# ApproveIt Desktop Digital Signature Configuration (Even though this lists 5.7.3. The process is the same for 5.8.2 and 5.9).

Ensure that the latest DoD Root Certificates are installed by visiting: <u>https://militarycac.com/dodcerts.htm</u> and following the instructions on the page.

(Under the Administrator Account Perform the Following)



1. Open settings on the Start Menu, then select Control Panel.



2. Double Click Add or Remove Programs.



3. Highlight ApproveIt Desktop and select Change.



## **4. Select Modify**



5. Ensure that all additions are selected, if not.

I	🙀 Silanis - ApproveIt Desktop 5.7.3 Setup	_ <b>_</b> X
	Select Features Please select which features you would like to install.	
	Approveit for Adobe Reader Vou to verify Acrobat of Adobe Reader	eader allows documents in
	Will be installed on local hard drive Will be installed on local hard drive Feature will be installed on local hard drive Feature will be installed when required Fortire feature will be unavailable	npletely 960KB on your
		1
	Wise Installation Wizard® 	Cancel

6. Select drop-down menu and select will be installed on local hard drive. Then Click Next.

🚰 Silanis - ApproveIt Desktop 5.7.3 Setup	_ 🗆 🗵
Ready to Modify the Application Click Next to begin installation.	$\mathbf{A}$
Click the Back button to reenter the installation information or click Cancel to exit the Wizard.	
Wise Installation Wizard® < <u>B</u> ack	Cancel





#### 8. Click Finish. (Under the User's Account verify the following)



9. Open the Start Menu, then open the ApproveIt Desktop Folder. Then select ApproveIt Configuration.

🔎 ApproveIt - Configur	ation Manager	×
Signature Method Sign	ature Block   Signature Settings   Fields   Directories   Options	
Method		
🔿 Sign usin	g ePersona file (encrypted signature stored in a file)	
<u>D</u> efault e	Persona: Browse	
	<u>C</u> lear Default	
🔿 Sign usin	g a <u>r</u> eal-time input device	
Input des	rice: Mouse	
Co <u>n</u> necte	ed to: COM 2	
Sign usin	g a certificate or smart card	
	OK Cancel Apply <u>H</u> elp	

10. Set Signature Method to Sign using a certificate or Smart Card.

-Open up the form you are trying to sign. -Click on the signature field.

Electronic Signature Notice	×
Your digital signature has the same legal effect and consequences as a hand written	

1. Click OK.

Digital Signature	Viewer	×
S	No Signature	Ċ
		<u>_</u>
		-
OK	Sign Advanced	Delete

2. Click Sign.

ApproveIt - Certificate Selec	tion	l
Please select the certificate you wish to use to approve the document.		
Subject	Issuer	
SOLDIER.IM.A.1234567890	DOD EMAIL CA-11	
SOLDIER.IM.A.1234567890	DOD CA-11	
Use this <u>c</u> ertificate as default		<u>D</u> etails
Sign <u>u</u> sing	OK	Cancel

**3.** Select the subject that has a DOD EMAIL Issuer. Then Click OK.

📯 ApproveIt - App	roval Information	<u>?</u> ×
Signer Identity		
Name:	SOLDIER.IM.A.1234567890	
Signature:	SOLDIER,.IM.A. 1234567890	;
	[Sign] Car	ncel

## 4. Click Sign,

Digital Signature	Viewer	×
S	Signature Is Valid	Ø
Signer: SOLDIER.IM.A.1234567890 Signature Type: Silanis Technology Inc. Digital Signature Time Signed: Wednesday, May 9, 2007 17:35:08 GMT		
Subject Commo	mation: mName SOLDIER.IM.A.1234567890	<u> </u>
Issuer Common	Name: DOD EMAIL CA-11	
Serial Number:	22A70B	
Not Before: 200 Not After: 20	07-02-01T00:00:00Z 07-09-30T23:59:59Z	T
<u>O</u> K	Sign	<u>D</u> elete

5. Click OK.

If you still have problems with this, please feel free to contact Michael J. Danberry via <u>http://militarycac.com/questions.htm</u>

# For other questions concerning the use of ApproveIt with US Army forms, please contact the Army Publishing Division Help Desk at: Commercial: (703) 428-0545 DSN: 328-0545 E-mail: <u>apdfcmp@conus.army.mil</u>