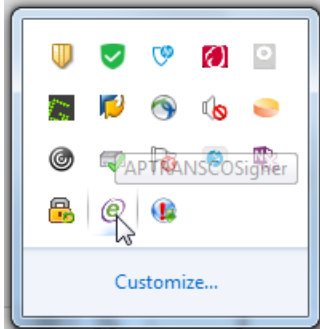


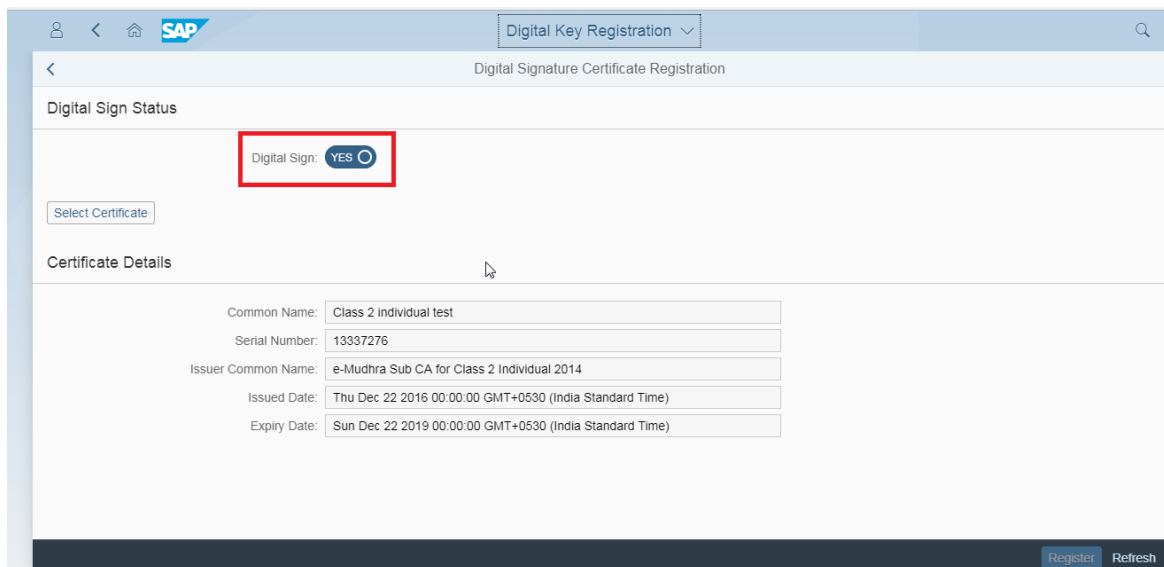
## DIGITAL SIGNATURE – PDF FILE SIGNING

**Mandatory Checks:** (THESE CHECKS ARE FOR DIGITAL SIGNER NOT NEEDED FOR INITIATOR)

1. Make sure the APTRANSCO signer service is running in taskbar in-tray.  
(If the Signer is not running, please check the **DIGITAL SIGNATURE- PREREQUISITES** document).



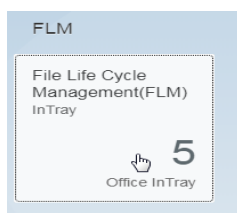
2. Make sure the Digital sign key is ON (YES) and have a valid digital certificate registered in registration app. (Please refer the **DIGITAL SIGNATURE-REGISTRATION PROCESS** document)



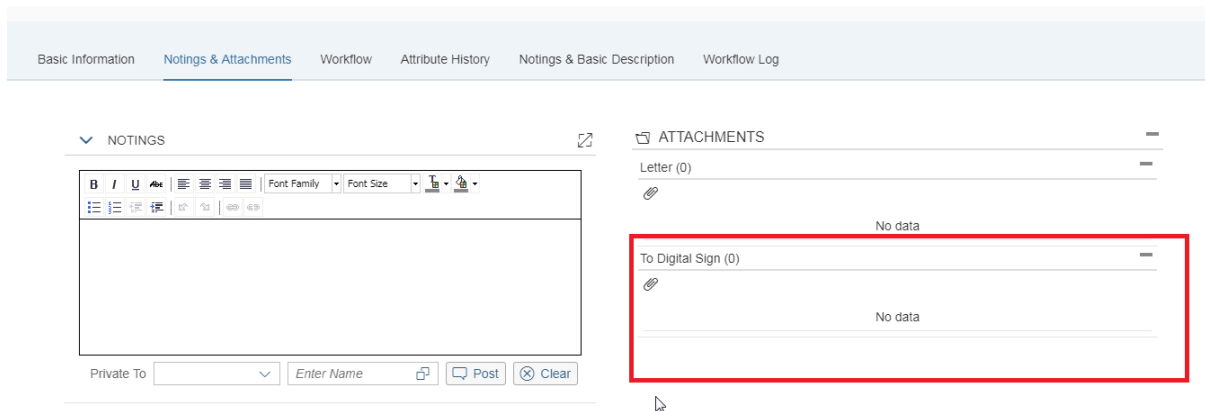
**FLM PDF Signing Process:**

### **INITIATOR SIDE:**

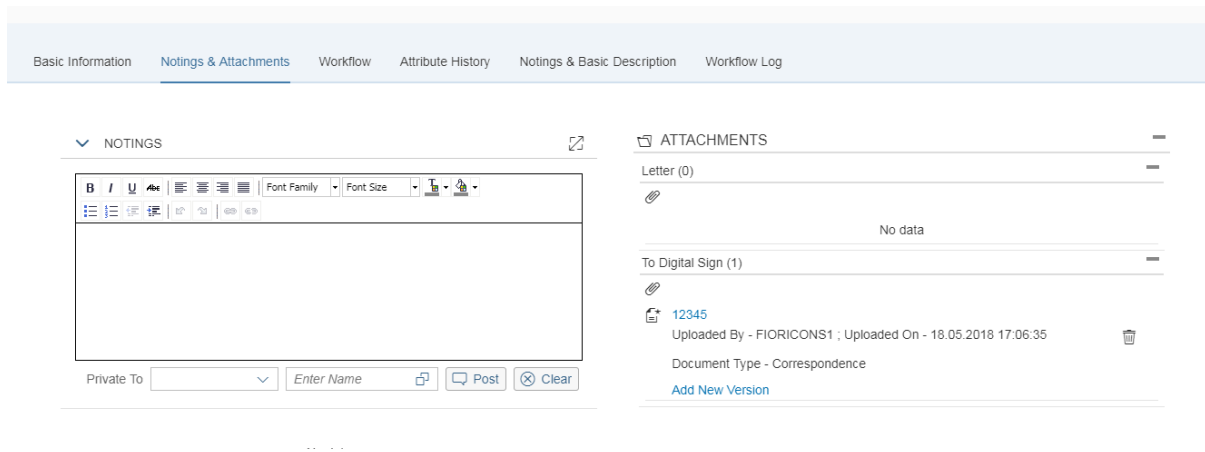
1. Click on the FLM app.



2.The INITIATOR who needs the Digital Sign on PDF attachment has to upload the PDF (Digital Signing can be done only on PDF files not on DOCS, XLSX, PPT etc..) in the new folder created **TO DIGITAL SIGN** as shown below.



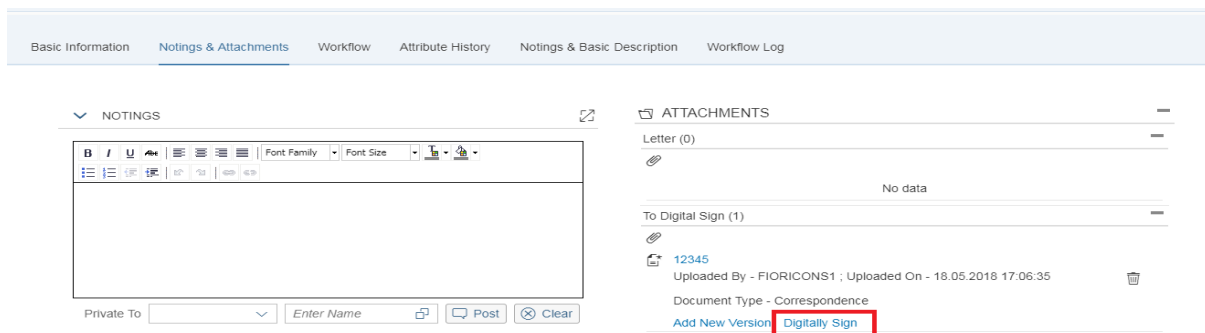
**NOTE:** The INITIATORS must upload pdfs only in the folder **TO DIGITAL SIGN**.



In the above screenshot, the pdf file 1234 is attached in the TO DIGITAL SIGN folder and sent to the digital signer for the sign on the pdf.

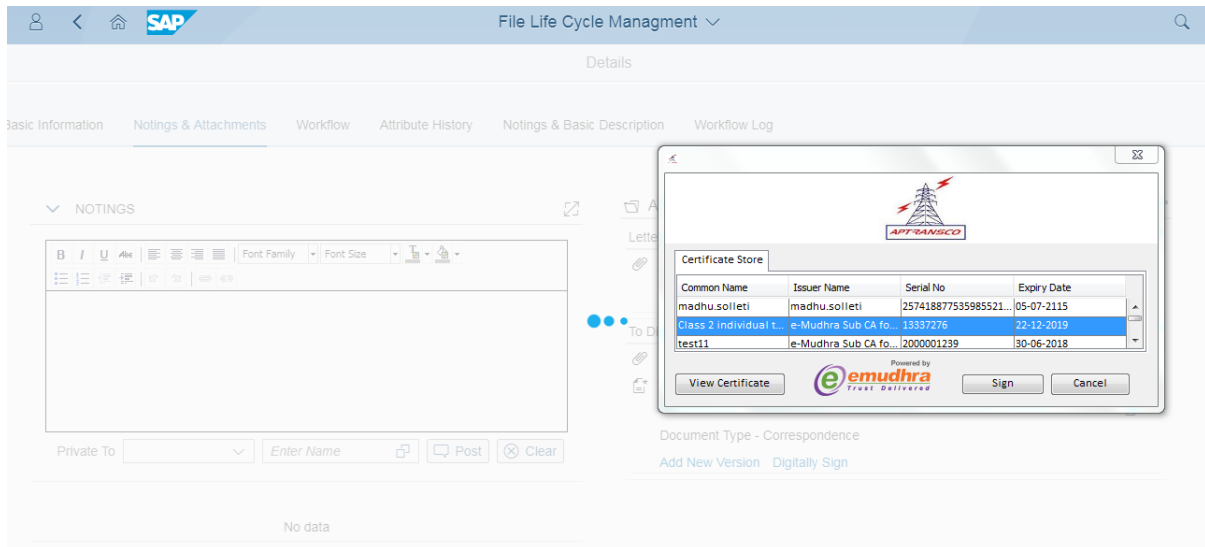
### **DIGITAL SIGNER SIDE:**

1.The Signer logs in to the FLM and when he opens the file from INTRAY, he can see an additional link in the TO DIGITAL SIGN folder for the document attached ( here for example 1234 pdf file).



Click on the Digitally Sign link to start the signing process. Wait for the certificate list popup to display on the screen

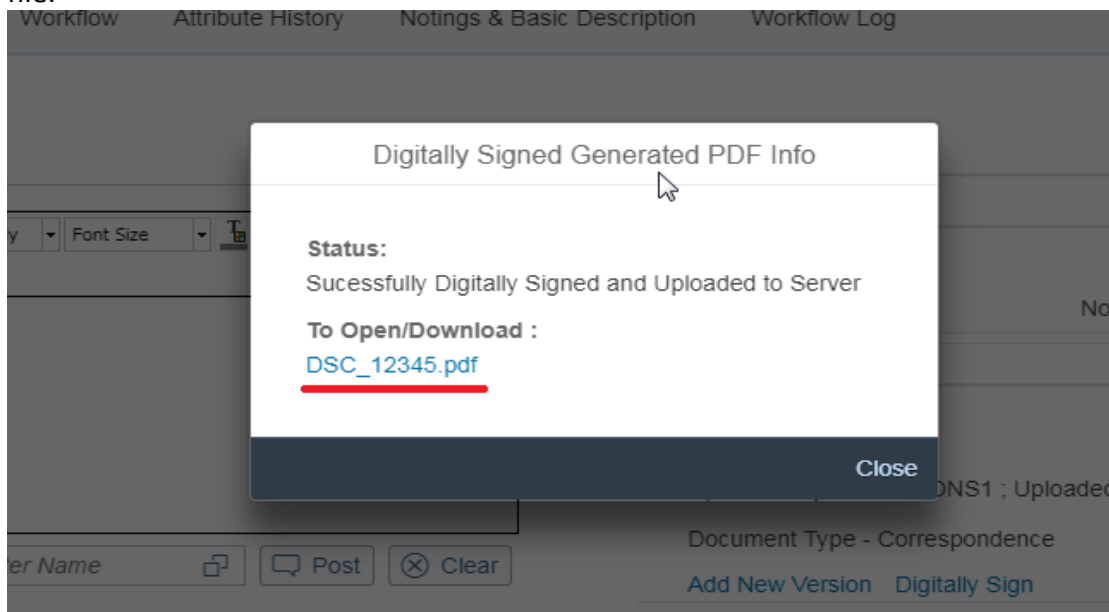
**Note:** Sometimes the popup might not visible in the fore screen and this might be running in the background, so check the background by minimizing the screen.



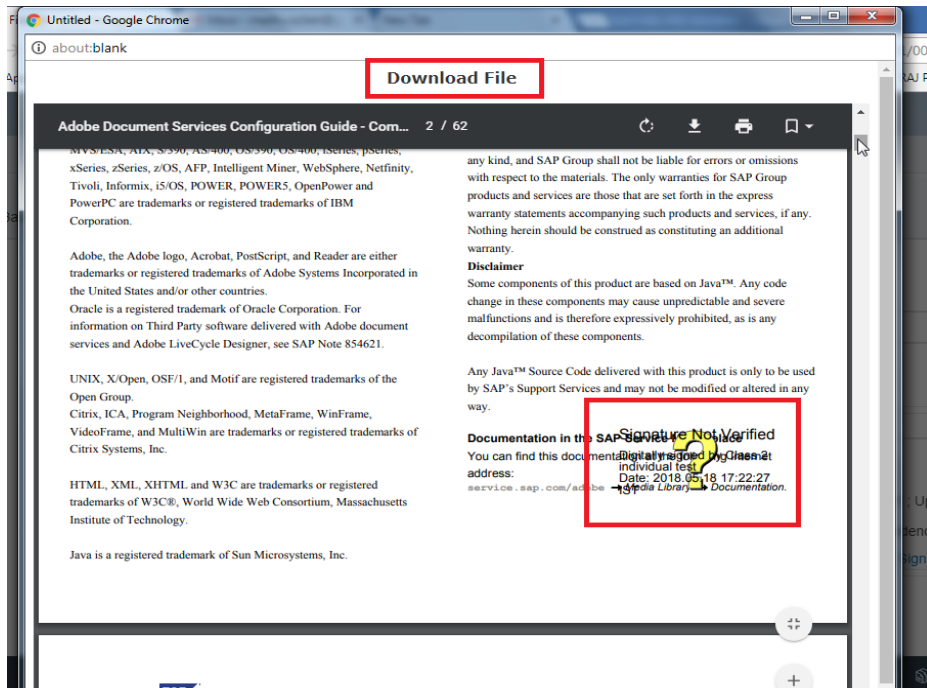
(If the popup is not shown, please check the **DIGITAL SIGNATURE-TROUBLESHOOTING** document)

2. Select the certificate registered in the Registration app and click on **Sign** to start the signing process. The signing process starts and will take 10-12 seconds as this involves signing and verification. (If any issues occurred while signing please check the **DIGITAL SIGNATURE-TROUBLESHOOTING** document).

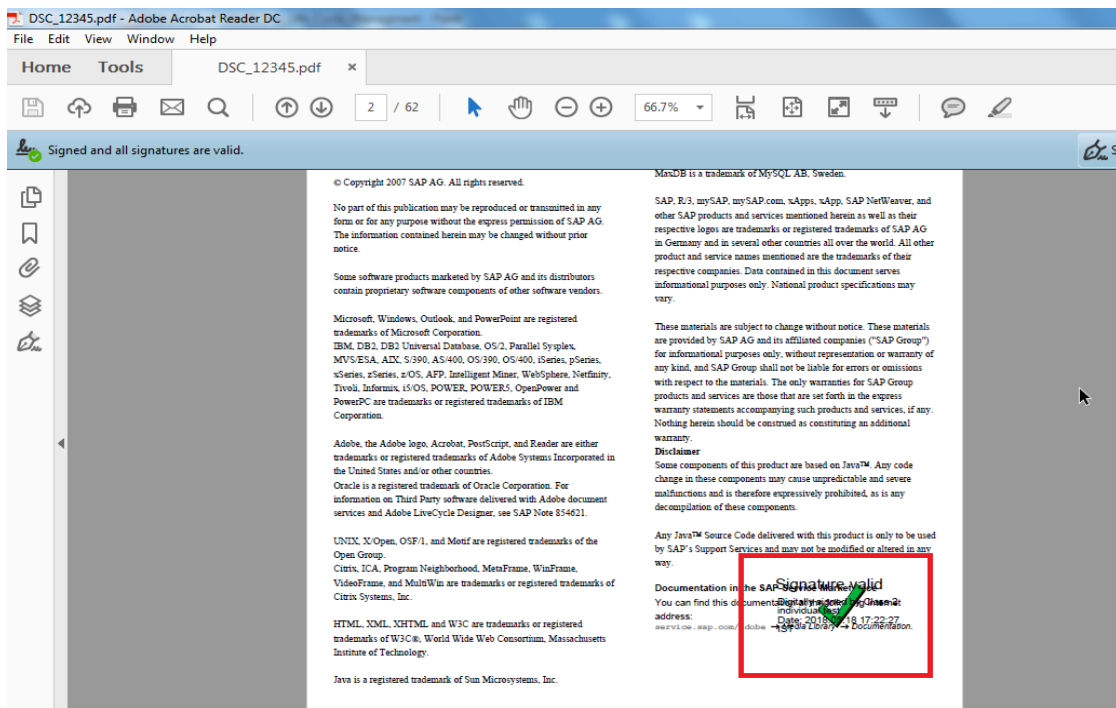
If the digital signing process is completed successfully, a popup appears with the signed data file.



3. On clicking of the link, we can see the signed PDF and can also download to local drive if needed using the Download File link as shown in below screenshot.



**NOTE:** As it is opened in the web browser the Signature NOT VERIFIED will be seen but when you download the pdf and open with Adobe you can see valid Sign.

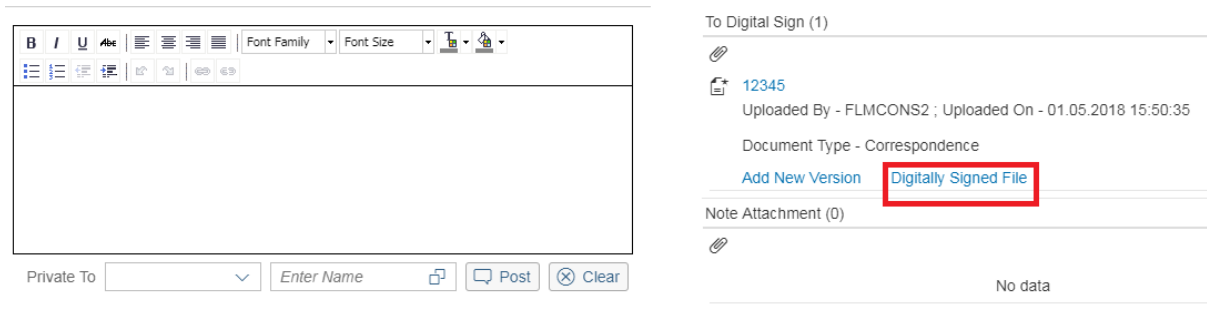


Even after download and open it with adobe if the signature is still not verified, please check the **DIGITAL SIGNATURE-TROUBLESHOOTING** document.

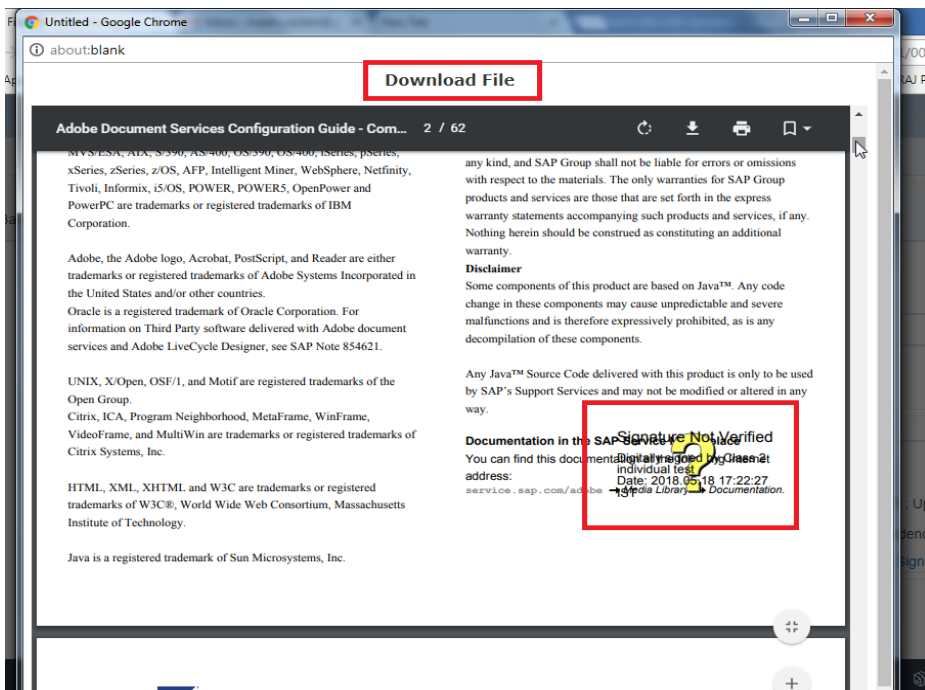
4. Once the pdf is signed, the file is sent back to the INITIATOR.

### INITIATOR SIDE:

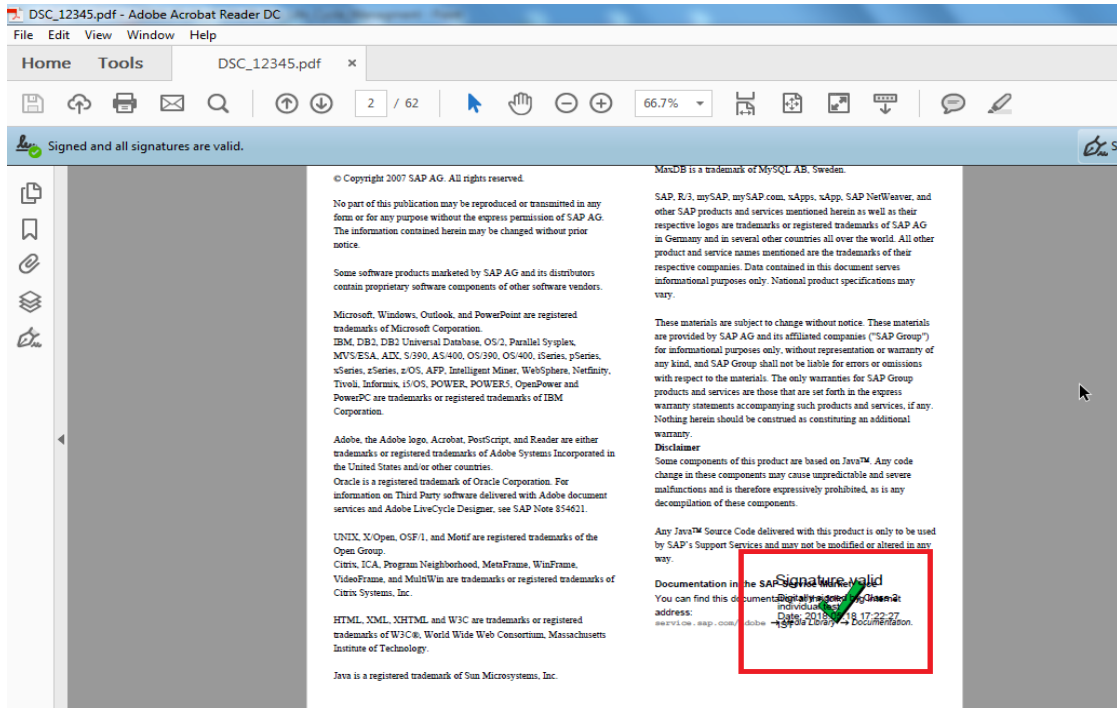
1. INITIATOR logs into FLM and opens the file from INTRAY, under the NOTES & ATTCHMENTS tab, under TO DIGITAL SIGN folder for the attachment (example 1234), the INITIATOR can see a link **Digitally Signed File** which opens the signed pdf on click.



On clicking of the link, we can see the signed PDF and can also download to local drive if needed using the Download File link as shown in below screenshot.



**NOTE:** As it is opened in the web browser the Signature NOT VERIFIED will be seen but when you download the pdf and open with Adobe you can see valid Sign.



Even after download and open it with adobe, if the signature is still not verified please check the **DIGITAL SIGNATURE-TROUBLESHOOTING** document.

This Completes the FLM attached PDF Digital Sign process.