



# How To Validate a Digitally Signed PDF document

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accountis 

## Why is a Digital Signature important?

Digital Signatures are the most secure and reliable way of protecting and authenticating invoices sent electronically over the Internet. The Digital Signature on an electronic document serves two main purposes. Firstly, it verifies the identity of the document's originator and secondly it proves that the document has not been tampered with since it was Digitally Signed.

An e-invoice that is Digitally Signed using the Accountis system is compliant with the EU VAT Directive (2001/115/EC) ensuring no issues for companies sending and receiving invoices across the European Union.

## Validating the Digital Signature on a PDF document

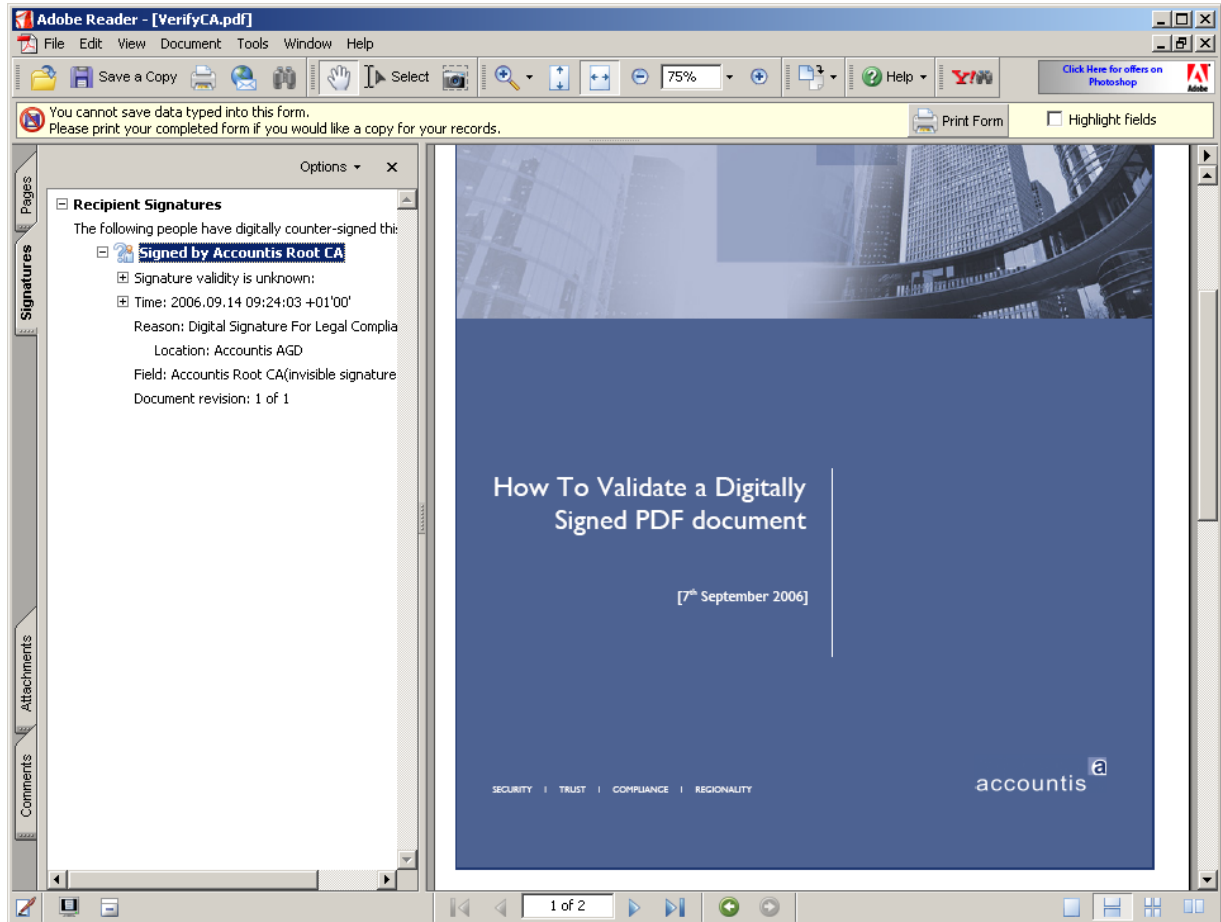
In order to validate the Digital Signature on a PDF e-invoice sent using the Accountis system, you will need to enable your PDF viewing software to trust the Accountis Root Certificate Authority. Below are instructions on how to do this using Adobe Reader versions 6.0 and 7.0. You will only need to do this once to allow you to validate all future e-invoices sent to you by the Accountis system.

### Adobe Reader 7.0

If you are viewing this document in Adobe Reader 7.0 then you can follow the steps below to trust the Accountis Root Certificate Authority and verify the Digital Signature on your e-invoice.

You should follow the steps 1 to 6 below while viewing this document and not the e-invoice you have received.

1. Click on the Signatures tab on the left side of this document.



2. Right-click on Signed by Accountis Root CA and left-click Properties...
3. Click on Show Certificate... (Sometimes you must click Verify Signature on this screen before you can click on Show Certificate...)
4. Click on the Trust tab.
5. Click on Add to Trusted Identities... and click OK to confirm.
6. Click OK to confirm that you want to trust the Accountis Root CA.

Don't worry if you still see a message at this point saying that the signature is invalid.

Adobe Reader 7.0 will now trust documents received through the Accountis system. When you view your e-invoice the Digital Signature will now be validated automatically.

You can check this by viewing your e-invoice and clicking on the Signatures tab on the left – this will show details of when the document was Digitally Signed and by whom, as well as confirming that the Digital signature is valid.

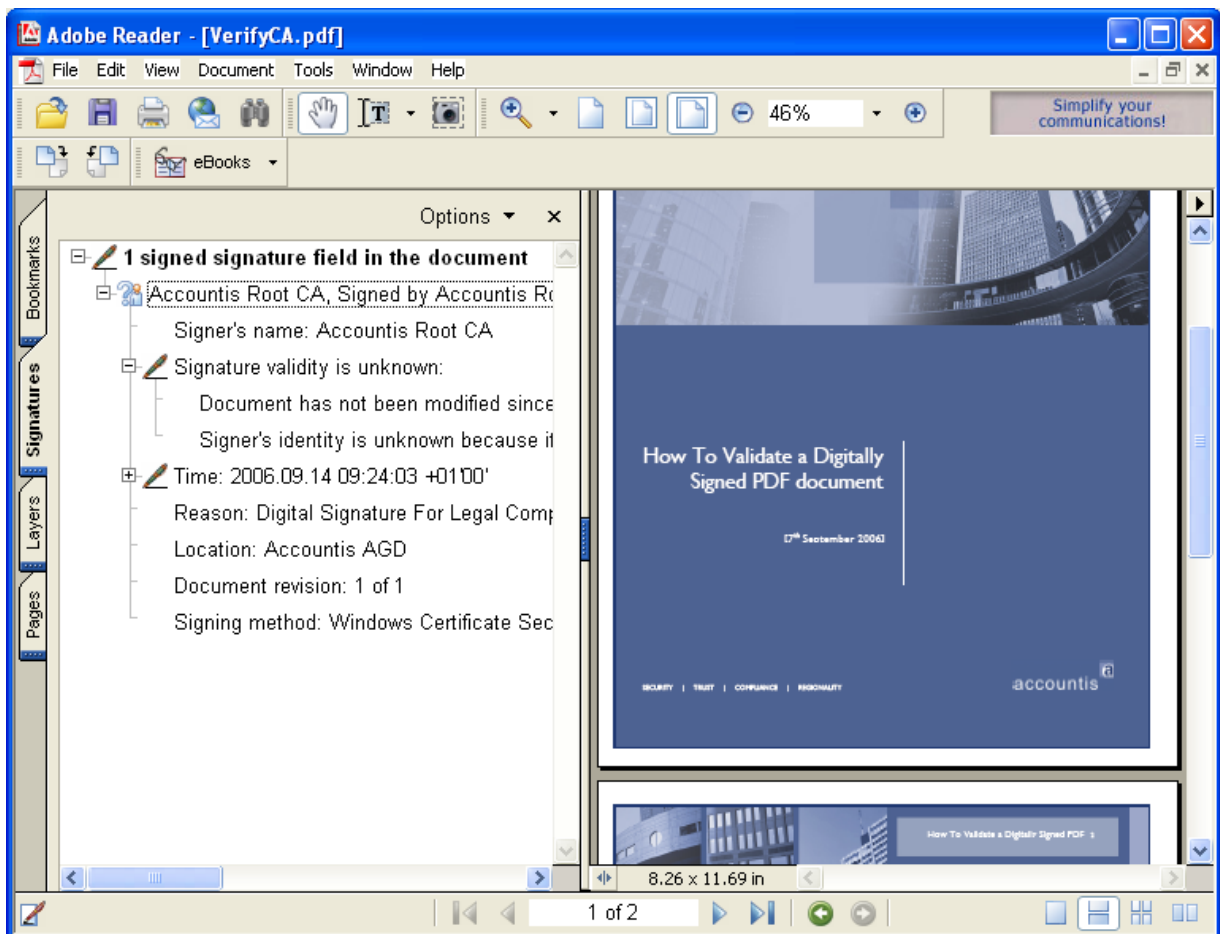
## Adobe Reader 6.0

Please Note: These instructions only work in some earlier versions of Adobe Reader 6.0. We recommend that you update your Adobe Reader to version 7.0 or the latest version available.

If you are viewing this document in Adobe Reader 6.0 then you can follow the steps below to trust the Accountis Root Certificate Authority and verify the Digital Signature on your e-invoice.

You should follow the steps 1 to 4 below while viewing this document and not the e-invoice you have received.

1. Click on the Signatures tab on the left side of this document.



2. Right-click on Accountis Root CA, Signed by Accountis Root CA... and then left-click Properties...
3. Click on Trust Identity... and then click OK to confirm the action.
4. Click Import and then click OK to confirm that you want to trust the Accountis Root CA

Don't worry if you still see a message at this point saying that the signature is invalid.

Adobe Reader 6.0 will now trust documents received through the Accountis system. When you view your e-invoice the Digital Signature will now be validated automatically.

You can check this by viewing you e-invoice and clicking on the Signatures tab on the left – this will show details of when the document was Digitally Signed and by whom, as well as confirming that the Digital signature is valid.