

PDF-IT is the ONE for DIGITAL SIGNATURE



- Apply digital signature and/or signature image on certificate page with **ONE** step
- Digitally/electronically sign full-sized *and* condensed with **ONE** step
- Create PDF portfolio (cover sheet, full-sized, condensed, word index and Amicus) with **ONE** step
- Anytime, anywhere access doesn't limit you to **ONE** computer or **ONE** location

<i>Renew Digital ID</i>	2
<i>Export/Back-up Digital ID</i>	5
<i>Upload Digital ID</i>	8

RENEW DIGITAL ID

1. Go to VeriSign's website by clicking on the link below or copy/pasting it into your browser.

<https://digitalid.verisign.com/services/client/renew.htm>

2. Type in your email address and then select the **Search** button.

Renew a Digital ID

To renew your valid or expired Digital ID, first find it by entering the name, e-mail address, or serial number and issuer name in the Digital ID, and clicking on the **SEARCH** button. If you selected unlist in your Digital ID preferences, you will need to enter the Digital ID's serial number and issuer name.
You cannot renew revoked or free trial IDs, search this database for Server IDs, or use wildcard characters.

By clicking the SEARCH button you accept the terms of our [Relying Party Agreement](#).

Search by E-mail Address (recommended):

Enter the E-mail address: (example: john_doe@verisign.com)	<input type="text" value="jane@janedoereporting.com"/>
Search for Digital IDs that are:	<input type="radio"/> Valid <input type="radio"/> Expired <input checked="" type="radio"/> All <input type="radio"/> Revoked <input type="radio"/> Pending

Search

3. Click on your name.

The query returned the following matching Digital IDs. Clicking on the name link will allow you to view more detailed information about the ID or perform additional operations on the ID such as download, revoke, renew, replace or set preferences.

 This icon next to a listing indicates that the Digital ID is the owner's preferred ID for encrypting secure messages.

Jane Doe (Expired) jane@janedoereporting.com Digital ID Class 1 - Client Authentication Standard Validity period from May-07-2007(GMT) to Jul-06-2007(GMT)

4. Select the **Renew** button.

If this is the correct Digital ID, you can now choose to **download** for the Digital ID.

Name	Jane Doe
Email	jane@janedoereporting.com
Status	Expired
Validity	May.07.2007 - Jul.06.2007
Class	Digital ID Class 1 - Client Authentication Standard
Address	not available
Subject	Organization = VeriSign, Inc. Organizational Unit = VeriSign Trust Network Organizational Unit = www.verisign.com/repository/RPA Incorpor. by Ref..LIAB.LTD(c) 98 Organizational Unit = Persona Not Validated Organizational Unit = Digital ID Class 1 - Microsoft Common Name = Jane Doe Email Address = jane@janedoereporting.com
Serial Number	7fd87b130e8011d37a6bbead8fb70916

Download **Revoke** **Replace** **Renew** **Set Preferences**

5. Type in your challenge phrase & select the **Renew This Digital ID** button.

Enter your challenge phrase and click the Renew This Digital ID button.

Challenge Phrase

Renew This Digital ID

6. Fill out the Digital ID Renewal Enrollment Form. Checking the box to **Protect Your Private Key** is recommended. Select the **Accept** button.

VeriSign Enrollment

Help with this Page

Class 1 Digital IDSM Renewal for Microsoft Internet Explorer

Step 1 of 4: Complete Enrollment Form

- Step 1: Complete Enrollment Form
- Step 2: Check E-mail
- Step 3: Pick up Digital ID
- Step 4: Install Digital ID

Enter Challenge Phrase:
Do not use any punctuation.

(Optional): Select The Cryptographic Service
Leave this as it is unless you are using a specialized mechanism, such as a smart card, to manage your private key. In this case, select the appropriate provider from the list box.

Cryptographic Service Provider Name
Microsoft Enhanced Cryptographic Provider v1.0

Additional Security for Your Private Key
We recommend that you protect the private key associated with your Digital ID. Checking the box below will provide you with security options for your private key. [Click Here](#) for additional information.

Check this Box to Protect Your Private Key

If you agree to the terms of the Subscriber Agreement and Privacy Policy Extract, please click ACCEPT to continue.

Accept Decline

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VeriSign
Trust Network

7. Select **Yes** if you trust the VeriSign website to install your digital ID.



8. Select **Set Security Level...** button.



9. Select security level **High** and select **Next**.



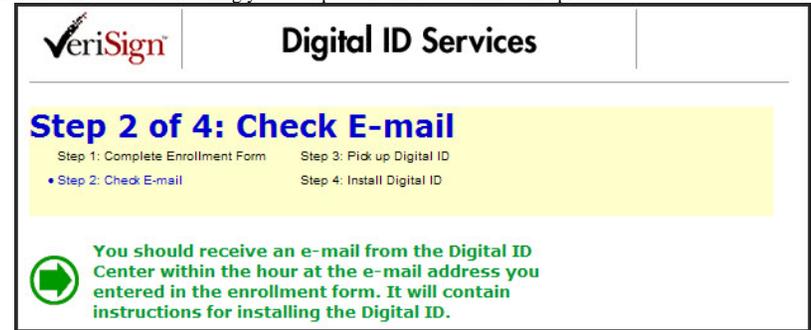
10. Enter your password (a.k.a. private key) in the text boxes and then select **Finish**.



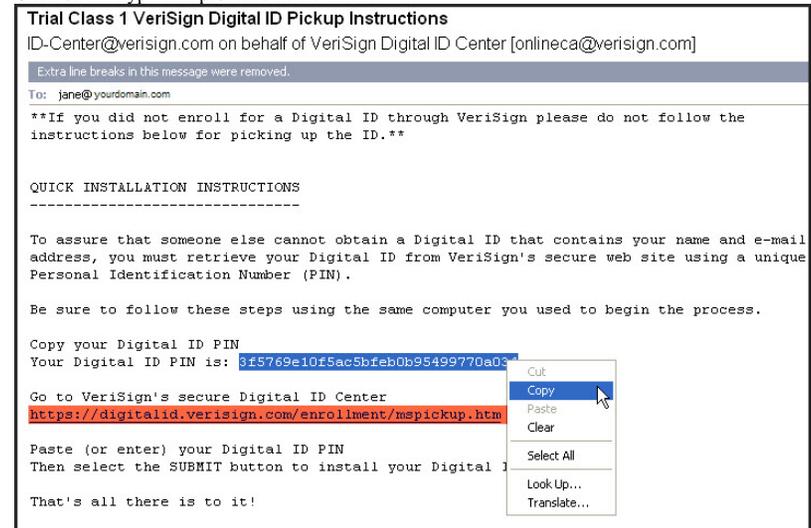
11. Select **OK**.



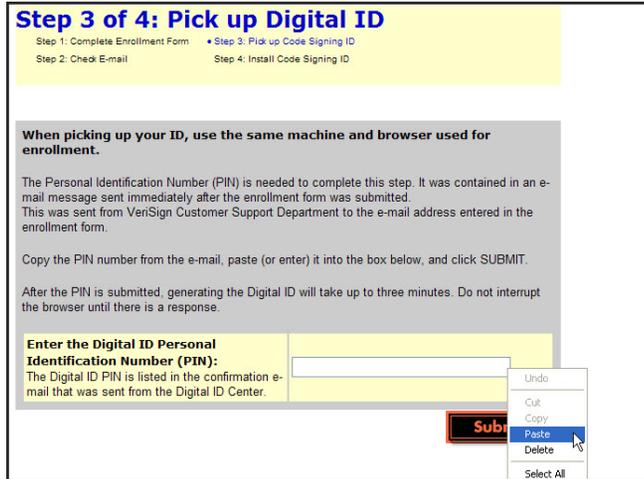
12. You will see a screen telling you to expect an email to continue the process.



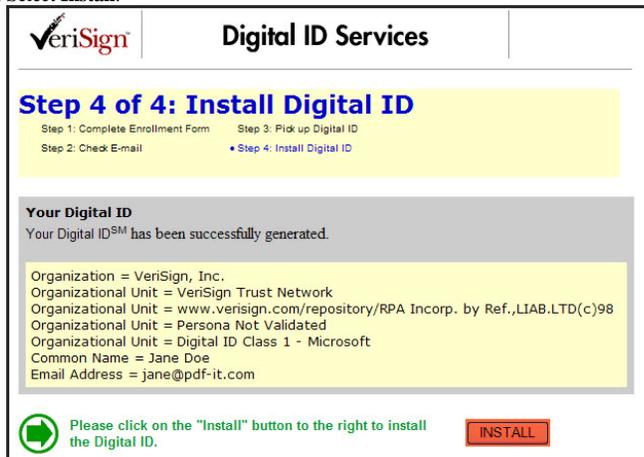
13. Go retrieve your email from VeriSign. Highlight the Digital ID PIN. Right mouse and select **Copy**. Click on the hyperlink provided in the email.



14. Click inside the text box for your Digital ID PIN and right mouse click and select **Paste**. Then select **Submit**.



15. Select **Install**.

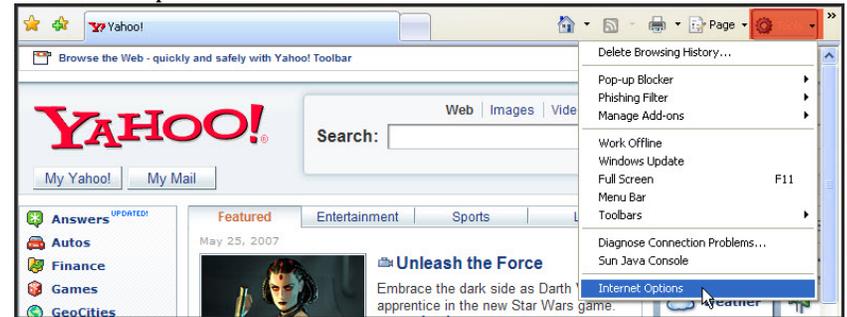


16. Select **Yes** twice if you trust the VeriSign website to install your digital ID.



EXPORT/BACK-UP DIGITAL ID

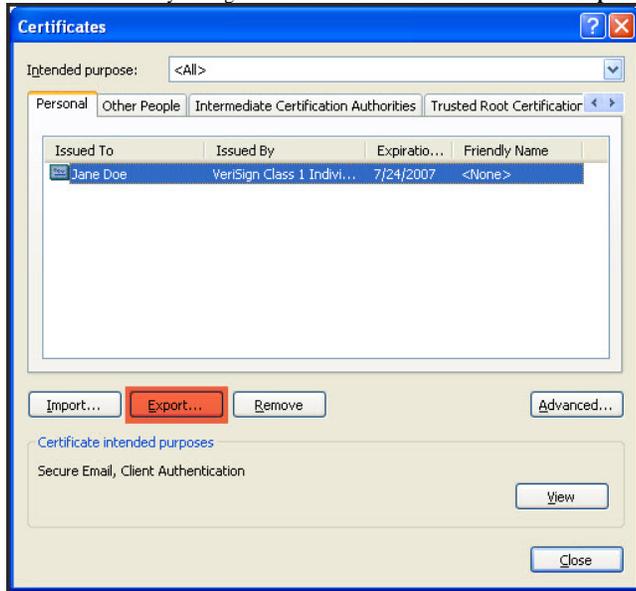
1. Launch your Internet Explorer browser (Version 7 illustrated). Select **Tools** on the tool bar and then select **Internet Options**.



2. Select the **Content** tab and then select **Certificates**.



3. Select the row with your digital certificate information and then select **Export**.



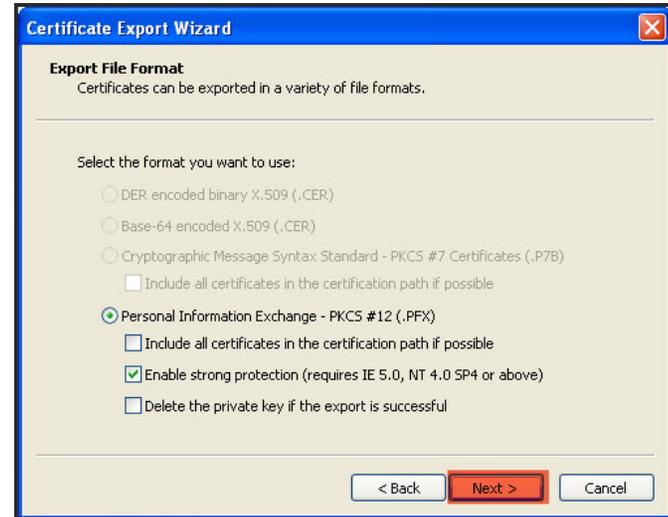
4. Select **Next**.



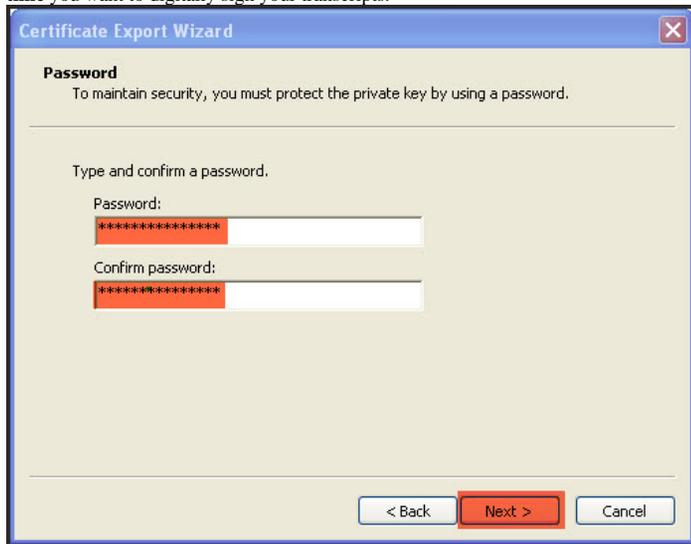
5. Select **Yes, export the private key** and then select **Next**.



6. Select **Next**.



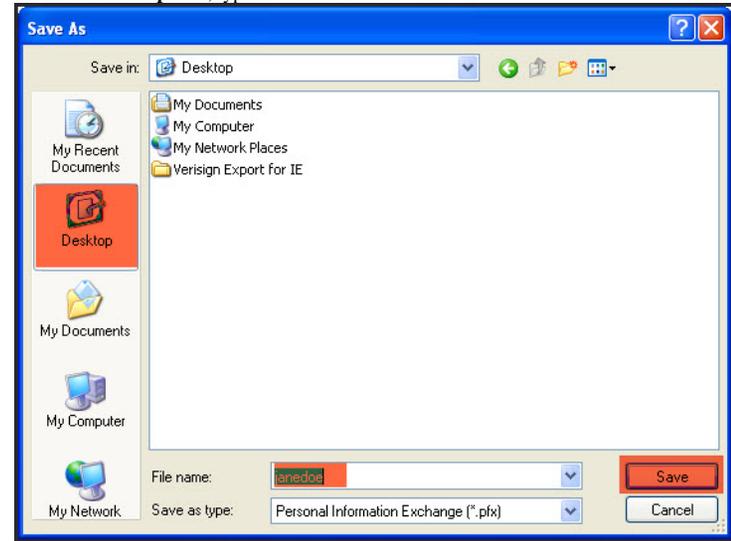
7. Type in a password twice and select **Next**. Keep this password confidential. This will be needed **every time** you want to digitally sign your transcripts.



8. Select **Browse**.



9. Select the **Desktop** icon, type in a file name and select **Save**.



10. Select **Next**.



11. Select **Finish**.



12. Type in your Private Key (this will be the password created in the previous step). Select **OK**.



13. You should receive an alert box notifying you of a successful Digital ID exportation. Select **OK**.



14. Save the file to a floppy, flash drive or burn to a CD. For pdf-it customers this last step is **OPTIONAL** since a copy of your Digital ID will be stored on our server(s).

UPLOAD DIGITAL ID TO PDF-IT

1. Login to your pdf-it account and select **Modify** your pdf-it profile.



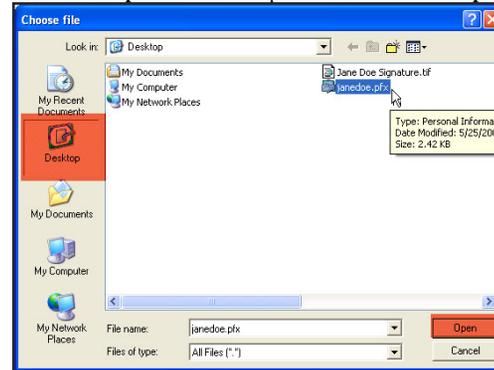
2. Select the **Transcript Signing** tab.



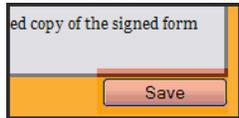
3. Select the **Browse** button next to the **Certificate** text box.



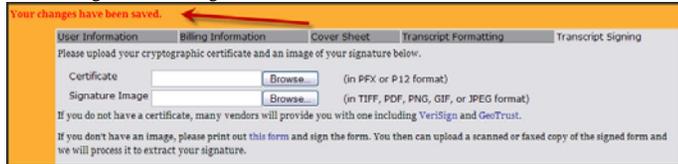
4. Select **Desktop** icon. Select the pfx file and then select **Open**.



5. Select the **Save** button on the bottom, right side.



6. The message "Your changes have been saved" confirms success.



End of Instructions