

User manual for electronic signature with Microsoft Office 2007

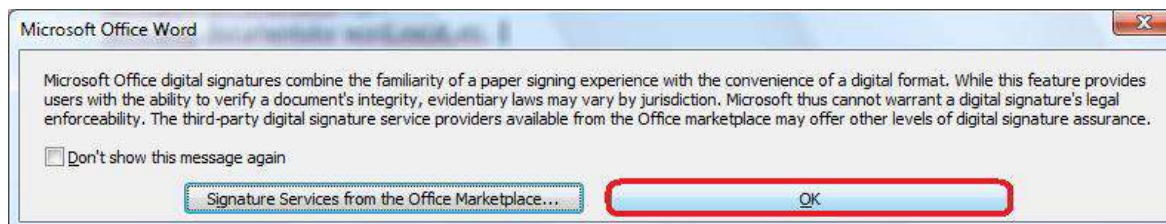
1. Signing the document

1.1. insert the device eToken in the USB port.

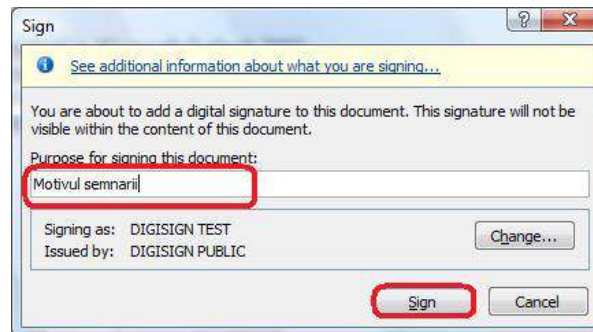
1.2. Select **Office Button** >> **Prepare** >> **Add a Digital Signature**:



1.3. Select the button **OK**:



1.4. In the field Purpose of signing enter the purpose of drafting and signing the document. **Butonul Change** : Should multiple signatures exist on your computer (electronic signature users), use this button to correctly choose the signature to be added on the document. After choosing the corresponding certificate press the button **Sign**



1.5. Enter device password and press the button OK:



1.6. This message notifies you that the document was successfully signed and that any modification thereto shall involve the signature invalidation. Press the button OK:

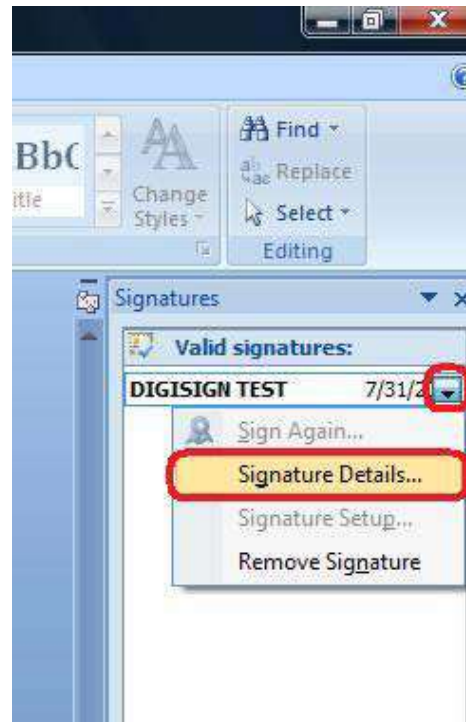


2. Verify the signature attached on a document:

2.1. In the document signed, in the inferior part of the window press the seal-icon:



2.1. On the right side of the document a window will appear with the signatures attached to the document. Press the specified arrow and select the tab Signature Details:



2.2. Press the button View:



2.3. The three tabs (**General**, **Details** and **Certification Path**) offers all information necessary for verifying the signature validity, the identity of the person signing the document, the authority issuing the certificate, signature validity, etc.

