



**DICT**  
DEPARTMENT OF INFORMATION  
AND COMMUNICATIONS TECHNOLOGY

## How to Add a Timestamp with Adobe Reader

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### Assumption:

1. The subscriber has downloaded and installed their PNPKI digital certificates into their windows key store.
2. The subscriber already knows how to digitally sign PDF files using Adobe Reader and would just like to learn how to add the Timestamping service

If you haven't, please follow our manual on:

[Downloading Signing Certificate with User Generated Password Using Mozilla Firefox.](#)

Once you have downloaded and backed up your digital certificates, go install them into your windows key store by following this manual:

[How to install your certificate on your windows key store](#)

To learn how to digitally sign PDF files using Adobe Reader, please check our manual:

[Digitally Signing PDF with Adobe Reader.](#)



### What is Time Stamping?

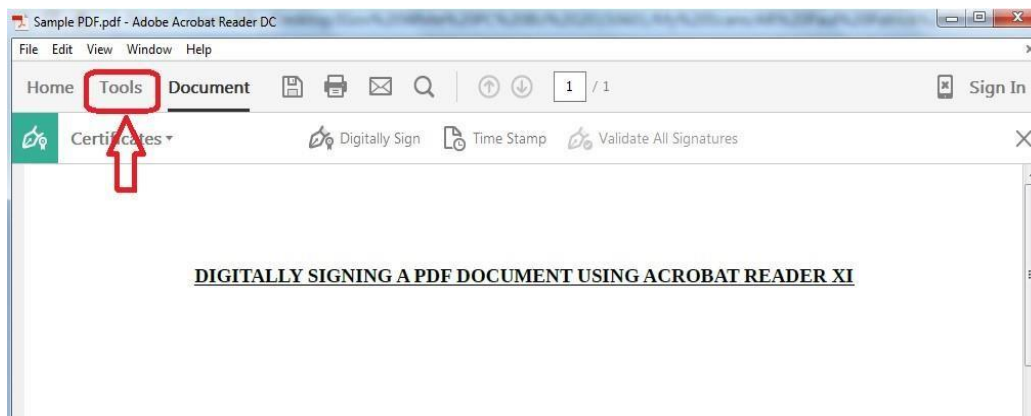
By default, Adobe Reader uses the time on the signer's computer as the time and date when the signature was applied.

Timestamping is done to include the time and date from an authoritative time source to a digitally signed document.

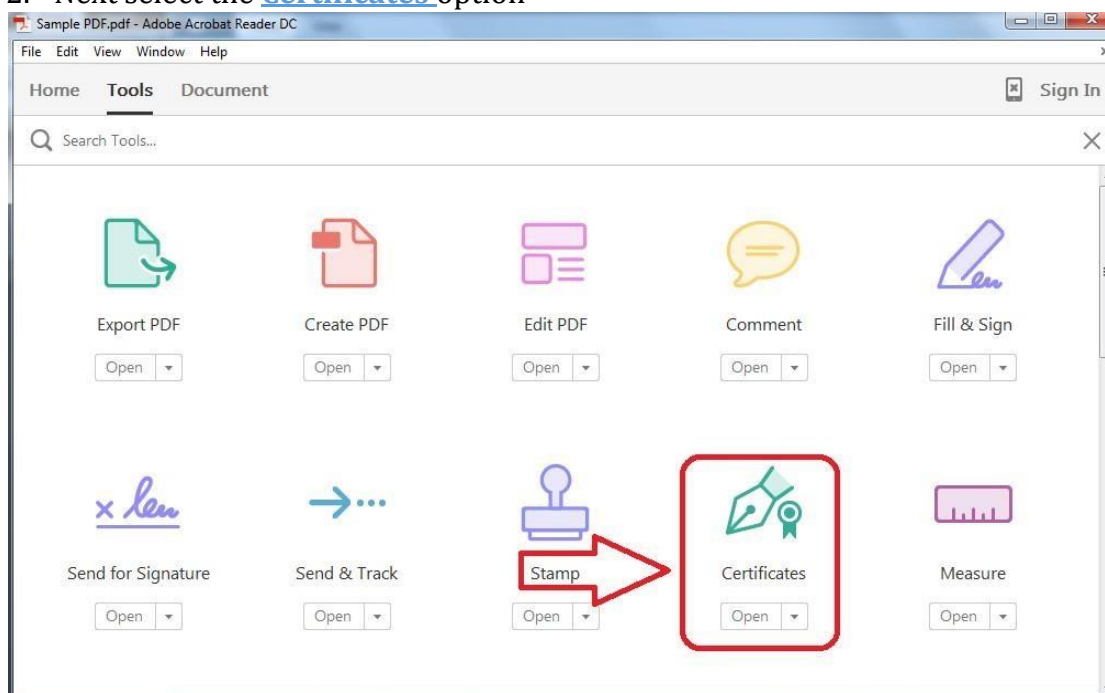
Note: Since Timestamping will be getting the actual time and date from an authoritative time source, **you will need to have internet access** on your computer to do this when applying your digital signature.

## Adding the PNPKI Timestamping information to Adobe Reader

1. Once installed, open a PDF document using Adobe Reader. Next, click on the [Tools](#) menu on the upper left hand corner.



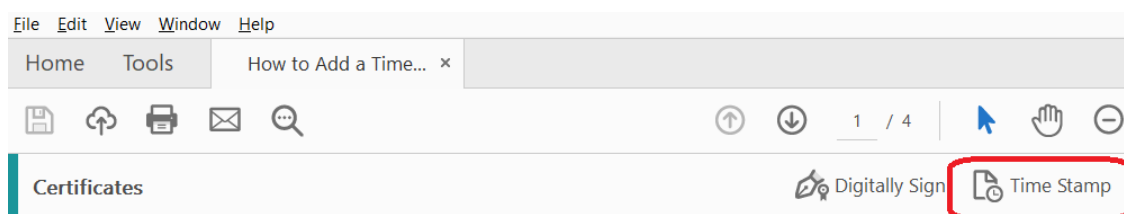
2. Next select the [Certificates](#) option



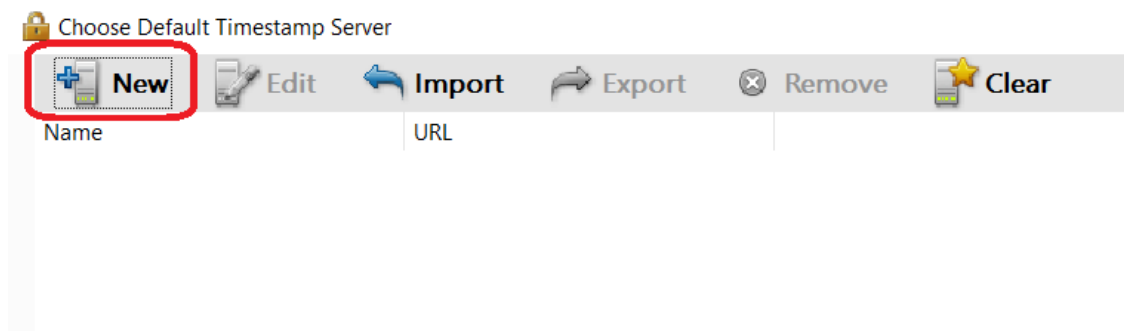


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3. Click on the [Time Stamp](#) Menu



4. The [Choose Default Timestamp Server](#) window will come up. Click on the [New](#) menu



5. Enter [PNPKI Timestamp Server](#) for the [Name](#). For the [Server URL](#), enter <http://govca.npki.gov.ph:8442/signserver/tsa?workerName=TimeStampSigner>. Lastly, click on [OK](#)



New Time Stamp Server ×

Name:

Server Settings

Server URL:

This server requires me to log on

User name:

Password:

- It will bring you back to the [Choose Default Timestamp Server](#) window where you should see the PNPKI Timestamp server. Click on the [Set Default](#) menu to make this the default Timestamp server.

Choose Default Timestamp Server

Name	URL
PNPKI Timestamp Server	http://govca.npki.gov.ph:8442/sign...

- The [Adobe Security](#) popup window will appear. Just click on the [OK](#) button.

Acrobat Security ×

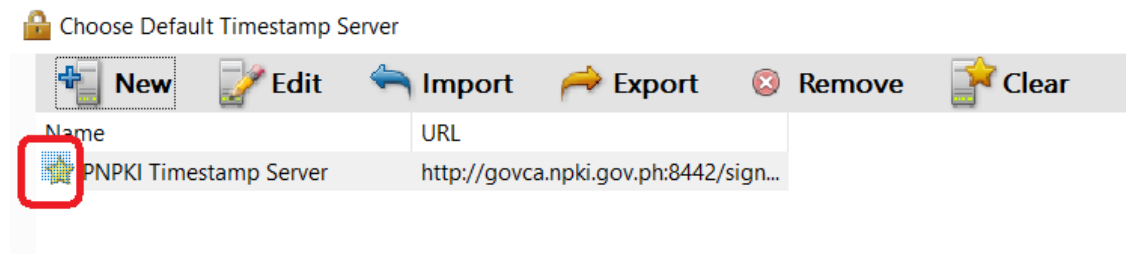
Are you sure you want to make this server your new default server? This timestamp server will be used by default when signing.

Do not show this message again



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- It will once again bring you back to the [Choose Default Timestamp Server](#) window where you should now see a [star icon](#) next to the PNPKI Timestamp Server.



- You can now just close this window by clicking on the X at the upper right corner. And that's it! The next time you digitally sign a document should already have timestamping included.