

eSignPDF Lite - Batch Electronic Signing Tool

User Guide

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eSignPDF Lite - Batch Electronic Signing Tool User Guide

Index

Disclaimer	. 3
Open the eSignPDF Lite - Batch Electronic Signing Tool	. 5
Using eSignPDF Lite to sign on the PDF	. 7



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 thirdparty 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.



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Open the eSignPDF Lite - Batch Electronic Signing Tool

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

About eSignTrust Contact Us	繁體 PORT ENG	Search Q
CSIGNTRUST R # HE HIN SERVICES OF CENTRY CALL R # HE HIN SERVICES OF CENTRY CALL		
●●○ Electronic Certificates	rvices ••• Repository ••• Support and Download	●•• Online Services
Product Comparison Online Appointment		S J.
Search Certificate		
eSignCloud Service	News 2023/06/21 eSignTrust Certification Services Maintenance Notificat	Hon
Serviço 電子認識 eSignCloud "● 知文"	2023/05/30 eSignTrust Certification Services Maintenance Notification	

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

●●○ Electronic Certificates	OServices Oservices	Online Services
Support and Downloa		
User Guide	Download	
Application Forms	Download	
Download	Application Download	
	Qualified Electronic Signature Pack (v1.20) Program including Smart Card Reader Driver, Smart Card Driver, Java JRE and eSignTrust Root and CA Certificates	<u>32 bit / 64 bit</u>
	eSignTrust SafeBox Encryption/Decryption Tool (Windows XP Beta Version)	Download
	eSignTrust eCrypto Encryption/Decryption Tool (Support Windows 7/8/10)	Download
	eMOTP Mobile App (Android version)	Download
	PDF Signature Verification Tool (Beta Version)	Download
	PDF Signature Verification Web Tool (Beta Version)	Enter
	eSignPDF Lite - Batch Electronic Signing Tool	Download



n. ×

Agree the Disclaimer, then press "Download". 3.

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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
eSianPDFLiteSetup.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

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





Using eSignPDF Lite to sign on the PDF

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

File	Signature Help	
12	Batch QuickSign	
	Options	

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, Jave JRE and eSignTrust root certificate and CA certificate. Please make sure the smart card and smart card reader are connected.)

Signature Options		– 🗆 ×	
General QuickSign			Signature Options - C X
Sign Reason		^	General QuickSign
(Each line represents one reason)			Sign Reason Address Addres
Sign Location			Select Certificate - C X
Signature file			Issuer=Macao Post and Telecommunications Bureau Expiry Date=20/2/2026 7:59:59
	Choose Clear		
Subject Name			
eSignCloud	PKCS11 eSignCloud		
Signature Appe	earance		
	□ Distriguished Name ☑ Name ☑ Date.	/Time	Select
	🗹 Reason 🖾 Loca	tion	
	Show Field Names		Show Field Names
	Save Cancel		Save Cancel

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

General QuickSign Sign Reason (Each her provents one mean) Sign Location Sign Location Subject Name PKCS11 PKCS11 PKCS11 Signature Appearance Distinguished Name © Name © DateTime © Reason © Location Show Field Names	Signature (Options								
(Each ise represents on assent) Sign Location Sign Location Subject Name i OBC79274822E39BDF5C2E8A8 PKCS11 PKCS11 Signature Appearance Distinguished Name Xame Zeason Location Show Field Names	General	QuickSign								
ere reason) Signa Location Signature file Choose Clear Subject Name OBC79274822E39BDF5C2E8A8 PKCS11 PKCS11 eSignCloud Signature Appearance Distinguished Name Name Date/Time Reason Location Show Field Names	Sign	Reason							^	
Signature file Choose Clear Subject Name PKCS11 PKCS11 eSignCloud Signature Appearance Distinguished Name Name Date/Time Reason Location Show Field Names	(Each I one rea	ine represents ason)								
Choose Clear Subject Name + 08C79274822E39BDF5C2E8A8 PKCS11 PKCS11 eSignCloud Signature Appearance Distinguished Name Name DateTime Reason Location Show Field Names	Sign	Location							~	
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PKCS11 PKCS11 eSignCloud Signature Appearance Distinguished Name Name Date/Time Reason Location Show Field Names 		С	hoose	Clea	ər					
Signature Appearance	Subj	ect Name		30	8C792748	22E39BDF5C28	E8A8			
Distinguished Name Name Date/Time Reason Location Show Field Names	РКС	:511	PKCS11.		eSign	Cloud				
Name Date/Time Reason Location Show Field Names	Sig	nature Appea	rance							
☑ Reason ☑ Location □ Show Field Names						Distinguish	ed Name			
Show Field Names						Name	☑ Date	/Time		
						Reason	☑ Loca	tion		
						Show Field	Names			
Save Cancel				Save	C	ancel				



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.

Signature Options - C X	
General QuickSign	💀 ešign Cloud — 🗆 🗙
Sign Reason (Each ine revesents one reason)	梁門 鄭電 CTT Carries - Ricarans dag line de Please
Sign Location	
Signature file Choose Clear	電子認證"雲簽"服務
Subject Name	豐簽用戶名稱 test ×
eSignCloud PKCS11 eSignCloud Signature Appearance	確定
□ Distinguished Name ☑ Name ☑ Date/Time ☑ Reason ☑ Location □ Show Field Names	◎ 漂門郵電電子認過服務 2019
Save Cancel	
😴 eSignCloud — 🗆 🗙	🕷 eSignCloud — 🗆 🗙
※門部電CTT Corners Encreasesage & New	
繁雜 PORT ENG	加速識 PORT ENG
電子認證"雲簽"服務	電子認證"雲簽"服務
雲援用戶名稱 test 存取碼 (所要空画) ************************************	按審追書 C Test Per NC 603
 	(電話) FeightingScraptoren (電話) (06/3250 - 08/06/2050 - 08/06 (第四章 (如果: 100, 100, 100, 100, 100, 100, 100, 100
	eMOTP: 1111111 × 2010年1111111111111111111111111111111111
◎ 漂門影電電子認識服務 2019	確定
	© 澳門郵電電子認證股務 2019
	Signature Options - C X
📽 eSignCloud — 🗆 🗙	General QuickSign
读門郵電CTT Corries - Forenessionies heres	Sign Reason (Each line represents one reason)
製體 PORT ENG	Sign Location
電子認證"雲簽"服務	Signature file Choose Clear
請求使用響發服務發譽文件,是否授權?	58F3B3C
龙蒜 拒絕	eSignCloud PKCS11 eSignCloud Signature Appearance
© 澳門郭電電子認證服務 2019	□ Distinguished Name ☑ Name ☑ Date/Time ☑ Reason ☑ Location □ Show Field Names
	Save Cancel

"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.

ignature Op	ations						_		>
General	QuickSign								
Sign F	Reason							^	
(Each line one reaso	e represents an)								
Sign L	ocation							~	
Signa	ture file								
		Choose		Cle	ar				
Subje	ct Name			58F	-3B30	;			
eSigr	Cloud	PKCS	11		es	SignCloud			
Sign	ature App	earance						_	
						Distinguish Name			
								e	
						Reason			
						Show Field	Names		
					_				
				Save		Cancel			

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

Signature Options	-		×
General QuickSign			
Sign Reason (Each line represents one masor)		^	
Sign Location		v	
Signature file C:\Users\CS2\Desktop\eSignPDFLite1.0.1.0\signature.jpg Choose Clear			
Subject Name B34301 3B30			
eSignCloud PKCS11 eSignCloud			
Chan Tai Man	Date/Time Location		
Save Cancel			

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".

gnature Options						-	×
General QuickSign							
QuickSign Locati	on			_			
O Sign at the	first page						
Sign at the	last page						
X Coord (%)	50						
Y Coord (%)	73]					
Width (%)	38						
Height (%)	13						
Define Loca	tion						
	-						4
QuickSign Fold		s/NB03/Des			Output\		
	Select	folder	CI	ear			
		Save	C	ancel			



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".

Signing options X	
Sign Reason	
Read only signature?	
Sign Action	
No Action	
○ Lock all non-empty text fields	
○ Lock all text fields	
Batch Signing?	
Sign Create Blank Signature Cancel	
Eile <u>S</u> ignature <u>H</u> elp	
: 🖬 ᡧ 🌢 🕨 1/1 🛛 🖎 😿 🤤 🥘 100%	
	^
Sign here(PMFId001)	
Test PDF	
	v
Please click the <arrow> tool to enable saving!</arrow>	د ایرا



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2.4 Select "Sign".

Signing options	×
Sign Reason	~
Read only signature? 🗆	
Sign Action	
No Action	
O Look all non-empty text fields	
○ Lock all text fields	
Batch Signing?	
Sign <u>C</u> reate Blank Signature Can	cel

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).

SignCloud		- 🗆 X	💀 eSignCloud	- 0
美門郵電 Carreita a Telecomordege	CTT pin de Piene		注門部電 CTT Control Transmission & House	
		繁耀 PORT ENG		型数 PORT ENG
電子認證"雲簽")	服務		電子認證"雲簽"服務	
雲轰用戶名稱 test	t	×	雲飯用戶名稱 test	
確定			存取碼 (簽署密碼)	×
淮門邨電電子認證服務 2	2019		確定	
		I	© 週門郵電電子認識服務 2019	
SignCloud		- 🗆 ×		
-				
澳門郵電	CTT			
		繁體 PORT ENG		
電子認證"雲簽	"服務			
淡天道書	🙀 Test Per NC G03	1		
	名任: tes*******(h) 带带: felixlong@ctt.gov.mo 带动和:08/06/2020 - 06/06/2030			
		(下載證書)		
eMOTP: 111111		×		
		(2) 相助		
確定				
o 演門影電電子認證服務	2019			
	179/18)			



2.5 A PDF file is signed sucesfully.

Eile Signature <u>H</u> elp ☞ 🛃 🔍 《 🕨 № 1/1	k ≠ Q Q 100%	
Test PDF	Chan Tai Man 2024.01.30 17:10:19 +08:00	
		>

3. To sign multiple PDF files

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



3.2 Add all the PDF files to be signed.

Batch QuickSign	
D:\eSignPDF Lite\Test\Test Doc1.pdf D:\eSignPDF Lite\Test\Test Doc2.pdf D:\eSignPDF Lite\Test\Test Doc3.pdf	Add Files
	Remove
Batch Sign Cancel	1

3.2.1 Sign with electronic certificate smartcard - Enter smartcard PIN.

PIN *******		-
ОК	Canc	



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).

💀 eSignCloud	- 🗆 ×	😼 eSignCloud	- 🗆 X
澳門郵電 CTT		梁門郵電 CTT	
	繁耀 PORT ENG		繁荣 PORT ENG
電子認證"雲簽"服務		電子認證"雲簽"服務	
雲飯用戶名編 test	×	雲黃用戶名稱 test	
確定		存取碼 (簽署密碼)	*
© 澳門郵電電子認證服務 2019		確定	
e signCloud	- 🗆 X	◎ 澳門新電電子認識新詞 2019	
※門郵電CTT Constant In Learnand Laging in Please	解播 PORT ENG		
電子認證"雲簽"服務			
第書編書 第 Test Per NC 603 高級 tes ^{→→→→} A 電影 test-bage(https://testa	•		
	(下載證書)		
eMOTP: 111111	× (2) 年前		
補定			
© 澳門郵電電子認證服務 2019			

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

