



## Certified Document Services (CDS) End User Installation Guide

True Credentials® for Adobe® Acrobat®  
My Credential™ for Adobe® Acrobat®

The following Installation Guide is designed to provide end users step-by-step instructions on setting up and installing a True Credentials or My Credential for Adobe Acrobat CDS certificate.

### INSTALLATION READINESS REQUIREMENTS

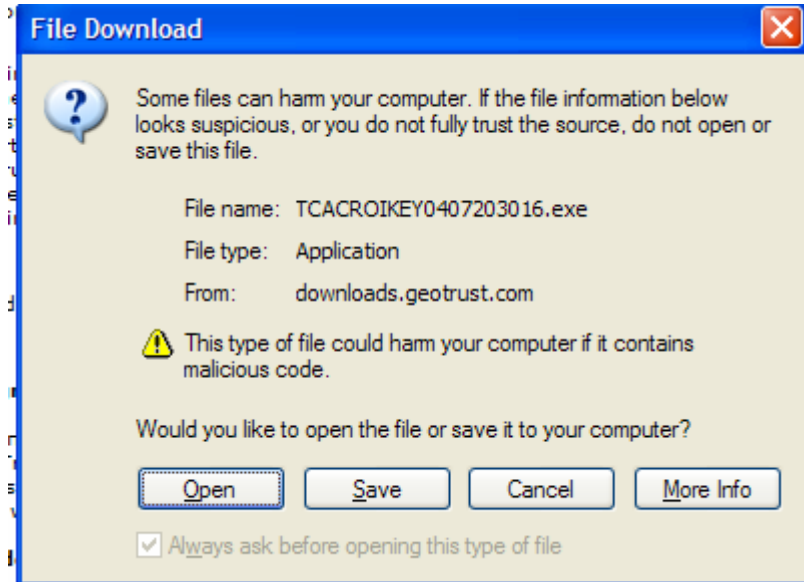
Before you begin, please review the following Installation Readiness requirements. In preparation of certificate enrollment, you will need to:

- a) Review Systems Requirements for the CDS service  
<http://www.geotrust.com/docsigning/acrobat/guide/requirements.htm>
- b) Have access to the internet to acquire the necessary drivers and obtain the CDS certificate
- c) Close out all non-essential applications, EXCEPT your browser and email, prior to starting the process since you will be prompted to re-boot your computer
- d) Have your iKey USB token available
- e) Establish a Passphrase that will be used to protect your certificate stored on the token. GeoTrust recommends selecting an eight (8) mixed character Passphrase (please note that Passphrases are case sensitive). You will need to remember this Passphrase each time you use your CDS certificate
- f) Have the one-time user Certificate Enrollment PIN that was provided at registration available. To pick up your certificate, you will need your Enrollment PIN (For True Credentials, the PIN was distributed by your Organizational Administrator. For My Credential, the PIN was generated during the initial registration.)

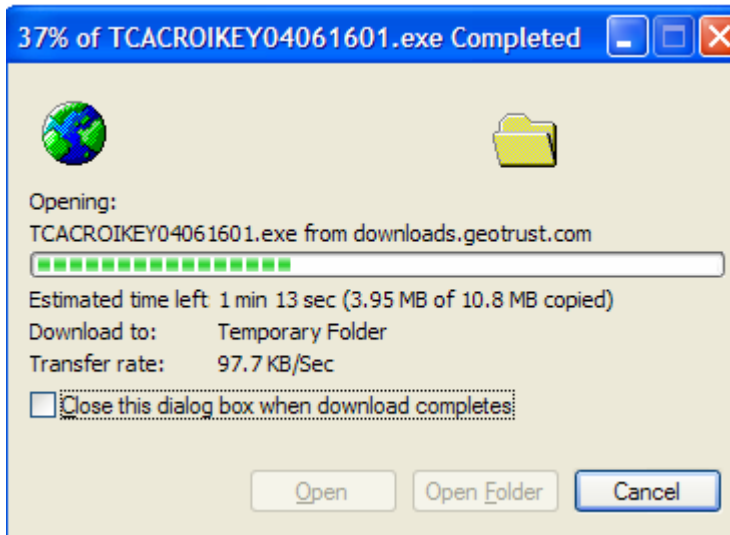
## STEP 1: INSTALLING YOUR iKEY USB Token Drivers

Before installing your certificate you must download and install your iKey USB token drivers.

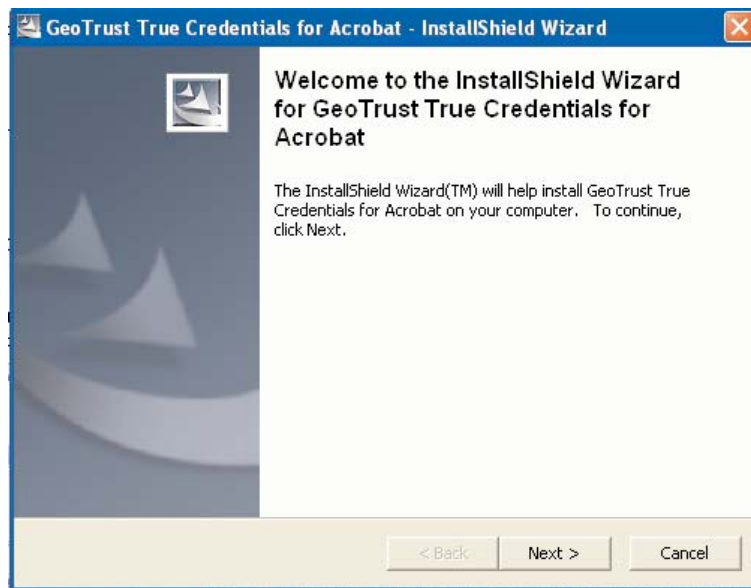
- Go to <http://downloads.geotrust.com/TCACROIKEY0407203016.exe>
- When the "File Download" box opens, click "Open".



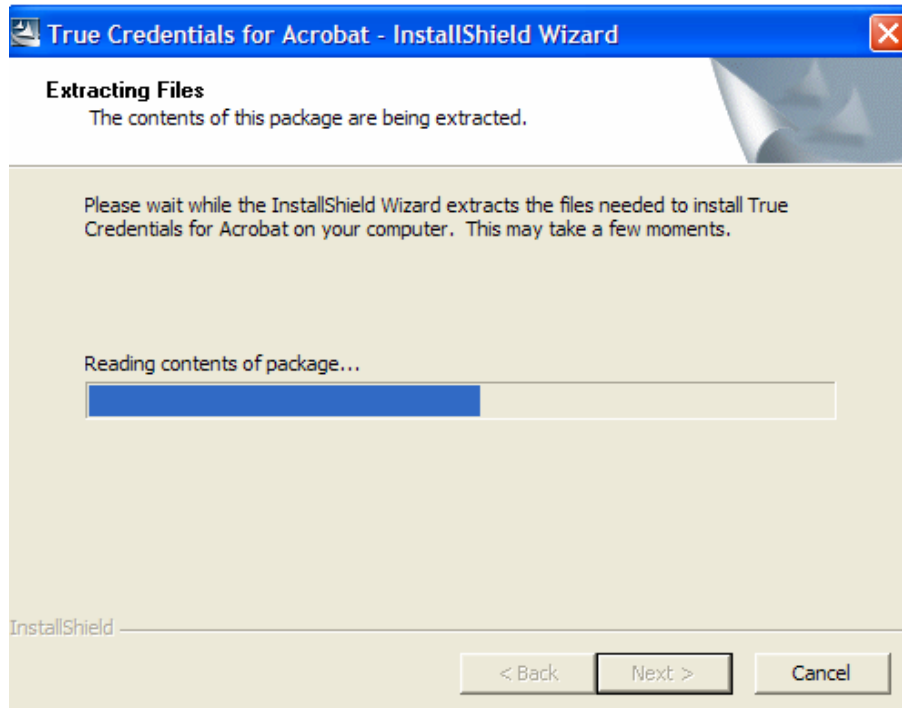
- And allow the Program to run



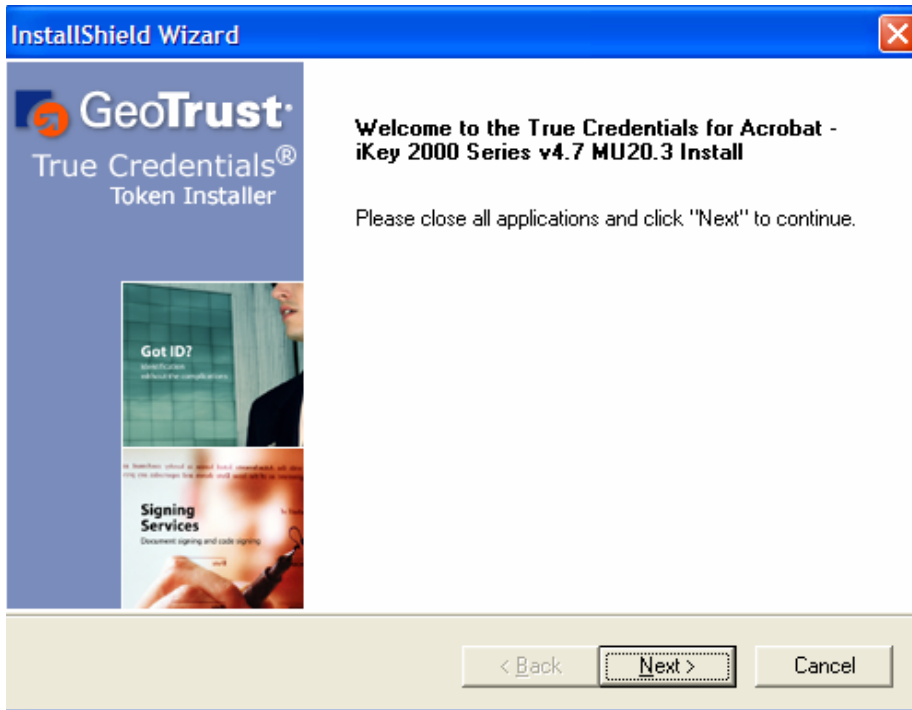
- Follow the InstallShield Wizard Instructions on the screen and click "Next".



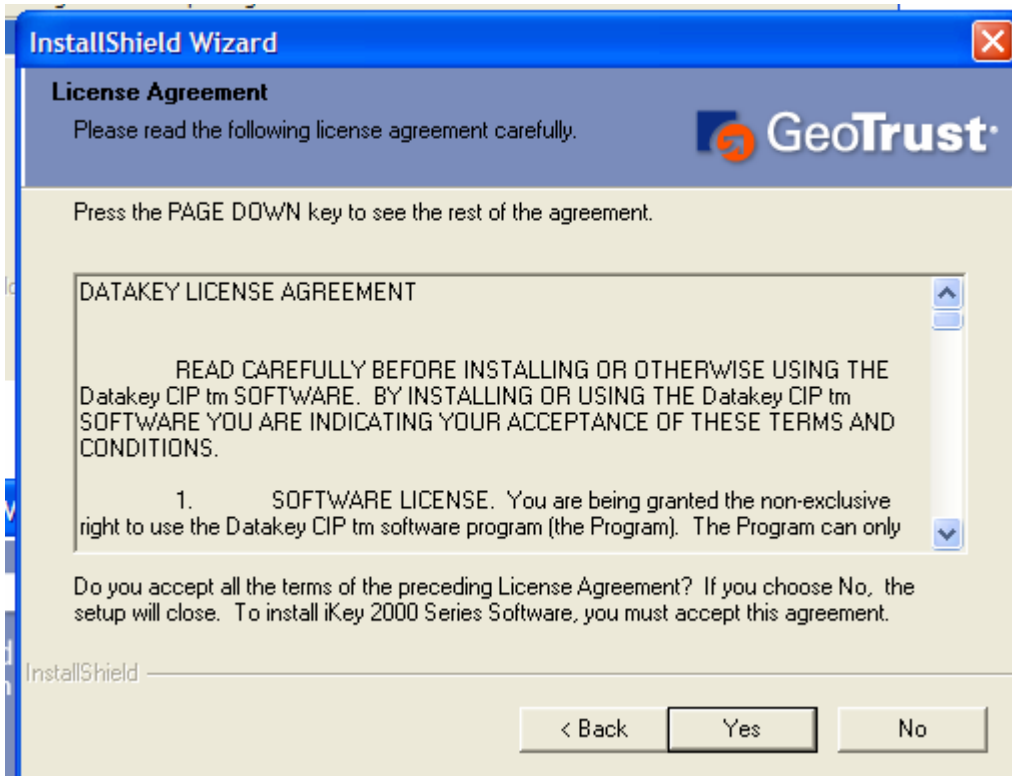
- Wait while the File Extraction is complete, and then click “Next”.



- Follow the InstallShield Wizard on the screen. Close all applications and click “Next”.

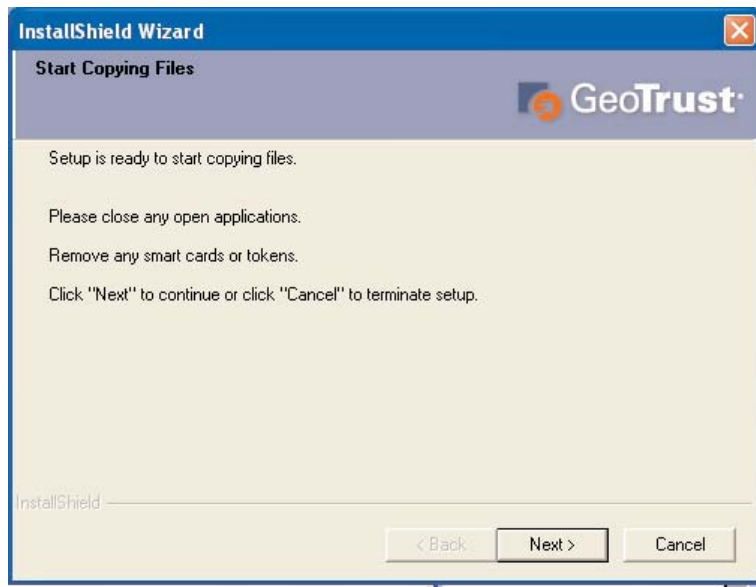


- Accept the License Agreement by clicking “Yes”

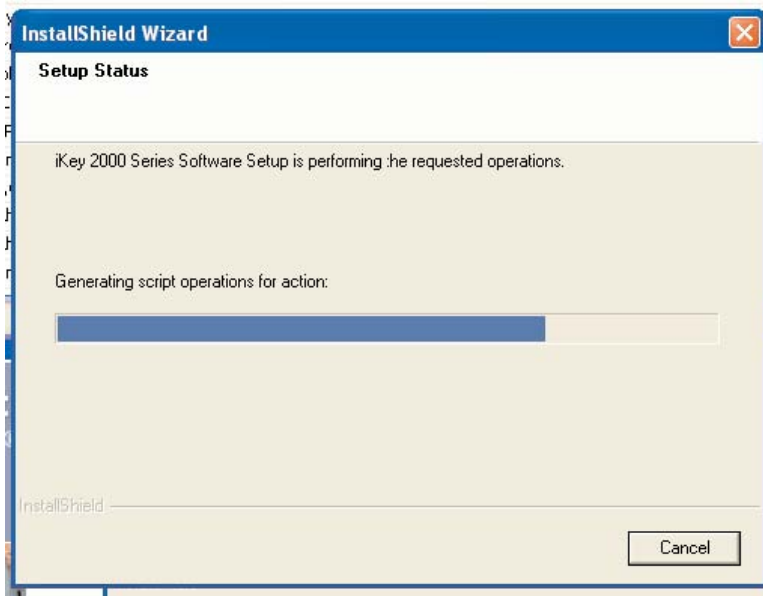




use my token?

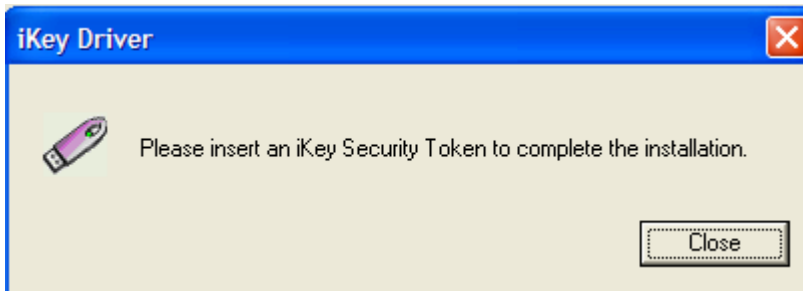


- The program will generate a “Setup Status” screen. When the drivers have finished loading you will receive an “Install Wizard Complete” screen.



## STEP 2: INSERTING YOUR USB TOKEN

- At the prompt, insert your USB token into an open USB slot on your computer



- Next, to complete installation, you must reboot your computer. Select “Yes, I want to restart my computer now”



### STEP 3: RESETTING YOUR TOKEN PASSPHRASE

Next you will need to change the default PassPhrase on your token. Currently, your token is delivered to you with a default PassPhrase preset to PASSWORD (in all caps). GeoTrust recommends changing this password to a combination of at least eight (8) mixed characters.

- Go to your "Start" button, select "All Programs", then "GeoTrust True Credentials for Acrobat", then "iKey 2000 Series Software", and "PassPhrase Utility"



- Select the "Update Password" button to change the PassPhrase to your token



Enter the Default PassPhrase of "PASSWORD" in the "Old Password" field and then enter your New PassPhrase in both the "New Password" and "Reenter new Password" fields. Then click "OK" to reset your PassPhrase



The image shows a Windows-style dialog box titled "Password Utility" with a close button in the top right corner. The dialog has a tab labeled "Update Token Password". Inside the dialog, there are three text input fields, each containing a series of asterisks to represent masked text. The labels for these fields are "Old Password", "New Password", and "Reenter new Password". Below the input fields, there are three buttons: "Cancel", "OK", and "Help". The "OK" button is highlighted with a black border.

#### **STEP 4: PICKING UP AND INSTALLING YOUR CDS CERTIFICATE**

Below are detailed instructions for picking up and installing your CDS certificate. Please note that there are different instructions depending on whether you are installing My Credential for Adobe Acrobat (Step 4a) or True Credentials for Adobe Acrobat (Step 4b).

To pick up your certificate you will need the following:

1. 1. Your email address
2. 2. Your Enrollment PIN
3. 3. Your new Token PassPhrase that you created in Step 3.

After you pick up your new certificate you will no longer need to keep your Enrollment PIN. However, you WILL need to remember your new Token PassPhrase that you created in Step 3. This PassPhrase will be used during ALL future digital signings of Adobe Acrobat documents)

Warning! Changing the token PassPhrase to a value only you know is sound security practice. However, you must both protect and remember this unique PassPhrase only known to you. The iKey 2000 series provides you up to (10) attempts prior to "Token Lock-out". Token lock-out will make your CDS certificate unusable.

## Step 4a: Picking up and installing your CDS Certificate - My Credential for Adobe Acrobat Users

•To pick up your certificate, refer back to the email you received containing these instructions with the Subject Header: *Congratulations! Your My Credential for Adobe Acrobat certificate is ready for pick-up.*

A specific link has been created for you to access your certificate within that email. Click on that link. Enter your email address and PIN/Password (this is your Enrollment PIN). Read the subscriber agreement, and click "Continue"

This process will take approximately 2-5 minutes to generate and complete the necessary cryptographic functions. This process is completely automated and it is important that you do not disrupt the process. If for some reason the process is interrupted, you should simply start the process over.

- The next screen will be displayed if you have successfully authenticated using the correct PIN and email address. Click "Continue" to proceed with the Certificate enrollment process.
- Choose "Yes" to the browser generated Potential Scripting Violation prompt
- At the Login prompt, enter your PassPhrase (this is the new PassPhrase to your Token that you created in Step 3)
- The key will then begin to be generated on your token.
- A series of prompts regarding adding your certificate to your system will appear. Click "Yes" to all.
- The final screen should confirm that your certificate has been successfully installed.

**GeoTrust**

### My Credential™ for Adobe® Acrobat®

**Certificate Pick-up**

My Credential™ for Adobe® Acrobat® Certified Document Services (CDS) certificate Enrollment Request

Please complete all the information below to pick up your CDS certificate. Note, your enrollment PIN was provided during initial enrollment.

• **Email Address** lilak@geotrust.com

• **Enrollment Pin** CAJXRJ0ITLLC9IPR3JMIU

**My Credential™ for Adobe® Acrobat® Enrollment and Subscriber Agreement**

Please carefully read the following agreement, and mark the checkbox below.

postage prepaid. Notices shall be effective upon receipt. GeoTrust shall send notices to Subscriber at the e-mail and/or physical address provided in the CDS Certificate enrollment form. Subscriber shall send notices in writing to the following address: GeoTrust, My Credential for Adobe Acrobat Notices, 40 Washington Street, Suite 20, Wellesley Hills, MA 02481 USA.

13. Entire Agreement. This Agreement and the CPS constitute the entire agreement between the parties respecting its subject matter superseding any prior and contemporaneous agreements and understandings.

V 1.0 10-04-04

I Agree

Continue

 **My Credential™ for Adobe® Acrobat®** 

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**MANAGEMENT**  
-- [CPS](#)

**Certificate Pick-up**  
**Key and Certificate Request Generation**

You have been successfully authenticated.

We are about to start generating your CSR and installing your Certificate. This process may take up to (5) minutes, please do not interrupt the session.

You will get a Dialog Box titled "Potential Scripting Violation". This dialog box appears because the web page is instructing the browser to generate a local private key and certificate request. This step is required for you to receive your certificate, so you should select Yes when you get the Dialog Box.

Please click "Continue" below to start the CSR generation process.

 **My Credential™ for Adobe® Acrobat®** 

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Please click "Continue" below to start the CSR generation process.

**Potential Scripting Violation**

 This Web site is requesting a new certificate on your behalf. You should allow only trusted Web sites to request a certificate for you.  
Do you want to request a certificate now?

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**Login**

80200118

Please type your passphrase and press the Enter key, or click OK:

OK

Cancel

ing your Certificate. This process may take up to (5)

You will get a Dialog Box titled "Potential Scripting Violation". This dialog box appears because the web page is instructing the browser to generate a local private key and certificate request. This step is required for you to receive your certificate, so you should select Yes when you get the Dialog Box.

Please click "Continue" below to start the CSR generation process.

Continue

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**Cryptographic Service Provider**

Generating Key On Token

Progress bar with 3 bars

We are about to start generating your CSR and installing your Certificate. This process may take up to (5) minutes. please do not interrupt the session.

You will get a Dialog Box titled "Potential Scripting Violation". This dialog box appears because the web page is instructing the browser to generate a local private key and certificate request. This step is required for you to receive your certificate, so you should select Yes when you get the Dialog Box.

Please click "Continue" below to start the CSR generation process.

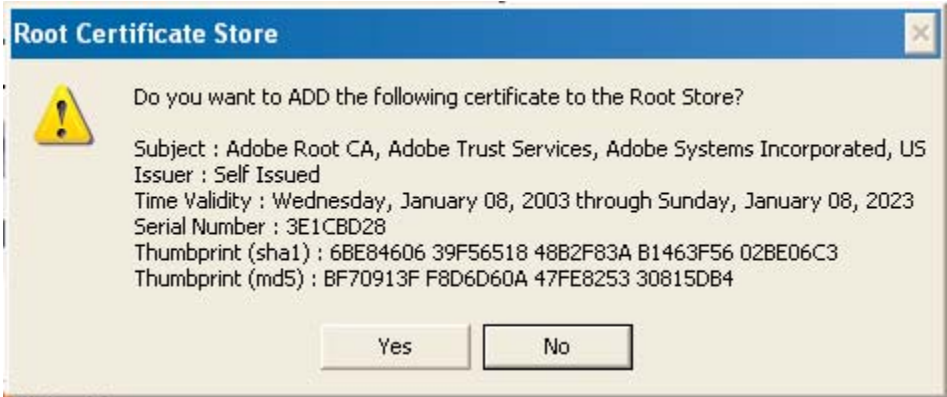
Continue

**Potential Scripting Violation**

 This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data.

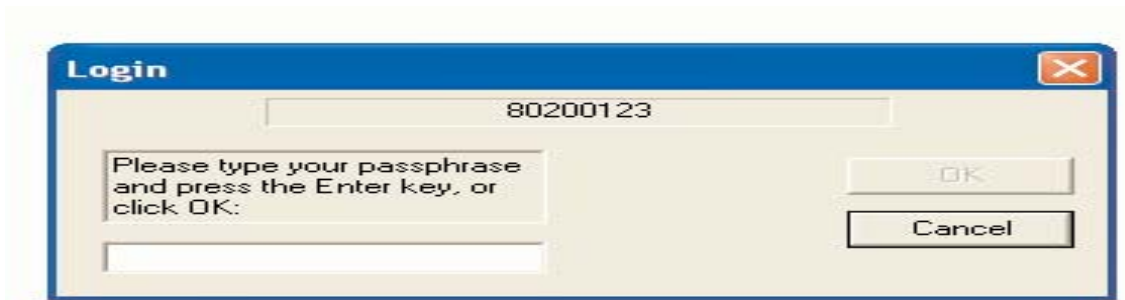
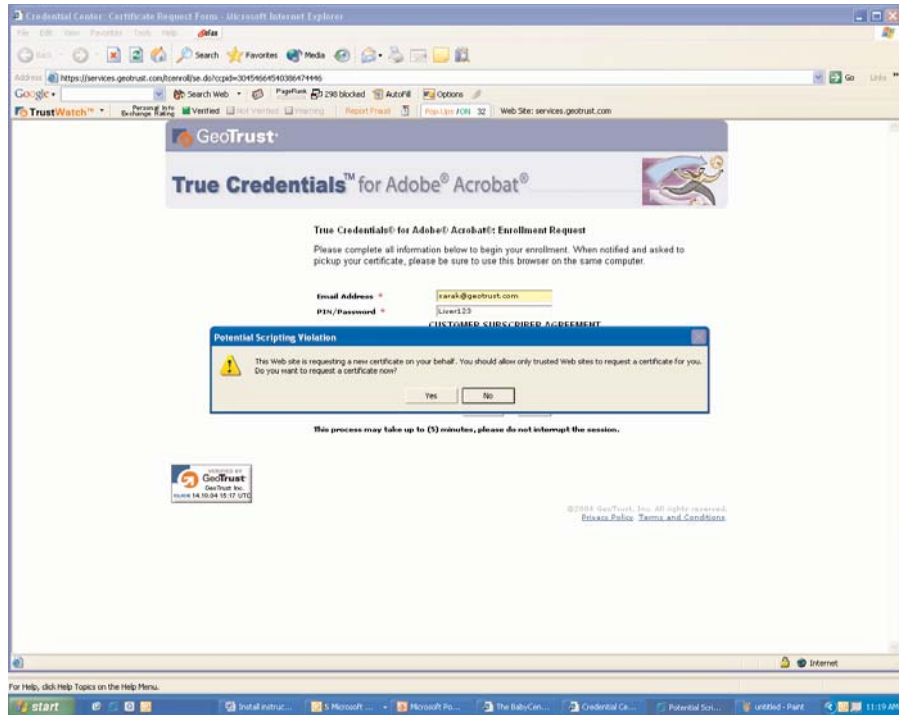
Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No.

Yes No

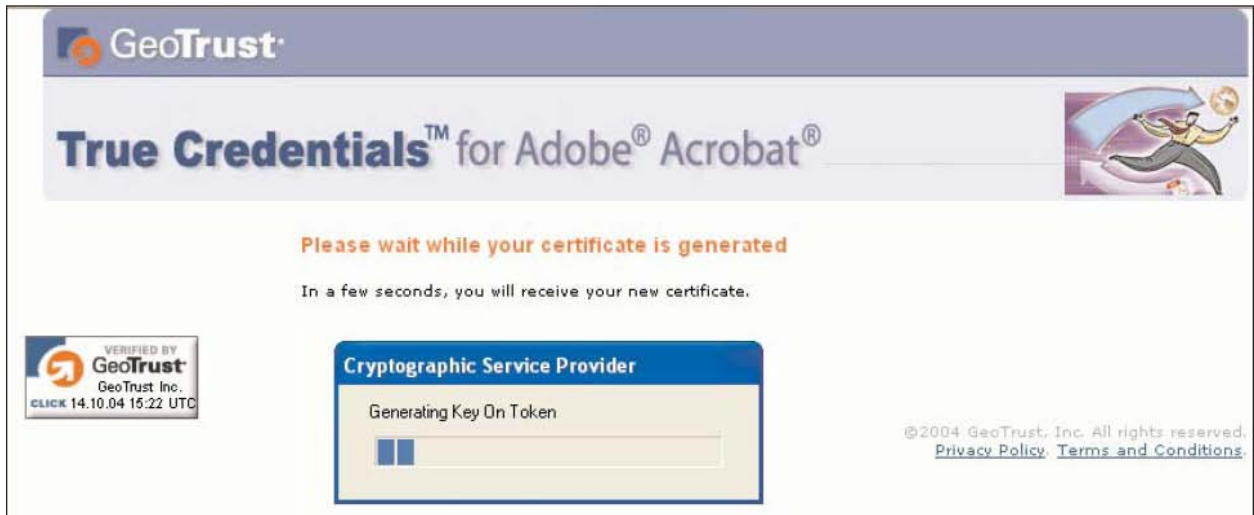




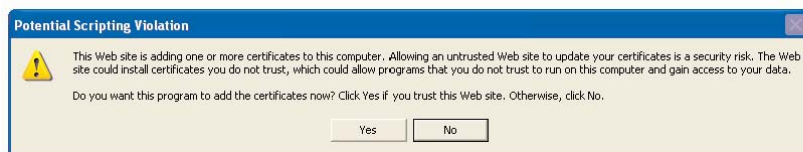
- The next screen will ask “Do you want to request a certificate now?” Click “Yes”



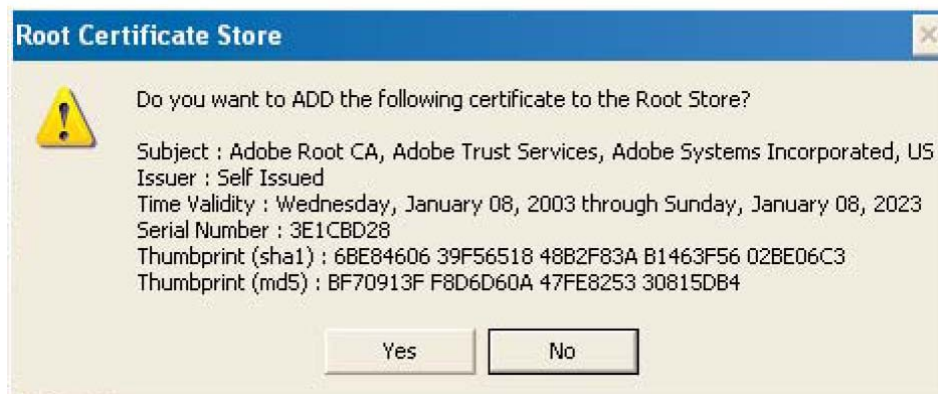
- A cryptographic key pair that will be associated with your CDS certificate will then begin to be generated on your token
- A series of prompts regarding adding your new certificate to your system will appear.
- Click “Yes” to all



The screenshot shows the GeoTrust True Credentials interface for Adobe Acrobat. At the top, the GeoTrust logo is on the left, and the text "True Credentials™ for Adobe® Acrobat®" is in the center. To the right is an illustration of a person running with a shield. Below this, a message reads: "Please wait while your certificate is generated. In a few seconds, you will receive your new certificate." On the left, there is a "VERIFIED BY GeoTrust Inc. CLICK 14.10.04 15:22 UTC" badge. In the center, a "Cryptographic Service Provider" window displays "Generating Key On Token" with a progress bar. On the right, there is a copyright notice: "©2004 GeoTrust, Inc. All rights reserved. Privacy Policy Terms and Conditions".



This is a "Potential Scripting Violation" dialog box. It contains a warning icon and the following text: "This Web site is adding one or more certificates to this computer. Allowing an untrusted Web site to update your certificates is a security risk. The Web site could install certificates you do not trust, which could allow programs that you do not trust to run on this computer and gain access to your data. Do you want this program to add the certificates now? Click Yes if you trust this Web site. Otherwise, click No." At the bottom, there are "Yes" and "No" buttons.

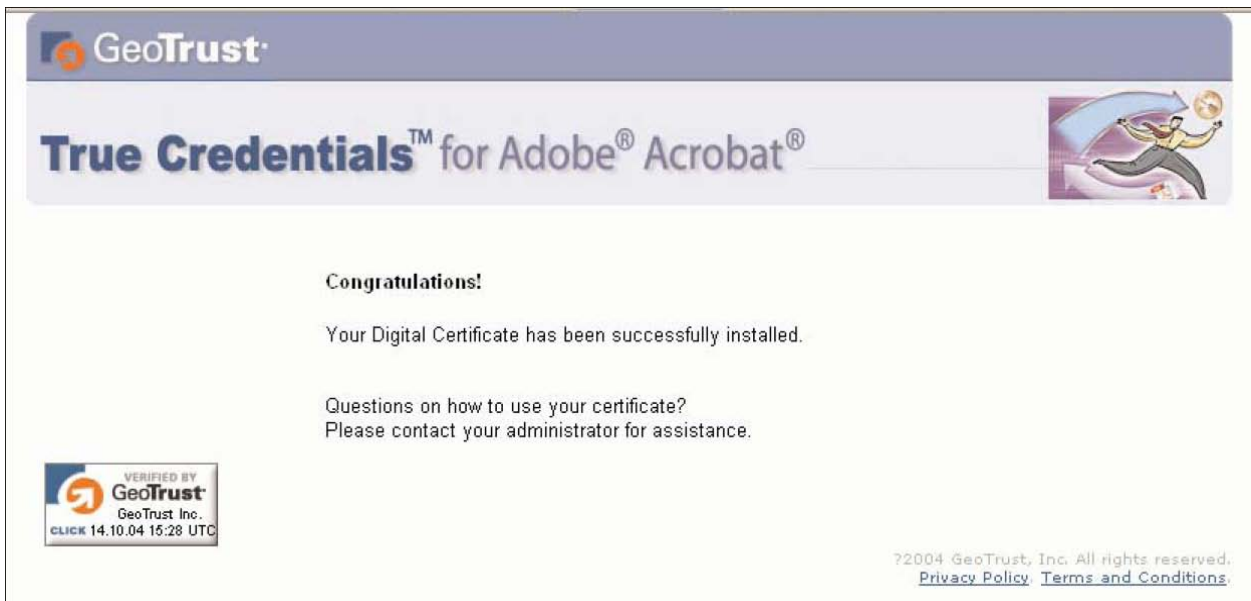


This is a "Root Certificate Store" dialog box. It contains a warning icon and the question: "Do you want to ADD the following certificate to the Root Store?". Below the question, the following certificate details are listed:
 

- Subject : Adobe Root CA, Adobe Trust Services, Adobe Systems Incorporated, US
- Issuer : Self Issued
- Time Validity : Wednesday, January 08, 2003 through Sunday, January 08, 2023
- Serial Number : 3E1CBD28
- Thumbprint (sha1) : 6BE84606 39F56518 48B2F83A B1463F56 02BE06C3
- Thumbprint (md5) : BF70913F F8D6D60A 47FE8253 30815DB4

 At the bottom, there are "Yes" and "No" buttons.

- The final screen should confirm that your certificate has been successfully installed.



The screenshot shows a confirmation window with a purple header bar. On the left, the GeoTrust logo is displayed. To the right of the logo, the text reads "True Credentials™ for Adobe® Acrobat®". Further right is a small illustration of a person in a yellow shirt and black pants running while holding a large blue shield and a golden globe. Below the header, the text "Congratulations!" is centered. Underneath, it says "Your Digital Certificate has been successfully installed." followed by "Questions on how to use your certificate? Please contact your administrator for assistance." In the bottom left corner, there is a small "VERIFIED BY GeoTrust GeoTrust Inc. CLICK 14.10.04 15:28 UTC" badge. In the bottom right corner, there is a copyright notice: "©2004 GeoTrust, Inc. All rights reserved. [Privacy Policy](#) [Terms and Conditions](#)."

## Questions or Problems?

- For True Credentials for Adobe Acrobat, please contact your Organizational Administrator
- For My Credential for Adobe Acrobat, please open a support case at:  
[http://www.geotrust.com/customer\\_support/submit.htm](http://www.geotrust.com/customer_support/submit.htm)
- View our comprehensive FAQs at:  
<http://www.geotrust.com/docsigning/acrobat/guide/faq.htm>



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