

How to validate a signature on a digitally signed document

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1. About digital signatures on ECO approved licences issued via SPIRE

You will be receiving PDF licences and letters through SPIRE which will be digitally signed. The **first one** you receive will probably have the following image where you would normally expect to see a signature.

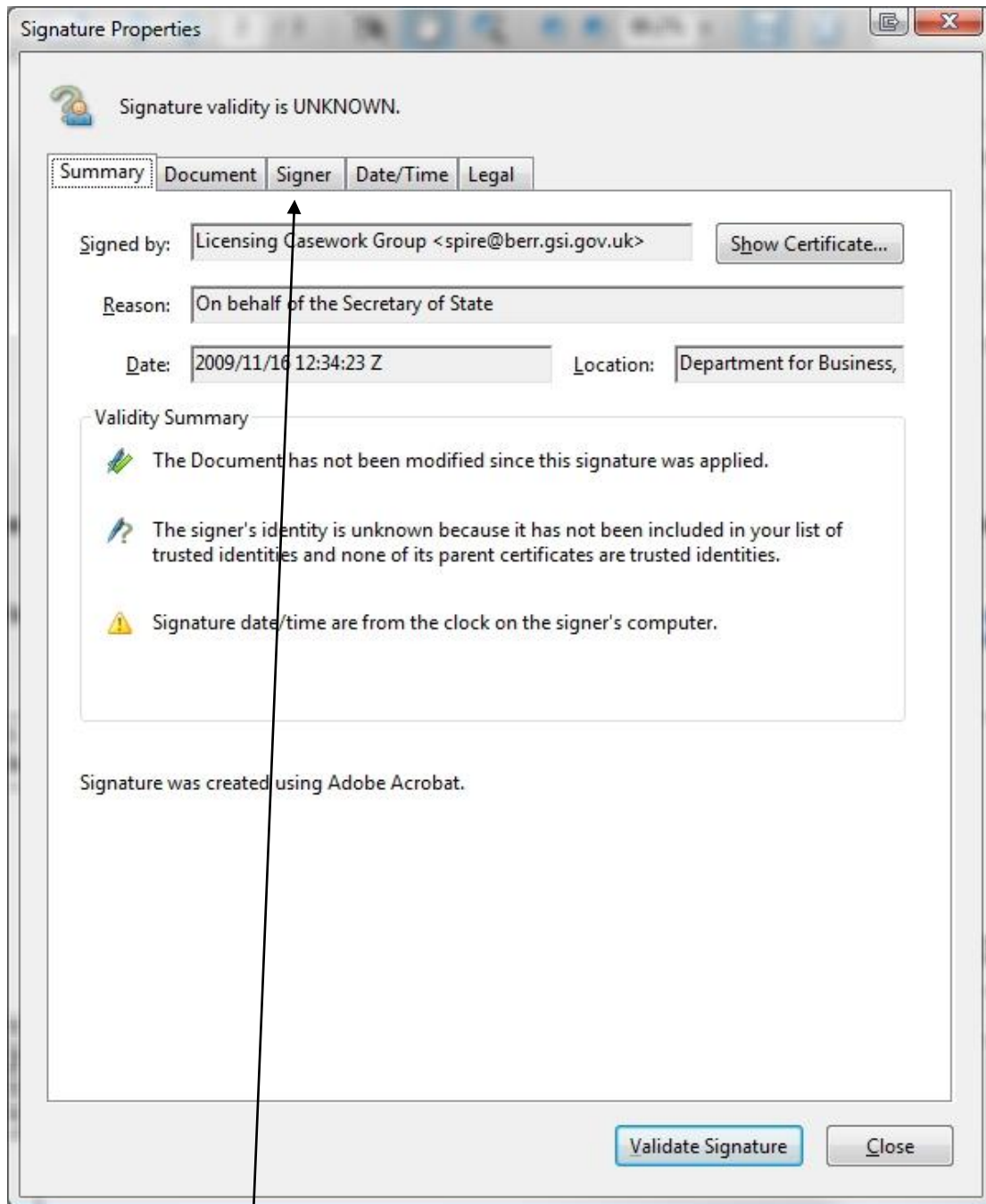


2. How to validate the signature

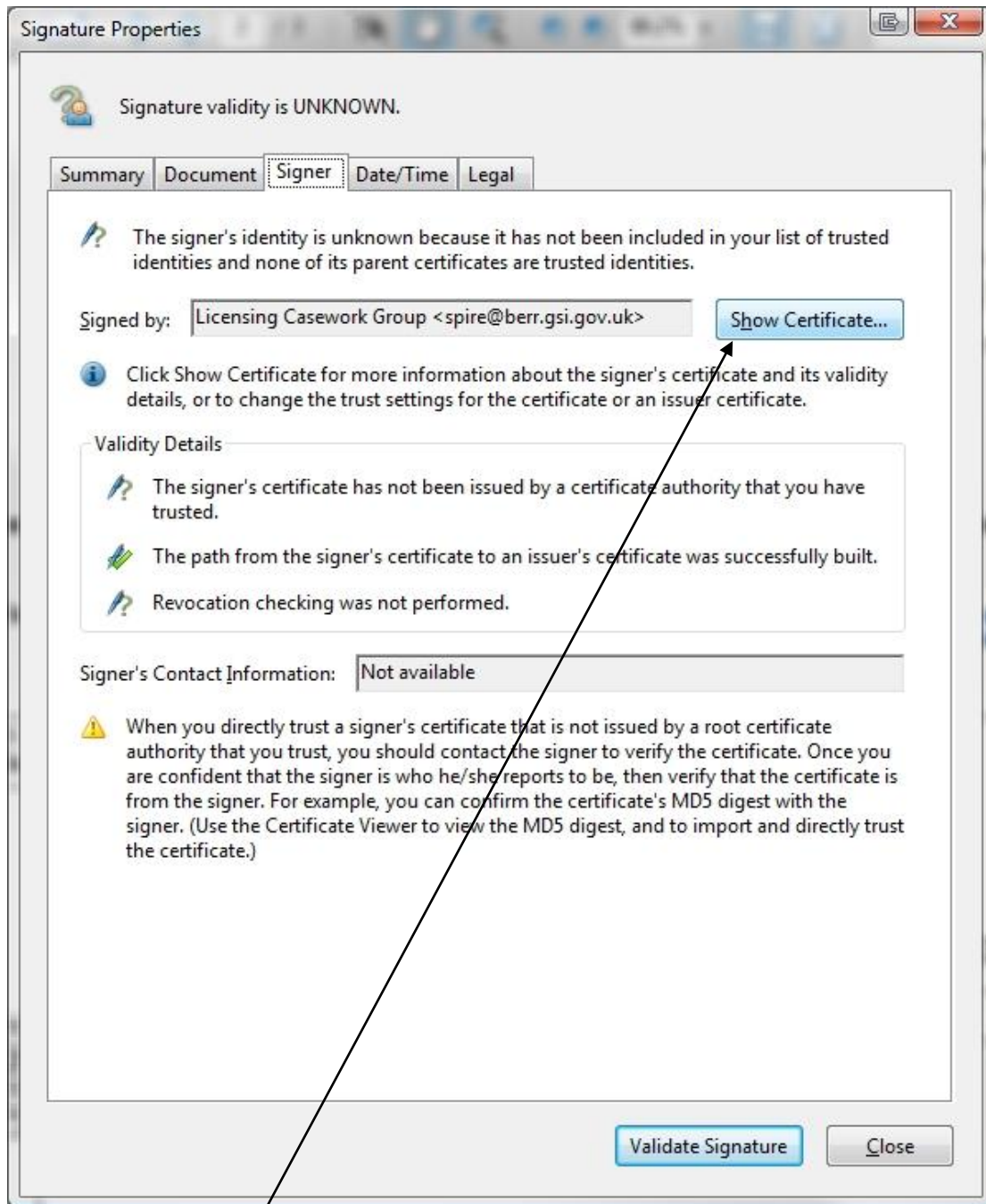
In order to validate the signature, you should **press the right hand mouse button whilst you are hovering over the image** and select the **'Validate signature'** option. If you select **'Properties'**, don't worry as you will get to a screen shown below so pick up the instructions from there. A popup will appear as follows:



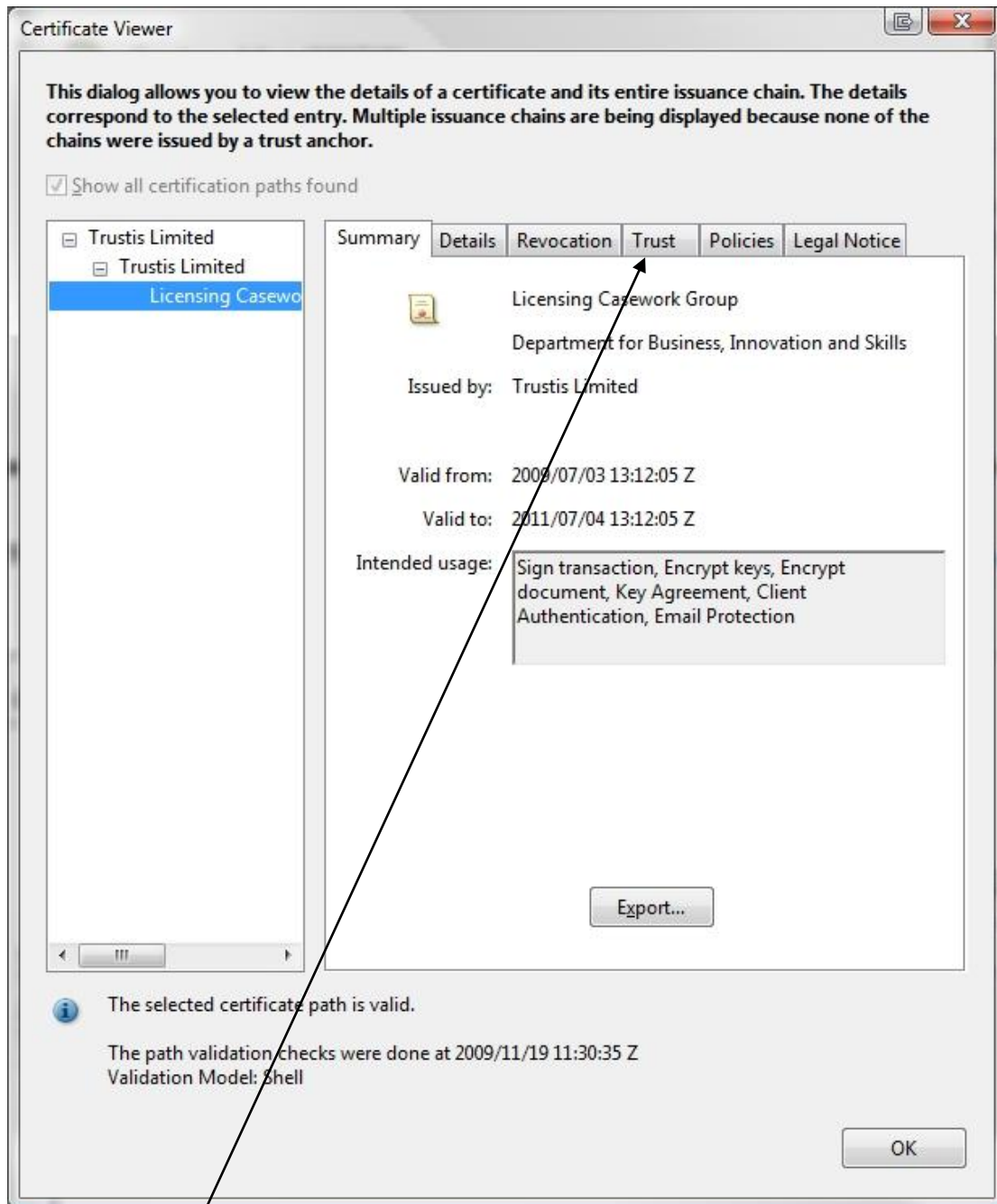
Click on either the **'Legal Notice'** or the **'Signature Properties'** button. If you click on the **'Signature Properties'** button the following popup will appear, but the tabs along the top are the same if you click on **'Legal Notice'**.



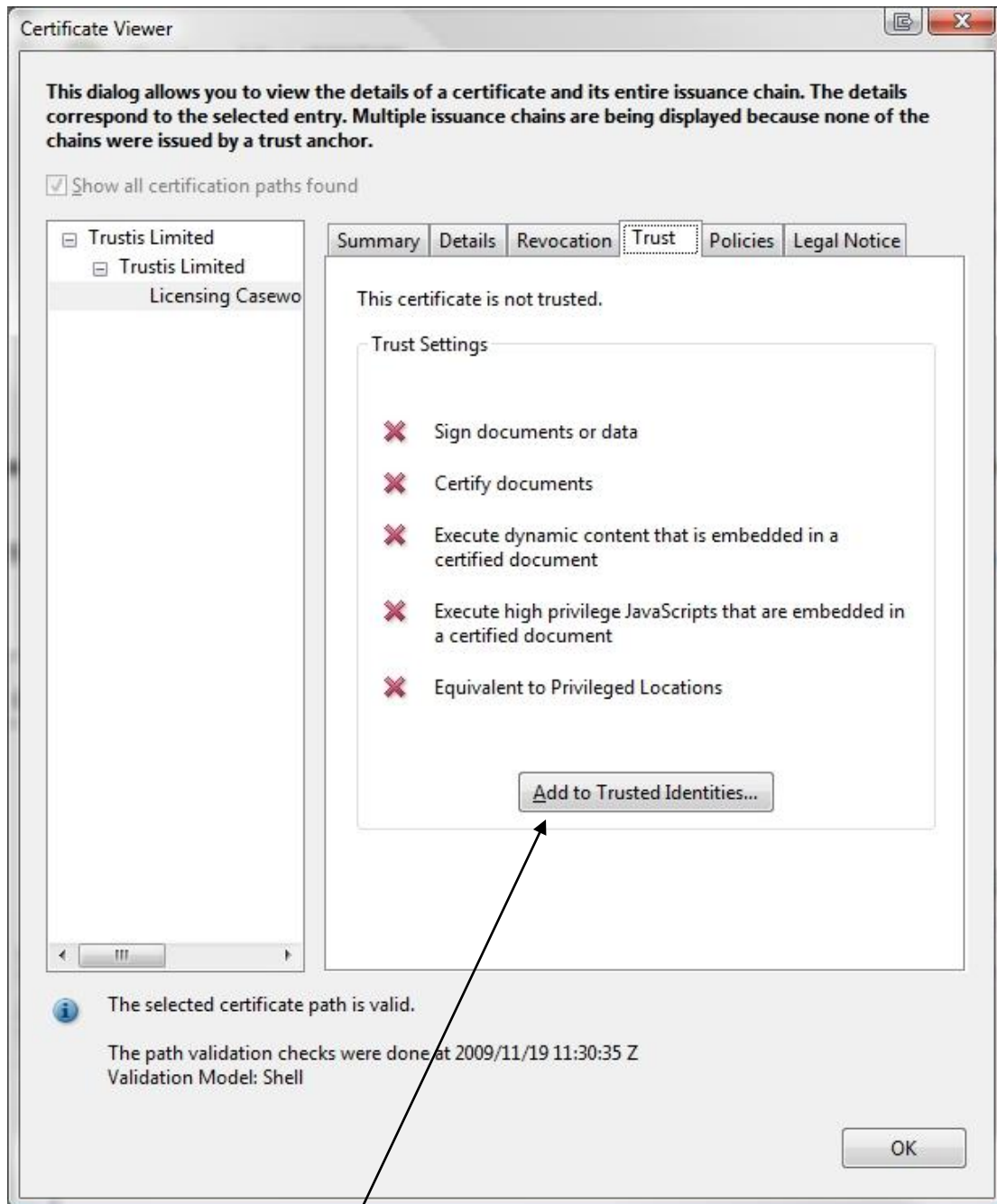
Next select the '**Signer**' tab along the top, and the following screen will be shown:



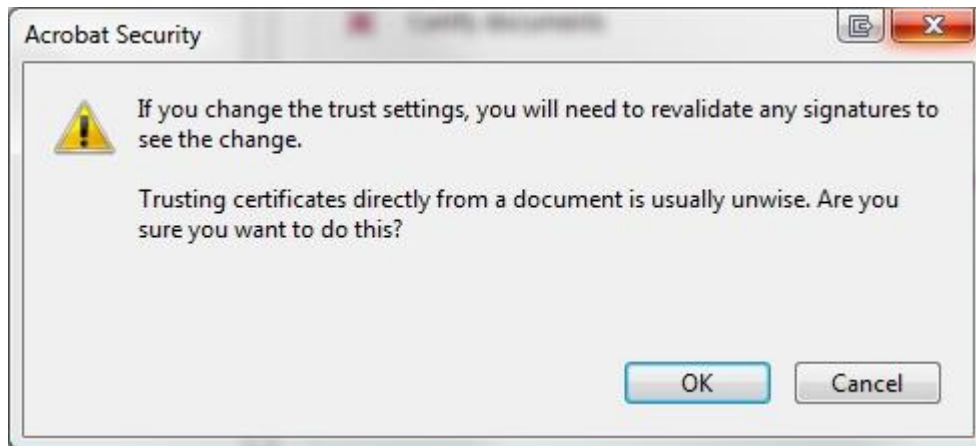
Click on '**Show Certificate**' and you will see the following:



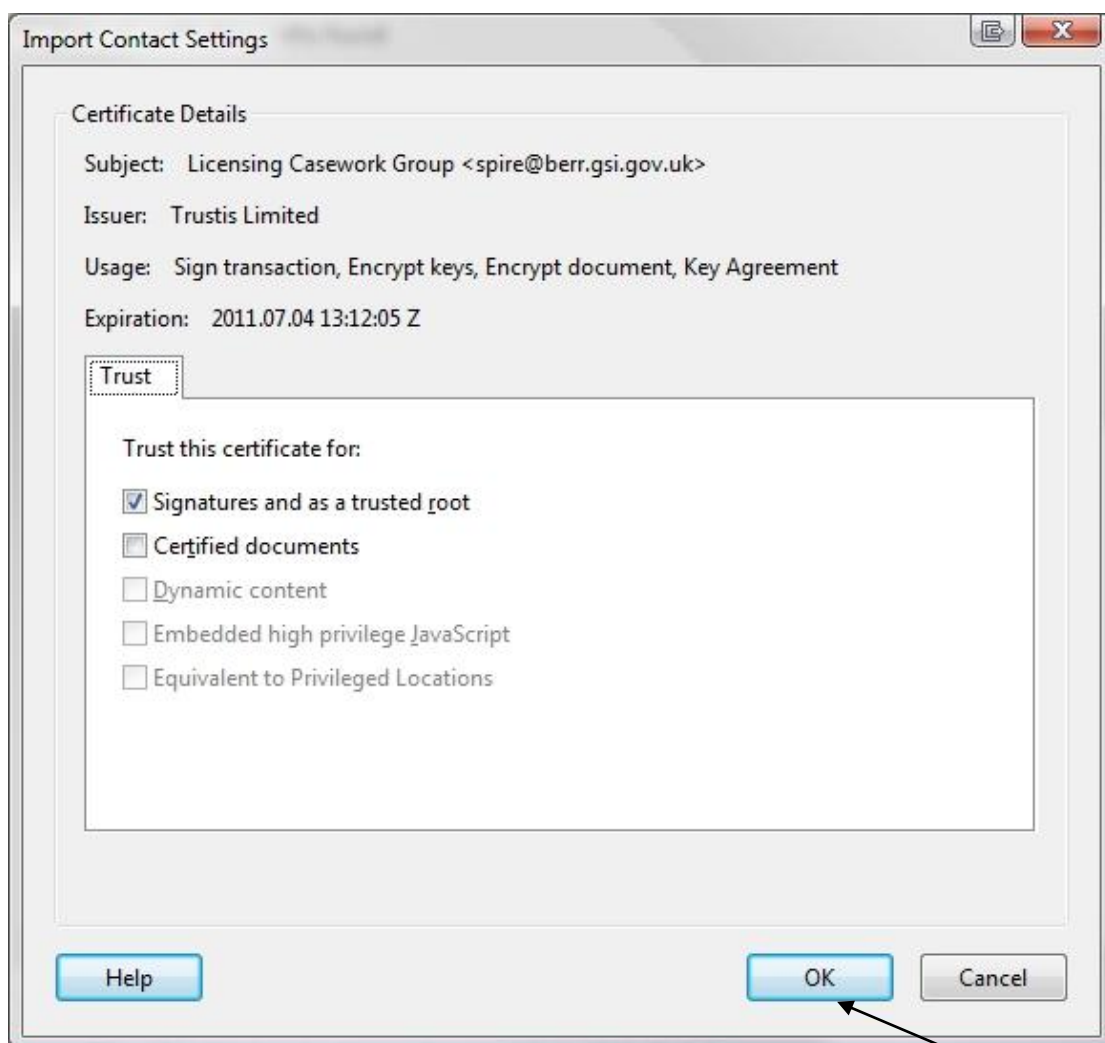
Click on the **'Trust'** tab within this screen. The text on the right hand side of the screen will change to show the Trust Settings as below.



Click on the **'Add to Trusted Identities'** button and you will see the following message:



Click 'OK', then at the next screen (shown below), click 'OK'.



You will now be back at the 'Trust Settings' screen where you should click 'OK' again. Once you have done that, you will be back at the 'Signer' screen and you should click on 'Validate Signature' and then click on 'Close'.

When you look again at your pdf document, you should see the following image where you would normally expect to see a signature:

Signature valid

Digitally signed by Licensing Casework Group
Date: 2009.11.16 12:34:23 GMT
Reason: On behalf of the Secretary of State
Location: Department for Business, Innovation
and Skills

From that point on, all PDF documents sent by us should show the above image.

Export Control Organisation
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