



# eSignPDF Lite - Batch Electronic Signing Tool

## User Guide

Version. 2024-03-01

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## Disclaimer

Before using the Macao Post and Telecommunications Bureau (CTT) "eSignPDF Lite – Batch Electronic Signing Tool", please read the terms and conditions of these Terms of Use (hereinafter "Agreement"). By installing and using eSignPDF Lite - Batch Electronic Signing Tool, you agree to be bound by the terms and conditions of this Agreement.

### 1. SUBJECT

- 1.1 eSignPDF Lite - Batch Electronic Signing Tool ("Tool") is developed by CTT. The sole purpose of this "Tool" is to assist the user to sign on the PDF with the eSignTrust certificate.
- 1.2 CTT provides this "Tool" to users free of charge in accordance with the purpose of item 1.1.

### 2. OWNERSHIP

This "Tool" is developed by CTT with the use of third-party open source software. Except for third-party software, all contents contained in this "Tool" are owned by CTT and are protected by the relevant laws of the Macao SAR and international intellectual property rights. Without the written consent and authorization from CTT, it is prohibited for any modification of the contents of this "Tool", or copy or republication of this "Tool" in any form for commercial purpose.

### 3. DISCLAIMER

- 3.1 User is solely responsible for any risks of the content and materials of PDF documents signed using this "Tool".
- 3.2 User is solely responsible for any risks associated with the use of this "Tool". This "Tool" is provided "as is" and without warranty of any kind. To the fullest extent permitted by applicable law, CTT hereby disclaims all warranties and conditions of any kind, express or implied, including but not limited to warranties of merchantability, fitness for a particular purpose and non-infringement.
- 3.3 This "Tool" is provided to User in accordance with Section 1.1 of the Subject. User must independently determine the validity and applicability of the electronic document with the electronic signature. CTT is not responsible for the act of signing by the signatory on electronic document and the contents of the document.
- 3.4 CTT expressly refuses to assume any type of warranty obligation, whether express or implied, including but not limited to any loss, damages, fees or other expenses incurred or

related to the use of this "Tool". CTT will not take any responsibility and make any compensation. CTT may add, delete, modify, suspend or even terminate the contents of this "Tool" and its use at any time without prior notice.

3.5 If there are any updates to this Agreement, the new version will replace the old version and the update date will be stated, but no further announcement will be made.

#### **4. VALIDITY**

If any provision of this Agreement is declared invalid or unenforceable, in whole or in part, that provision will not affect the remainder of this Agreement, which is deemed amended to the extent necessary to make this Agreement valid, enforceable, and, to the maximum extent possible, consistent with the applicable law and with the original intentions of the parties; the remaining provisions will remain in full force and effect.

#### **5. GOVERNING LAW AND JURISDICTION**

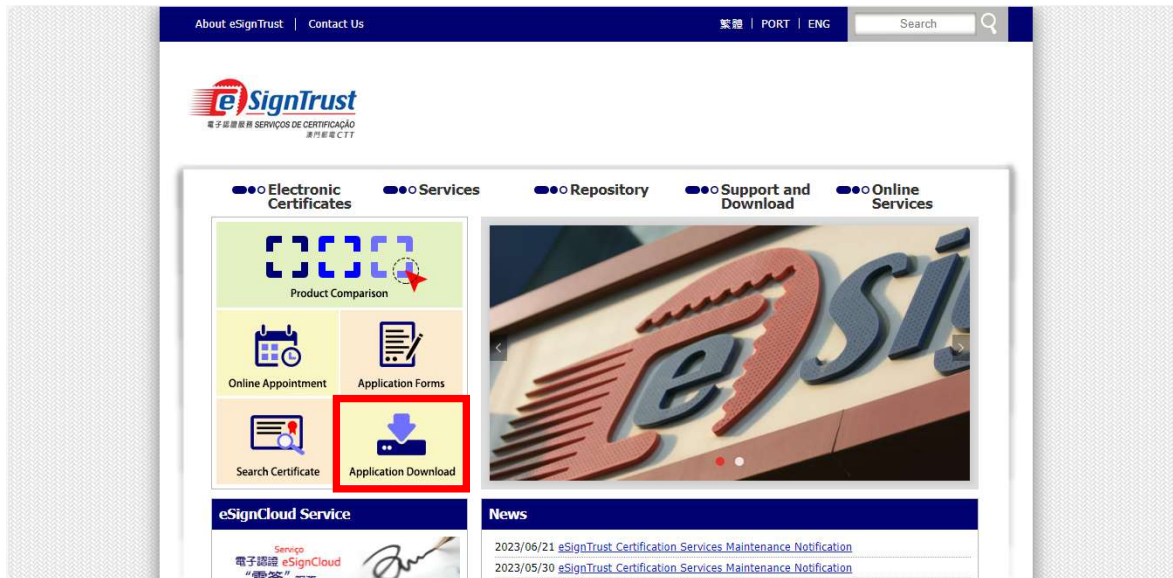
- 5.1 The law applicable to this Agreement is the one of Macao Special Administrative Region (Macao SAR).
- 5.2 For any disagreement regarding the interpretation, validity or execution of this Agreement shall be subject to the jurisdiction of the court of the Macao SAR and expressly waive the jurisdiction of other laws.

#### **6. LANGUAGE**

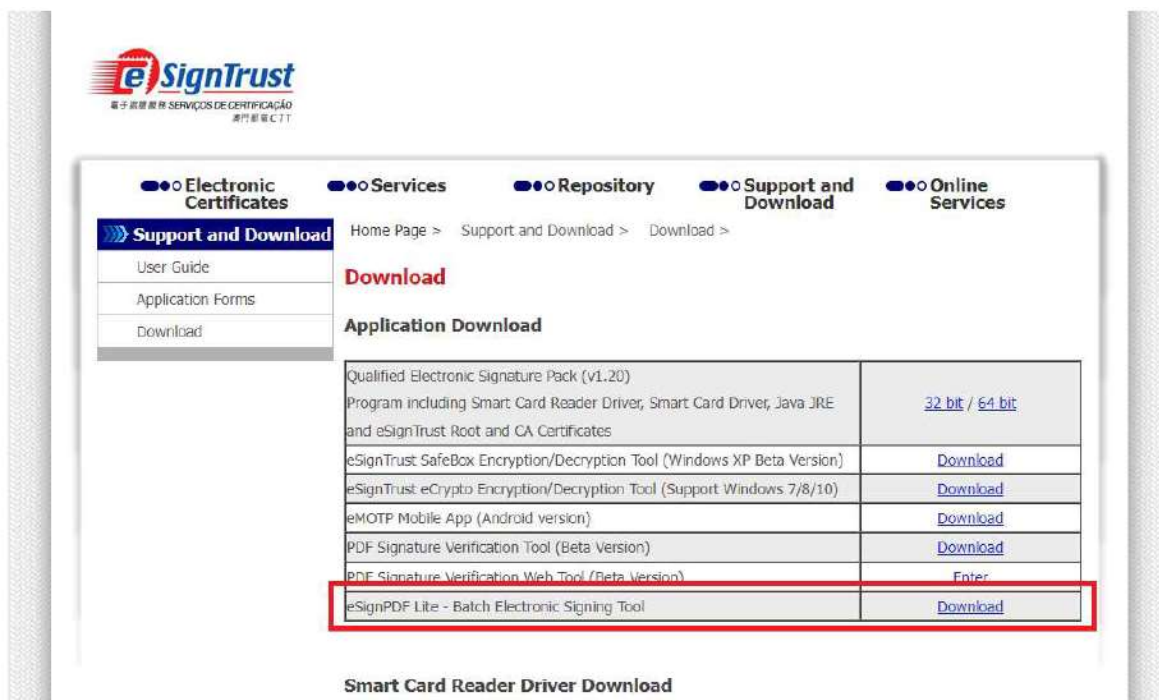
In case of any inconsistency or discrepancy among the versions of this Agreement in Chinese or English languages, it prevails the Chinese language.

## Open the eSignPDF Lite - Batch Electronic Signing Tool

1. Go to the eSignTrust Website <https://www.esigntrust.com>, and choose from the home page “Application Download”.



2. Under the title “Application Download”, choose to download the “eSignPDF Lite - Batch Electronic Signing Tool”.



### 3. Agree the Disclaimer, then press “Download”.

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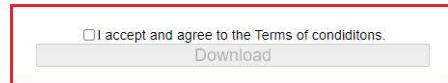
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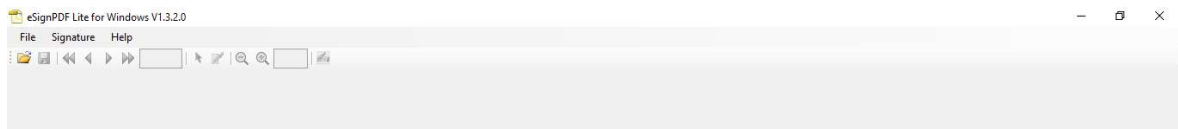
In case of any inconsistency or discrepancy among the versions of this Agreement in Chinese or English languages, it prevails the Chinese language.



### 4. The system will require to download a file named “eSignPDFLiteSetup.zip”, please save and unzip the file and run the file “eSignPDFLiteSetup.exe” with administration right to install the program.

名稱	修改日期	類型	大小
eSignPDFLiteSetup.zip	30/1/2024 11:37	壓縮的 (zipped)...	5,097 KB
eSignPDFLiteSetup.exe	4/1/2024 16:03	應用程式	5,609 KB

### 5. The eSignPDF Lite - Batch Electronic Signing Tool is opened successfully.



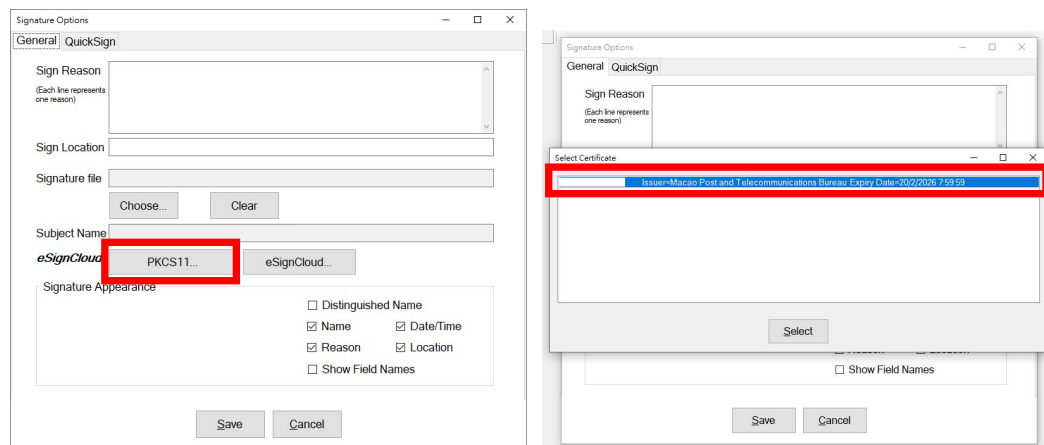
## Using eSignPDF Lite to sign on the PDF

1. Select "Signature" → "Options" to add the electronic signature setting.

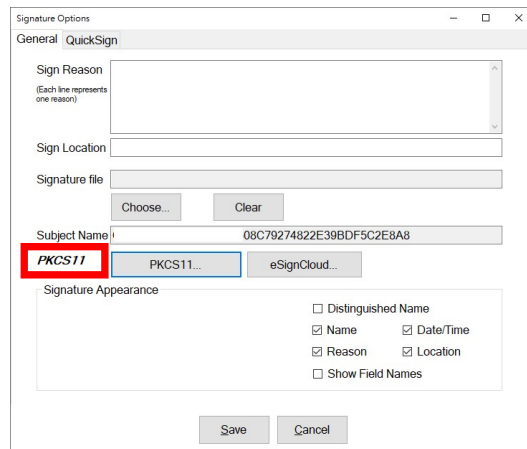


- 1.1 Choose the signing method and select the electronic certificate for signing.

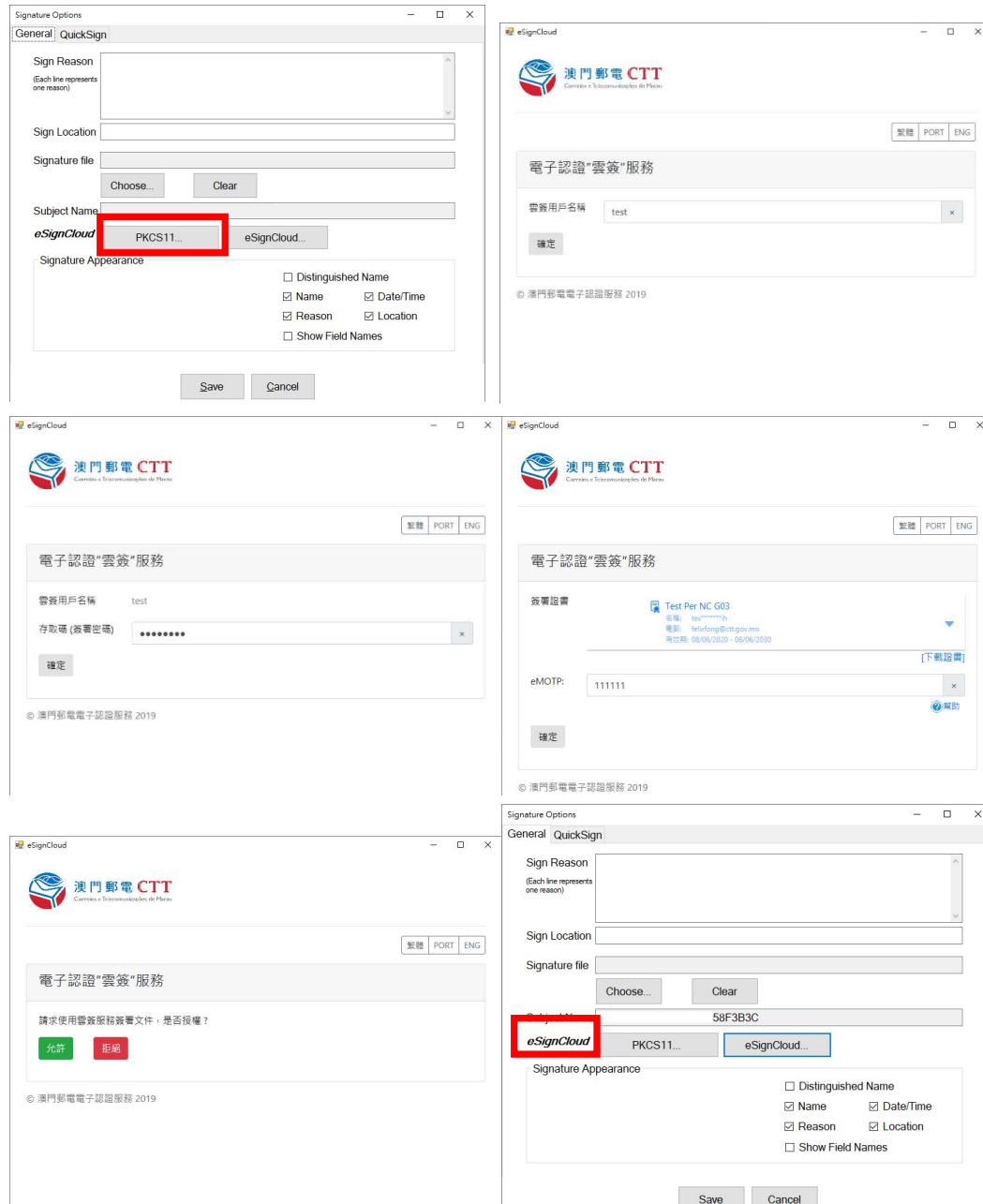
1.1.1 Signing with electronic certificate smartcard – Select “PKCS11...” and select the certificate from the smartcard for signing. (Please pre-install the smart card reader driver, smart card driver, Java JRE and eSignTrust root certificate and CA certificate. Please make sure the smart card and smart card reader are connected.)



After choosing the certificate, “PKCS11” indicates that smartcard is setup for signing.



1.1.2 Sign using eSignCloud account (only available for Personal eSignCloud account, with Internet connection required for signing) – Select “eSignCloud...”, enter the eSignCloud Username, Signing PIN and the Electronic Mobile One Time Password (eMOTP) obtained from the mobile app, then “Allow” to grant access for signing.

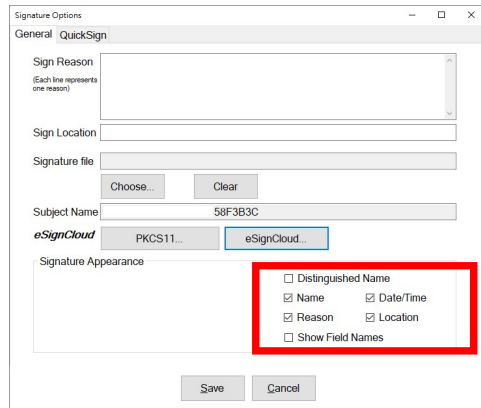


“eSignCloud” indicates that the eSignCloud account is setup for signing.

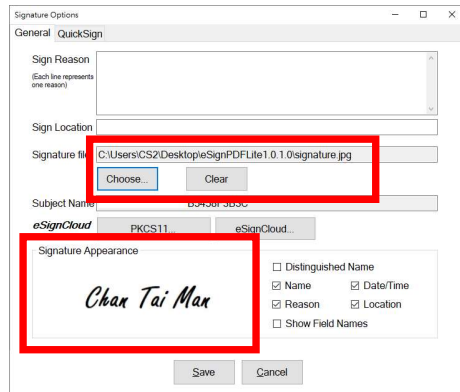
**\*Note: Users must re-select and map the (smartcard/eSignCloud) certificate again after their certificate renewal.**



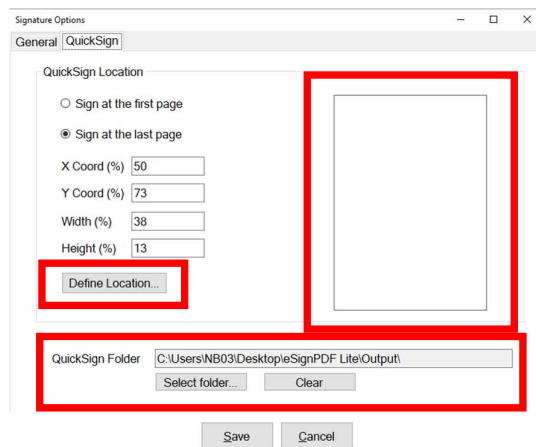
1.2 Choose the signature content to be shown.



1.3 Setup the signature appearance. (User can create his/her own signature image in .JPG format and import here)

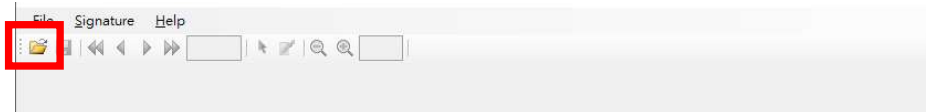


1.4 Setup the signature location and output folder path. Select "Define Location", select the signature location directly in the blank space on the right hand side, and setup the output folder path, then "Save".

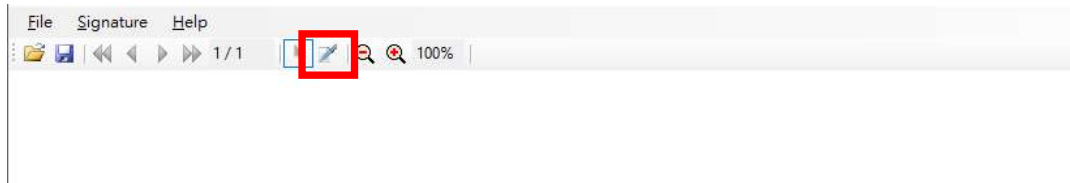


## 2. Sign a single PDF file

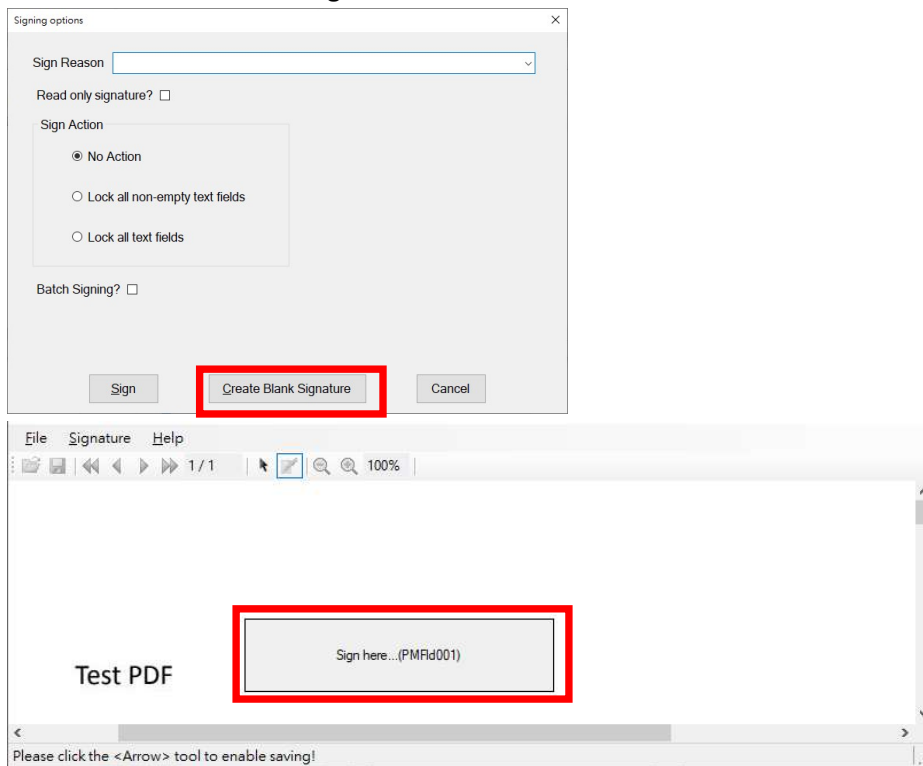
### 2.1 Open the PDF file to be signed.



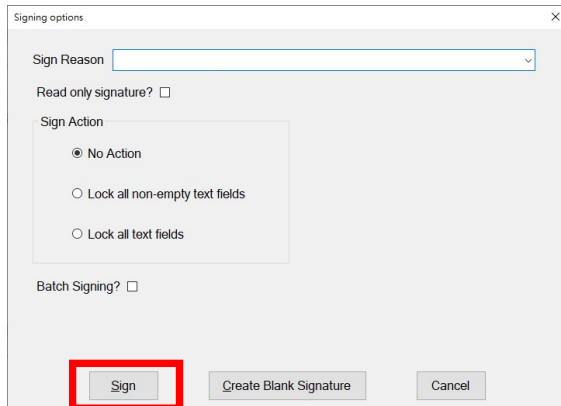
### 2.2 Select the sign button, drag on the location to place the signature on the document.



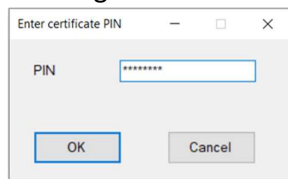
### 2.3 Select "Create Blank Signature".



## 2.4 Select “Sign”.



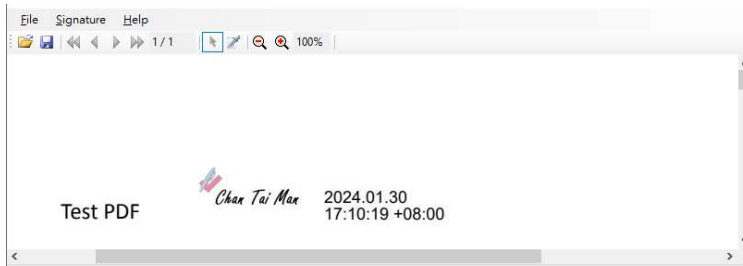
### 2.4.1 Sign with electronic certificate smartcard - Enter smartcard PIN.



### 2.4.2 Sign using eSignCloud account – enter eSignCloud Username, Signing PIN and Electronic Mobile One Time Password (eMOTP).

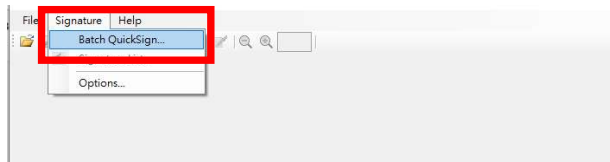


## 2.5 A PDF file is signed successfully.

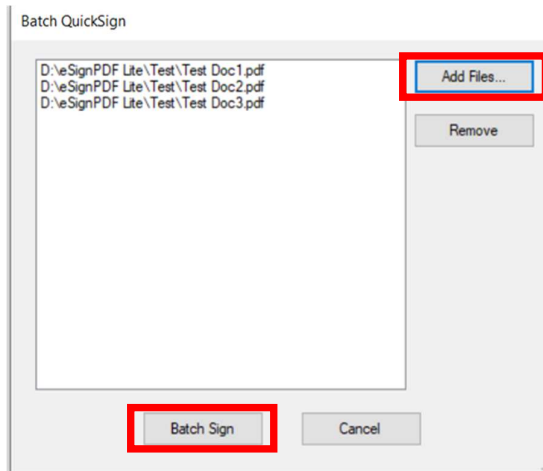


## 3. To sign multiple PDF files

### 3.1 Select "Signature" → "Batch QuickSign" and choose all the PDF files to be signed.



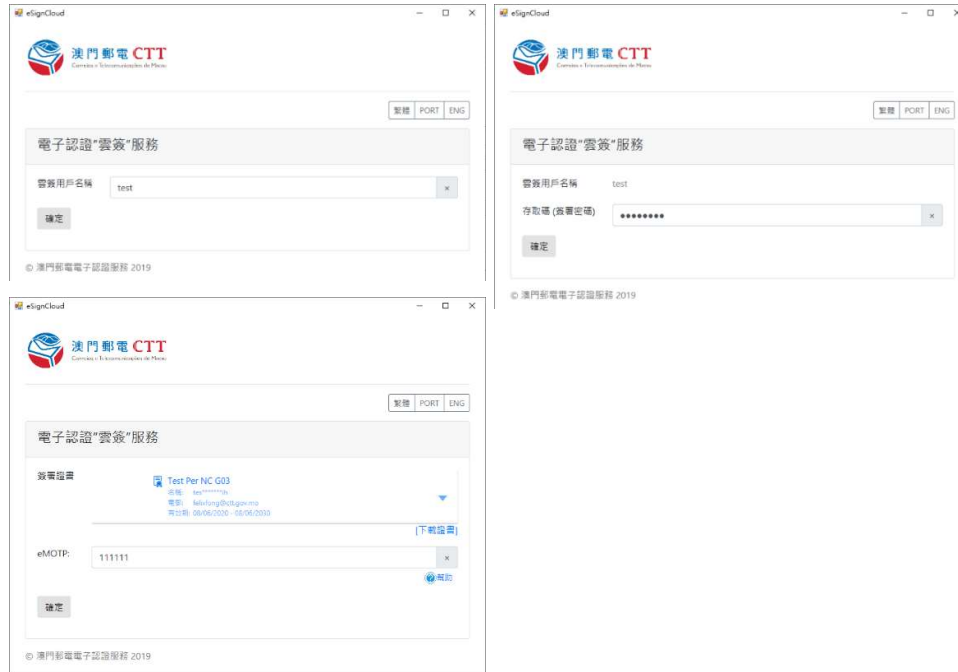
### 3.2 Add all the PDF files to be signed.



#### 3.2.1 Sign with electronic certificate smartcard - Enter smartcard PIN.



3.2.2 Sign using eSignCloud account (only available for Personal eSignCloud account, and supports signing up to 5 PDF documents at a time) – enter eSignCloud Username, Signing PIN and Electronic Mobile One Time Password (eMOTP).



3.3 Multiple PDF files are signed successfully, the signed documents will be automatically saved at the specified output folder setup at 1.4.

