



**DICT**  
DEPARTMENT OF INFORMATION  
AND COMMUNICATIONS TECHNOLOGY

## How to Add a Timestamp with Foxit

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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 Foxit 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 Foxit, please check our manual: [Digitally Signing PDF with Foxit.](#)



### What is Time Stamping?

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

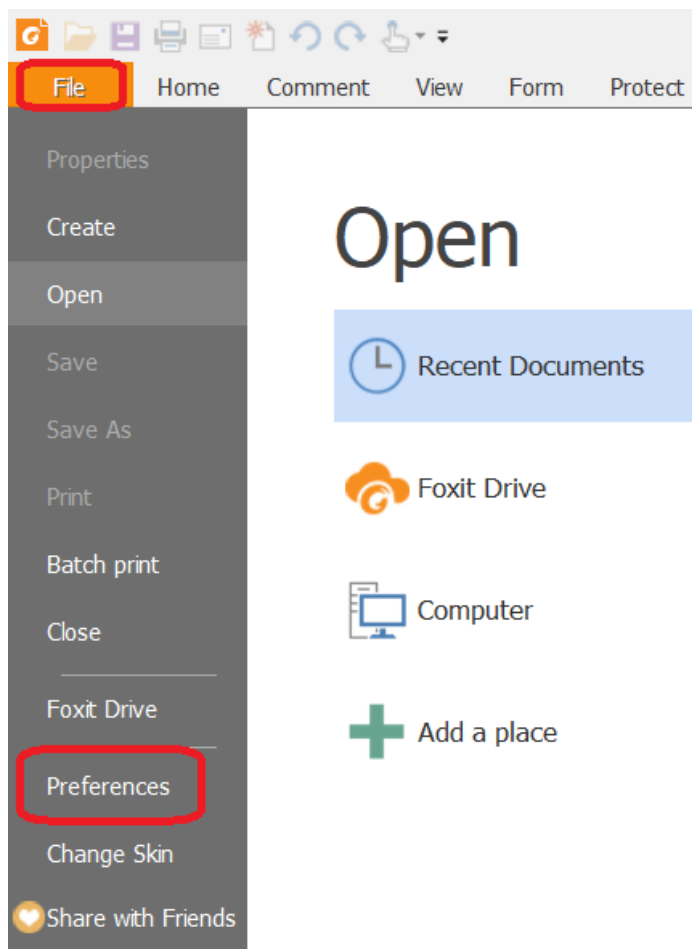
Timestamping is done to include the time and date from an authoritative time source to a digitally signed document.

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.



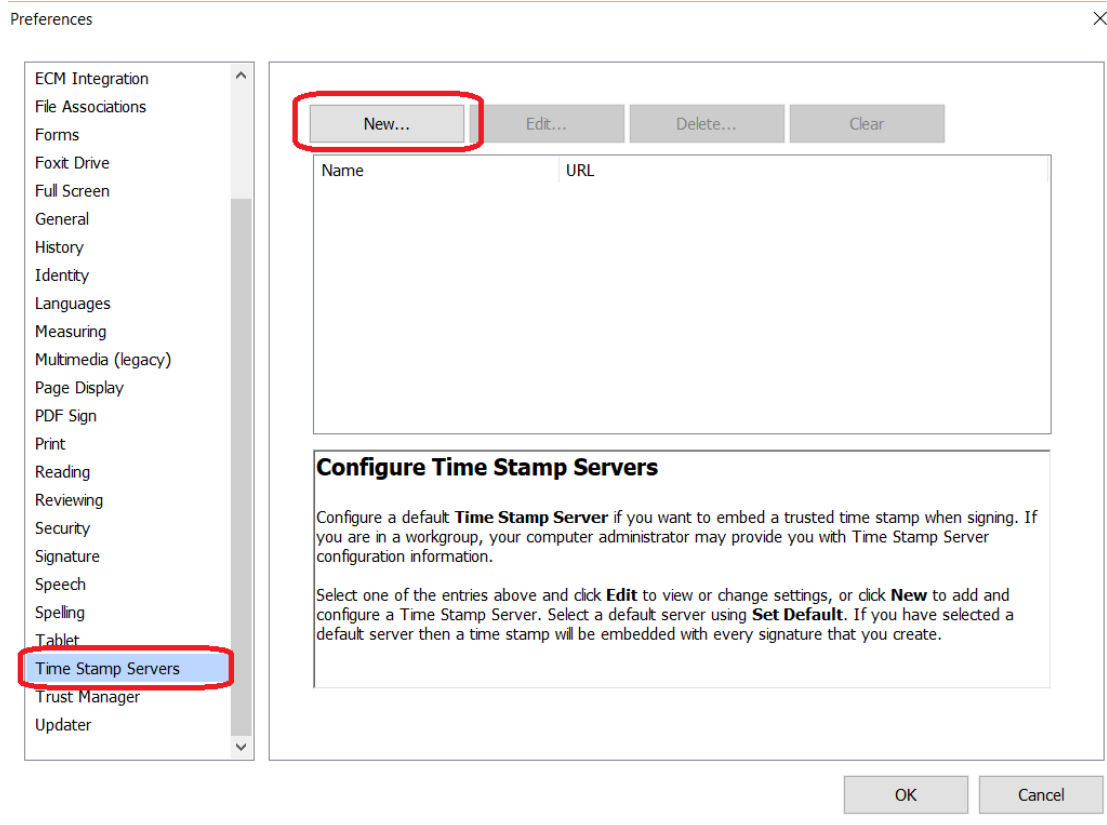
# Adding the PNPKI Timestamping information to Foxit

1. Launch Foxit. Go to [File](#) then select [Preferences](#).





- The [Preferences](#) window will open. Scroll down to the bottom choices and select [Time Stamp Servers](#). Click on the [New](#) button next



- The [Time Stamp Server](#) window will open. You just need to enter the following information:

**Name:** PNPKI

**URL:**

<http://govca.npki.gov.ph:8442/signserver/tsa?workerName=TimeStampSigner>

After entering the information, click on [OK](#) at the bottom



Time Stamp Sever

Name: PNPKI

Server Settings

URL: http://govca.npki.gov.ph:8442/signserver/tsa?workerName=

This server requires me to log on

User Name:

Password:

OK Cancel

4. It will bring you back to the [Preferences](#) window. [PNPKI](#) should now appear under the list. Click on [OK](#) to close.

Preferences

ECM Integration  
File Associations  
Forms  
Foxit Drive  
Full Screen  
General  
History  
Identity  
Languages  
Measuring  
Multimedia (legacy)  
Page Display  
PDF Sign  
Print  
Reading  
Reviewing  
Security  
Signature  
Speech  
Spelling  
Tablet  
Time Stamp Servers  
Trust Manager  
Updater

New... Edit... Delete... Clear

Name	URL
PNPKI	http://govca.npki.gov.ph:8442/signserver/tsa?workerName=Tim...

**Configure Time Stamp Servers**

Configure a default **Time Stamp Server** if you want to embed a trusted time stamp when signing. If you are in a workgroup, your computer administrator may provide you with Time Stamp Server configuration information.

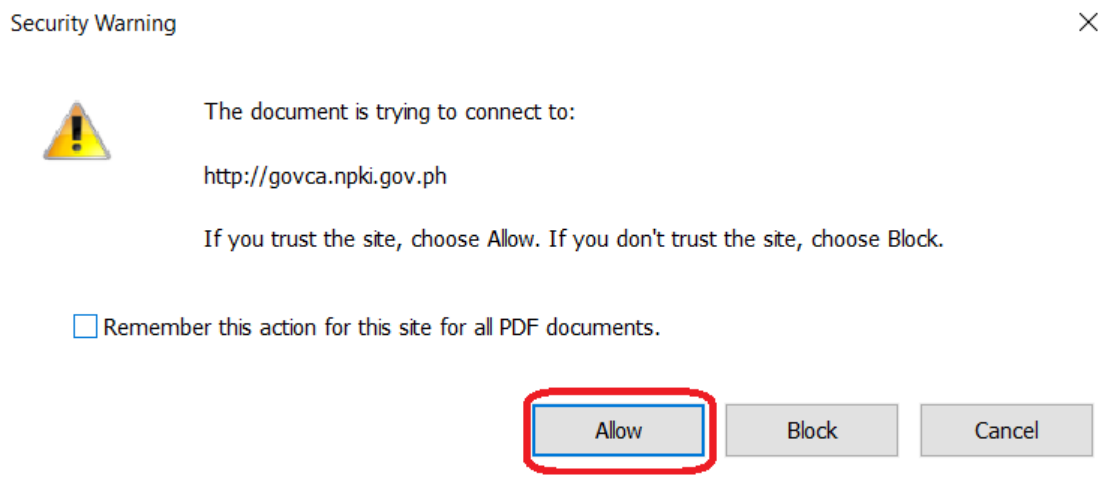
Select one of the entries above and click **Edit** to view or change settings, or click **New** to add and configure a Time Stamp Server. Select a default server using **Set Default**. If you have selected a default server then a time stamp will be embedded with every signature that you create.

OK Cancel



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5. The next time you digitally sign a document, it should already be timestamped. It might show a **Security Warning** like the figure below. Just click on **Allow**. If you don't want it to always appear when you are signing, put a **check** next to **Remember this action for this for all PDF documents**.



6. All you need to do next is to save the file. Remember to save it with a slightly different filename so you still get to keep a copy of the unsigned file.