



VSIGNER USER MANUAL GUIDE

VERSION 1.0, RELEASED ON 04.01.2022

Verasys Technologies Pvt Ltd.,

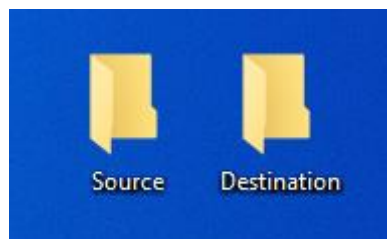
Registration No-CIN-U72900MH2016PTC285121 | Office Address: 2nd Floor, Bhavna Building, V.S. Marg, Prabhadevi, Mumbai – Pin: 400 025, India | Tel: 022-4315-6000 | Website: www.vsign.in |

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Step 1: Double click on the Vsign Pdf Signer Icon to run the Application.



Step 2: Create two folders on the Desktop, first folder named as '**Source**' and second folder named as '**Destination**'.



Note 1: You have to keep the pdf documents in the '**Source**' folder which you want to sign. (You can keep one or more than one Document in the folder).

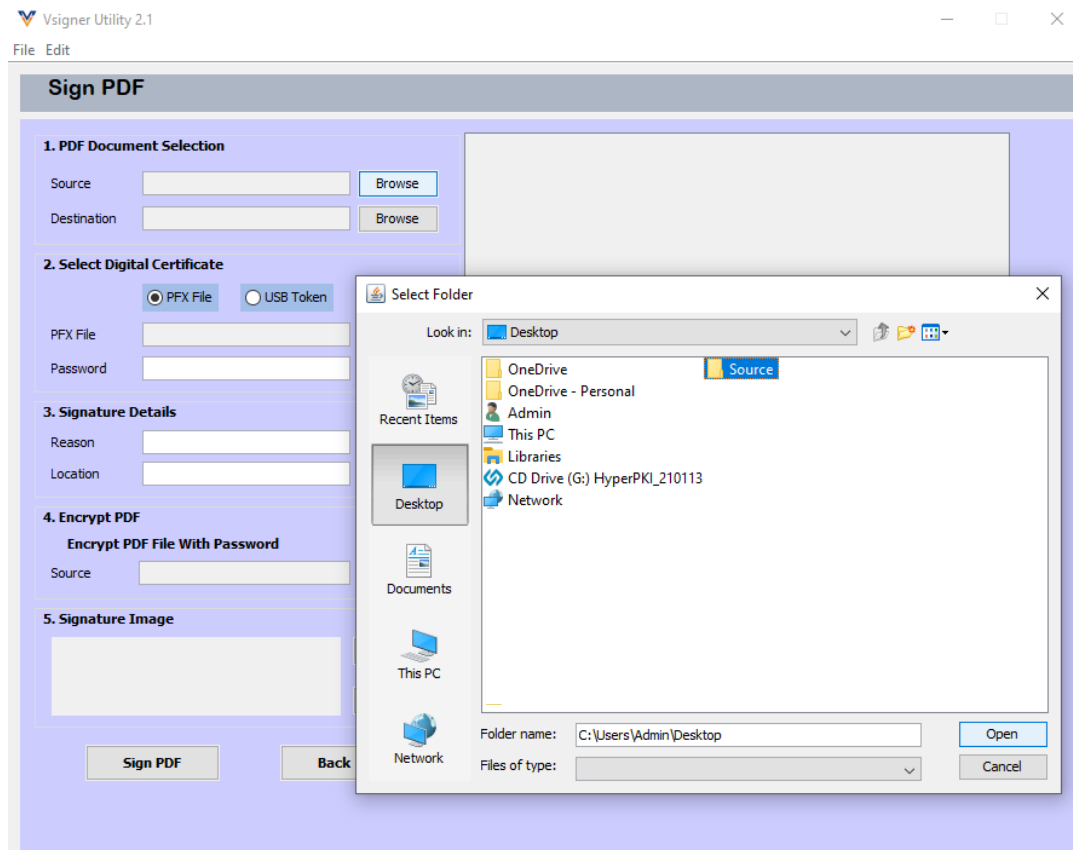


Note 2: All the Signed Pdf Documents will be saved in the '**Destination**' folder.

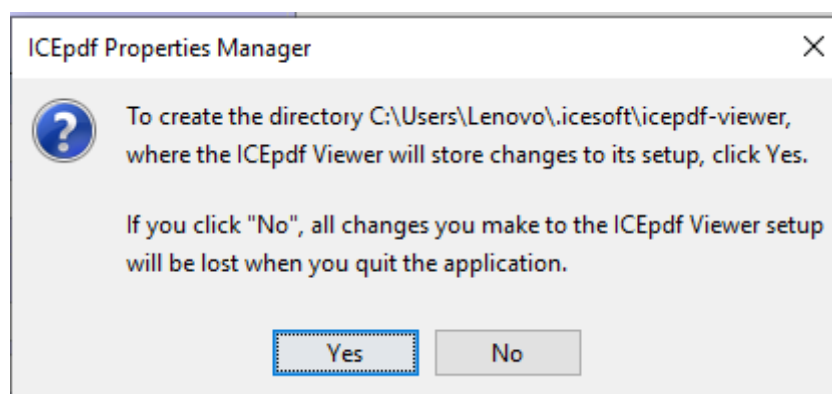
Step 3: Click on Sign Pdf.



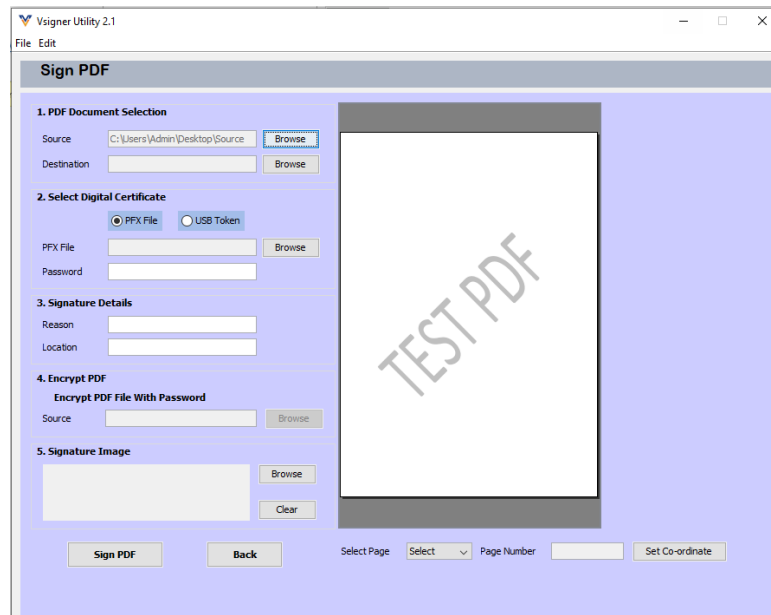
Step 4: Click on the **Browse** button to select the ‘**Source**’ folder which was created on desktop, which contains pdf documents that are to be signed. Then **Click Open**.



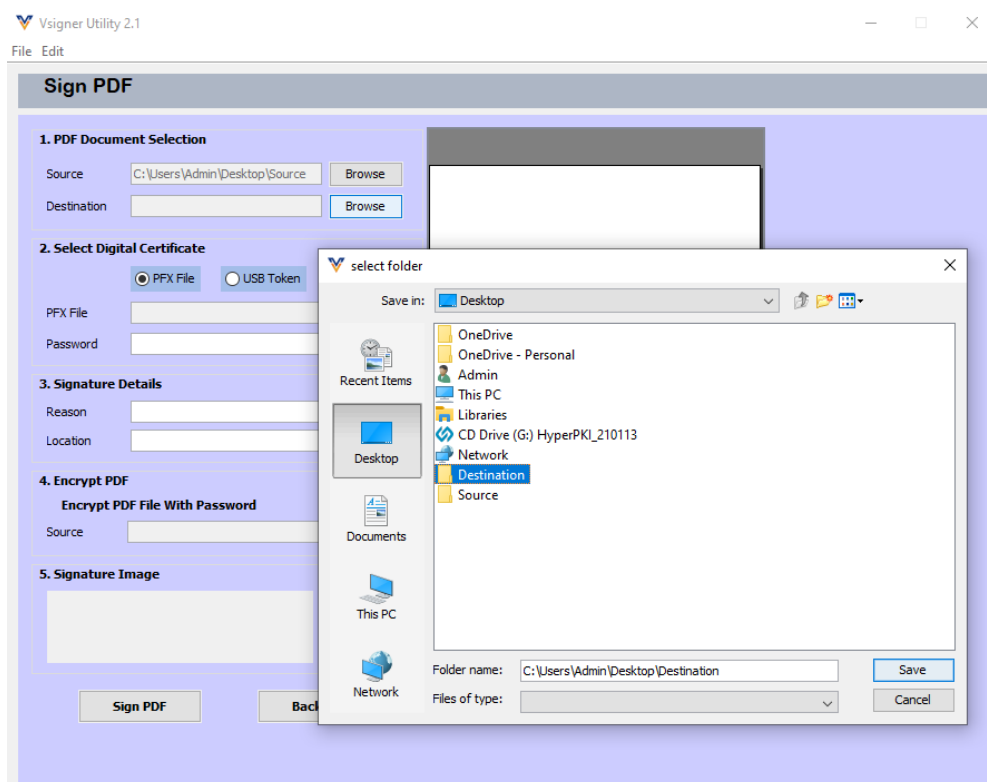
Step 5: Click on Yes if you get this Pop-up Message.



Note: It will view the document in the preview panel as shown below:

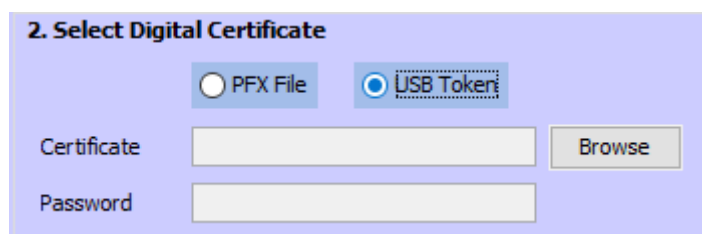


Step 6: Click on the **Browse** button to select the '**Destination**' folder which was created on desktop, all the signed documents will be saved in this folder. Then **Click Save**.

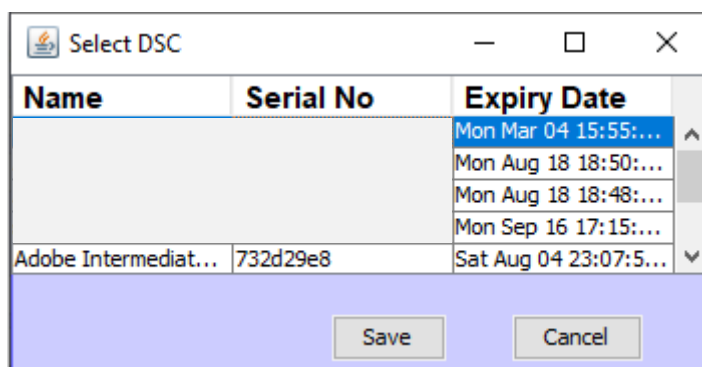


Step 7(i) : There are two options to sign the Documents:**1.USB Token****2.PFX File (For PFX Go to Page No.13 / Step 7(ii))**

If you have choosen the option **'USB Token'** then click on browse then select your Digital Signature Certificate DSC from USB Token.

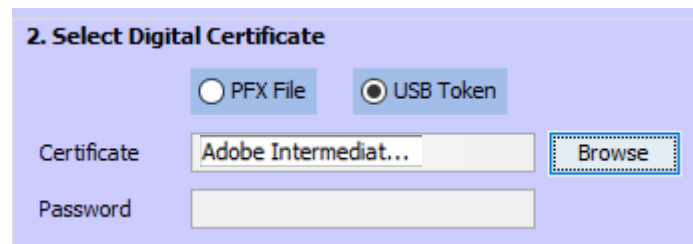


- Select your **Digital Signature Certificate** from which you are going to sign the pdf documents. And click **Save**.



| Name | Serial No | Expiry Date |
|----------------------|-----------|-----------------------|
| | | Mon Mar 04 15:55:... |
| | | Mon Aug 18 18:50:... |
| | | Mon Aug 18 18:48:... |
| | | Mon Sep 16 17:15:... |
| Adobe Intermediat... | 732d29e8 | Sat Aug 04 23:07:5... |

- The Password for USB Token will be asked when you will perform **Step No. 11** (Sign Pdf).



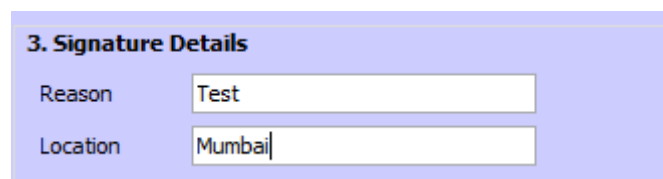
2. Select Digital Certificate

☐ PFX File ☒ USB Token

Certificate: Adobe Intermediat...

Password:

Step 8: Enter the Reason & Location:

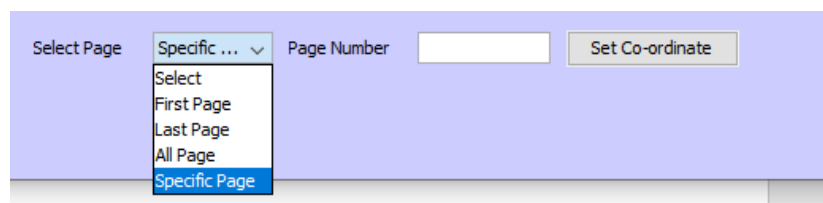


3. Signature Details

Reason: Test

Location: Mumbai

Step 9: Now select the page from the four options where you want to Sign:



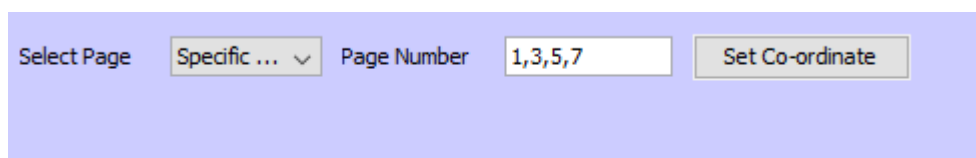
Select Page: Specific ...

Page Number:

Dropdown menu options: Select, First Page, Last Page, All Page, Specific Page

- If you select '**specific page**' option then you need to type the page numbers into the page number textbox as shown below:

Note: Page number should be separated by (,)



Select Page: Specific ...

Page Number: 1,3,5,7

- If you select '**All page**' option then no need to type the page numbers. The page number textbox will be disabled.

Select Page

All Page

Page Number

Set Co-ordinate

Step 10: Now click on '**Set Co-ordinate**'. Drag & Drop the Red coloured rectangle on the page where ever you want. And Click on '**Submit**'.

Note: Do not drag and drop the rectangle outside the blue outline of the page.

Preview

TEST PDF

☒ Set Default Value

W:(35 to 80), H:(25 to 80)

Width :
Height :

x Co-ordinate :
Y Co-ordinate :

submit

☐ landscape

Preview

TEST PDF

☒ Set Default Value

W:(35 to 80), H:(25 to 80)

Width :
Height :

x Co-ordinate :

174

Y Co-ordinate :

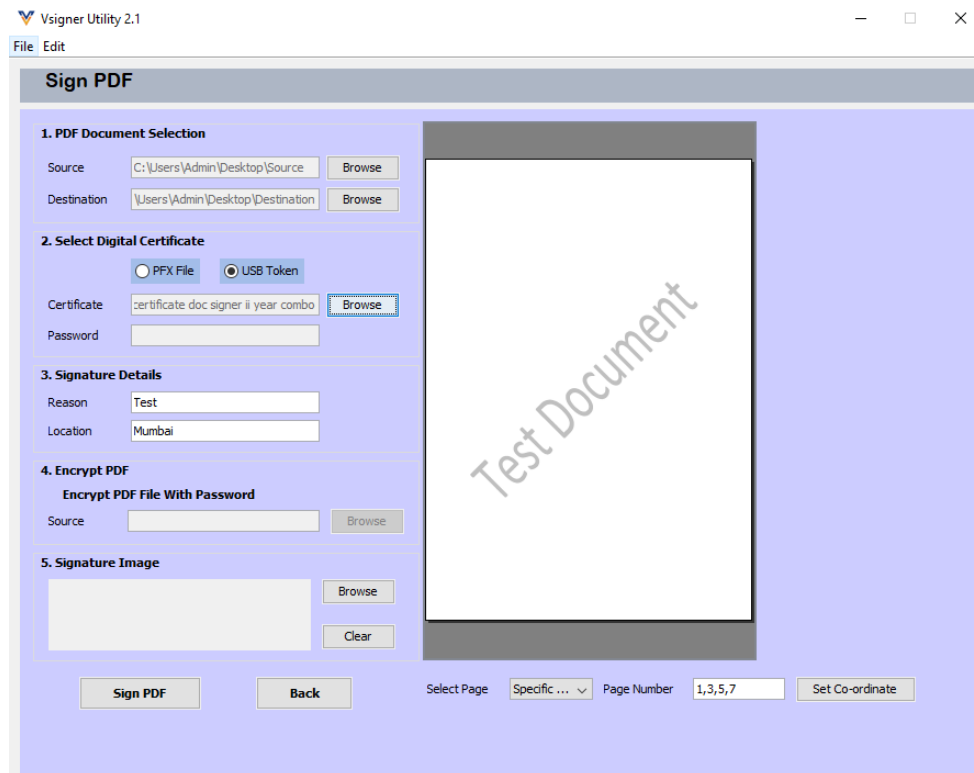
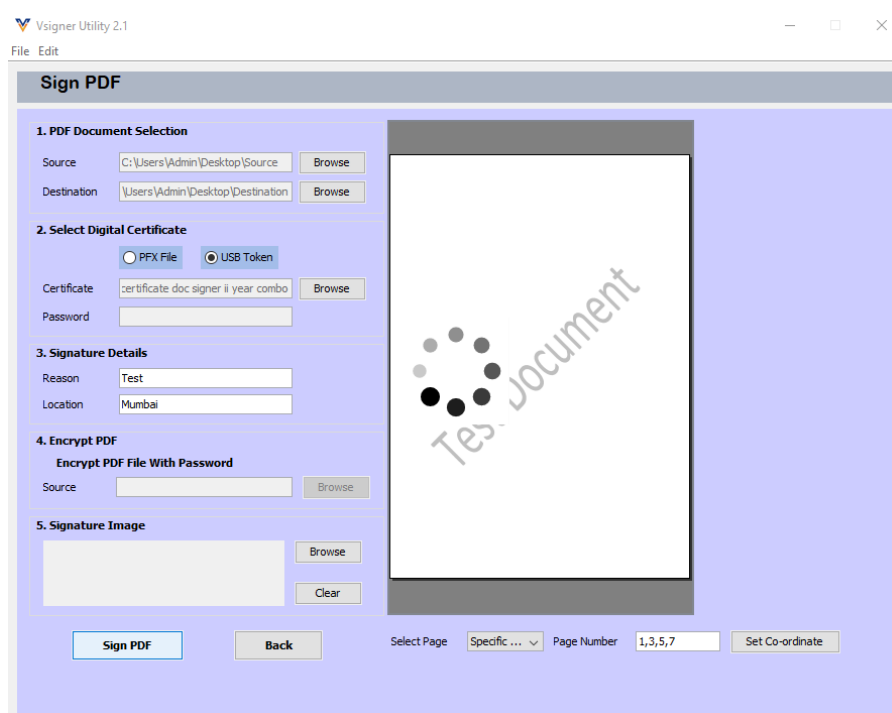
315

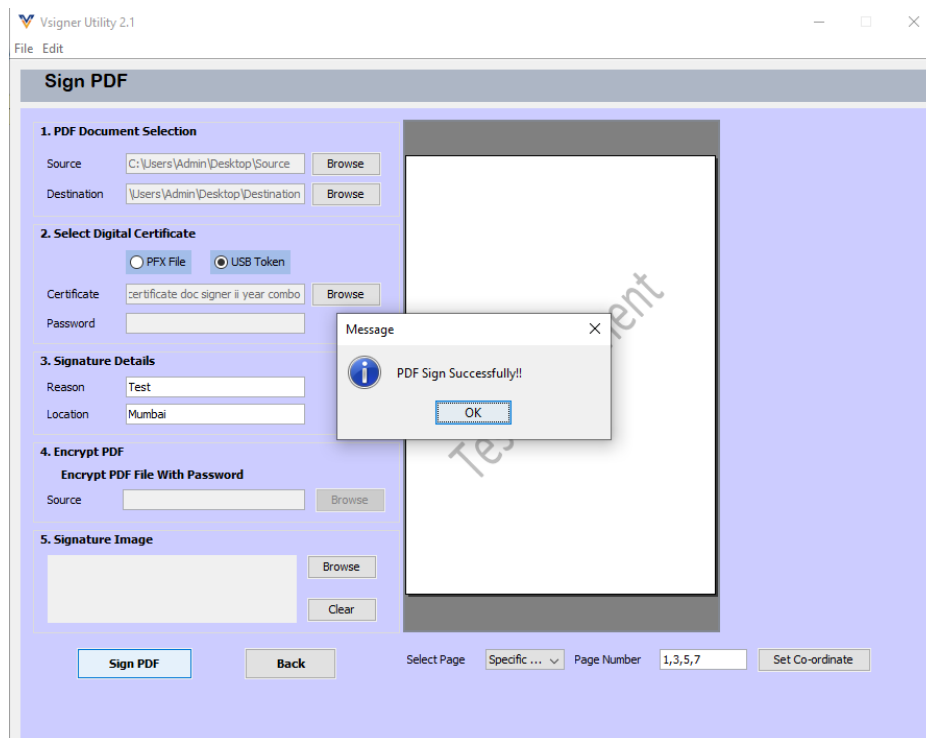
submit

☐ landscape

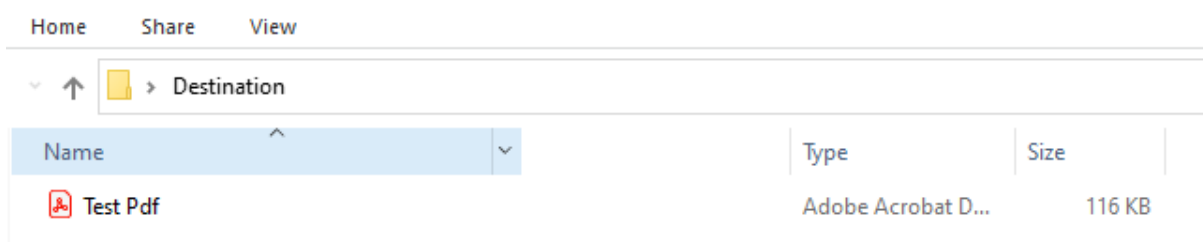
Step 11: Click on 'Sign Pdf'.

Note: If you are signing the Pdf Document using **USB Token** then it will ask you to enter USB Token Password.

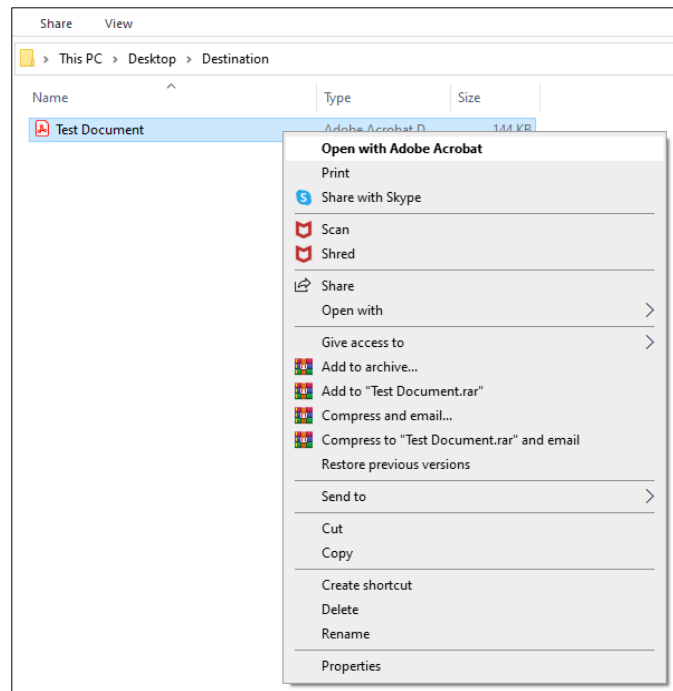





Step 12: Click ‘OK’. Now check the ‘Destination folder’ in which you will find the Signed Document.



Step 13: Open the Signed Document in Adobe Acrobat Reader.



Note: Always open a signed pdf document in Adobe Acrobat Reader.

Example Signed

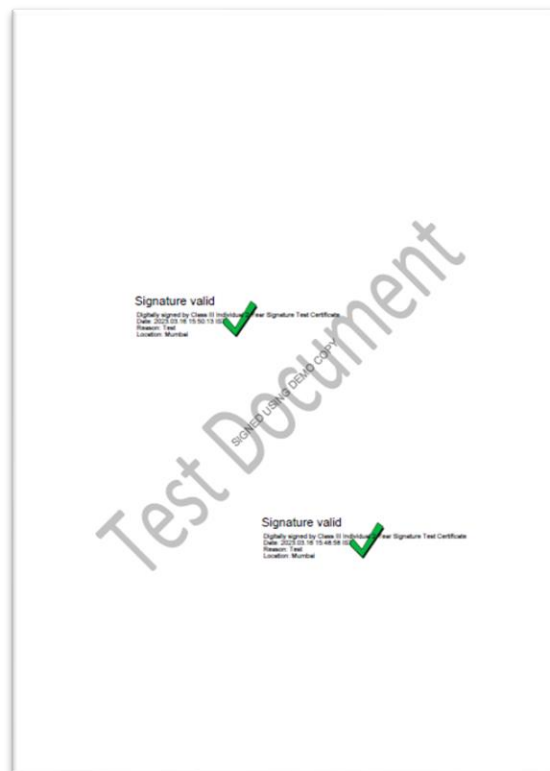
Pdf:



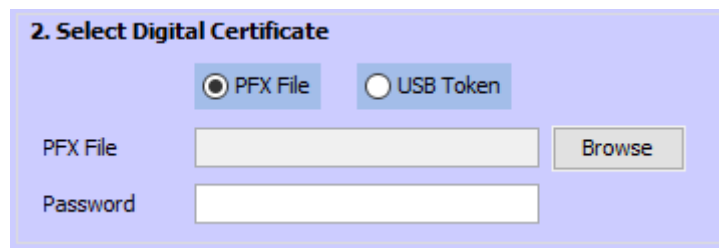
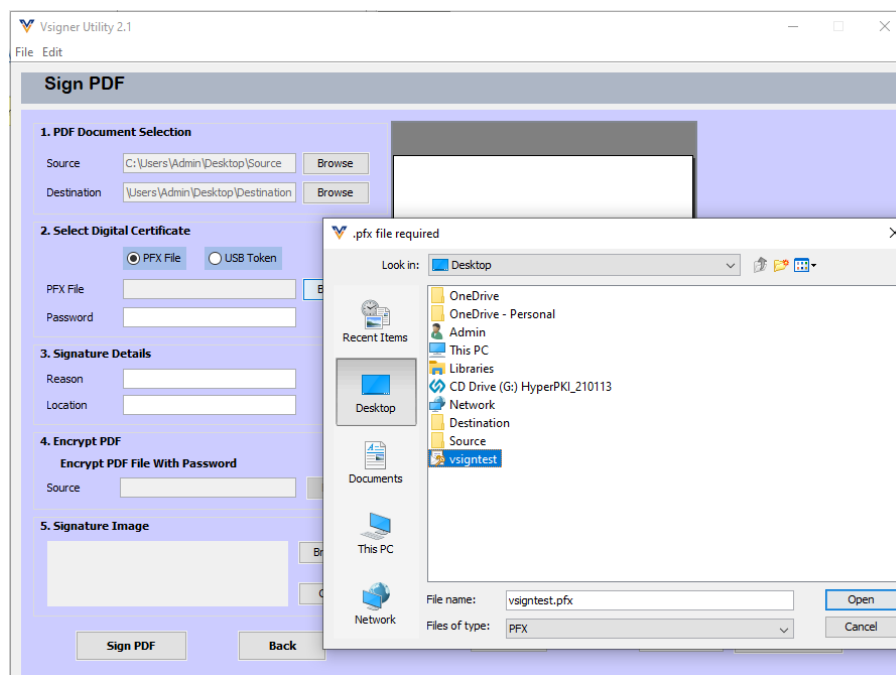
Signature is successfully done.

Note: Multiple signatures can also be done on a single page or all pages.

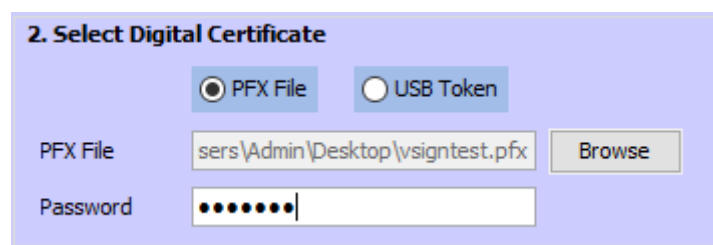
Example Signed Pdf:



Step 7 (ii): If you have chosen the option ‘**PFX File**’ then browse the folder to select the .pfx file from your computer. Then **Click Open**.

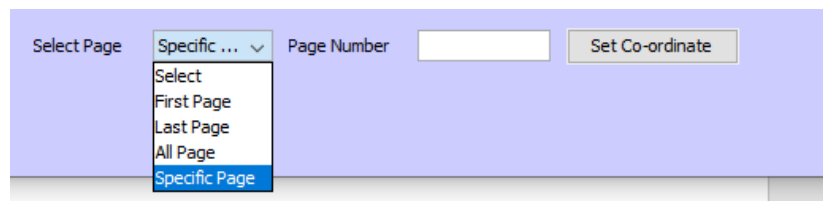
- Enter the password of your .PFX File.



Step 8: Enter the Reason & Location:

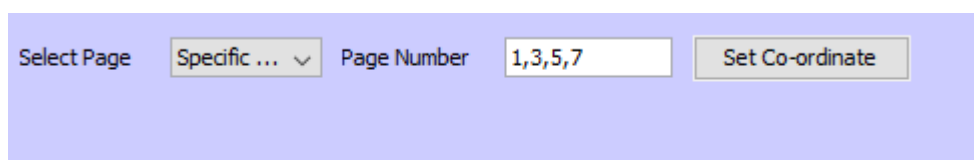


Step 9: Now select the page from the four options where you want to Sign:

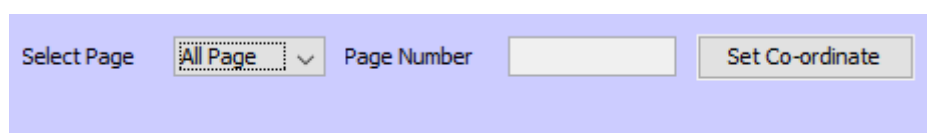


- If you select '**specific page**' option then you need to type the page numbers into the page number textbox as shown below:

Note: Page number should be separated by (,)

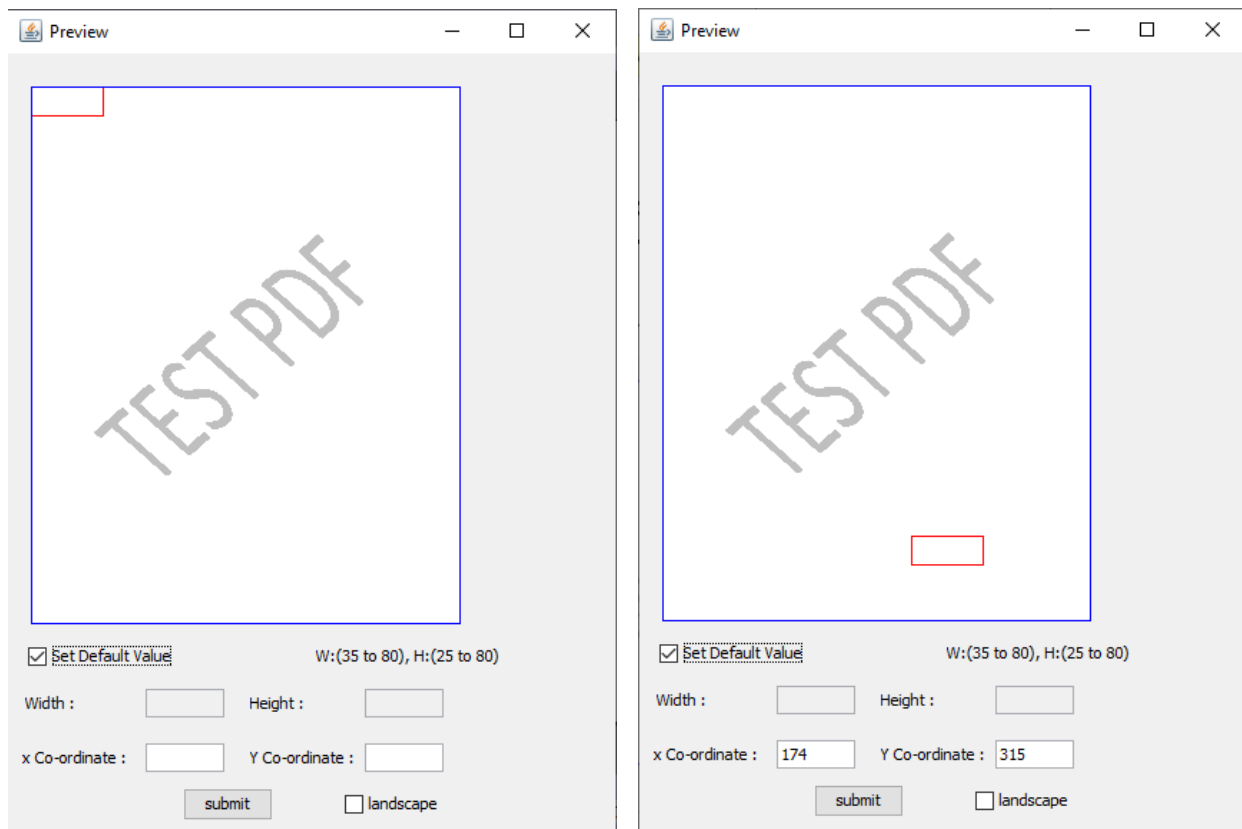


- If you select '**All page**' option then no need to type the page numbers. The page number textbox will be disabled.

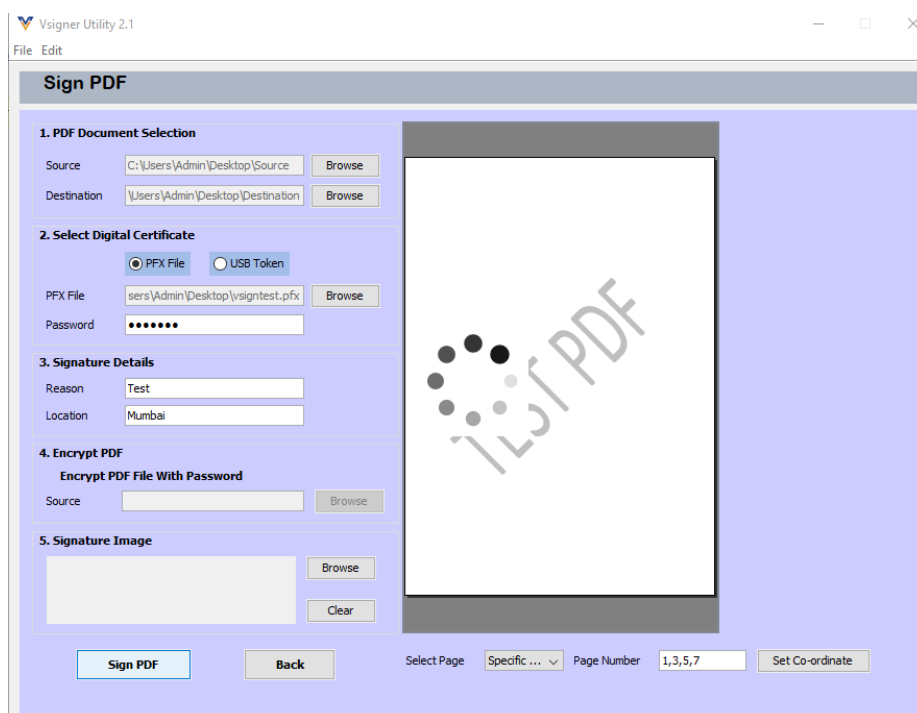
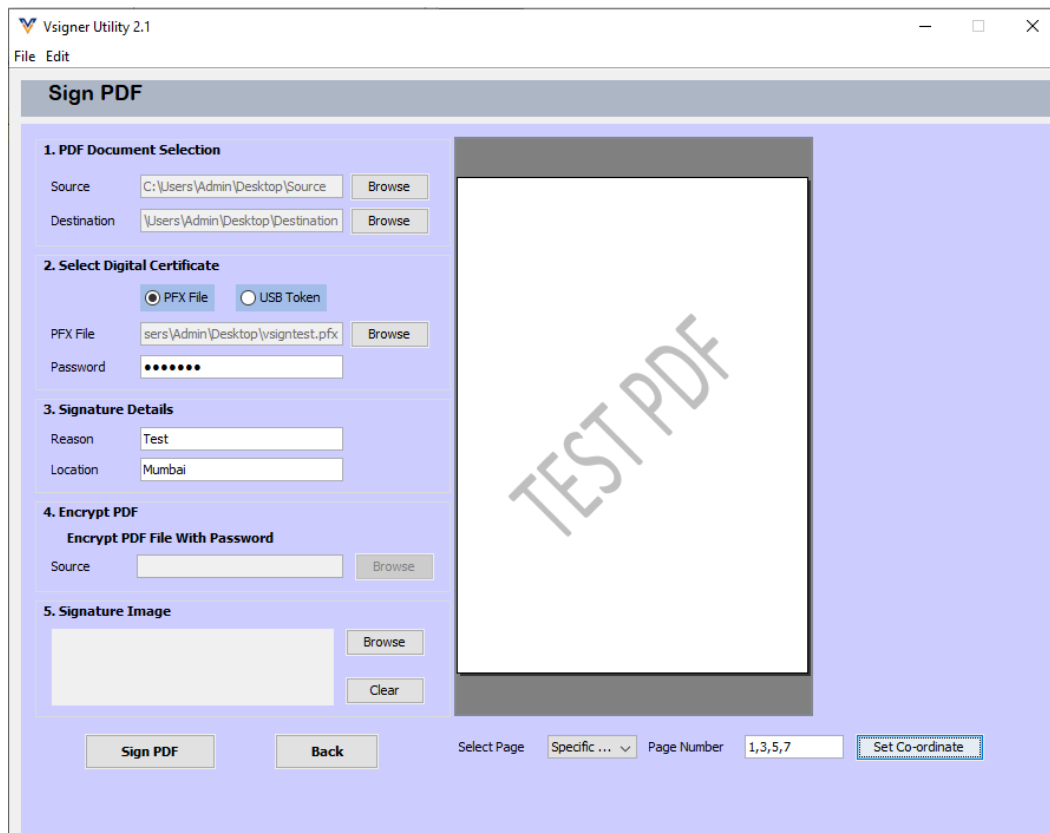


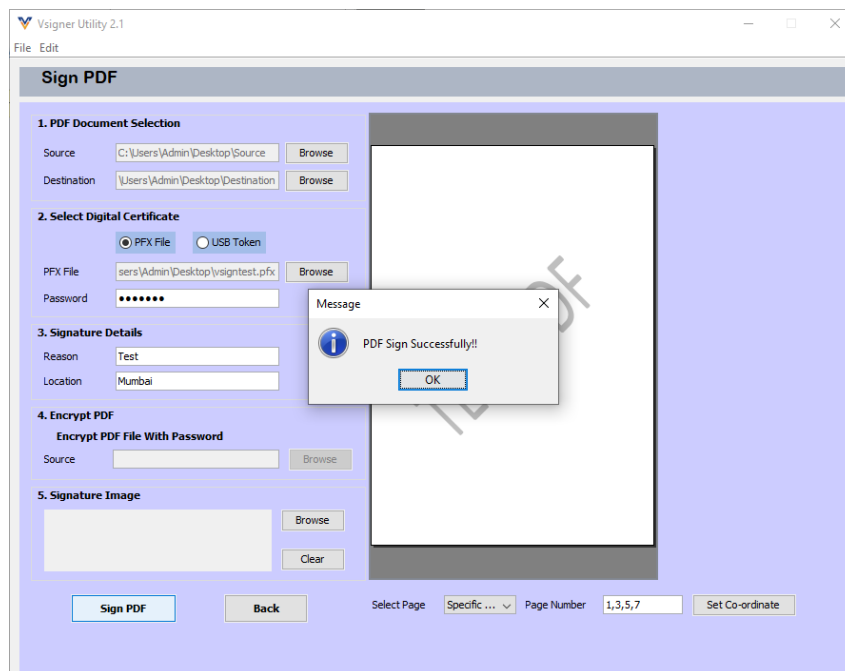
Step 10: Now click on ‘Set Co-ordinate’. Drag & Drop the Red coloured rectangle on the page where ever you want. Then Click on ‘Submit’.

Note: Do not drag and drop the rectangle outside the blue outline of the page.

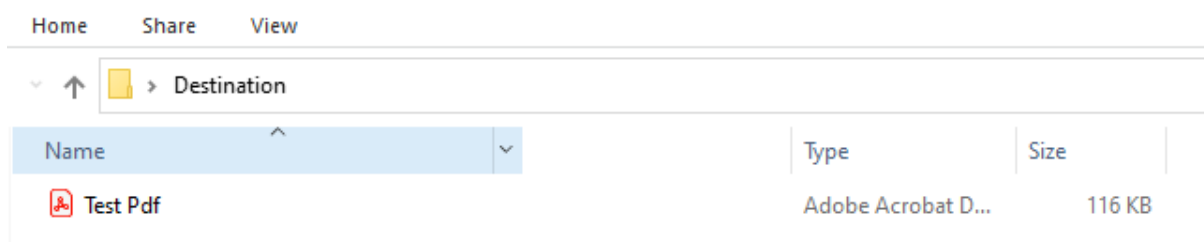


Step 11: Click on ‘Sign Pdf’.

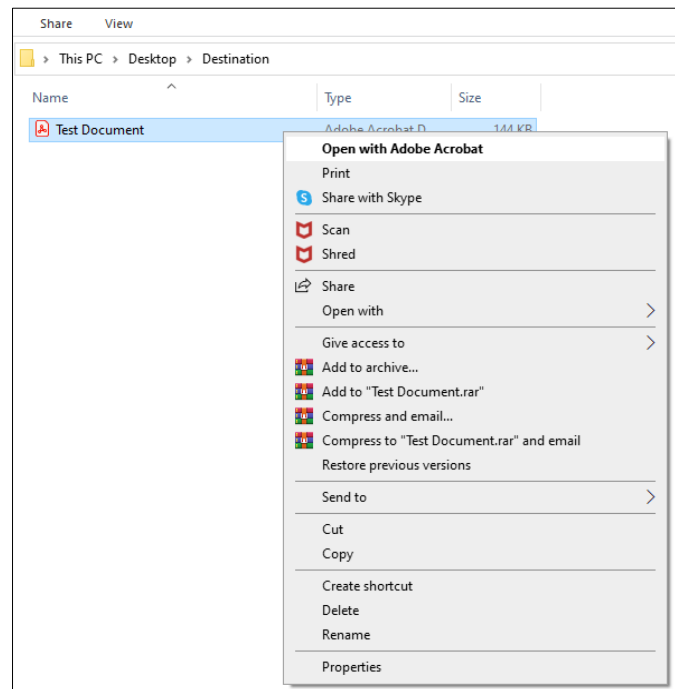




Step 12: Click ‘OK’. Now check the ‘**Destination folder**’ in which you will find the Signed Document.



Step 13: Open the Signed Document in Adobe Acrobat Reader.



Note: Always open a signed pdf document in Adobe Acrobat Reader.

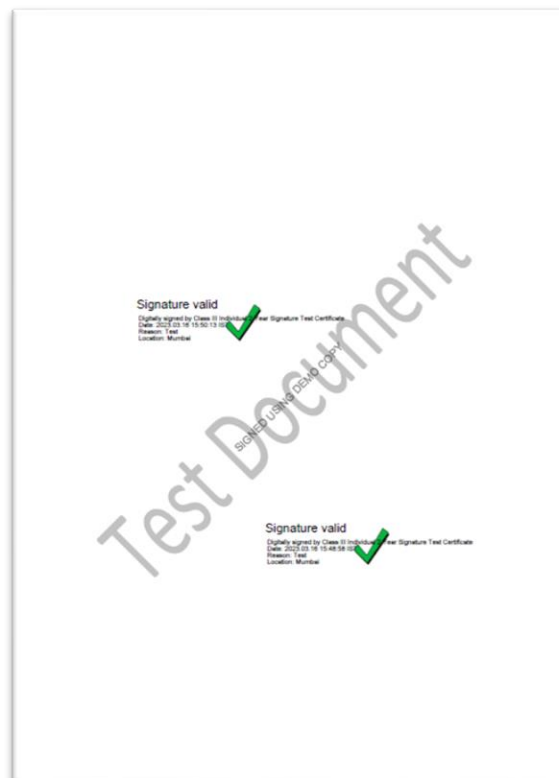
Example Signed Pdf:



Signature is successfully done.

Note: Multiple signatures can also be done on a single page or all page.

Example Signed Pdf:



xxxx----- End of Document -----xxxx