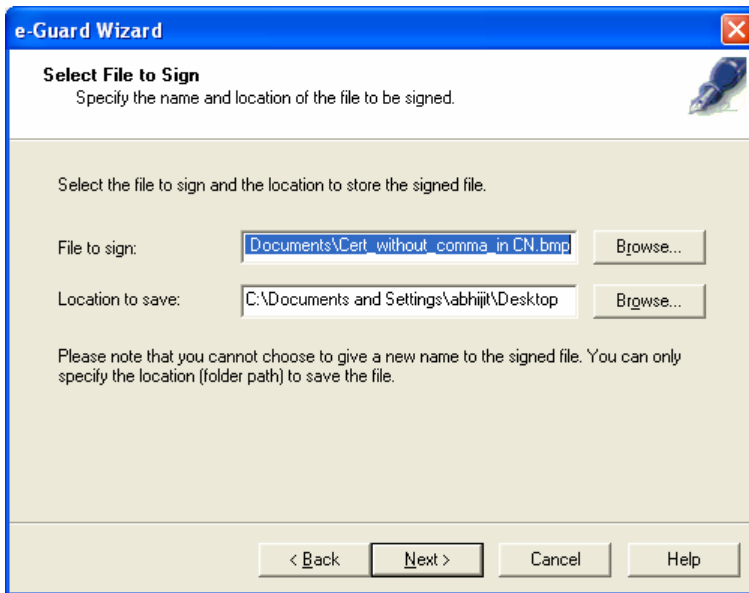
Step 7: It will display the **Signing Confirmation** dialog. Click **Sign**

Step 8: It will sign the file and create **.ats** file with filename same as the original file in the specified output folder if specified or file in the same location as the original file

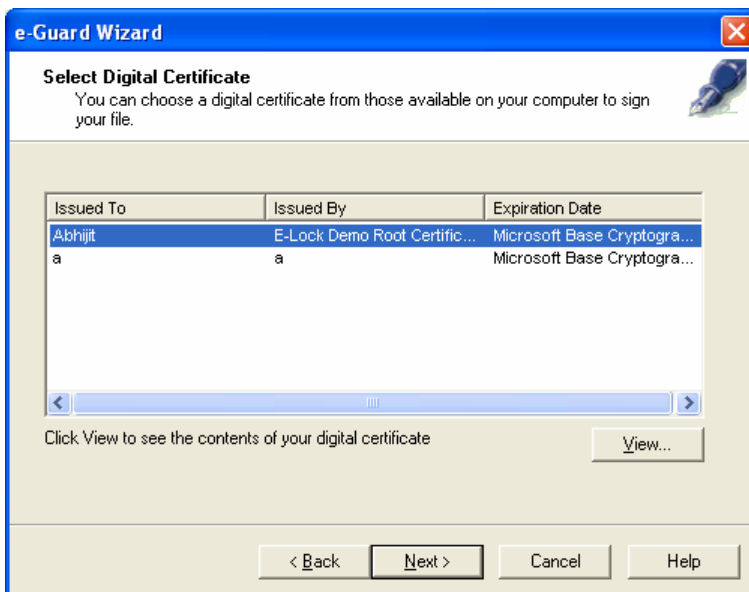
4.1.3 SIGN USING E-GUARD:



To start eGuard application Goto **Start→Programs→E-Lock ProSigner→ Advanced Features→e-Guard** this will open the eGuard wizard as shown in the snap. Select the operation you want to do on the file and click **Next**



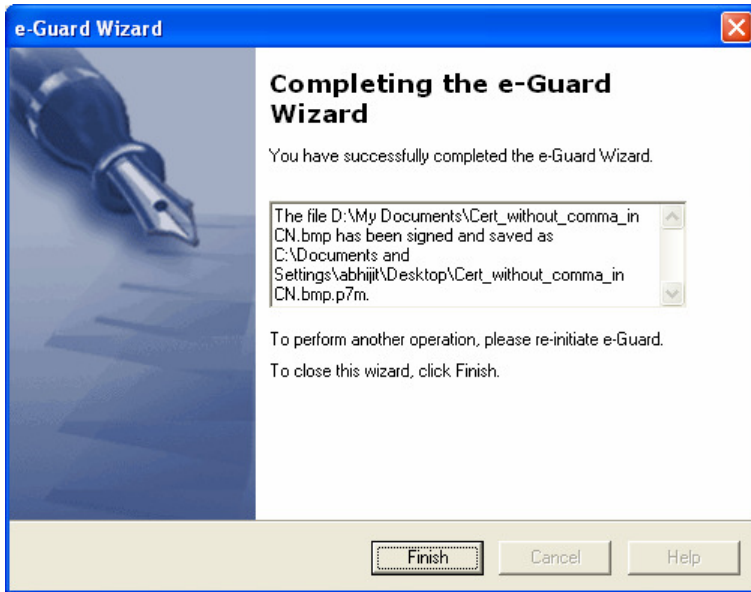
Here select the file to be signed and provide the location to store the signed file. Click Next button.



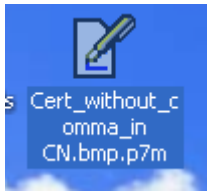
This will open the Digital Certificate selection dialogue box, which will show you the digital certificates available on your PC. Select the certificate with which you want to sign and click "Next"



This will show Signing Confirmation along with filename and certificate used for signing. Click on "Sign" to proceed



It will show completion of signing file. Click "Finish"



This is a files signed in PKCS#7 compliant format using eGuard, which is converted to .p7m

B. VERIFY OTHER FORMAT FILES

You can verify a file of any format either by using e-sign utility in ProSigner or Desktop add-in just by right clicking the file

4.1.4 USING DESKTOP ADD-IN:

Step 1: Right Click the file you want to verify (.ats,.doc,.xls)

Step 2: Select **“ProSigner → Decrypt/Verify”**

Step 3: It will display “Decryption/Verification result” dialog. You can open and save the verified file

Step 4: Click on “Verify” button. It will display **“Verification result Overview”** dialog

Step 5: Click **“Verification Details”** to view verification details

4.1.5 USING E-SIGN:

Step 1: Go to **Start→Programs→ E-Lock ProSigner →e-Sign**

Step 2: Select **“Decrypt/Verify”** option in Operations tab

Step 3: Click on File Information tab

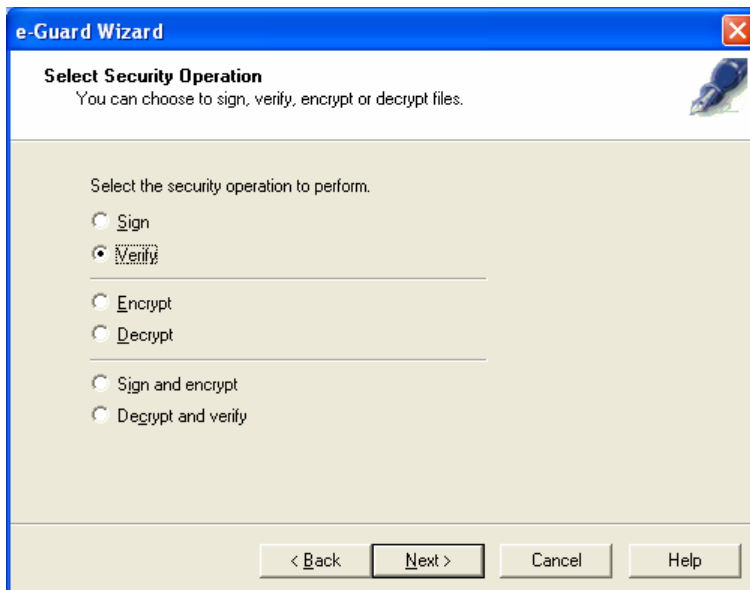
Step 4: Browse for the file(s) to verify. Click **“Decrypt/Verify”**

Step 5: It will display **“Decryption/Verification result”** dialog. You can open and save the verified file

Step 6: Click on “Verify” button. It will display **“Verification result Overview”** dialog

Step 7: Click “Verification Details” to view verification details

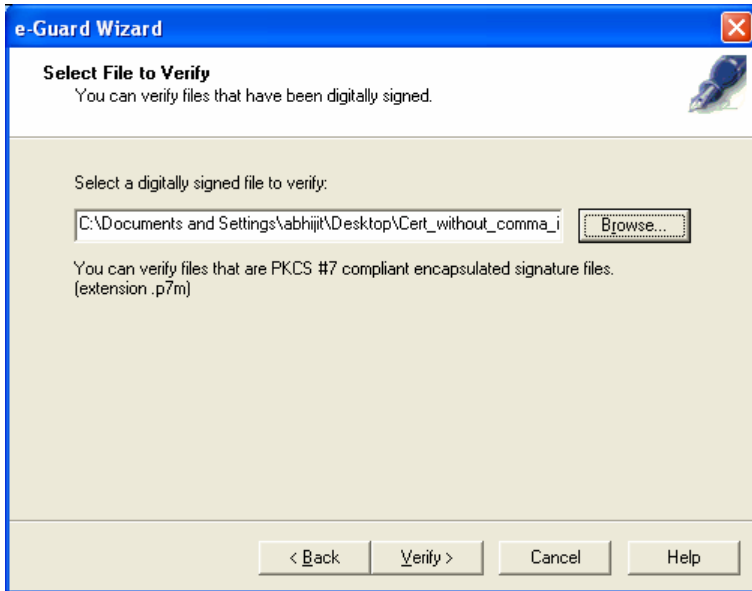
4.1.6 USING E-GUARD:



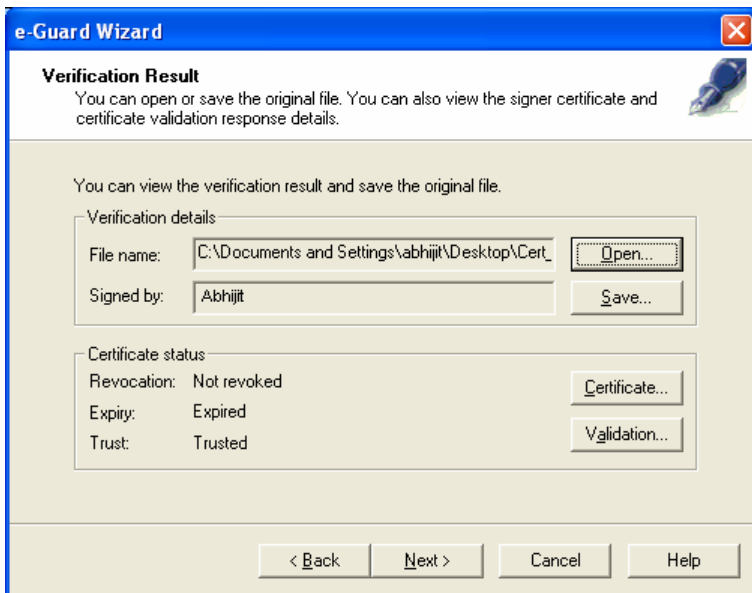
Step 1:

Go to **Start→Programs→E-Lock ProSigner →Advanced Features→e-Guard.**

Step 2: Select “Verify” option. Click Verify.



Step 3:
Select the Signed .p7m file from your PC to verify. And click on “**Verify**” to continue



This will show you the validation result:

You can open the original file or save it as per your convenience. The next section shows the certificate status.