# Steps to Open and Verify the certificate

On successful Completion of Examination, the Digitally Signed Certificate file is emailed to the candidates on their registered email id and is also available for download on the Institute's website <u>www.iibf.org.in</u>. The Digital Certificate is in pdf format. Candidates are required to follow the below steps, for Validation of Digital Signature.

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# Sample 1) Digital Certificate with Signature not verified.

#### Step 1: Steps to Open and Validate the Signature

Right Click on the digital certificate (PDF file) and open the certificate with Adobe Reader in an internet enabled computer/laptop. The Digital signature will be successfully verified. If the Digital signature is not verified automatically, please follow the below steps.

### Step 2: Steps to Validate the Signature.

- 1) Right click on the question mark appearing in the Bottom Right Corner of the digital signature.
- 2) Click on Validate signature.



3) A Signature Validation Status Dialog box will open. Click on Signature properties.

Signatu	re Validation Status
<ul> <li>Signature validity is UNKNOWN.</li> <li>The document has not been modified since this signature was applied.</li> <li>The signer's identity was valid when it was issued, but no revocation checks could made to validate the identity at this time.</li> </ul>	
	Signature Properties

4) Click on Validate Signature.

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Signer Info			
Path vali	Path validation checks were successful.		
Revocatio	Revocation checking is not performed for Certificates that you have directly trusted.		
	Show Signer's Certificate		
Advanced Properties	i Validate Signature Close		

5) Signature will be validated and the text - Signature valid with green tick mark will appear against the signature.

Sample 2) Digital Certificate with Signature verified.

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If the Signature is still not validated, candidates are required to follow the below steps.

### Step 3: Change the Preferences under the Adobe Reader.

- 1) Right Click on the downloaded certificate (PDF file) and Open the certificate with Adobe Reader in an internet enabled computer/laptop.
- 2) Go to "Edit" menu
- 3) Go to "Preference" menu
- 4) Go to "Signature" Category
- 5) Click on "More" button under verification
- 6) **Uncheck** the checkbox with the Text "Require certificate revocation checking to succeed whenever possible during signature verification." (The checkbox highlighted in Yellow in the below Image needs to be **Unchecked**)

Verify signatures when the document is opened				
When document has valid but untrusted signatures, prompt to review and trust signers				
Verification Behavior				
When Verifying:				
Use the document-specified method; prompt if unavailable				
Use the document-specified method	; if unavailable, use default method			
Always use the default method:	Adobe Default Security $\checkmark$			
Require certificate revocation checking to	succeed whenever possible during signature verification			
Ignore document validation information				
Verification Time Verify Signatures Using:				
Time at which the signature was created as the signated as the signature was created as the signatur	ited			
<ul> <li>Secure time (timestamp) embedded</li> </ul>	in the signature			
◯ Current time				
Use expired timestamps				
Verification Information				
Automatically add verification information w	hen saving signed PDF:			
Ask when verification information is	too big			
Always				
Never				
Windows Integration				
Trust ALL root certificates in the Windows Ce	rtificate Store for:			
Validating Signatures				
Validating Certified Documents				
Solorition with a of these antions may	while and items and shall be interfaced as to stand and and and			
Take care before enabling these features	uit in arbitrary material being treated as trusted content.			
Help	OK Cancel			

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7) Select the "OK" button and exit Adobe Reader. Upon reopening the certificate in Adobe Reader, the certificate will get validated.