# DIGITAL SIGNATURES E CLIENT PROCEDURE

Energy Laboratories has chosen to use digital signatures for signing many documents, including reports.

Digital signatures give our clients an added level of security. When a document is signed digitally, anyone viewing the document can verify the following:

- The document is signed by the stated individual and that individual is an Energy Laboratories, Inc. employee.
- The time of the signature is verifiable by a third party, independent of Energy Laboratories, Inc.
- After the document has been digitally signed, any modifications made are clearly identified and viewable in Adobe Reader.

In order to take full advantage of Energy Laboratories' digital signatures, please make a few basic changes in the settings of Adobe Reader. You will only need to make these changes one time on your computer. These changes will tell Adobe Reader to trust two certificates; one for Energy Laboratories and one for the Timestamp Authority referenced by Energy Laboratories.

When a digitally signed document from Energy Laboratories is first opened in Adobe Reader, the following message will likely appear at the top of the document.



A genuine digital signature is shown below. Right-click on the signature and choose 'Validate Signature.'

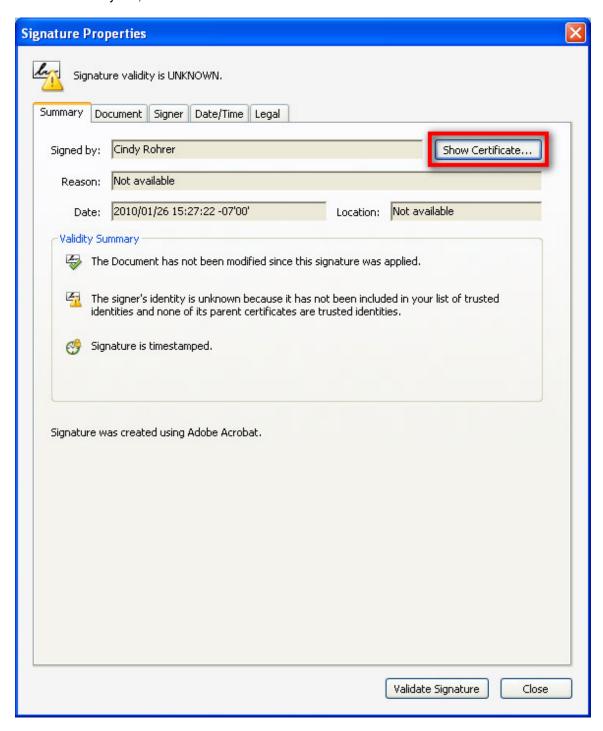


The following Signature Validation Status window will appear. Choose 'Signature Properties...'



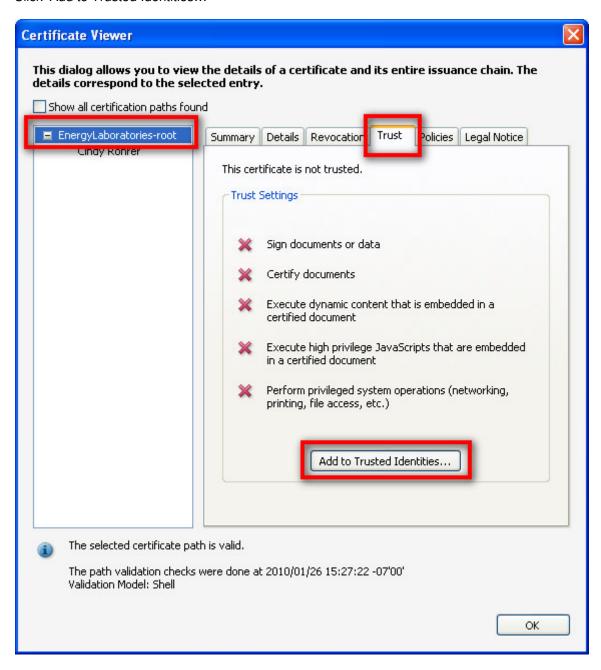


Notice, at the top of the Signature Properties window: "Signature validity is UNKNOWN." On the Summary tab, Click 'Show Certificate...'

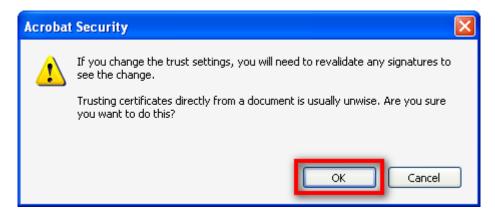




In the Certificate Viewer window, select the 'Trust' tab. In the left area, select the 'EnergyLaboratories-root' certificate. Click 'Add to Trusted Identities...'



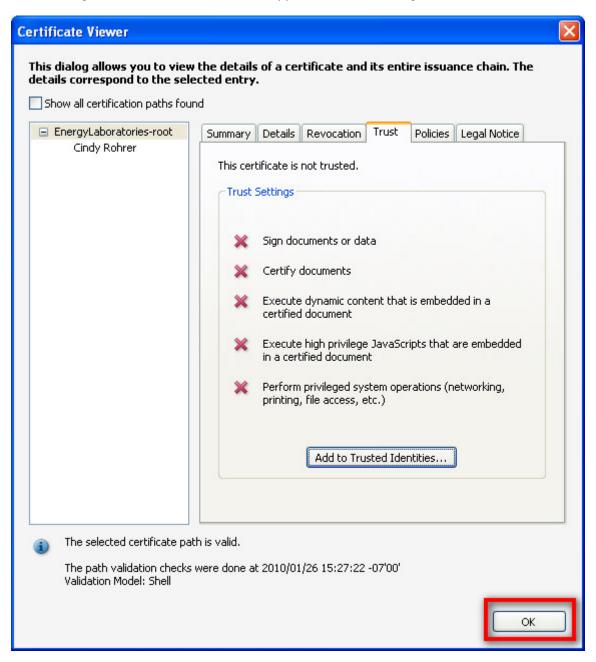
The following Acrobat Security window will appear. Choose 'OK.'



The following Import Contact Settings window will appear. Choose 'OK' again.

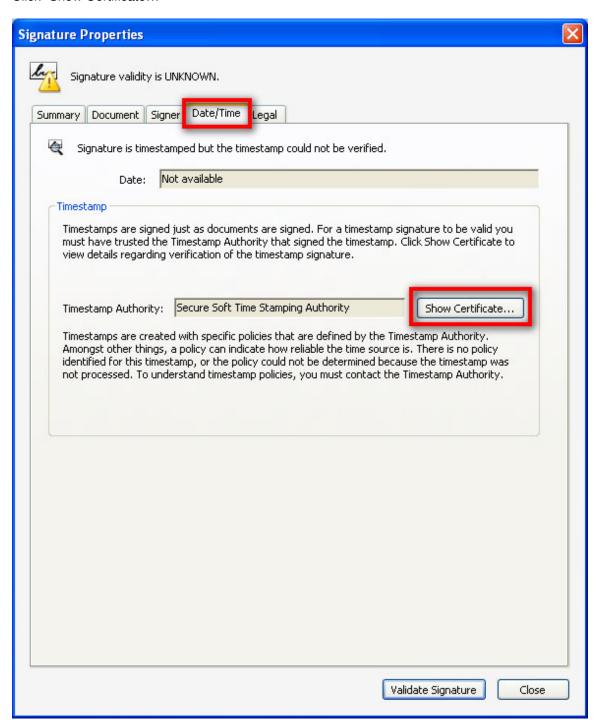


The following Certificate Viewer window will appear. Choose 'OK' again.



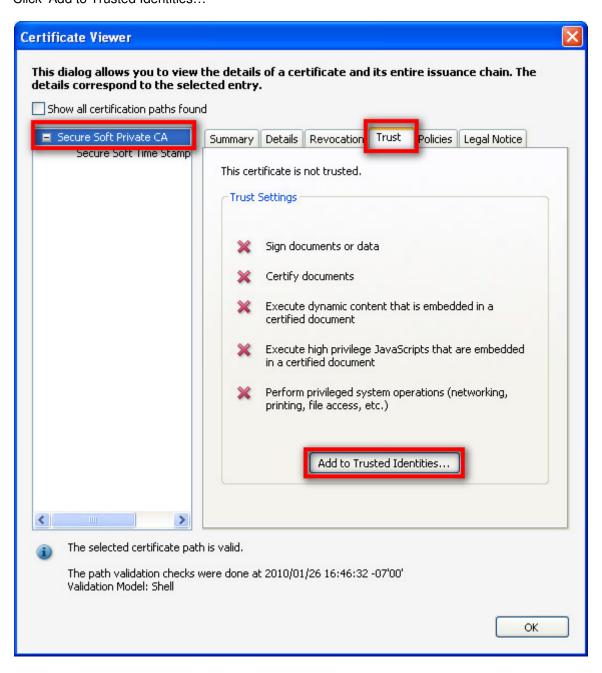


In the Signature Properties window, select the "Date/Time" tab. Click "Show Certificate..."

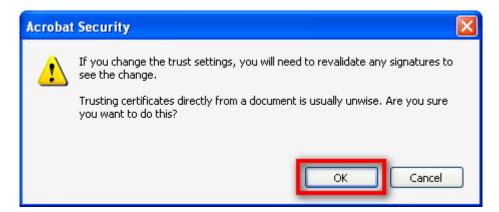




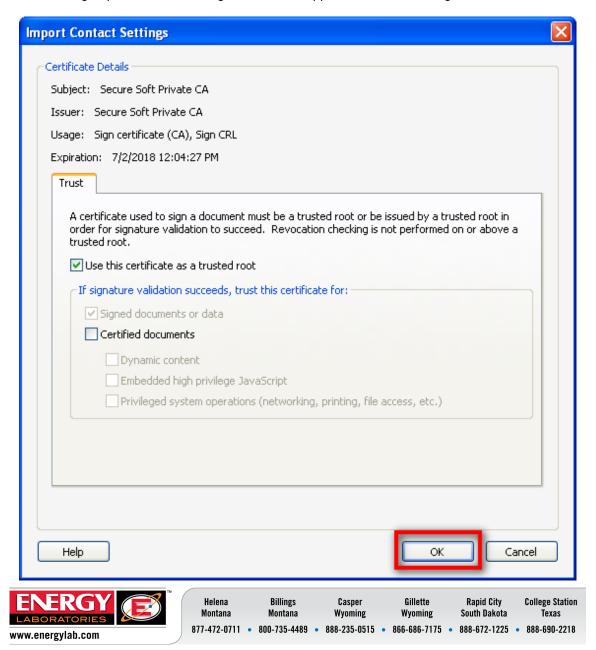
In the Certificate Viewer window, select the 'Trust' tab. In the left area, select the 'Secure Soft Private CA' certificate. Click 'Add to Trusted Identities...'



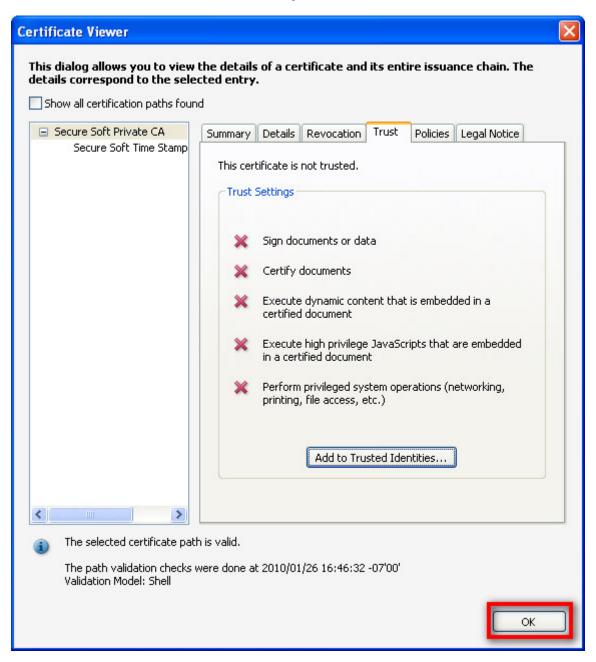
The following Acrobat Security window will appear. Choose 'OK.'



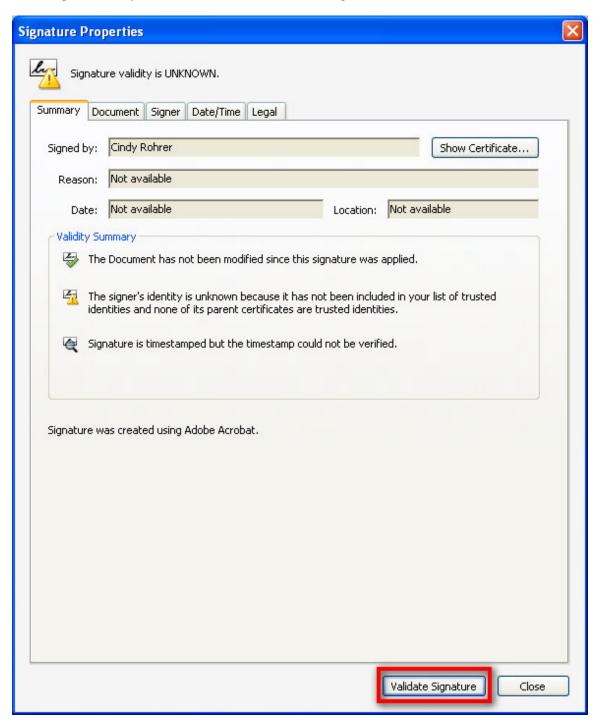
The following Import Contact Settings window will appear. Choose 'OK' again.



In the Certificate Viewer window, choose 'OK' again.

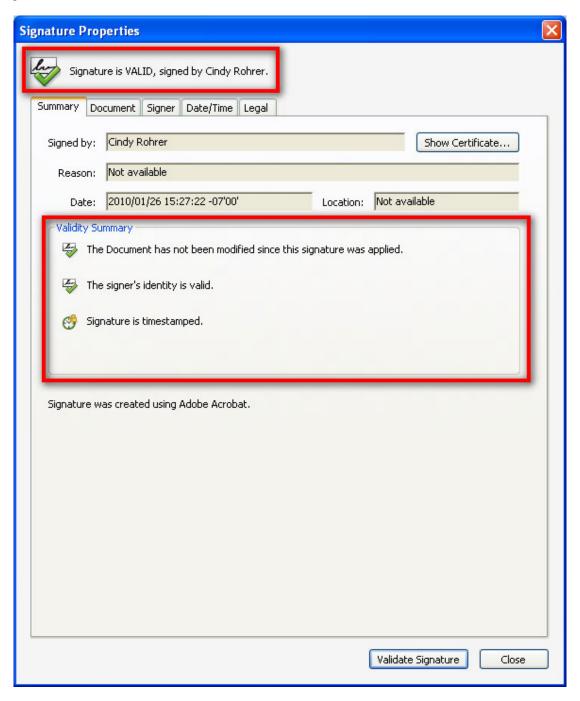


In the Signature Properties window, choose 'Validate Signature.'





Notice the signature is now valid, and the Validity Summary shows that all aspects of the signature are valid.



In the Signature Properties window, choose 'Close.'



## DIGITAL SIGNATURES (E)



Now when a digitally signed document from Energy Laboratories, Inc. is opened in Adobe Reader, the following message will appear at the top of the document.

