PCS (Policy, Certify, Sign)
The golden rule for order of digital signature, policy and certification.

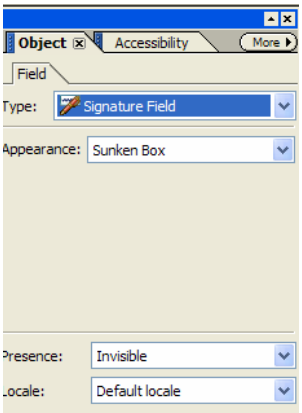
Synopsis:

During the creation of a proof of concept for the US Mint, I discovered a relatively un documented set of dependencies for encrypting, signing, certifying and policy protecting documents. This paper documents lessons learned, however for simple sake, remembering PCS (Policy, Certify Sign) as the correct order of application is probably good enough.

Lesson learned:

Anyone attempting this will require Acrobat and Reader 7.07 or later and APS.

1. Build the form using Designer, placing the multiple signature fields in the form.



2. In addition to the visible signatures, you must place one signature field that is set to "invisible". This may be done via the drop down menu on the right hand side. You will also need to name it. This cannot be done using the GUI and you must click on the XDP source tab then scroll down to the hidden signature field and provide a name attribute for it. In this example, I will use the name "CERTIFY ONLY". The XDP syntax is as follows:

```
<field name="CERTIFY ONLY" y="104.775mm" x="130.175mm" presence="invisible">
```

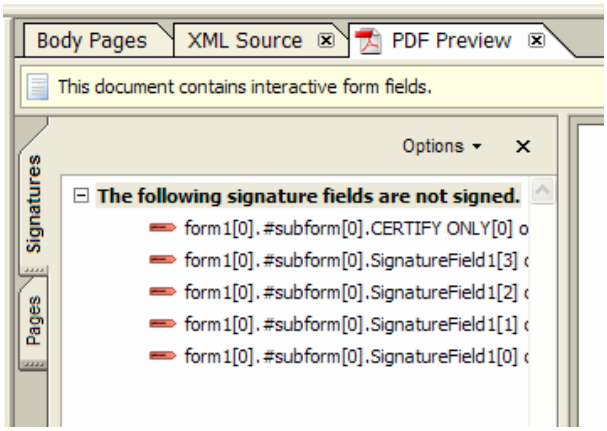
3. Save the form as PDF and as XDP in case you make a mistake.

4. Open the form with Acrobat. You will first need to apply a Policy to encrypt and protect the document before attempting certification and signatures.

5. On the top menu of Acrobat, select "Secure" then "Secure this document". A box will pop up with a list of policies available to you.
NOTE: It is *VERY* important to use a policy that DOES NOT place a dynamic watermark on the document. This WILL break the signatures and certification in later steps. If the document has a watermark after policy protecting, stop and fix the policy before completing the next steps.

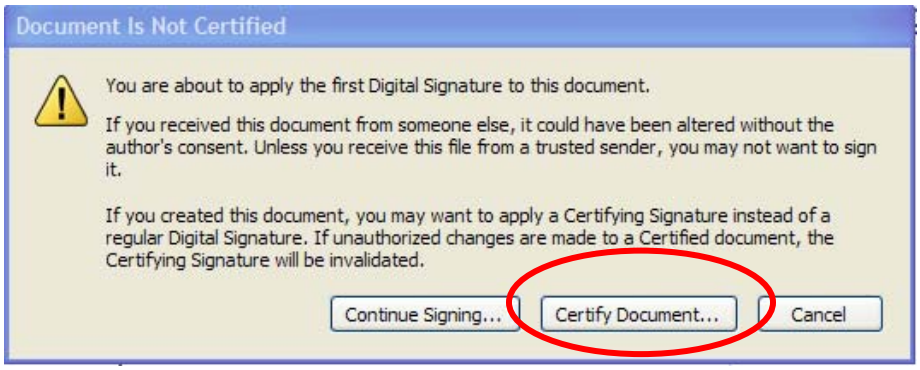
6. After applying the Policy, you will need to save the document before proceeding to the next step.

7. The next step is to certify the document. Click on the “Signatures” tab on the left hand side of the document and you will see multiple signatures. Open the side bar enough until you can see the names of the signature fields.

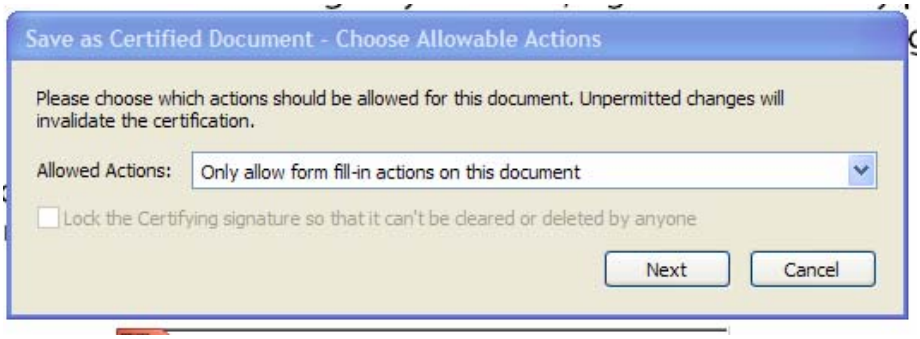


8. Select the hidden form field, right click (Windows) on it and select “Sign Signature Field”.

9. This will bring up a dialog window. You should select “Certify Document”.

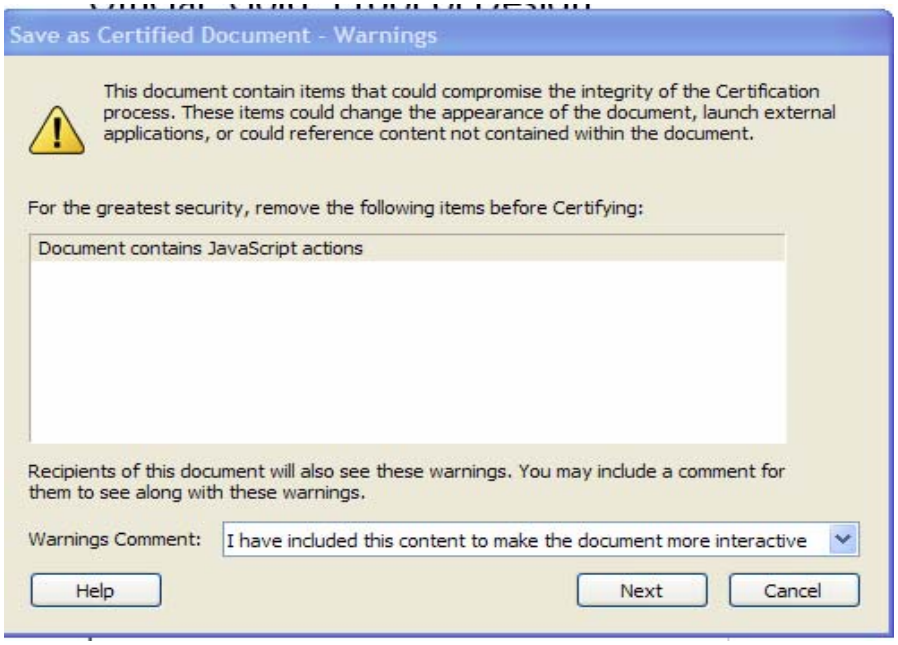


10. Click through until you get to the window below:

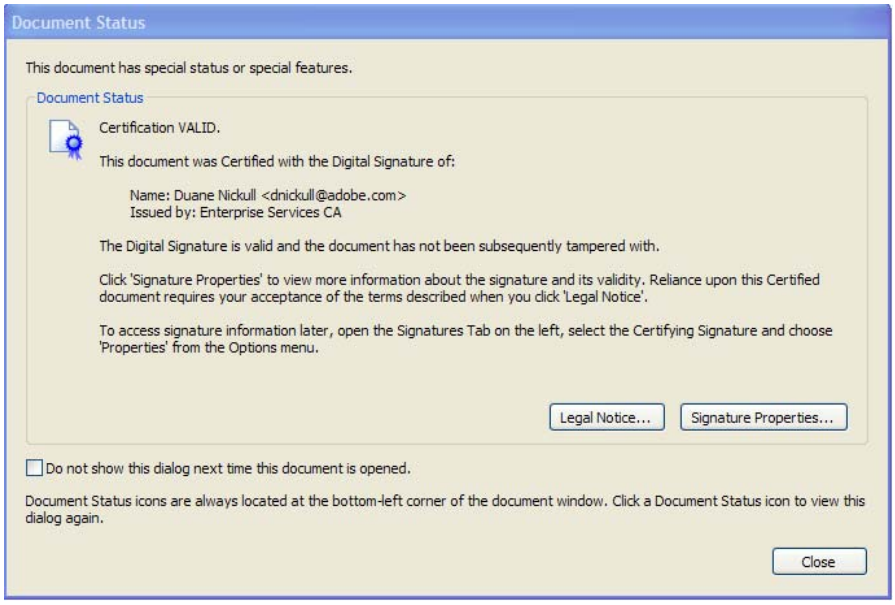


11. It is important to ensure that you allow others to fill in the form later. If not, the signatures will break the certification of the document. Click next.

12. (OPTIONAL) You may get a warning that your form has Java Script actions which will lead to a warning. Click “next”.



13. Sign (certify) then save the document. At this point, you should close the document and re open it to check that everything went well. When you re-open the document, you should see a window like this:



This indicates all has gone well. If you do not see this, there is no point in continuing.

14. You can now continue to sign the document numerous times.