

OSF electronic seal – general information

PDF documents generated by the OSF system have an electronic seal of the National Information Processing Institute (OPI PIB) attached to them. This seal is used to ensure the integrity of data included as part of the generated document (it is possible to verify whether the data wasn't modified, added or deleted in an unauthorized manner). The presence of the National Information Processing Institute electronic seal confirms the OSF system as the source of this data. The document with this seal can be signed by the User with his own digital signature.

The certificate linked with the seal of our system was issued by: CERTUM General Certification Centre which provides services related to electronic signatures - it is a certification authority (CA).

The details of the certificate for the seal used by our system can be verified below:

-	OSF - OPI PIB <zsun_osf_pieczec@opi.org.pl></zsun_osf_pieczec@opi.org.pl>
_	Laboratorium Systemów Biznesowych
Issued by:	Certum Digital Identification CA SHA2
	Certum Certification Authority
Valid from:	2022/10/07 13:15:41 +02'00'
Valid to:	2025/10/06 13:15:40 +02'00'

How to verify the seal authenticity?

The authenticity of the "OSF – OPI PIB" seal can be verified with the Adobe Acrobat Reader software.

- If you don't have Adobe Acrobat Reader, download it from the website: <u>https://get.adobe.com/pl/reader/</u> and install on your computer.
- 2. Download the PDF file generated by the OSF system which contains the electronic seal and open it with the Adobe Acrobat Reader.

\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow Ter	n komputer > Pobrane > ZSUN_OSF						
📌 Szybki dostęp	Nazwa	Data modyfikacji Typ	Rozmiar				
- - - -	Proposal_printout.pdf	Proposal_printout.pdf					
len komputer		Open with Adobe Acrobat Read	er				
🔮 Dokumenty		Otwórz					
👌 Muzyka		Drukuj					
Obrazy		7-Zip	>				

3. Acrobat Reader ought to show a message: *Signed and all signatures are valid*.

Les Signed and all signatures are valid. Signature Panel

It may occur that after opening the document in Acrobat Reader a warning message will appear, stating that some problems have occurred with the electronic signature.

If the following message appears after opening the document:

- At least one signature has problems or
- At least one signature is invalid

please follow the steps 4-14, as shown below.

🔒 Pro	posal_prir	ntout.pdf ·	- Adobe	Acrob	at Reade	er DC									-		×
File Ed	dit View	/ Window	w Help														
Hom	ne To	ools	Pro	posa	I_printo	out.p ×									?	Sign	In
₿		ቀ		\times	୍	~	1 /	2	N	 Θ	\oplus	89,1%	*	•••		🔓 Sha	re
<u>h</u> ö	At least	t one sigr	nature i	s inva	alid.									Sign	ature Pane		•
ß																^	B

- 4. To see the details regarding the reasons for which the OSF seal was deemed invalid, please:
 - click on "Signature Panel"
 - right-click on "Rev. 1: Signed by ZSUN OSF OPI PIB"
 - and choose "Show Signature Properties...".



🔽 +48 22 570 14 00 📄 +48 22 825 33 19 🛛 @ opi@opi.org.pl 🛛 💡 al. Niepodległości 188B, 00-608 Warsaw

5. Signature Properties window will show the cause of the error. In the case pictured below, the signer's identity is invalid. Acrobat Reader is unable to verify whether the OPI PIB seal contained in the PDF file has been issued by a trusted party. To deal with the issue, you must download a public key from the Certum PCC website and install it into your Acrobat Reader software.

Signature	e Properties	×
<u><u>&</u></u>	Signature validity is UNKNOWN. Signing Time: 2022/10/18 06:55:39 +02'00'	
Valid	lity Summary	
	The document has not been modified since this signature was applied.	
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.	
	The signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates.	
	Signing time is from the clock on the signer's computer.	
	Signature was validated as of the signing time: 2022/10/18 06:55:39 +02'00'	
Sign	er Info	
	The path from the signer's certificate to an issuer's certificate was successfully built.	
	Revocation checking was not performed.	
	Show Signer's Certificate	
Adv	vanced Properties Validate Signature Close	

6. Download the Certum Digital Identification CA SHA2 public key in CRT format (direct link here) from <u>https://www.certum.eu/en/cert_expertise_root_certificates/</u> and save it on your computer (use right-click → "Save file as..." option).

Public Key of Certum Digital Identification CA SHA2 Serial No:66daef03db8461916b25ba83fb174e13 Valid from:Apr 21 14:45:26 2015 GMT Expiry date:Jun 09 14:45:26 2027 GMT Download: DER | PEM

C +48 22 570 14 00 💼 +48 22 825 33 19 @ opi@opi.org.pl 💡 al. Niepodległości 188B, 00-608 Warsaw

7. After downloading the public key, go to Acrobat Reader and open the **Edit** menu and then choose **Preferences**.

File	it View Window Help	pdf - Adobe Acrobat Re	aader DC	-		×
Ho	5 Undo	Ctrl+Z		?	Sign	In
E	C Redo	Shift+Ctrl+Z	↓ 1 / 80 ► ⊕ G ⊕ 132% - □ ♥ □ ₽ ℓ ℓ.	e	b Sha	re
	Cut	Ctrl+X	Signatur	re Panel		@
	E Copy	Ctrl+C	Signed	C Tunci		Q
	📄 Paste	Ctrl+V				B
	<u>D</u> elete					
	Select All	Ctrl+A		-		L _o
	Deselect All	Shift+Ctrl+A	e first competition in the framework of the "Excellence			F
	Copy File to Clip <u>b</u> oa	ard	iative – research university" programme			
	Edit Text & Images		active research university programme			
-	Iake a Snapshot			-		с 1
-	Check Spelling	•	ILS AND DECLARATIONS			č0
	Look Up Selected W	/ord		1		1
-	Q Find	Ctrl+F	Example entity name			_
	Advanced Search	Shift+Ctrl+F	Example st 1/2 00 000 Exampleton			U
-	-		Example st. 1/2, 00-000 Exampleton			А
	Protection	Þ				
	Accessibility	' _ _				Cu
	<u>M</u> anage Tools	<u> </u>				B.
(Preferences	Ctrl+K	+48 0123456789			LP

8. In the *Preferences* window, please choose **Signatures** in the menu on the left, and then in the **Identities & Trusted Certificates** section, choose **More**.

Preferences		×
Categories:		
Commenting	Digital Signatures	
Documents	Creation & Appearance	
Full Screen		
General	Control options for signature creation	More
Page Display	 Set the appearance of signatures within a document 	
3D & Multimedia	Verification	
Accessibility		
Adobe Online Services	 Control how and when signatures are verified 	More
Email Accounts		Wore
Forms		
Identity	Identities & Trusted Certificates	
Internet		
lavaScript	 Create and manage identities for signing 	More
Language	 Manage credentials used to trust documents 	Workin
Measuring (2D)		
Measuring (3D)	Document Timestamping	
Measuring (Geo)	bocanient intestaniping	
Multimedia (legacy)	Configure timestamp server settings	Mara
Multimedia Trust (legacy)		Wore
Reading		
Reviewing		
Search		
Security (1)		
Security (Enhanced)		
Signatures		
Spelling		
Tracker		
Trust Manager		
Units		
		OK Cancel

💽 +48 22 570 14 00 📗 +48 22 825 33 19 @ opi@opi.org.pl 💡 al. Niepodległości 188B, 00-608 Warsaw

9. Choose Trusted certificates and then Import.



- 10. In the *Choose contacts to import* window please use the **Browse** button in the *Contacts section* to add the file with the public key downloaded from the Certum PCC website. Navigate to thefolder where the CRT file was downloaded earlier in step 6, select the file and click **Open**.
- 11. In the *Contacts section* please click on the newly added "Certum Digital Identification CA SHA2" entry.
- 12. Do the same in the *Certificates section* and then choose Trust.

Name	Email		Remove
📾 Certum Digital	Identification CA		Browse
			Search
tificates			
tificates his list displays the Subject	e certificates associated with the c	urrently selected contact Expires	Details
tificates his list displays the Subject Certum Digital Ide	e certificates associated with the o Issuer entific Certum Trusted Netw	currently selected contact Expires 09.06.2027 13:45:26	Details

🔽 +48 22 570 14 00 📄 +48 22 825 33 19 🛛 @ opi@opi.org.pl ♀ al. Niepodległości 188B, 00-608 Warsaw

13. In the *Import contact Settings* window check **Use this certificate as a trusted root** option and accept by clicking **OK**.

Import Contact Settings	×
Certificate Details	
Subject: Certum Digital Identification CA SHA2	
Issuer: Certum Trusted Network CA	
Usage: Sign Certificate (CA). Sign CRL	
Expiration: 09.06.2027 13:45:26	
Trust	
A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.	
Use this certificate as a trusted root	
If signature validation succeeds, trust this certificate for:	
Signed documents or data	
Certified documents	
Dynamic content	
Embedded high privilege JavaScript	
$\hfill \hfill $	
Certificate Details	
2	
Help OK Cancel	

14. After going back to *Choose contacts to import* window, please confirm the intent to import the public key by choosing **Import.** Acrobat Reader will confirm that the certificate has been imported. After re-opening, Acrobat Reader should no longer report problems while opening the PDF documents which have the OPI PIB seal attached.



 State
 <t

8	Signature is VALID, signed by OSF - OPI PIB <zsun_osf_pieczec@opi.org.pl>.</zsun_osf_pieczec@opi.org.pl>
<u>~</u>	Signing Time: 2022/10/18 06:55:39 + 02'00'
	Source of Trust obtained from manually imported trusted identity.
Valid	ity Summary
	The document has not been modified since this signature was applied.
	The certifier has specified that Form Fill-in, Signing and Commenting are allowed for this document. No other changes are permitted.
	The signer's identity is valid.
	Signing time is from the clock on the signer's computer.
	Signature was validated as of the signing time: 2022/10/18 06:55:39 + 02'00'
Sign	er Info
	The path from the signer's certificate to an issuer's certificate was successfully built.
	The signer's certificate is valid and has not been revoked.
	Show Signer's Certificate
Adv	Validate Signature Close