Verification of Digitally signed documents, How to ?

Professionals and Organizations across Canada are increasingly using new technologies in their daily work including Digital Signatures for electronic documents. In that context, for anyone receiving and consulting a signed electronic document within a municipality, the verification of the document is essential in confirming the integrity and the authenticity of the document.

This short essay provides 3 ways of verifying electronic documents containing signature(s) issued by Notarius or one of its partners.

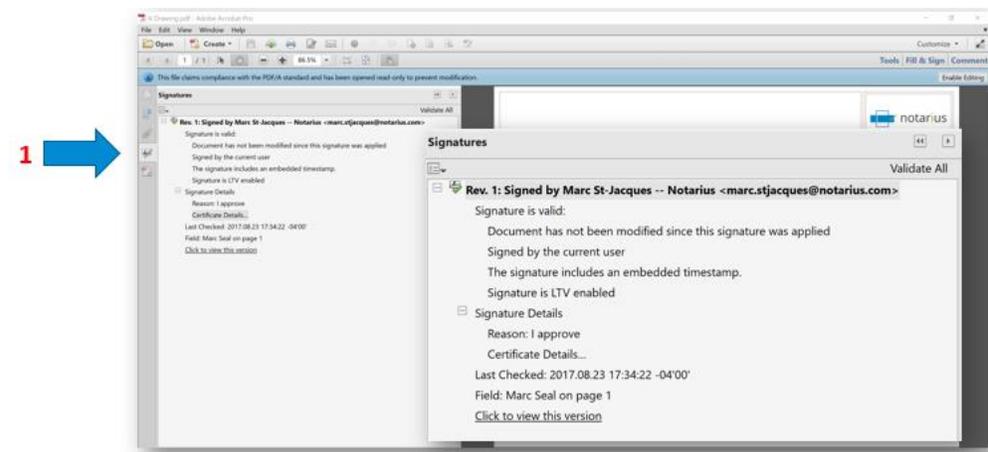## 1. Verifying signatures with *Adobe Reader*

As a preliminary step, you should configure *Adobe Reader* for the validation of signatures issued by Notarius.

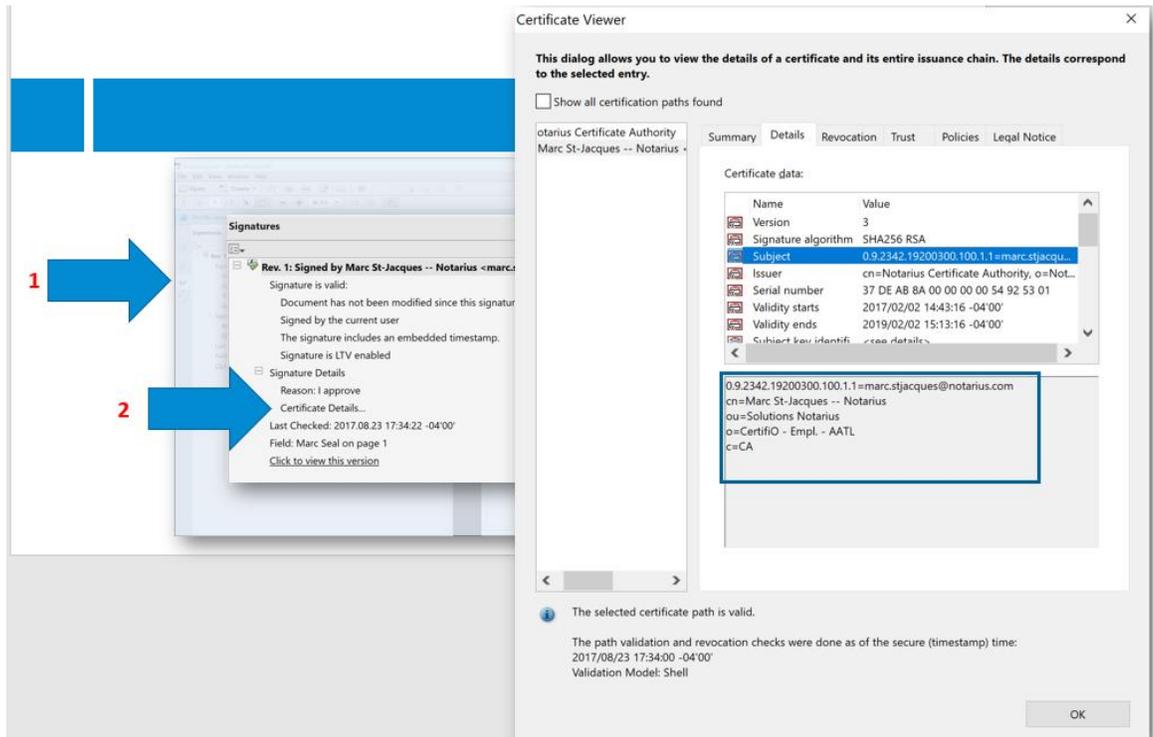The step by step process can be found at: *How to configure Adobe Acrobat to validate signatures*

How to verify a digital signature on a document using *Adobe Reader*

Open a digitally signed document on *Adobe Reader*;
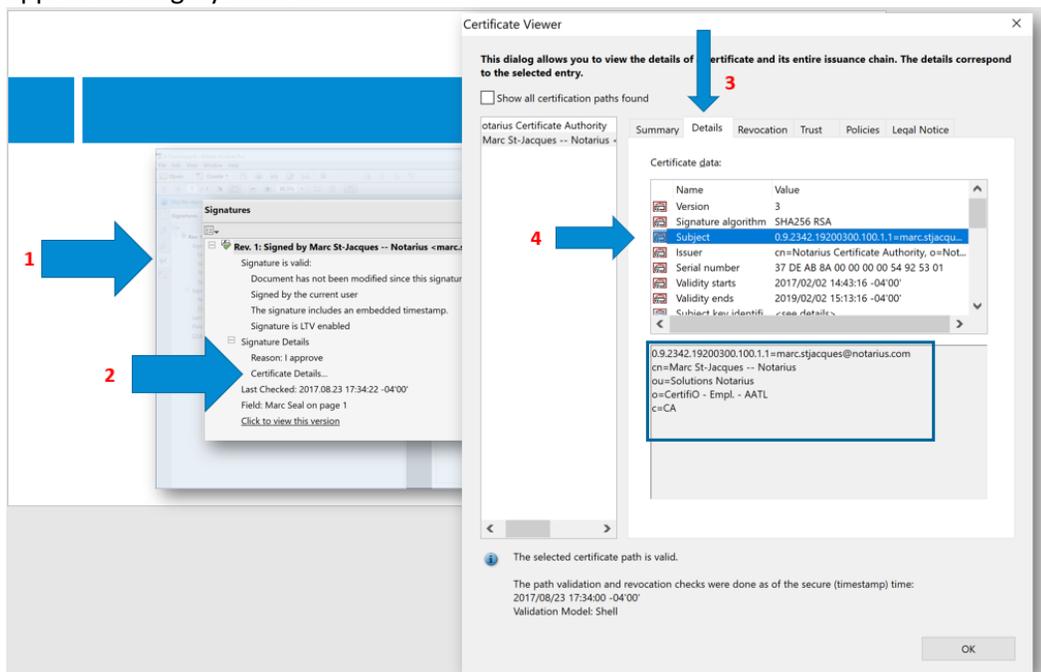
1. Click on the pen tab on the left-hand side panel of the window;

2. In the Signature pane click on "Certificate Details"

3. At the Certificate Viewer, click on "Details" tab;
4. Finally, within the Certificate Data window, select the "Subject" line. The details will appear in the gray window

2. Using ConsignO Desktop

ConsignO Desktop is a productivity tool developed by Notarius specifically designed to digitally sign PDF documents, convert documents to PDF/A standards and provides other advanced signing operations.

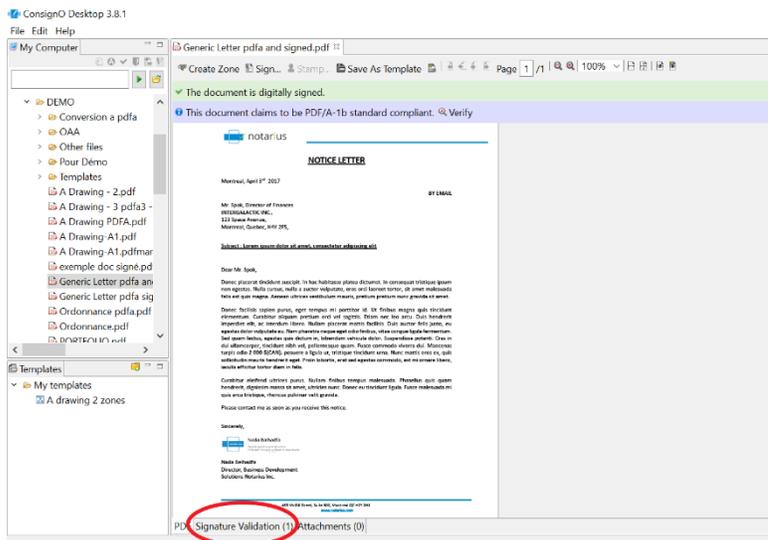ConsignO Desktop also allows you to verify Notarius Digital Signatures on documents.
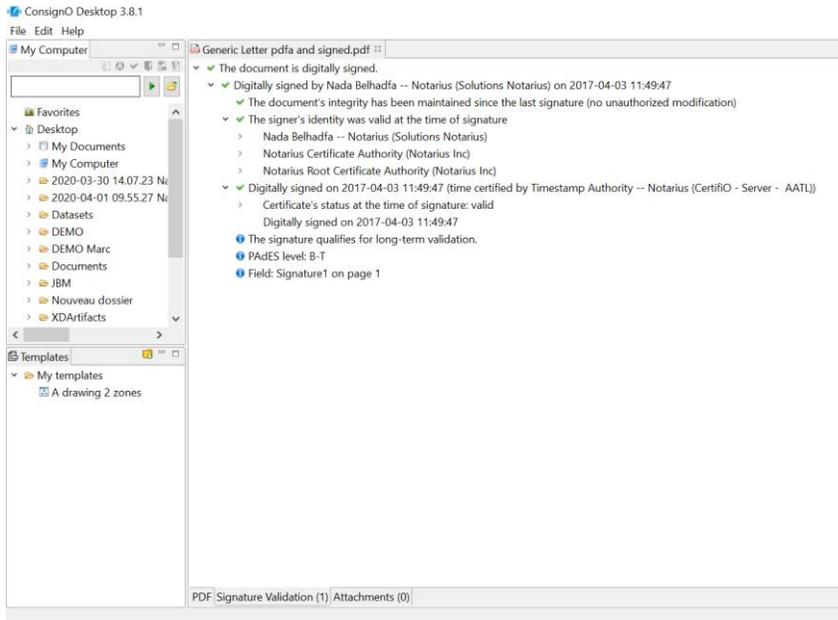
To validate a signature:

1. Open a document in ConsignO

When a document is already signed, a blue band appears at the top of the document indicating that the signature is valid.

2. Click on the Signature validation tab at the bottom of the page

You can now see who has signed the document, the digital certificate information associated to his or her digital signature, along with a detailed chain-of-trust analysis to attest the authenticity of the document.

Additionally, you can also access the *Verifying* option of ConsignO Desktop through a shortcut : see the details here : [ConsignO Desktop Shortcuts](#)

3. Verifio.com

Notarius has launched a web-based application for the verification of documents. This tool allows for the verification of the following elements:

- The identity of the signatory
- Optionally, professional affiliation to a regulator or employment affiliation to an organization
- The detection of unauthorized changes to the document following the affixing of one or more signatures

Here's how to proceed:

1. Go to https://verifio.com/document
2. Upload the electronic document
3. Review the information obtained

FAQ and additional resources

- [ConsignO Desktop User Guide](#)
- What is a digital signature certificate and what type of information does it contain? See the [answer](#)

For Technical Assistance

- **Please contact:** [Notarius Customer support](#)
  by phone: [1-855-505-7272](#) or by email: [support@notarius.com](#)