



Certificación Digital en PDF Signer Online con Archivo PFX

Digital Certification in PDF Signer Online using PFX file.

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|--------------------------|---------------------|
| Desarrollado por: | DTE, LLC |
| Revisado en: | 16 de Abril de 2018 |
| Versión: | 01.2018 |



Antes de comenzar

Sera necesario que tenga a la mano su certificado digital en el formato .pfx o "Personal Information Exchange". Este lo obtiene cuando adquiere el USB de parte de nosotros, o exporta su firma digital de la computadora original.

Before Starting

You will need to have your digital certificate available in the pfx or "Personal Information Exchange" format. These are only available when you purchase the USB from us, or export your digital signature of the original computer.

Requerido

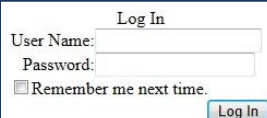
Accede a la dirección de internet <https://signpdf.dtellcpr.com>, y use su username y password. Estos son los mismos que utiliza para instalar su certificado digital en la computadora.

También puede ir a través de nuestra pagina de internet www.dtellcpr.com, y en Professional Associations, escoja la organización que le corresponda, y luego busque el enlace llamado **PDFSigner Web tool**.

Requirement

Access the Internet address <https://signpdf.dtellcpr.com>, and log in with your username and password. These are the same ones used to install your digital certificate on the computer.

*Also you can go to our webpage www.dtellcpr.com, and in Professional Associations, choose your corresponding organization, and the look for the link called **PDFSigner Web tool**.*



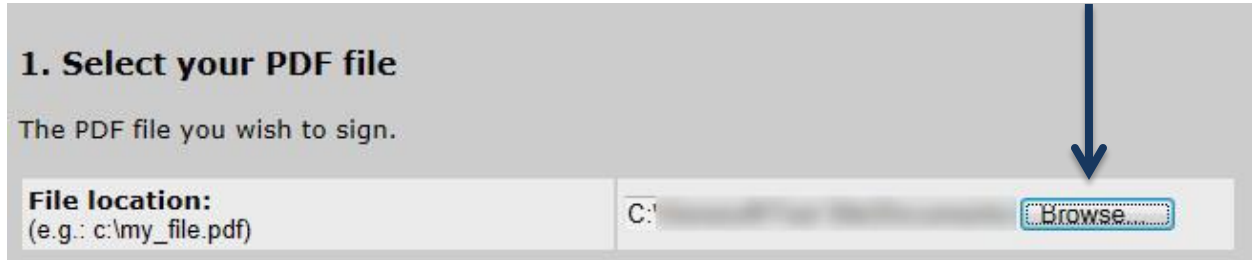
The screenshot shows a login form with the following elements:

- A title "Log In" centered at the top.
- A text input field labeled "User Name:".
- A text input field labeled "Password:".
- A checkbox labeled "Remember me next time."
- A blue "Log In" button.

Paso 1 – Step 1

Seleccione el documento a certificar presionando en Browse.

Select the document to sign/certify by pressing Browse.



1. Select your PDF file

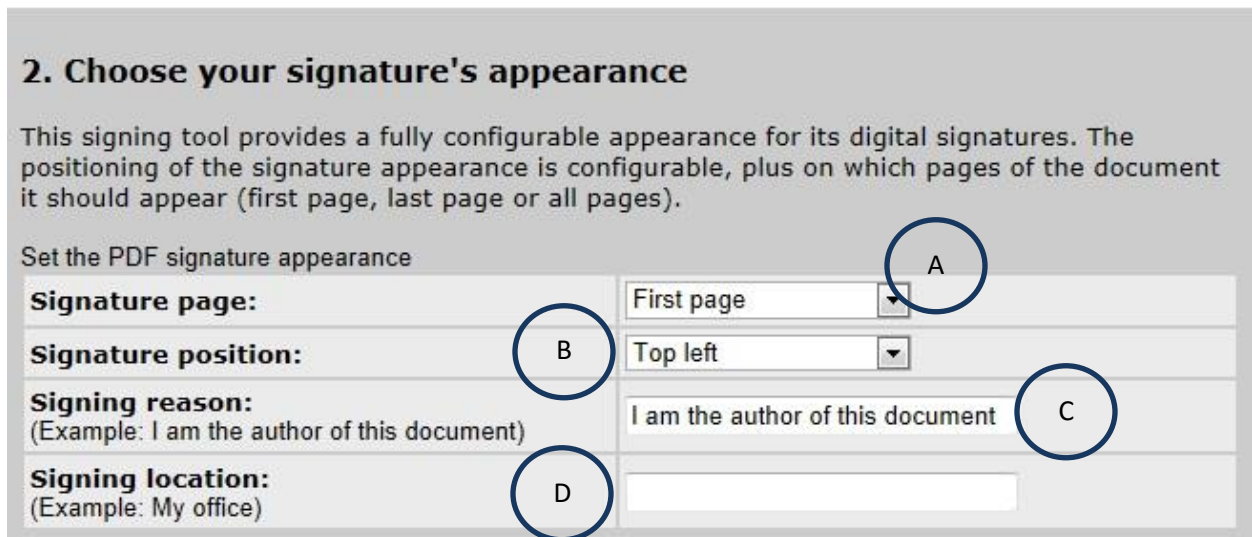
The PDF file you wish to sign.

File location:
(e.g.: c:\my_file.pdf)

C:\... Browse...

Paso 2 – Step 2

- (A) Elija en que paginas quiere que aparezca el sello visual (primera, ultima o todas).
Choose in which pages you want the visual seal to appear (First, Last o All Pages).
- (B) Luego elija en que esquina del documento desea que aparezca el sello visual.
Then, choose in which corner of the document you want the visual seal to appear.
- (C) Escriba el motivo por el cual certifica digitalmente el documento. (Opcional)
Write the motive to sign/certify the document.
- (D) Escriba la localizacion donde se firma/certifica el document. (Opcional)
Write the location where you sign/certify the document. (Opcional)



2. Choose your signature's appearance

This signing tool provides a fully configurable appearance for its digital signatures. The positioning of the signature appearance is configurable, plus on which pages of the document it should appear (first page, last page or all pages).

Set the PDF signature appearance

| | | |
|---|----------------------------------|---|
| Signature page: | First page | A |
| Signature position: | Top left | B |
| Signing reason: (Example: I am the author of this document) | I am the author of this document | C |
| Signing location: (Example: My office) | | D |

Paso 3 – Step 3

Presione “Choose File” para cargar el archivo de su certificado digital en el formato PFX. Luego introduzca el password que corresponde a su certificado digital.

Press “Choose File” to load your digital certificate file in PFX format. Then, type the password that corresponds to your digital certificate.

3. Select your PFX digital certificate

To sign your PDF file you will need to provide us your digital certificate and password.

| | |
|--|---|
| Select your PFX digital certificate: (e.g.: c:\my_certificate.pfx) | <input type="button" value="Choose File"/> No file chosen |
| PFX file password: | <input type="text"/> |

Paso 4 – Step 4

- (A) Escoja “Sign” para firmar digitalmente el documento. De esta manera, el documento quedara sellado, además podrá añadirle más firmas digitales de ser necesario.

Choose Sign to digitally certify the document. This way, additional signatures can be added to the document, if necessary.

- (B) Escoja “Certify” para certificar el documento. Una vez hecho esto, el documento quedara sellado y no se podrá añadir más firmas o modificaciones

Choose Certify to certify the document. This will lock the document, and no more signatures or changes can be done to it.

Luego, presione el botón denominado “Digitally sign your PDF”. Then, press the “Digitally sign your PDF” button.

4. Generate your digitally signed PDF document

Sign - Signs the document, enabling further revisions and signatures by a third party.

Certify - Certifies the document for final release, disabling any future modifications or signatures.

Paso 5 – Step 5

Una vez realizado, obtendrá la siguiente pantalla que le permitirá descargar su documento certificado digitalmente, presionando el botón denominado “Download your PDF signed file”.

Once done, you will receive a window to download your signed/certified document, by pressing the “Download your PDF signed file”

Welcome
juandelpueblo@mailprovider.com
([Logout](#))

Click the button below to obtain your PDF signed file.

Download your PDF signed file

Digitally sign another PDF

Una vez terminado, puede presionar el botón denominado “Digitally sign another PDF” para firmar otro documento, de lo contrario, presione “Logout” para terminar su sesión.

Once finished, you can press the “Digitally sign another PDF” to sign/certify another document. If not, press “Logout” to end the session.