

Digital Signatures



New Policy

Units are authorized to sign records with electronic signatures, using individual CAC and the office automation applications embedded within the Coast Guard Standard Workstation Image.

Reference: Electronic Signatures and Management of Electronically Signed Records, COMMANDANT INSTRUCTION 5200.5

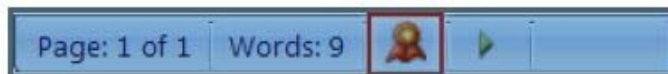
Digital Signatures are used to authenticate digital information — such as documents and e-mail messages by using computer cryptography. Digital signatures help to establish the following assurances:

1. **Authenticity:** The digital signature helps to assure that the signer is who he or she claims to be.
2. **Integrity:** The digital signature helps to assure that the content has not been changed or tampered with since it was digitally signed.
3. **Non-repudiation:** The digital signature helps to prove to all parties the origin of the signed content. "Repudiation" refers to the act of a signer's denying any association with the signed content.

Signing “Office” Documents/Forms

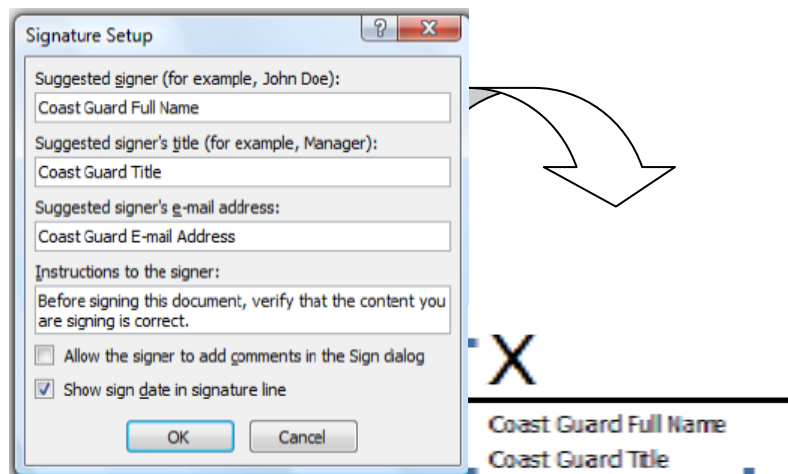
(Follow these directions when e-signing memoranda, letters, and directives.)

Create/sign documents in Word first, and then convert the final product to Adobe using its Security features. If you want to provide assurance as to the integrity, and origin of a document, you can add a digital signature to your document. A digitally signed document has a red-ribbon on the bottom of the document’s status bar (see below).

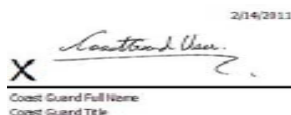



After a document has been digitally signed, it becomes read-only to prevent modifications.

1. Open the Microsoft Word document and place your cursor in the insertion point of your signature
2. Click on the “Insert” tab at the top of the screen and select “Signature Line”
3. Click “OK”
4. In the “Signature Setup” dialog box enter the below pertinent information:



5. You will now see the above signature line
6. To digitally sign this document, double-click on the object above, click “OK”. Select one of the two options of either typing your name or entering a scanned image of your signature, and click “Sign”
7. Your digital signature will now be saved to the document and click “OK”
8. The image below will now appear on your Word Document.



9. A red-ribbon  will also display on the status bar and the digital signature will appear on the right task pane Recipients of e-signed documentation must verify that the signature(s) (final for documents with multiple signatures) are valid and the document has not been modified. To accomplish this, recipients must:
 - a. Click on the signature and click “Signature Properties” button to verify its authenticity. Under the Summary tab, it should indicate "The signer's identity is valid."
 - b. Click "View Signed Version” button under the Documents tab. This is the version signed.

NOTE: It is possible to modify the contents of an Adobe file so it's important to check the signed version.

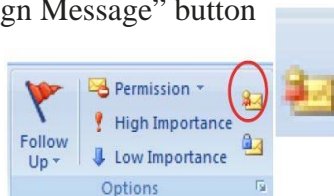
10. To remove the signature, click on the drop down arrow below “Valid Signatures” on the right task pane and select “Remove Signature”. Delete image.



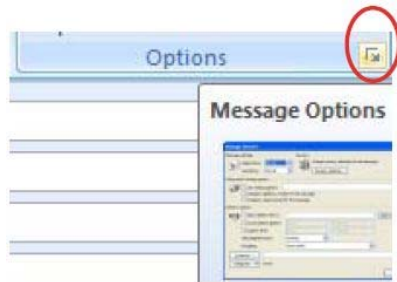
Signing “Outlook” Emails

By digitally signing an Outlook email, you apply your own unique digital mark to the message.


1. Create a new mail message and on the Message tab, in the Options group, click the “Digitally Sign Message” button



Note: If you do not see the “Digitally Sign Message” button, click on the Message Options Button,




select “Security Settings”, select “Add digital signature to the message” and click “OK”)

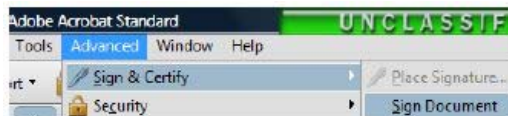
2. Compose your message and send it. The digital signature red ribbon  will only be seen when the recipient receives the email

NOTE: If you digitally sign an e-mail, recipients viewing it on a GOOD device will not be able to view any attachment to the e-mail

Signing “Adobe” PDFs

Follow these directions when e-signing memoranda, letters, directives, and forms. As with Office, Adobe also allows for a signature image. Press F1 in Acrobat then search “Create Signature”. Once created you will have the option to select that appearance when you digitally signing.

1. Using Adobe Acrobat open the PDF file
2. Click inside the signature field
(Some forms will have a red arrow that says “Sign Here”  in which case click the red arrow and skip to step 4.)
3. From the menu bar click “Advanced” > “Sign & Certify” > “Sign Document”



- Using the drop-down select the “Reason” and click “Sign”



- Prompt to save the file as a new document so you can make changes to the original PDF without invalidating the signature, and click “Save”

For additional assistance, please contact your local Help Desk provider.