FDA CVM Electronic Submission Systems

- Pre-configuring Adobe Acrobat for Use with ESS
- Screenshots to Aid in the Configuration of Adobe Acrobat
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  - Configuring Your Digital Signature – Version 6, 7, 8 – Pages 3 - 4
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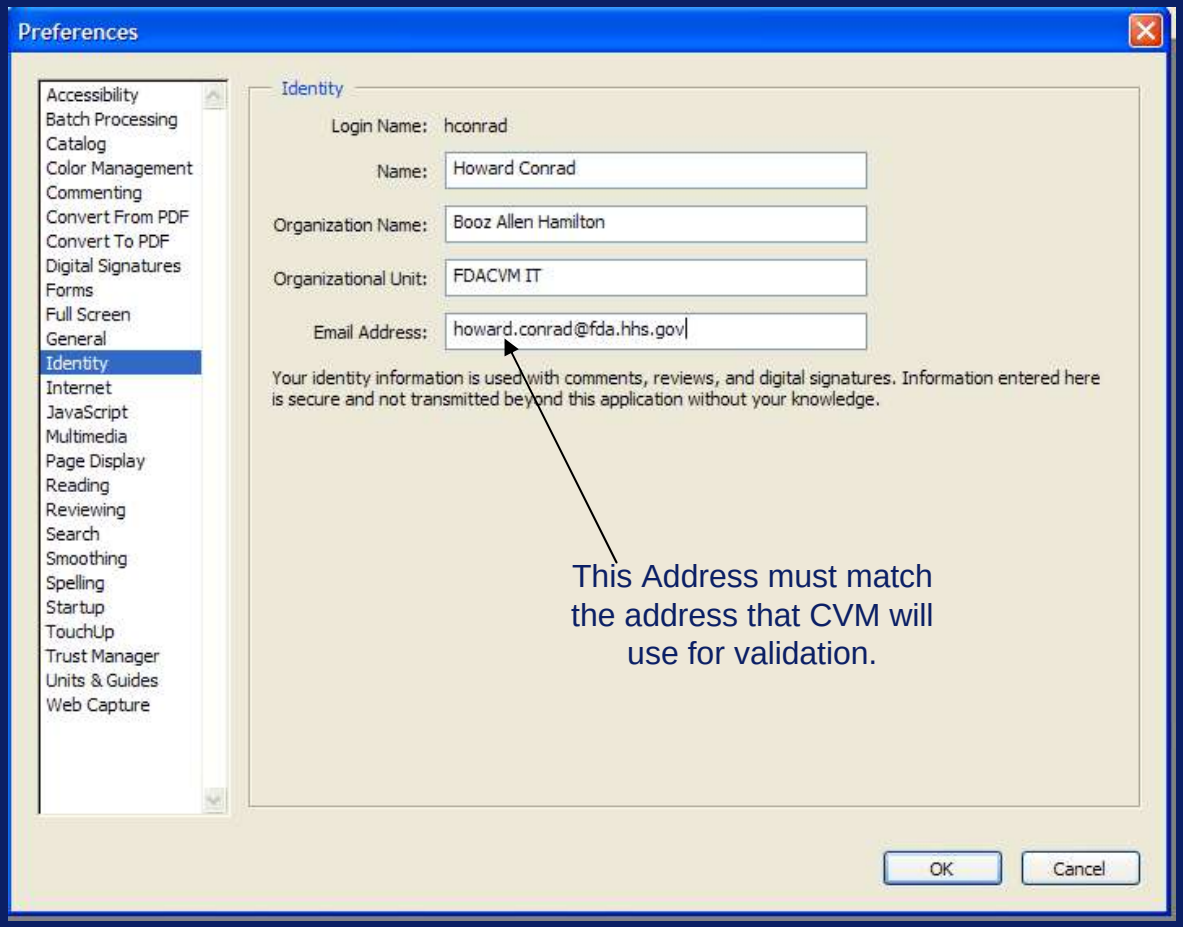
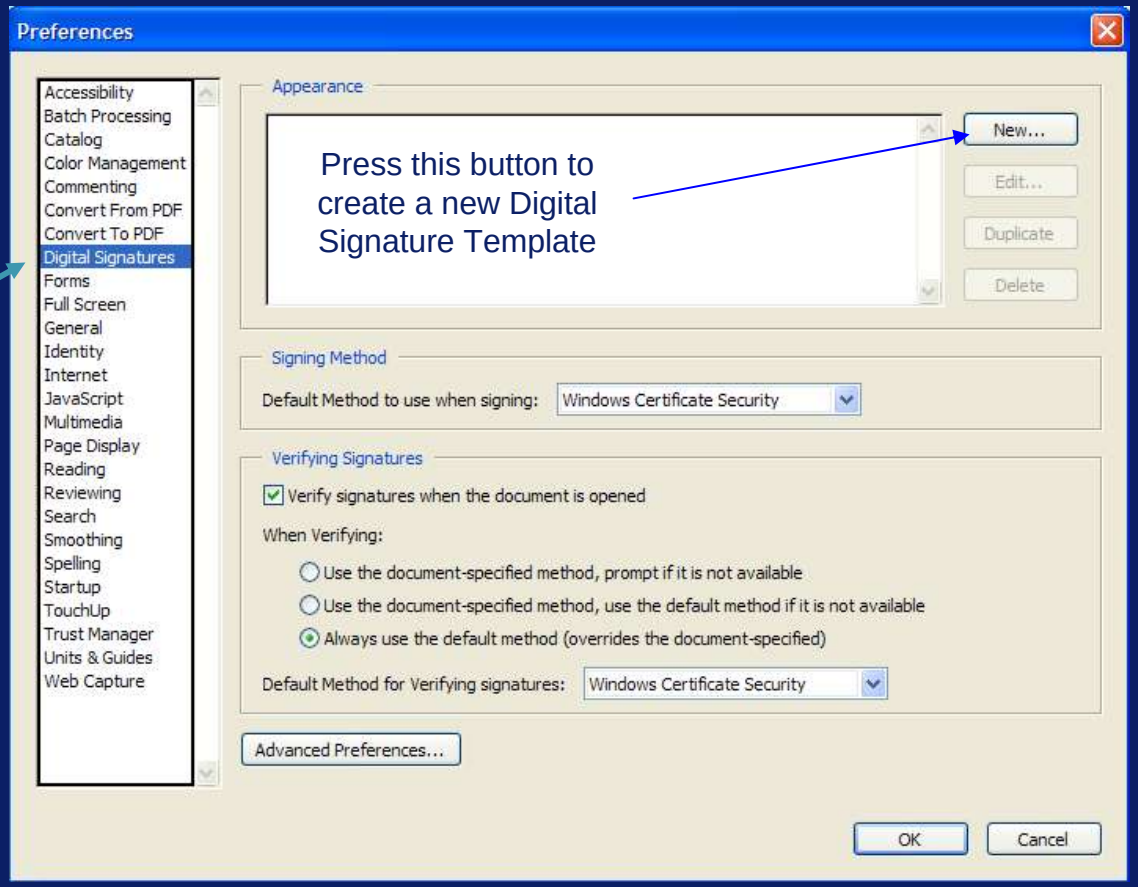
Adobe Acrobat – Configuring Your Identity (1 of 1)

- With Adobe running – select for command line ‘EDIT’
- In the Preferences select ‘Identify’
- Enter in the correct information
- Pay particular attention to the Email address you entered. It **MUST** be the same address that CVM has stored for you.



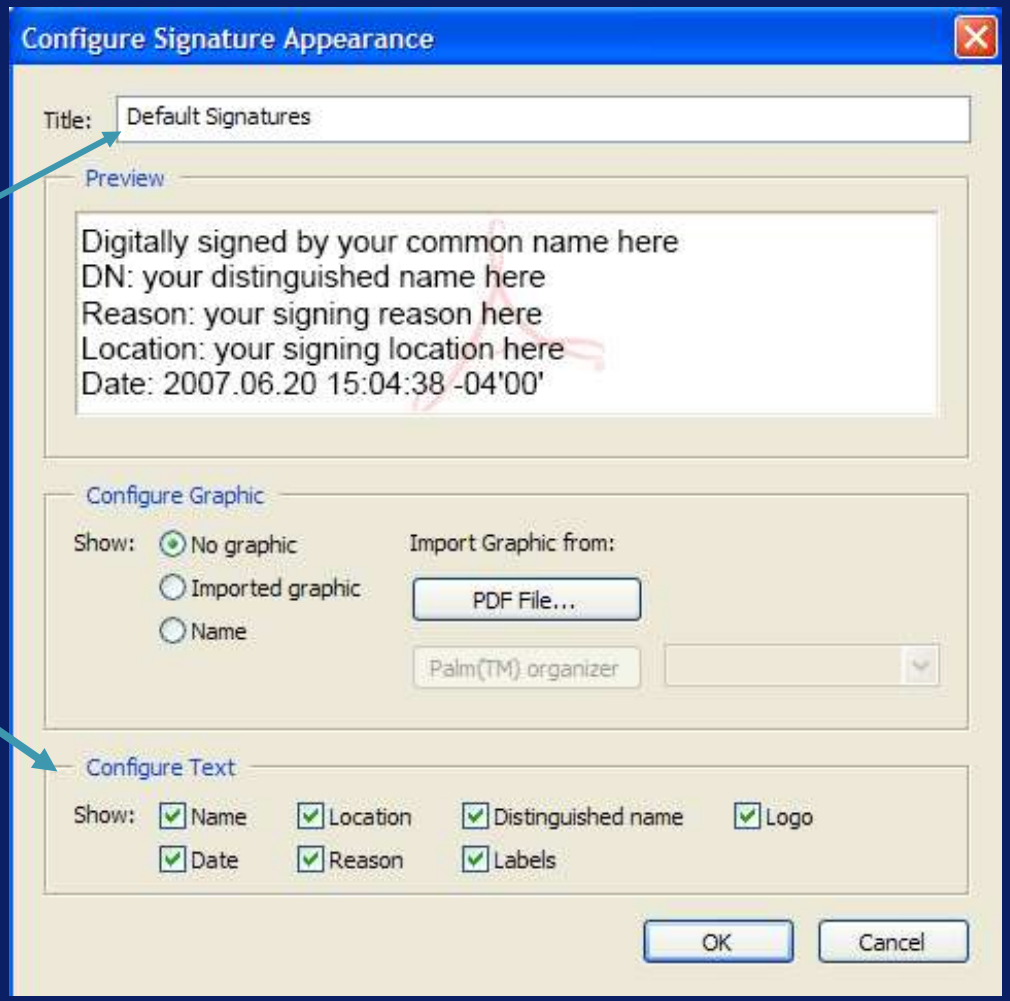
Adobe Acrobat – Configuring Your Digital Signature (1 of 2)

- With Adobe running – select for command line ‘EDIT’
- In the Preferences select ‘Digital Signatures’
- Press the ‘NEW …’ button



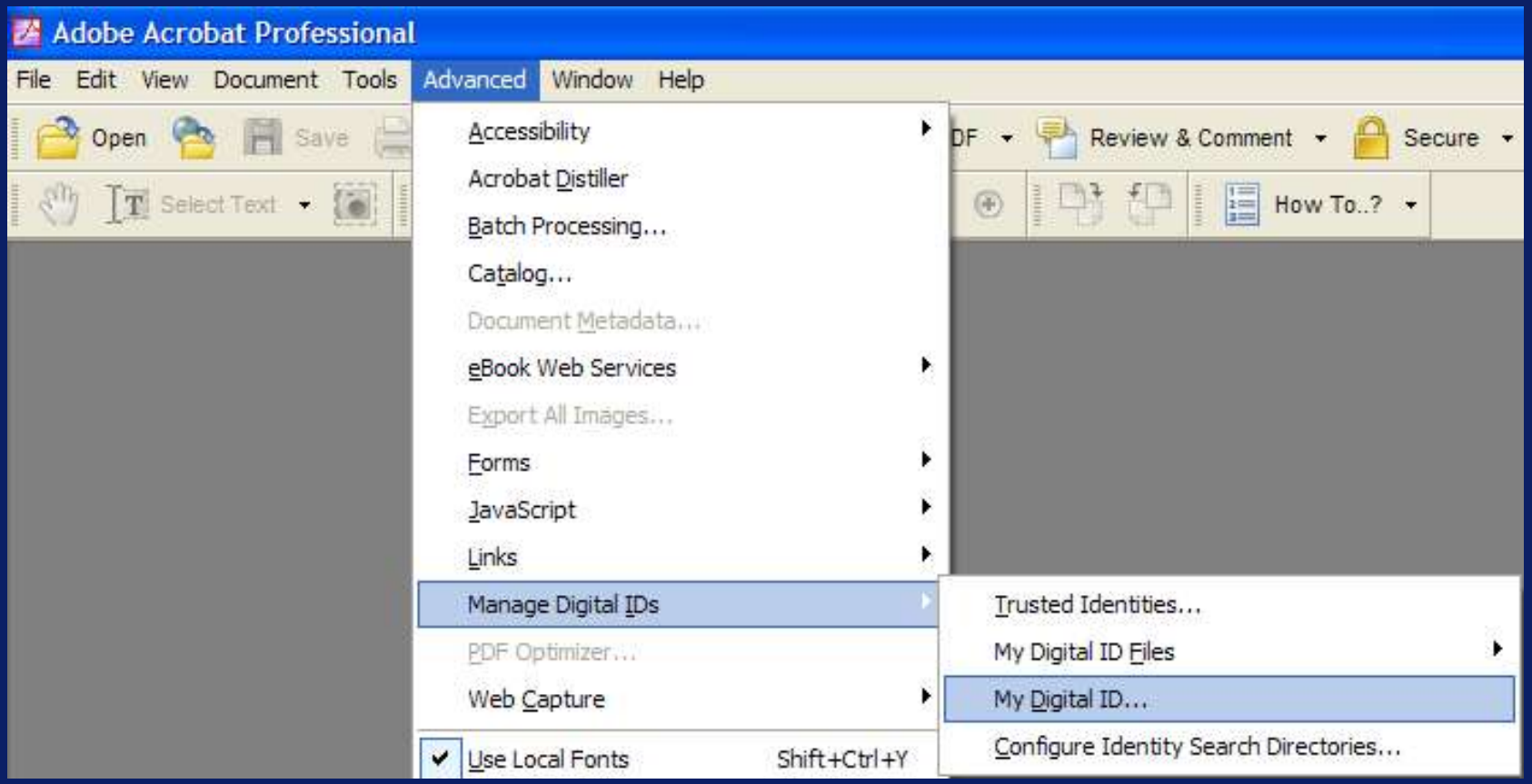
Adobe Acrobat – Configuring Your Digital Signature (2 of 2)

- Enter in a Title for the Signature Template. This is the template that you will use to digitally sign FDA CVM submission forms.
- In the 'Configure Text' box ensure that all options are checked.
- Press 'OK'



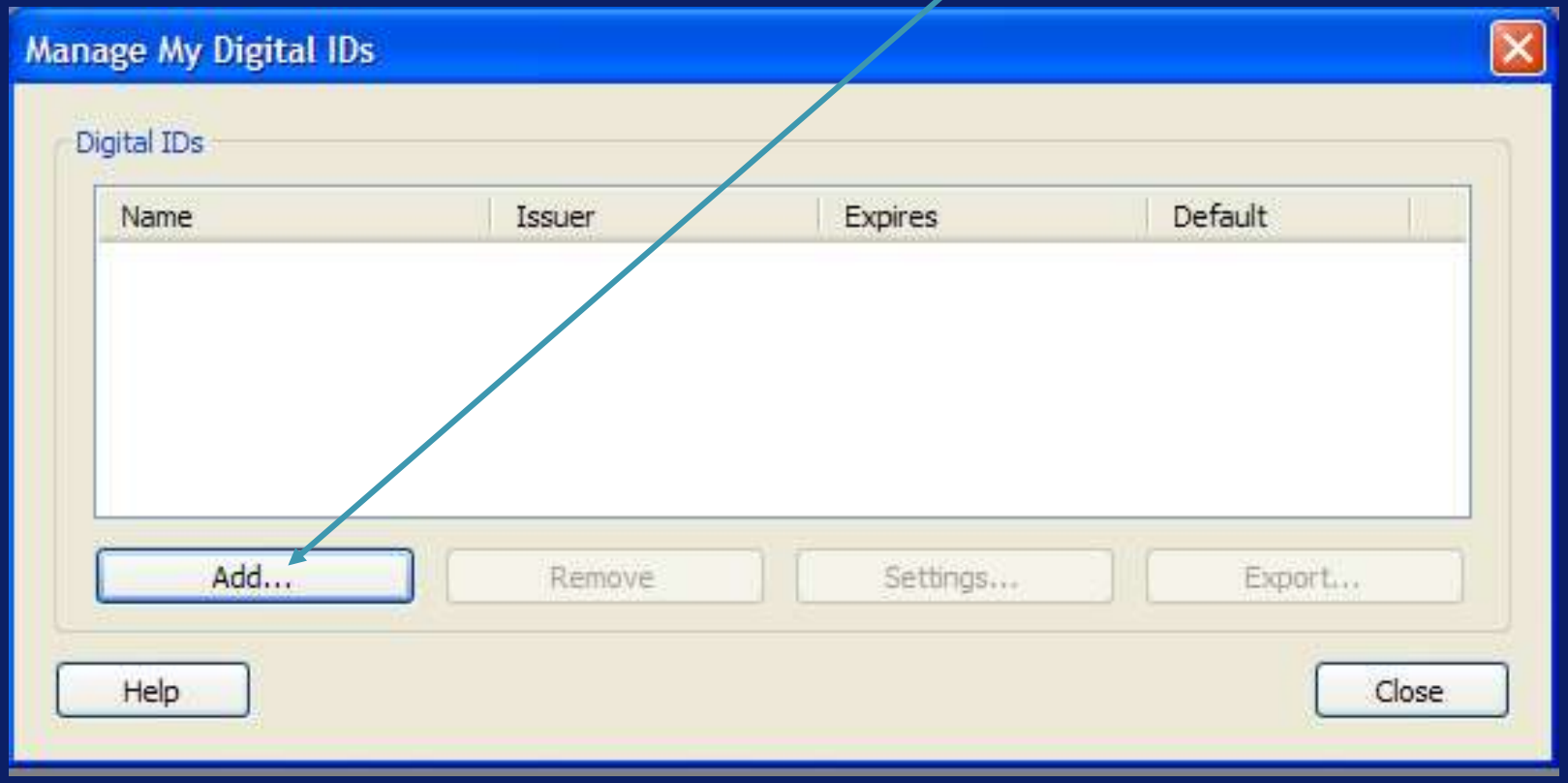
Adobe Acrobat – Adding a Digital Certificate – Version 6 (1 of 7)

- With Acrobat Running select ‘Advanced’ from the command line and then select ‘Manage Digital IDs’ and then select ‘My Digital ID’



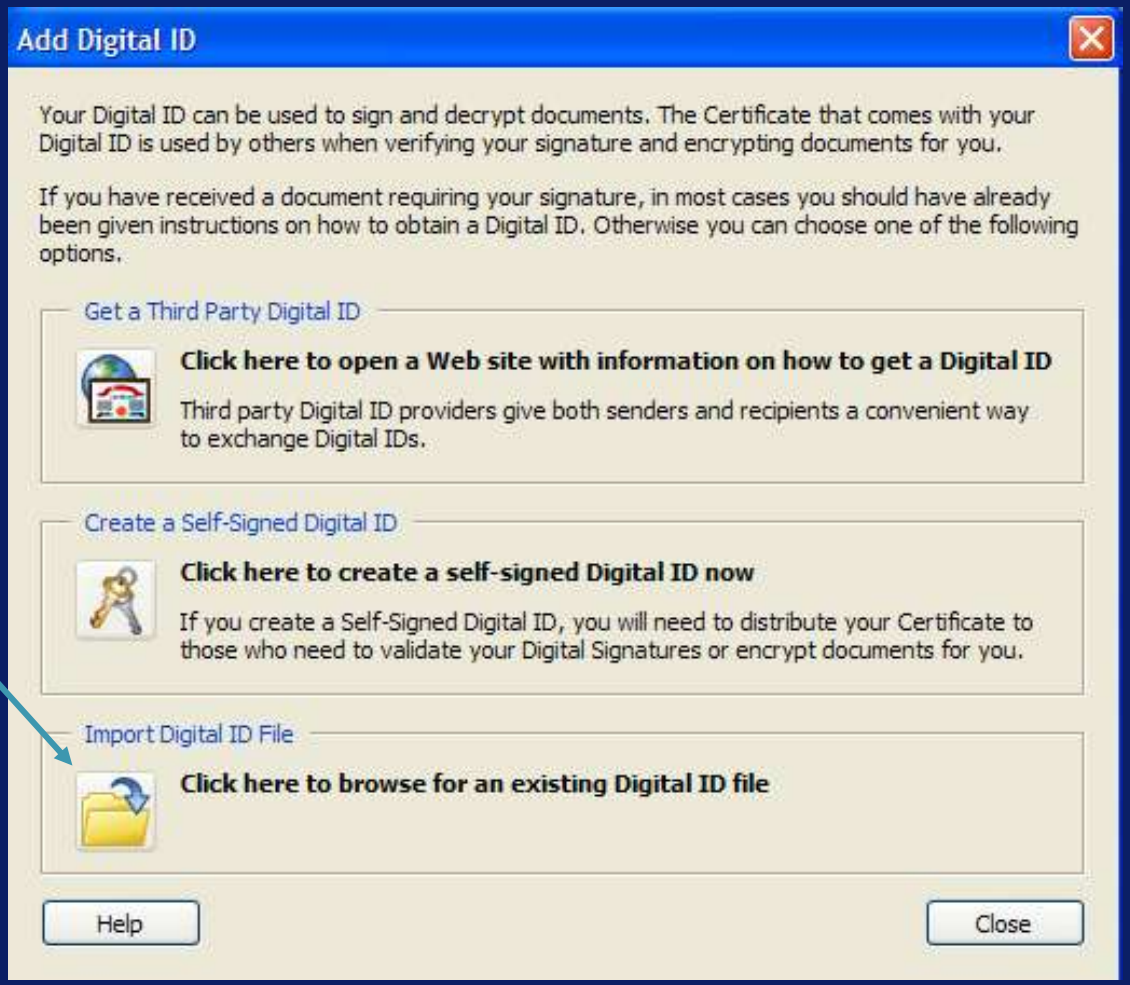
Adobe Acrobat – Adding a Digital Certificate – Version 6 (2 of 7)

- From the ‘Manage My Digital IDs’ Screen press the ‘Add’ button.



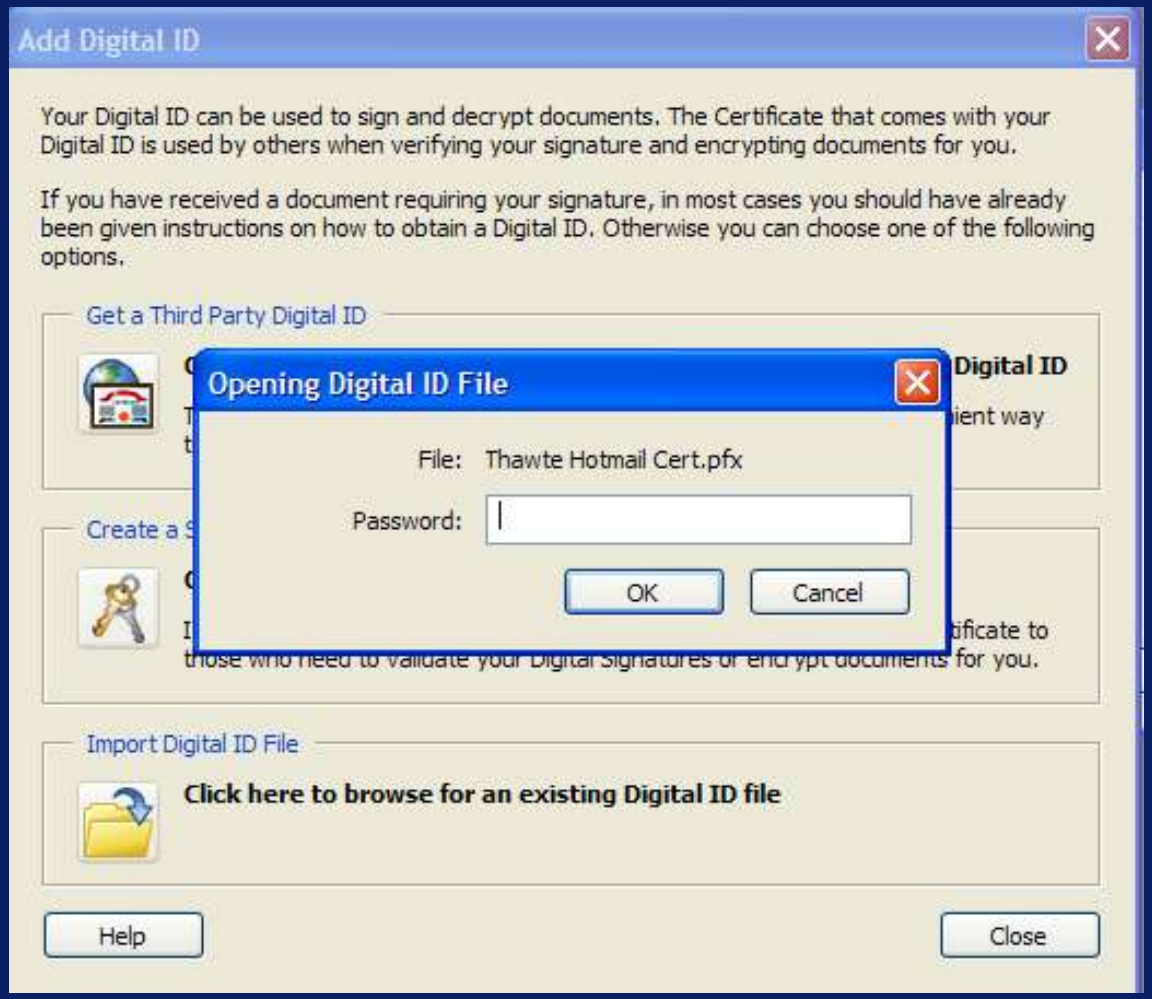
Adobe Acrobat – Adding a Digital Certificate – Version 6 (3 of 7)

- Click the File Folder in the ‘Import Digital ID File’



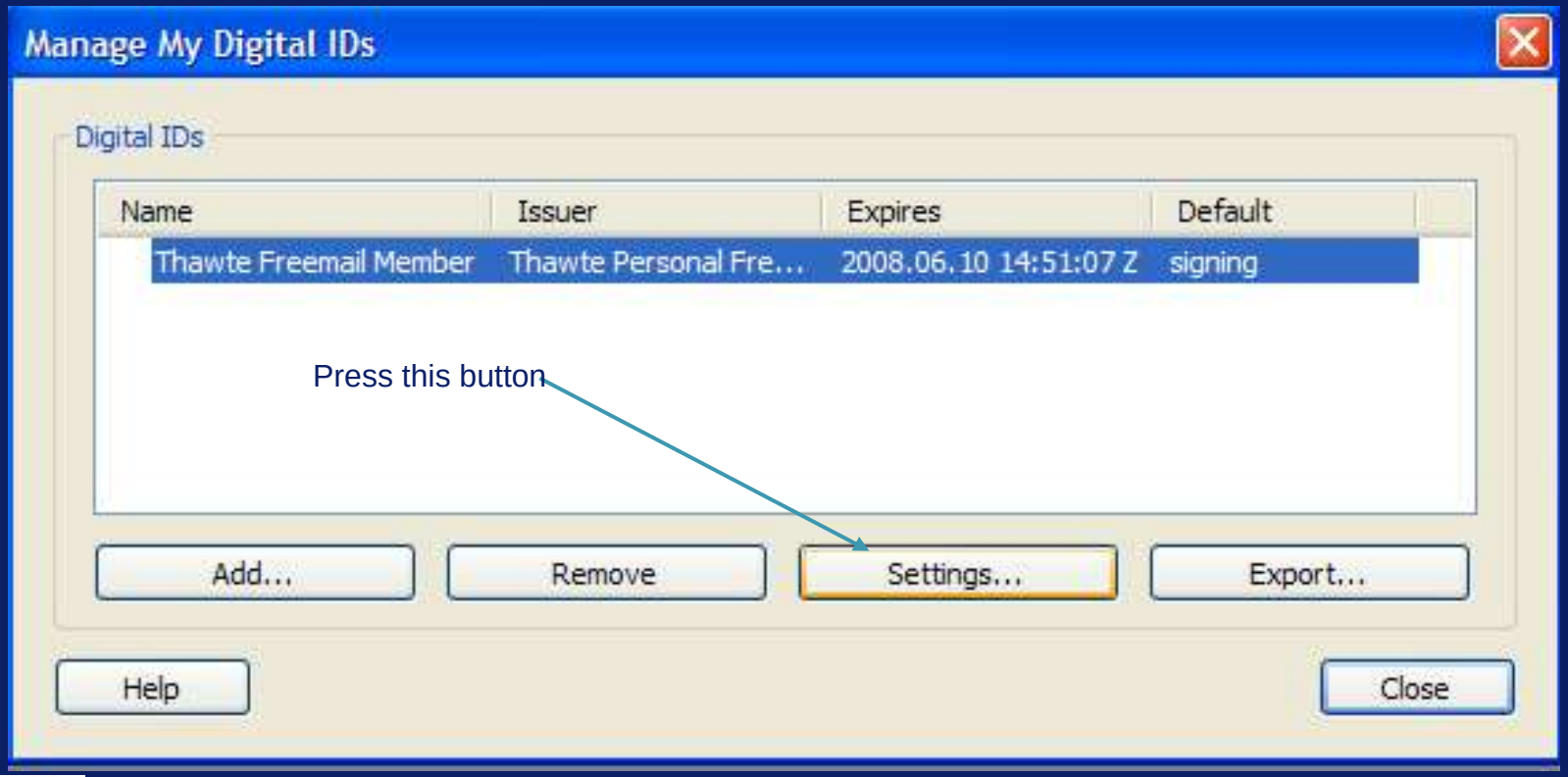
Adobe Acrobat – Adding a Digital Certificate – Version 6 (4 of 7)

- After selecting the certificate file to import enter in the password of the stored certificate
- Press ‘OK’



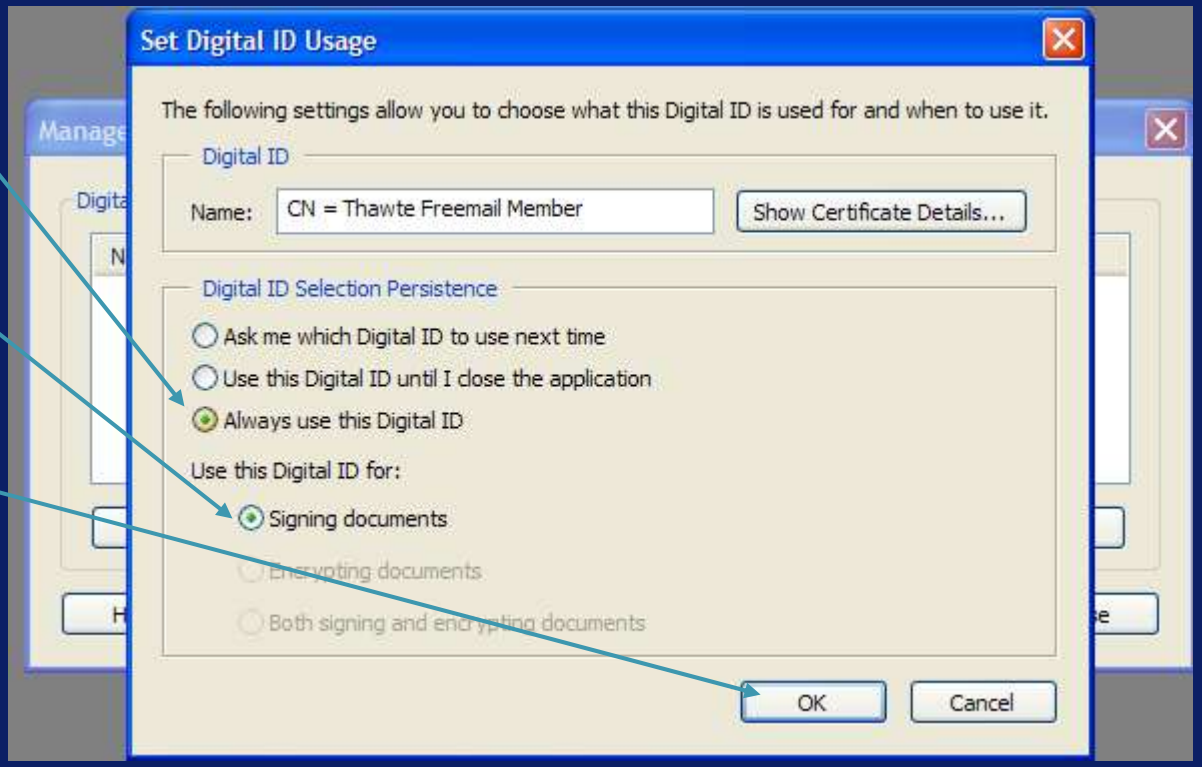
Adobe Acrobat – Adding a Digital Certificate – Version 6 (5 of 7)

- After the certificate has been imported you need to configure how the certificate will be used. Select the certificate you just imported and then press the 'Settings' button



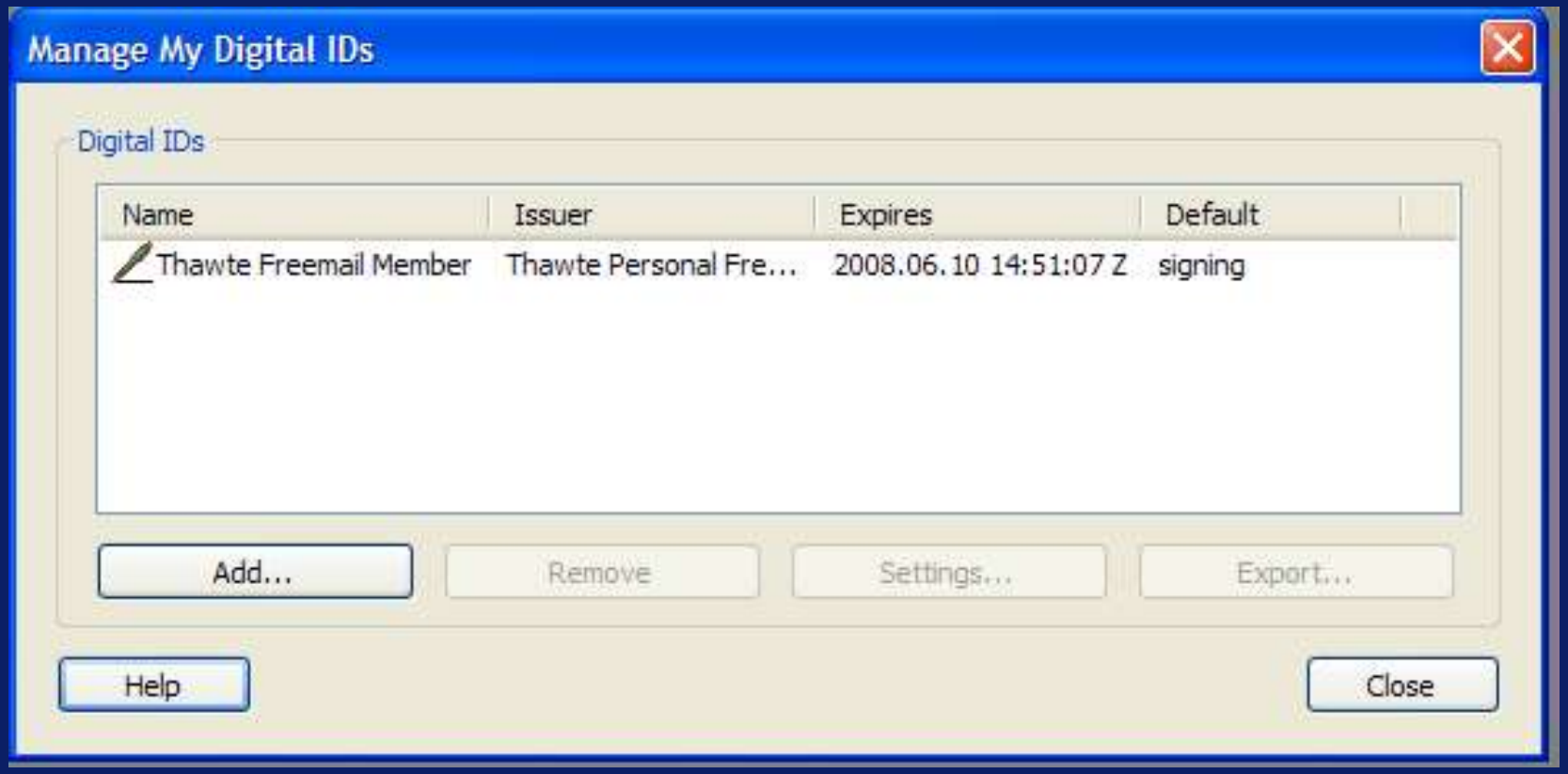
Adobe Acrobat – Adding a Digital Certificate – Version 6 (6 of 7)

- Select the ‘Always use this Digital ID’ radio button
- Then select in the ‘Use this Digital ID for:’ section ‘Signing Document’ radio Button
- Press ‘OK’



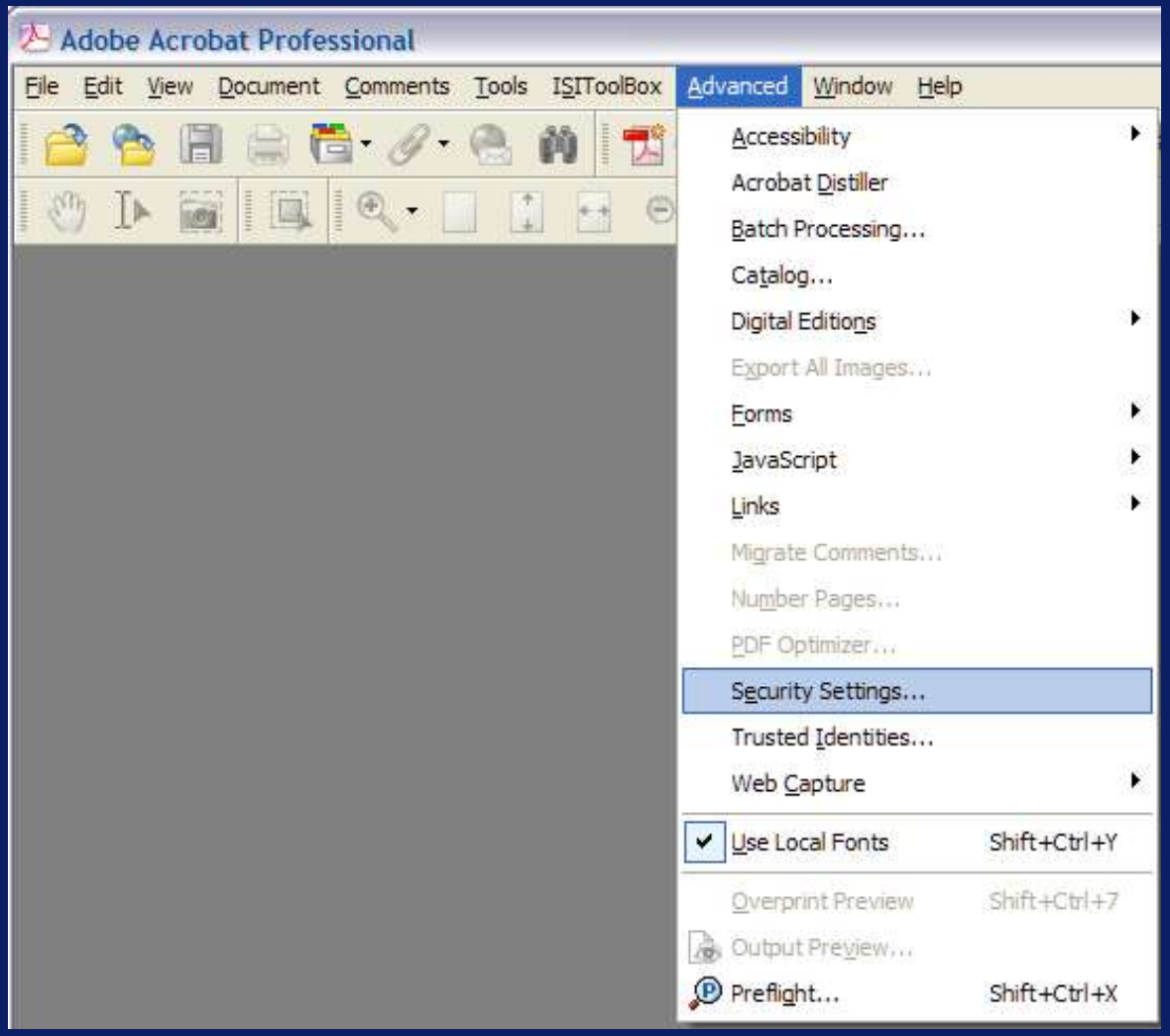
Adobe Acrobat – Adding a Digital Certificate – Version 6 (7 of 7)

- You have now completed adding and configuring a digital certificate.



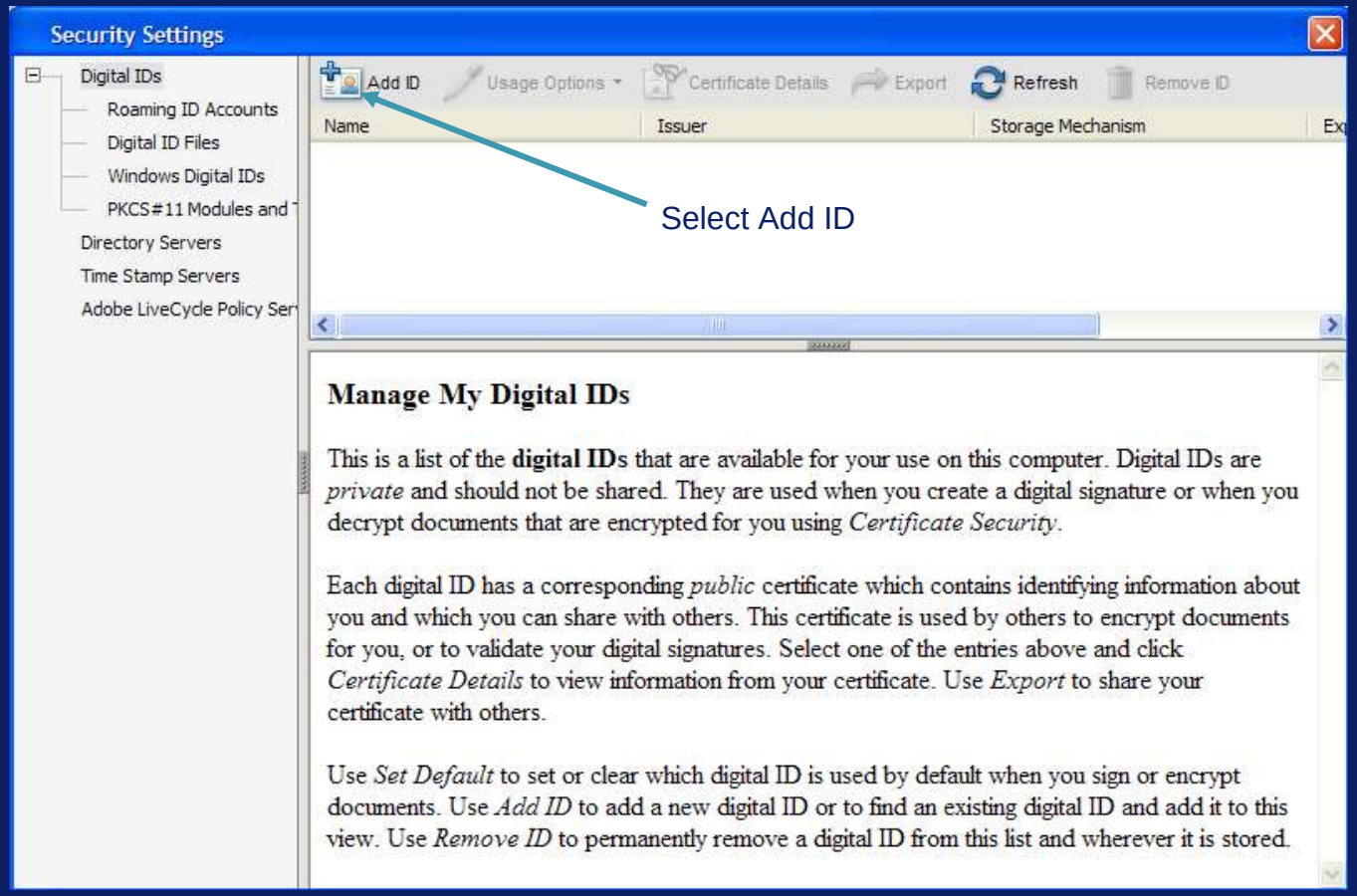
Adobe Acrobat – Adding a Digital Certificate – Version 7 (1 of 5)

- With Acrobat Running select ‘Advanced’ from Command Line
- Select ‘Security Settings’



Adobe Acrobat – Adding a Digital Certificate – Version 7 (2 of 5)

- In the ‘Security Settings’ window select ‘Add ID’



Adobe Acrobat – Adding a Digital Certificate – Version 7 (3 of 5)

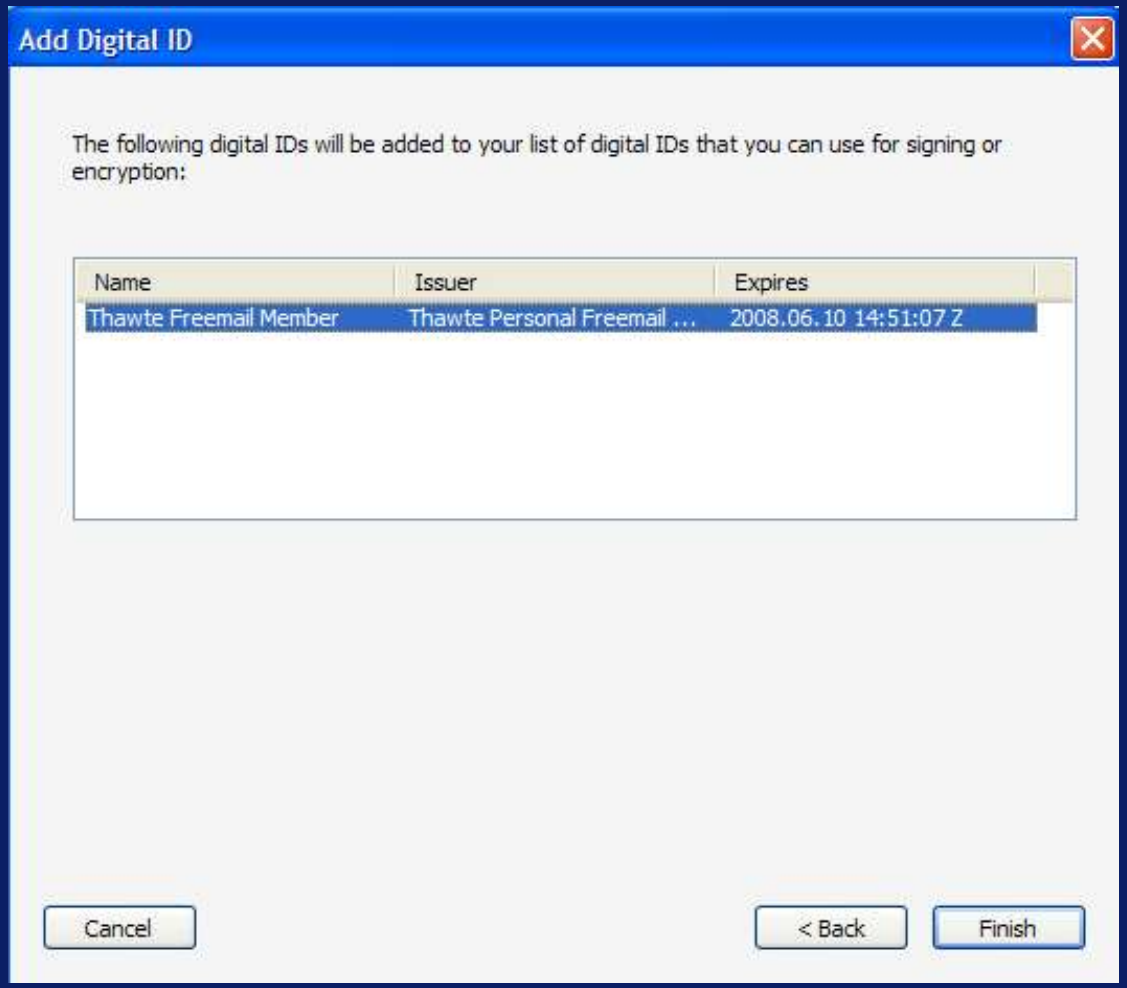
- On the ‘Add Digital ID’ window select ‘Find an existing Digital ID’
- Press ‘Next’

Adobe Acrobat – Adding a Digital Certificate – Version 7 (4 of 5)

- On the ‘Add Digital ID’ browse for the certificate
- Enter in a password if required
- Press ‘Next’

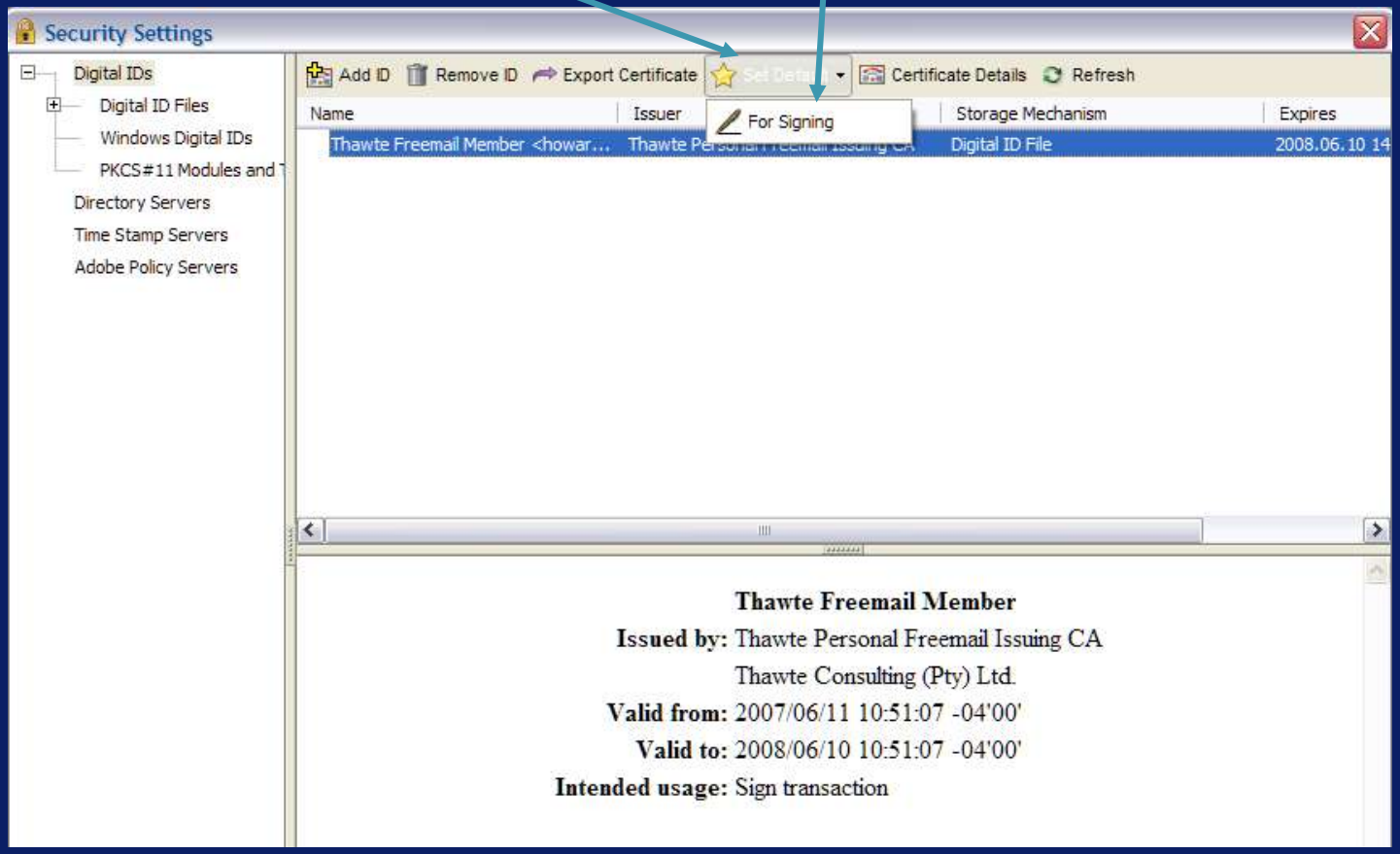
Adobe Acrobat – Adding a Digital Certificate – Version 7 (4 of 5)

- When the certificate has been added press ‘Finish’.



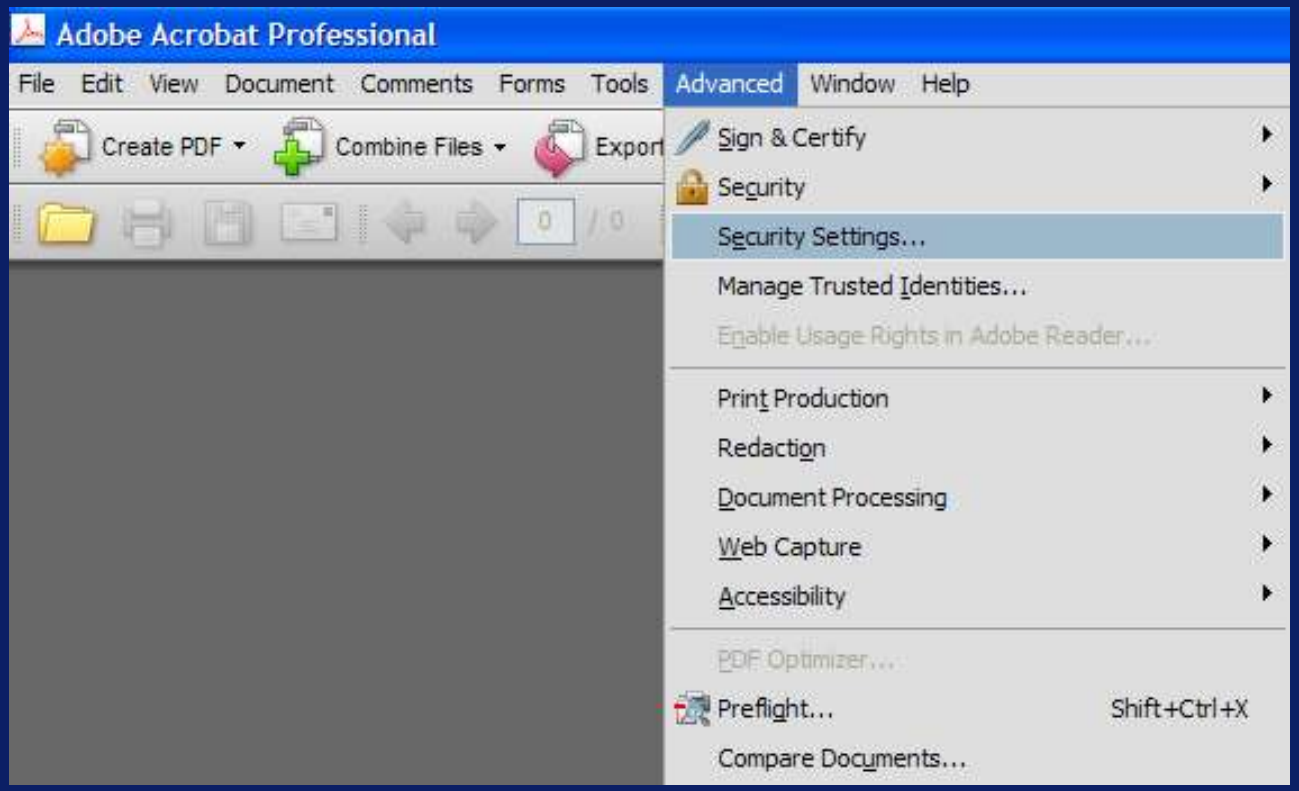
Adobe Acrobat – Adding a Digital Certificate – Version 7 (5 of 5)

- Select ‘Set Default’ and then select ‘For Signing’
  You have now completed adding and configuring a Digital Certificate



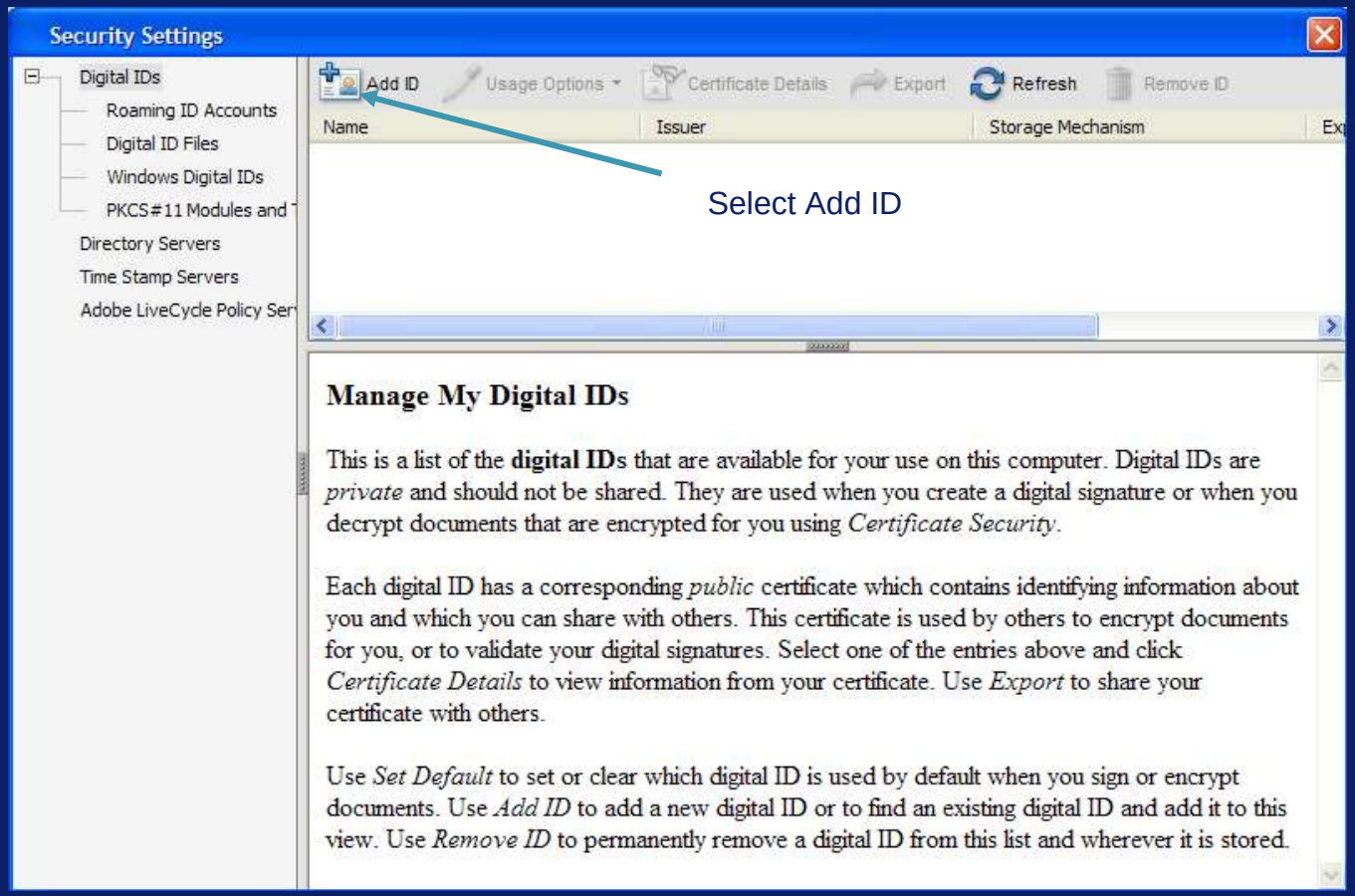
Adobe Acrobat – Adding a Digital Certificate – Version 8 (1 of 7)

- With Acrobat Running select ‘Advanced’ from Command Line
- Select ‘Security Settings’



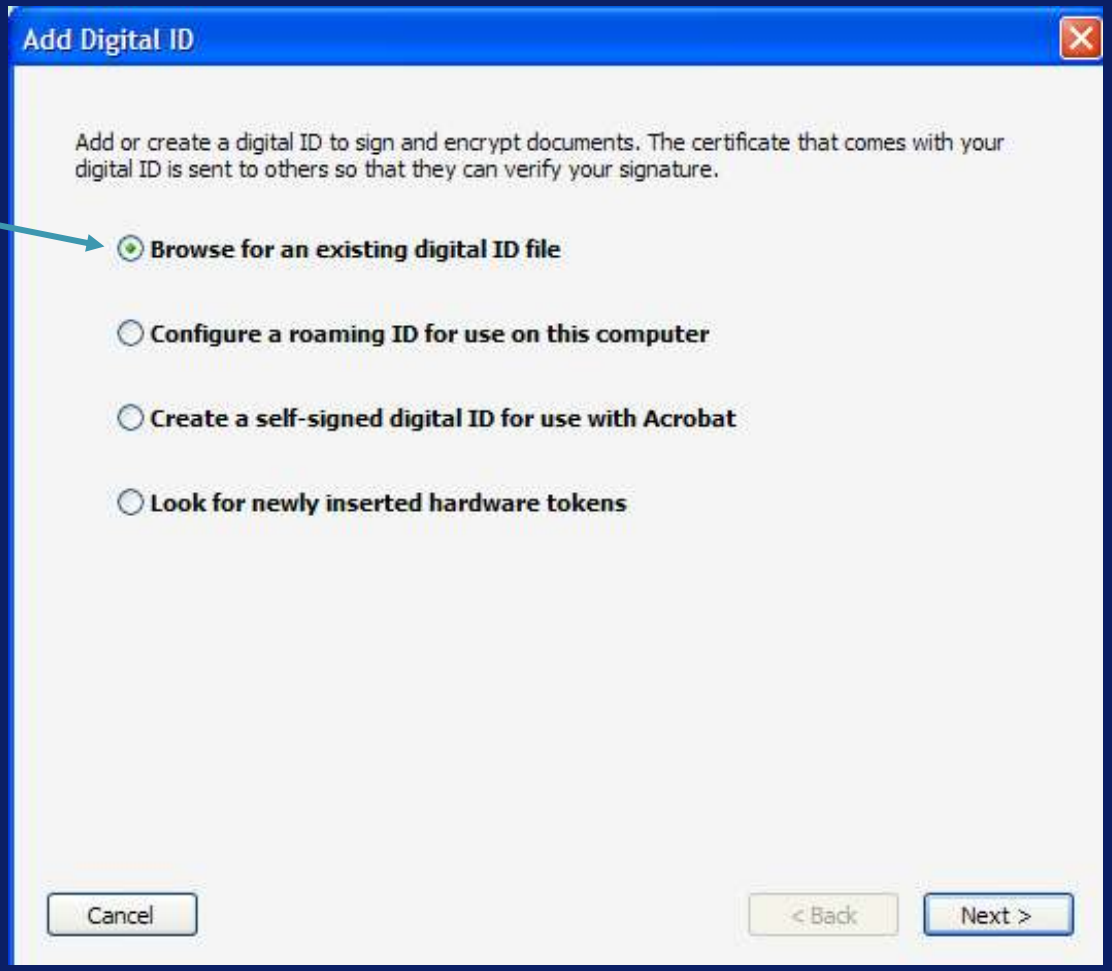
Adobe Acrobat – Adding a Digital Certificate – Version 8 (2 of 7)

- In the 'Security Settings' window select 'Add ID'



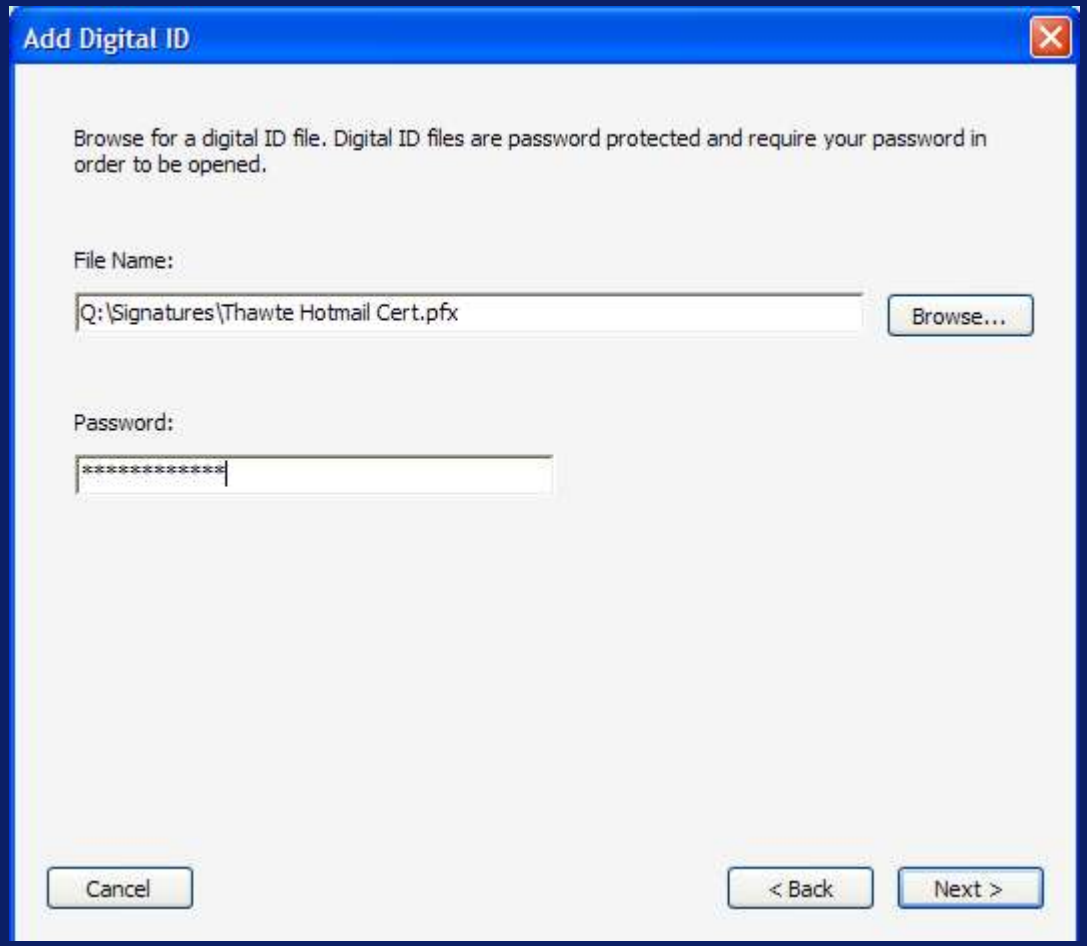
Adobe Acrobat – Adding a Digital Certificate – Version 8 (3 of 7)

- On the ‘Add Digital ID’ window select ‘Browse for an existing digital ID file’
- Press ‘Next’



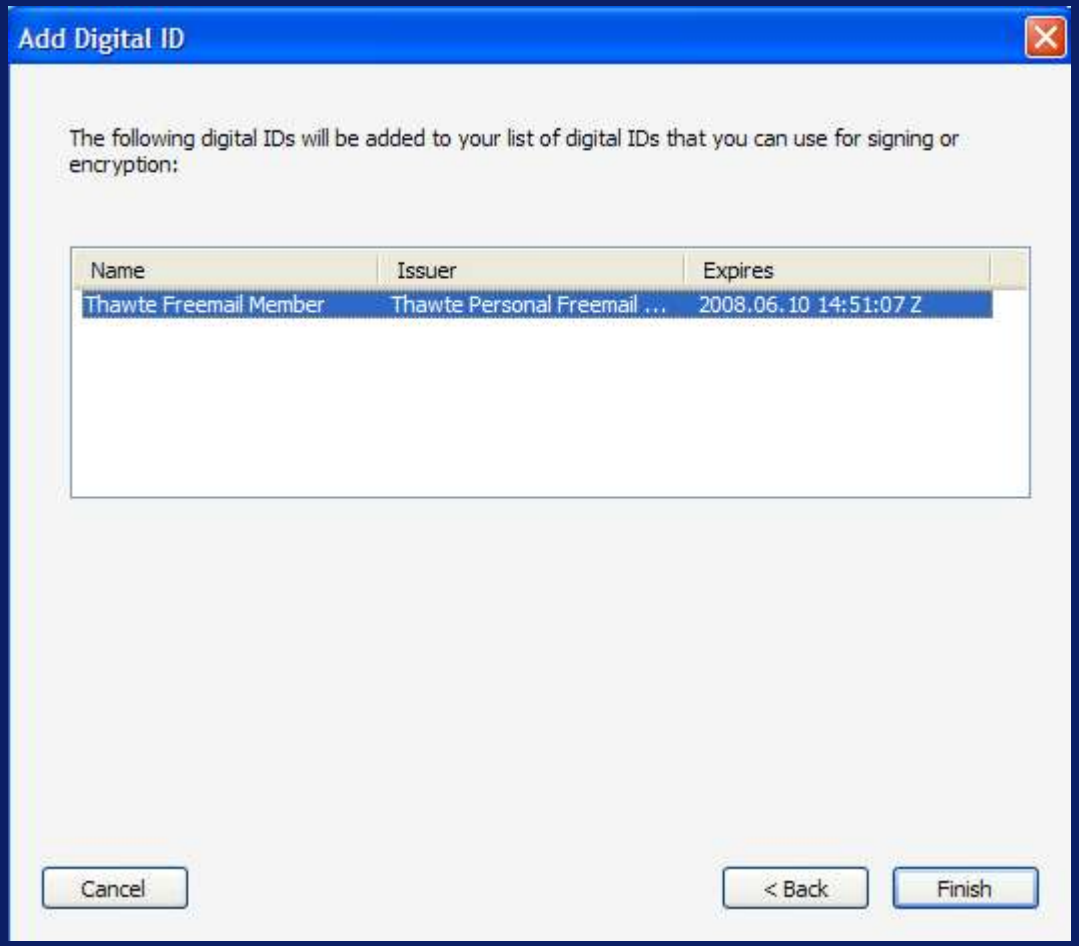
Adobe Acrobat – Adding a Digital Certificate – Version 8 (4 of 7)

- On the ‘Add Digital ID’ screen browse for the certificate
- Press ‘Next’



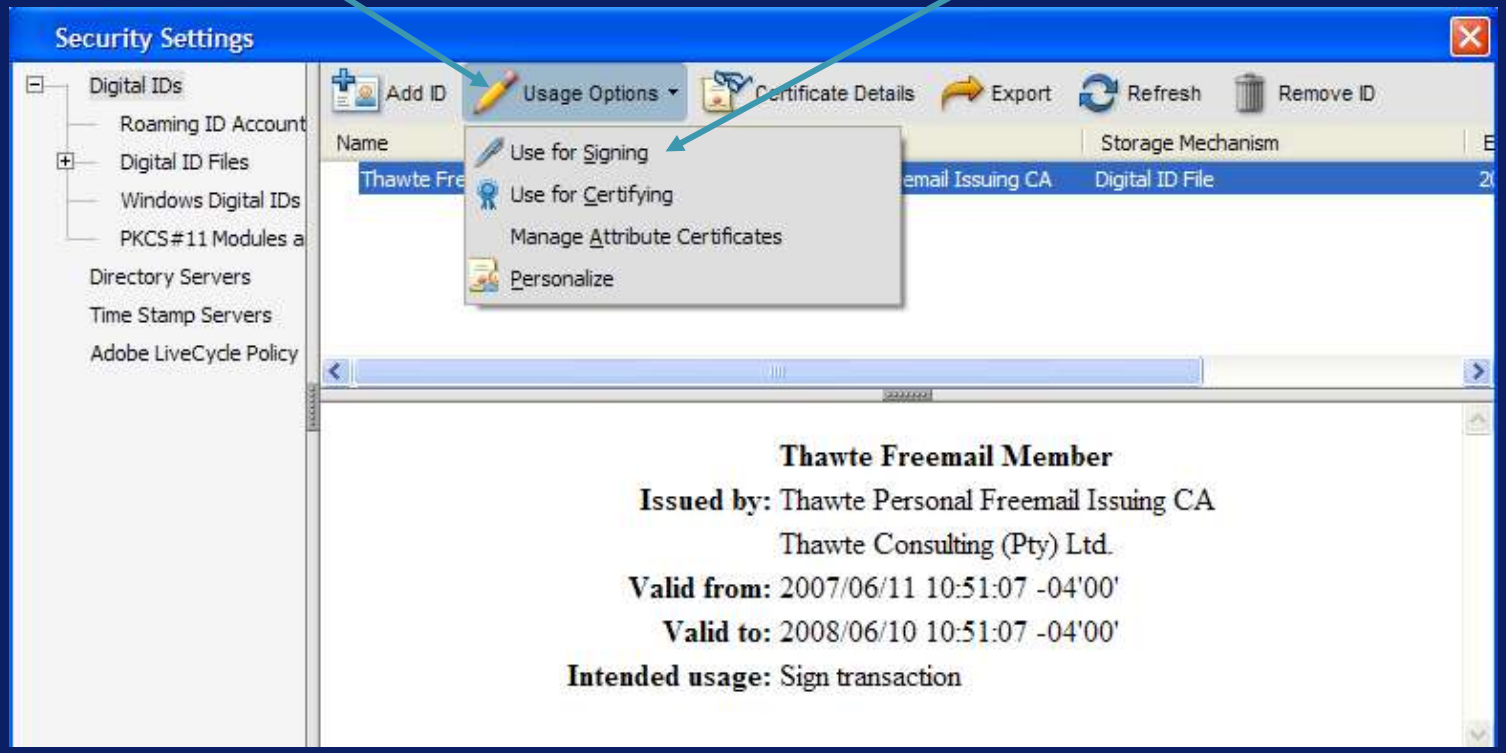
Adobe Acrobat – Adding a Digital Certificate – Version 8 (5 of 7)

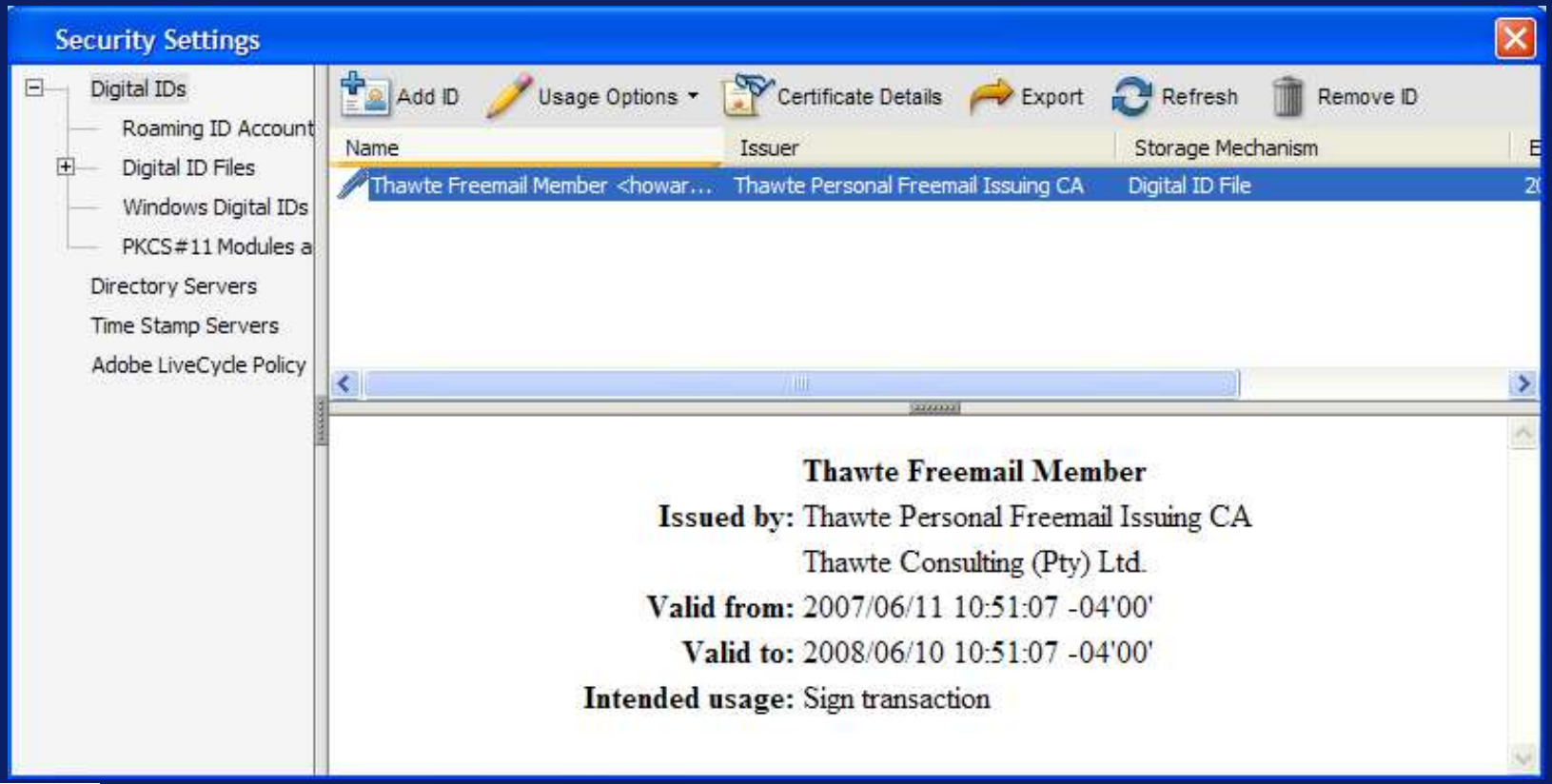
- When the certificate has been added press ‘Finish’.



Adobe Acrobat – Adding a Digital Certificate – Version 8 (6 of 7)

- Select ‘Usage Options’ and then select ‘Use for Signing’



Adobe Acrobat – Adding a Digital Certificate – Version 8 (7 of 7)

- You have now added a digital certificate and enabled the certificate to be used in digital signatures