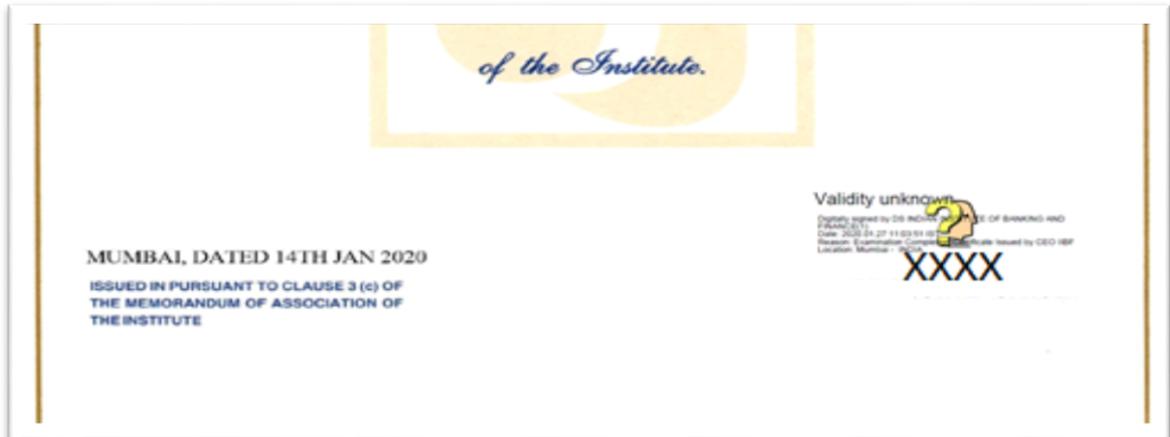


### Steps to Open and Verify the certificate

On successful Completion of Examination, the Digitally Signed Certificate file is emailed to the candidates on their registered email id and is also available for download on the Institute's website [www.iibf.org.in](http://www.iibf.org.in). The Digital Certificate is in pdf format. Candidates are required to follow the below steps, for Validation of Digital Signature.

#### **Sample 1) Digital Certificate with Signature not verified.**

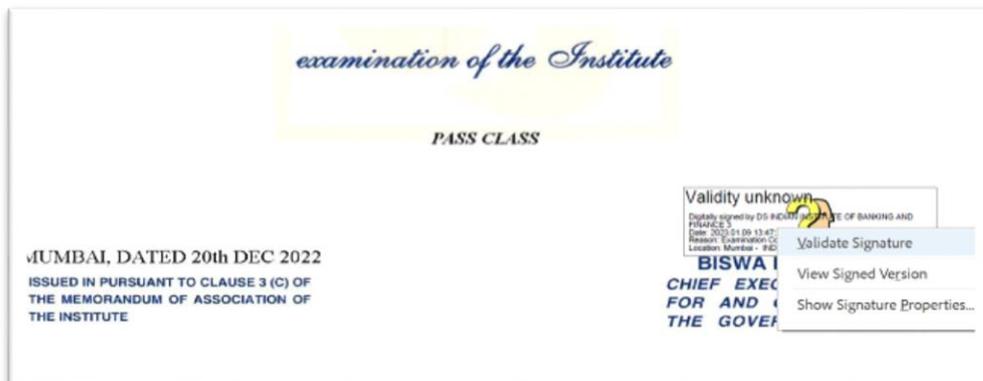


#### **Step 1: Steps to Open and Validate the Signature**

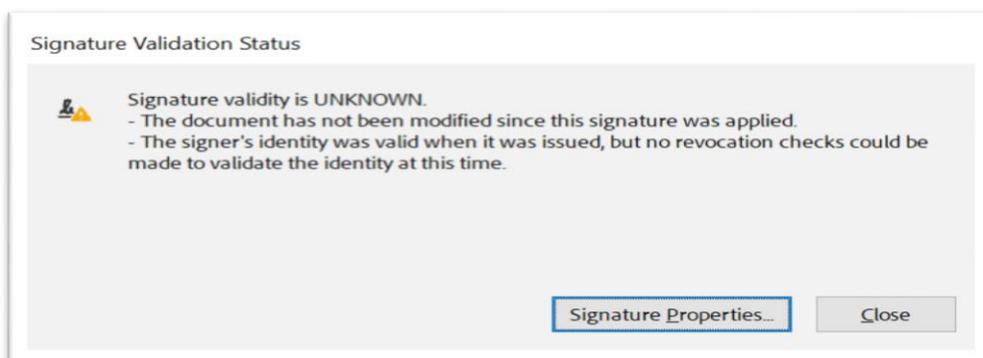
Right Click on the digital certificate (PDF file) and open the certificate with Adobe Reader in an internet enabled computer/laptop. The Digital signature will be successfully verified. If the Digital signature is not verified automatically, please follow the below steps.

#### **Step 2: Steps to Validate the Signature.**

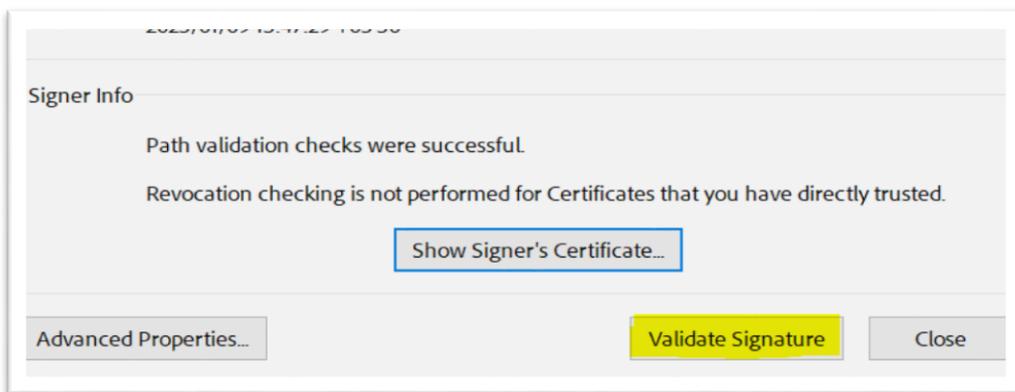
- 1) Right click on the question mark appearing in the Bottom Right Corner of the digital signature.
- 2) Click on Validate signature.



- 3) A Signature Validation Status Dialog box will open. Click on Signature properties.



- 4) Click on Validate Signature.



- 5) Signature will be validated and the text - Signature valid with green tick mark will appear against the signature.

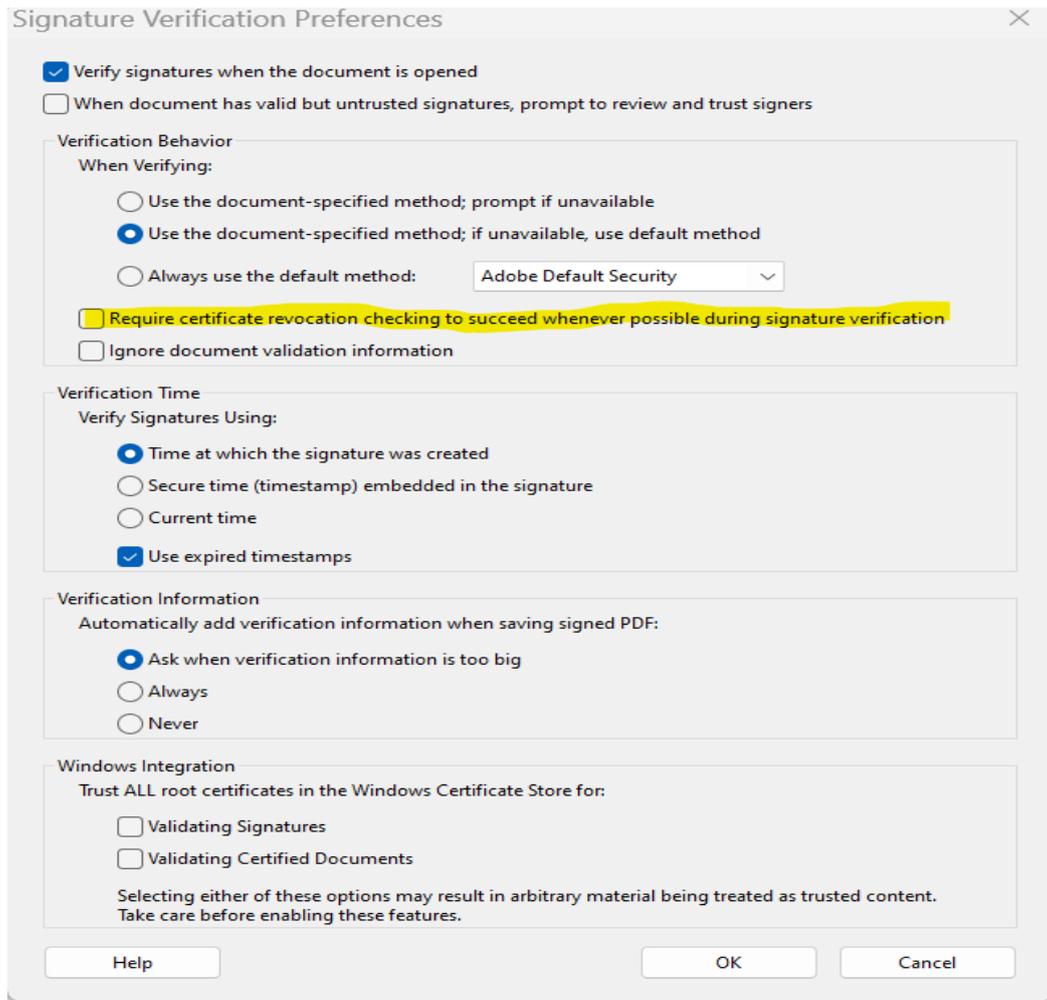
### Sample 2) Digital Certificate with Signature verified.



If the Signature is still not validated, candidates are required to follow the below steps.

### Step 3: Change the Preferences under the Adobe Reader.

- 1) Right Click on the downloaded certificate (PDF file) and Open the certificate with Adobe Reader in an internet enabled computer/laptop.
- 2) Go to "Edit" menu
- 3) Go to "Preference" menu
- 4) Go to "Signature" Category
- 5) Click on "More" button under verification
- 6) **Uncheck** the checkbox with the Text "Require certificate revocation checking to succeed whenever possible during signature verification." (The checkbox highlighted in Yellow in the below Image needs to be **Unchecked**)



- 7) Select the "OK" button and exit Adobe Reader. Upon reopening the certificate in Adobe Reader, the certificate will get validated.

