

ATEXO – GOE – ATEXO-Sign

## **LOCAL TRUST MPE 4**

# **USER INSTRUCTIONS - SIGNATURE AND CO-SIGNATURE TOOL**

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## **1 INTRODUCTION**

As part of the simplification of public procurement, ATEXO has developed a software tool for signing and co-signing documents.

In particular, this tool can meet certain specific expectations of a public procurement procedure:

- co-signature of a DC4 by the authorised representative and his co-contractors,
- co-signature of the act of commitment by the procurement holder and the responsible person for the procurement, etc.

This document outlines the general principle of how the tool works, and precisely describes the operations of:

- Signing a document,
- Adding a signature to a document already signed (or co-signed),
- Checking the document's signatures,
- Export of a signed document,
- Signing a PDF document.

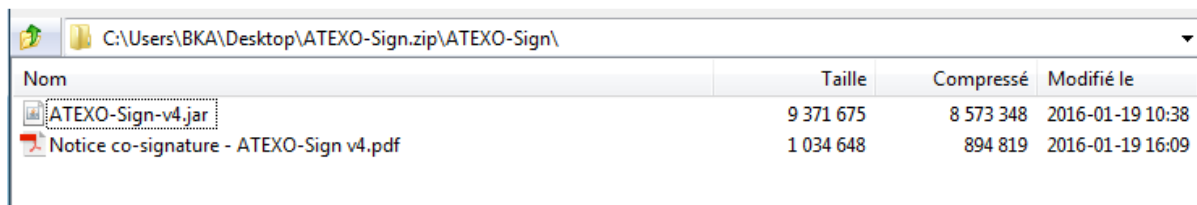
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## 2 CREATION OF A SIGNATURE

### 2.1 Creating a first signature on a document

#### 2.1.1 Step 1: App launch

Launch the ATEXO-Sign app by double clicking on the **ATEXO-Sign-v4.jar** file:



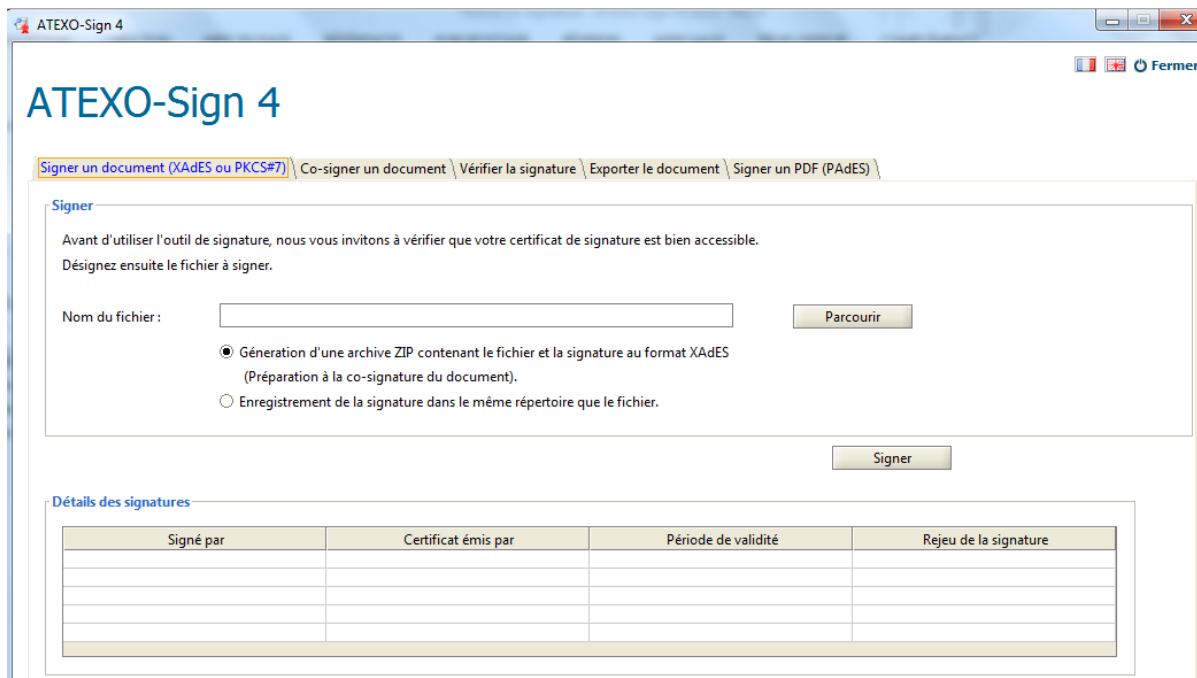
Then select a language:



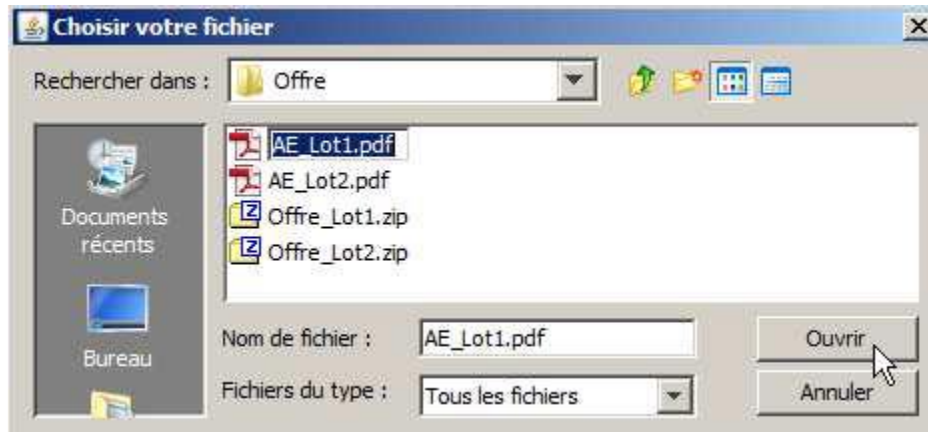
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### 2.1.2 Step 2: Choose the file to sign

The next window opens. The first tab, "**Signer un document**" is selected by default:



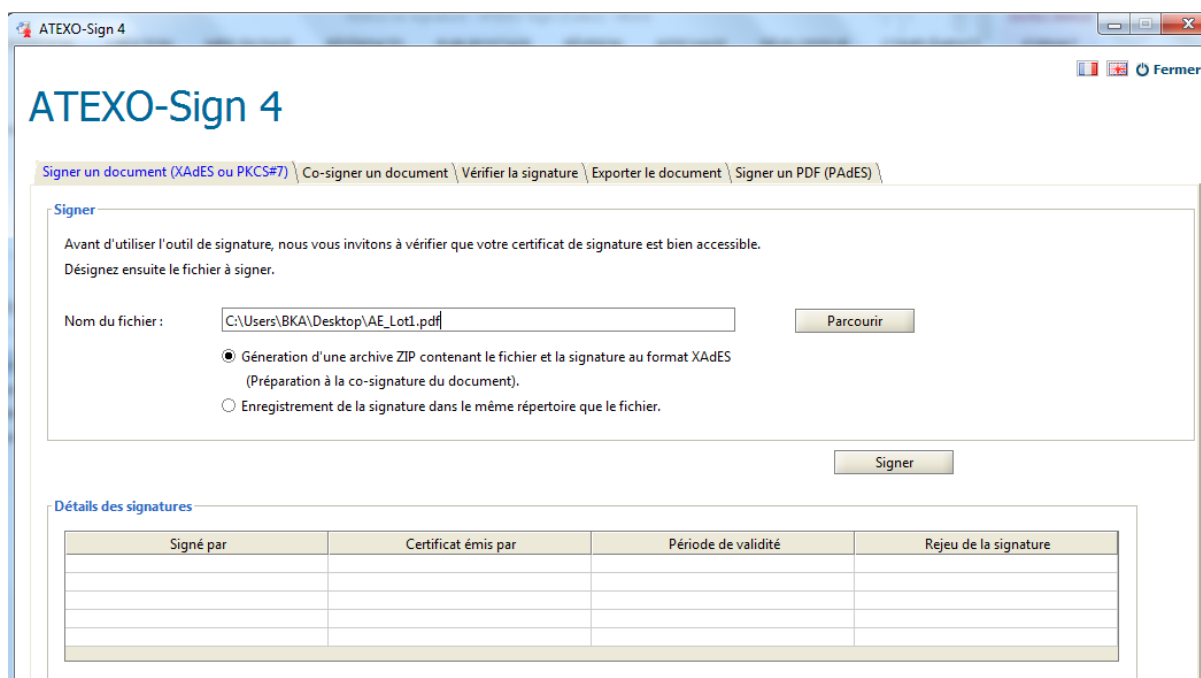
Click the " Parcourir" button, and select the file to sign:



Confirm the choice of file to sign by clicking "**Ouvrir**".

The following window appears (the address to the file to be signed is provided):

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Signé par	Certificat émis par	Période de validité	Rejet de la signature

### 2.1.3 Step 3: Sign the file

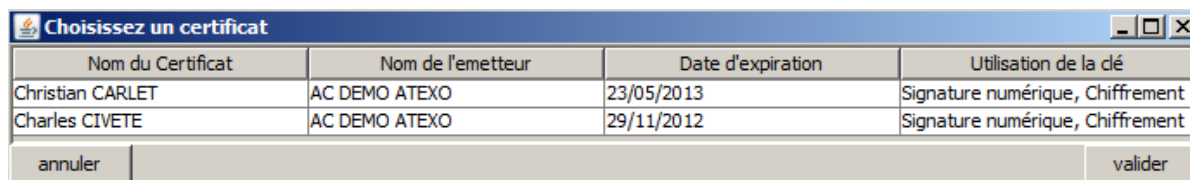
Before signing the document, the user selects one of the following generation modes:

- Generation of a compressed folder (ZIP format) in which is recorded the document to be signed as well as the signature file generated. This generation mode allows the zip archive to be co-signed.
- Save the signature file generated in the directory in which the file to be signed in XAdES or PKCS#7

#### 2.1.3.1 Generating a ZIP archive containing the file and signature

Once the file is to be signed and the signature mode "Génération d'une archive ZIP contenant le fichier et la signature" has been selected, the user clicks the "**Signer**" button.

The window for selecting a signature certificate appears. The user selects the signature certificate from the list of proposed certificates, if any:



Nom du Certificat	Nom de l'émetteur	Date d'expiration	Utilisation de la clé
Christian CARLET	AC DEMO ATEXO	23/05/2013	Signature numérique, Chiffrement
Charles CIVETE	AC DEMO ATEXO	29/11/2012	Signature numérique, Chiffrement

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Depending on the setting and support of the certificate (software, smart card, etc.), a simple confirmation or password may be requested for the signature operation.



Fill in the requested password or click "**OK**" on the signature dialog box.

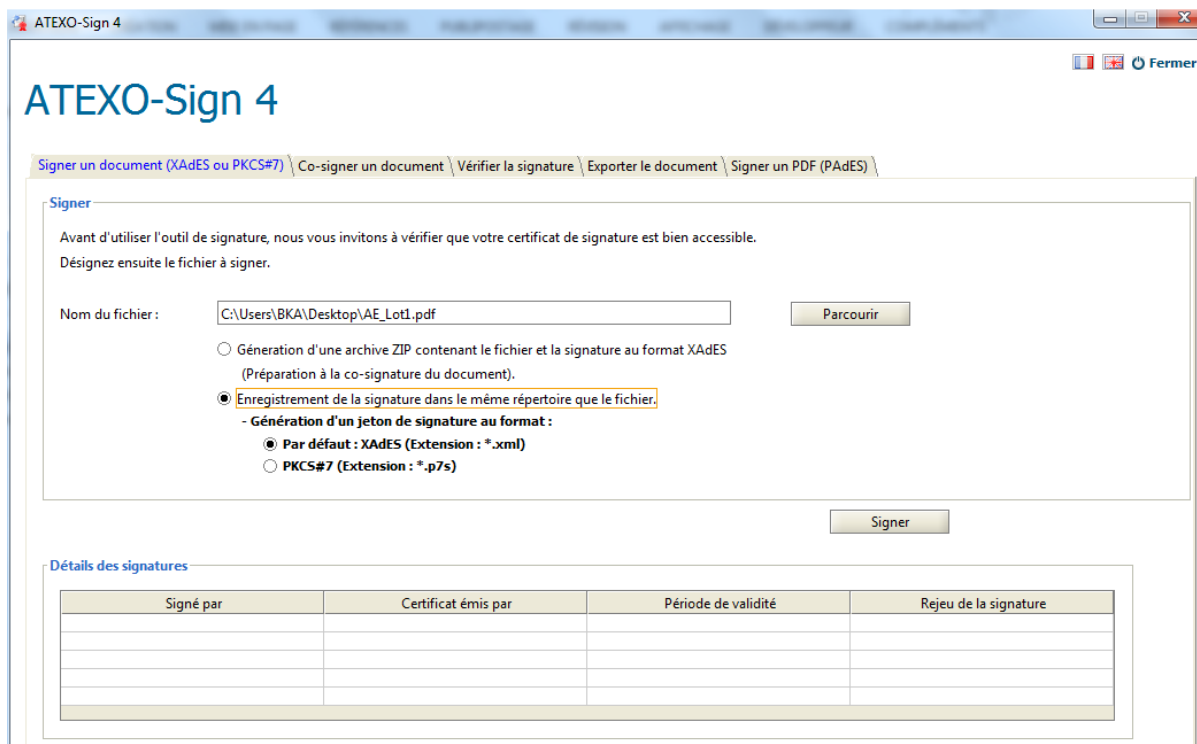
A valid signature confirmation message is presented and indicates the location of the ZIP folder containing the file to be signed and the signature generated.



### 2.1.3.2 Signing in the same directory as the file

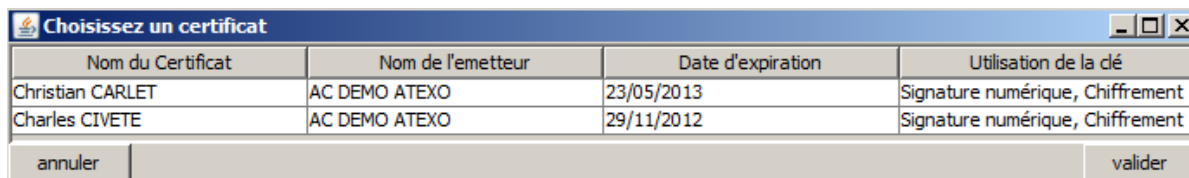
Once the file is to be signed as well as the signature mode "Enregistrement de la signature dans le même répertoire que le fichier" is selected.

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The user chooses the signature token format, by default XAdES or PKCS#7, and clicks the "Signer" button.

The window for selecting a signature certificate appears. The user selects the signature certificate from the list of proposed certificates, if any:



Nom du Certificat	Nom de l'émetteur	Date d'expiration	Utilisation de la clé
Christian CARLET	AC DEMO ATEXO	23/05/2013	Signature numérique, Chiffrement
Charles CIVETE	AC DEMO ATEXO	29/11/2012	Signature numérique, Chiffrement

Depending on the setting and support of the certificate (software, smart card, etc.), a simple confirmation or password may be requested for the signature operation.

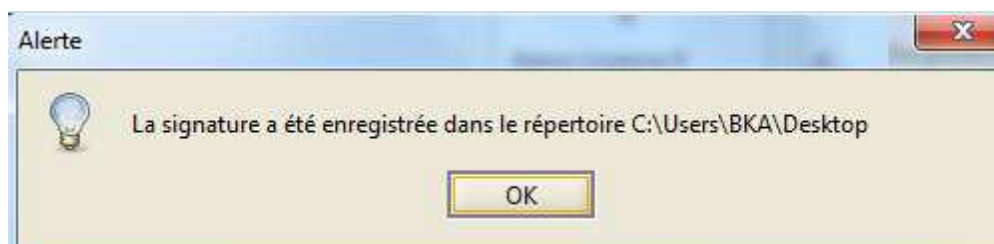


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Fill in the requested password or click "**OK**" on the signature dialog box.

A valid signature confirmation message is presented and indicates the location of the ZIP folder containing the file to be signed and the signature generated.



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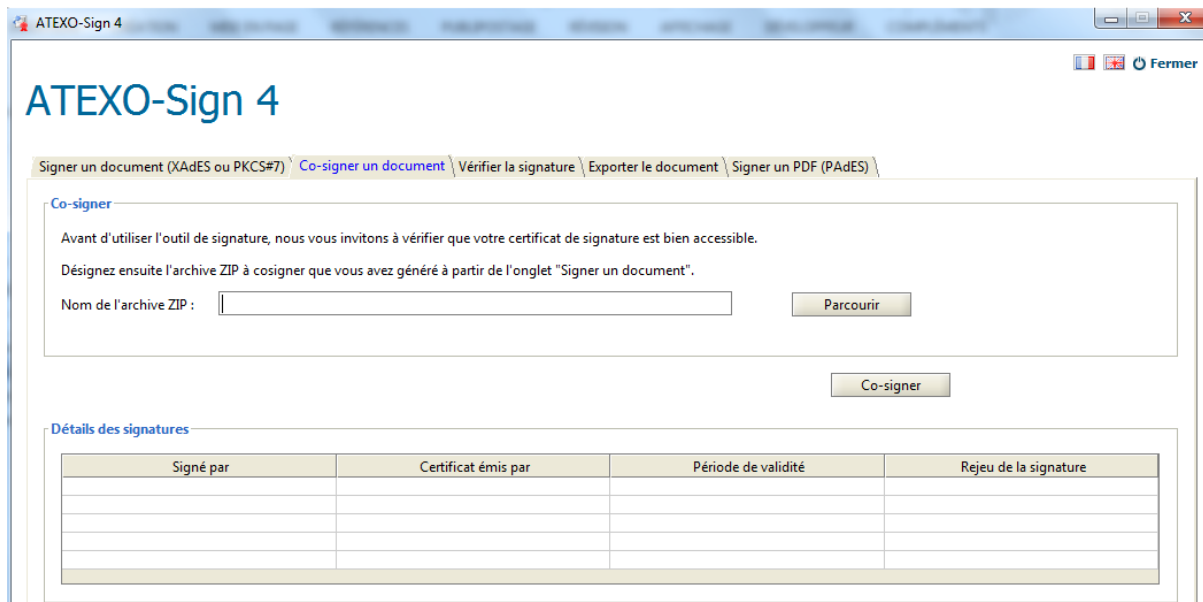
## 2.2 Adding a signature to a document

### 2.2.1 Step 1: App launch

Unchanged functioning (cf. 2.1.1)

### 2.2.2 Step 2: Choose the file to co-sign

The user selects the second tab "Co-signer un document".

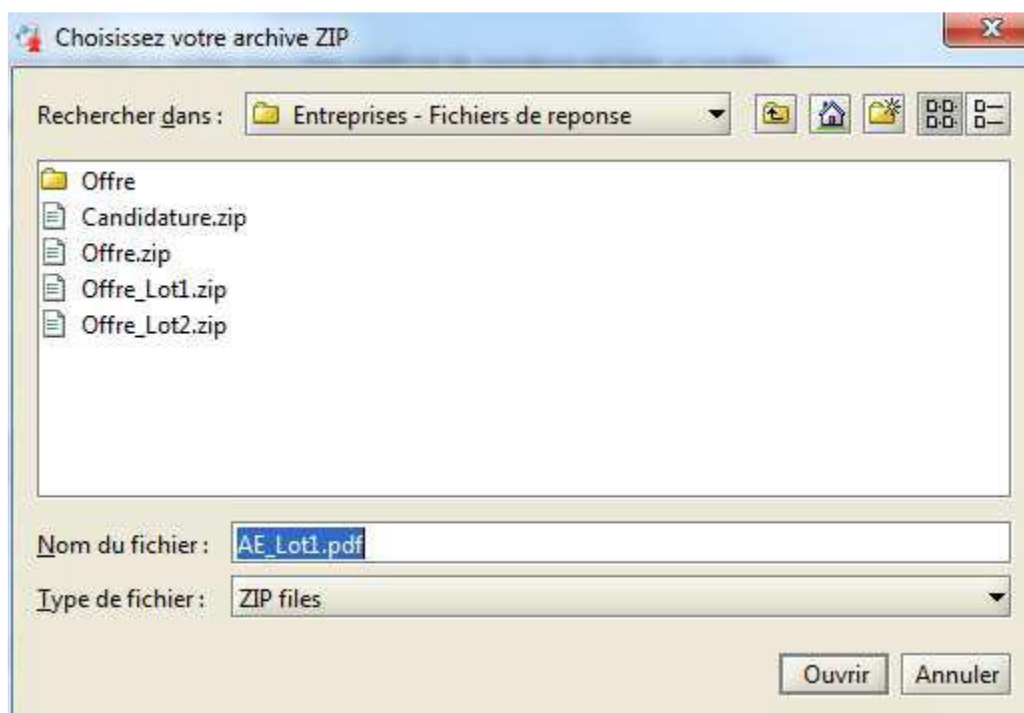


The screenshot shows the ATEXO-Sign 4 application window. The title bar reads "ATEXO-Sign 4". The main window has a blue header with the text "ATEXO-Sign 4" and a "Fermer" button. Below the header is a navigation bar with tabs: "Signer un document (XAdES ou PKCS#7)", "Co-signer un document" (selected), "Vérifier la signature", "Exporter le document", and "Signer un PDF (PAdES)". The "Co-signer un document" tab is active, displaying instructions: "Avant d'utiliser l'outil de signature, nous vous invitons à vérifier que votre certificat de signature est bien accessible. Désignez ensuite l'archive ZIP à cosigner que vous avez généré à partir de l'onglet 'Signer un document'." Below this is a text input field labeled "Nom de l'archive ZIP :" and a "Parcourir" button. A "Co-signer" button is also visible. At the bottom, there is a section titled "Détails des signatures" containing a table with four columns: "Signé par", "Certificat émis par", "Période de validité", and "Rejeu de la signature". The table is currently empty.

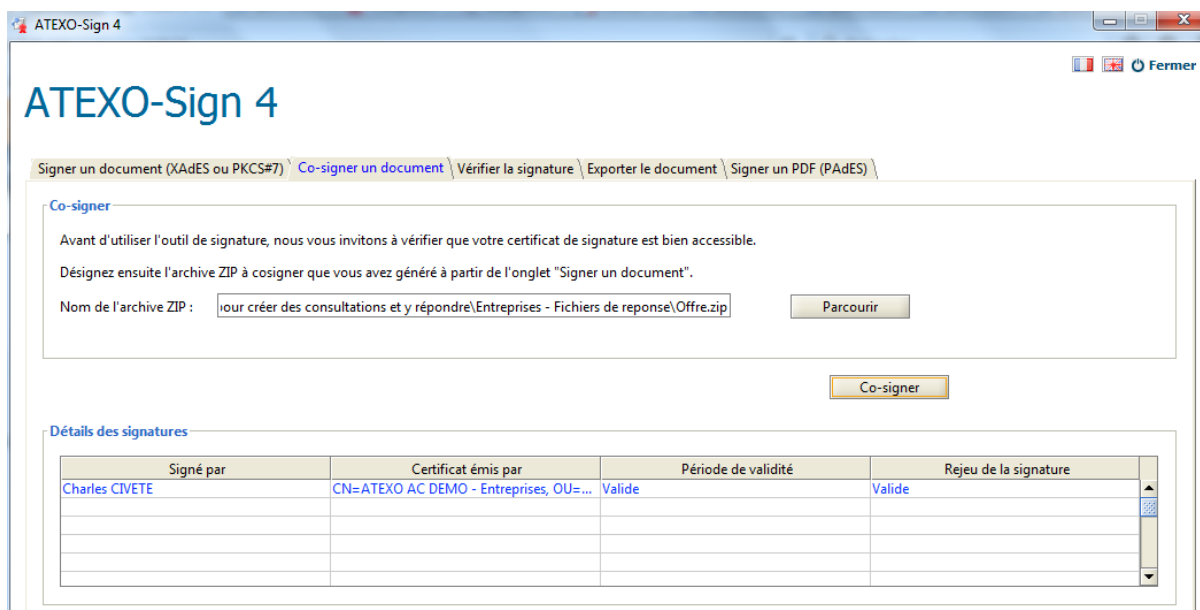
**Co-signing must be done on a ZIP archive.**

The user clicks "**Parcourir**" to select the document to co-sign:

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Then the user clicks "**ouvrir**".



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The details of the signatures contain:

- The name of the signatory of the piece (CN certificate field)
- The name of the issuer of the signature certificate
- The verification of the validity period of the certificate
- The verification of the insertion of the signature (checking to ensure that the verified signature matches the signed file, and therefore, that the signature has not been altered or changed between the time it was signed and the time the verification is done)

### 2.2.3 Step 3: Attach a signature

The user clicks "**Co-signer**".

The window for selecting a signature certificate appears. The user selects the signature certificate from the list of proposed certificates, if any:

Choisissez un certificat			
Nom du Certificat	Nom de l'émetteur	Date d'expiration	Utilisation de la clé
Christian CARLET	AC DEMO ATEXO	23/05/2013	Signature numérique, Chiffrement
Charles CIVETE	AC DEMO ATEXO	29/11/2012	Signature numérique, Chiffrement
annuler		valider	

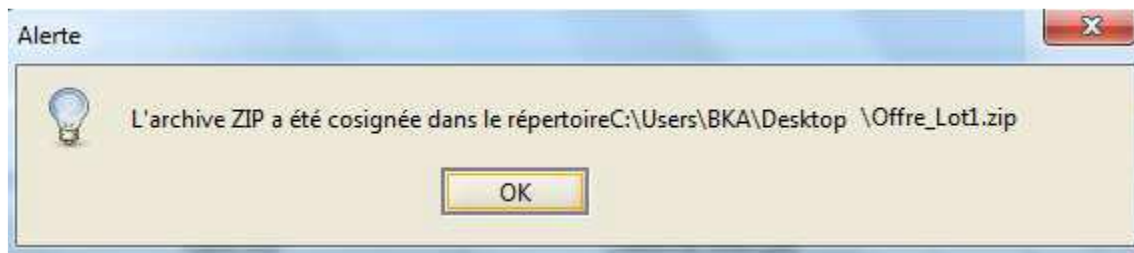
Depending on the setting and support of the certificate (software, smart card, etc.), a simple confirmation or password may be requested for the signature operation.



### ATEXO – GOE – ATEXO-Sign

Fill in the requested password or click "OK" on the signature dialog box.

A good signature confirmation message is presented and indicates the location of the ZIP folder containing the file to be signed and the signature generated.



## ATEXO – GOE – ATEXO-Sign

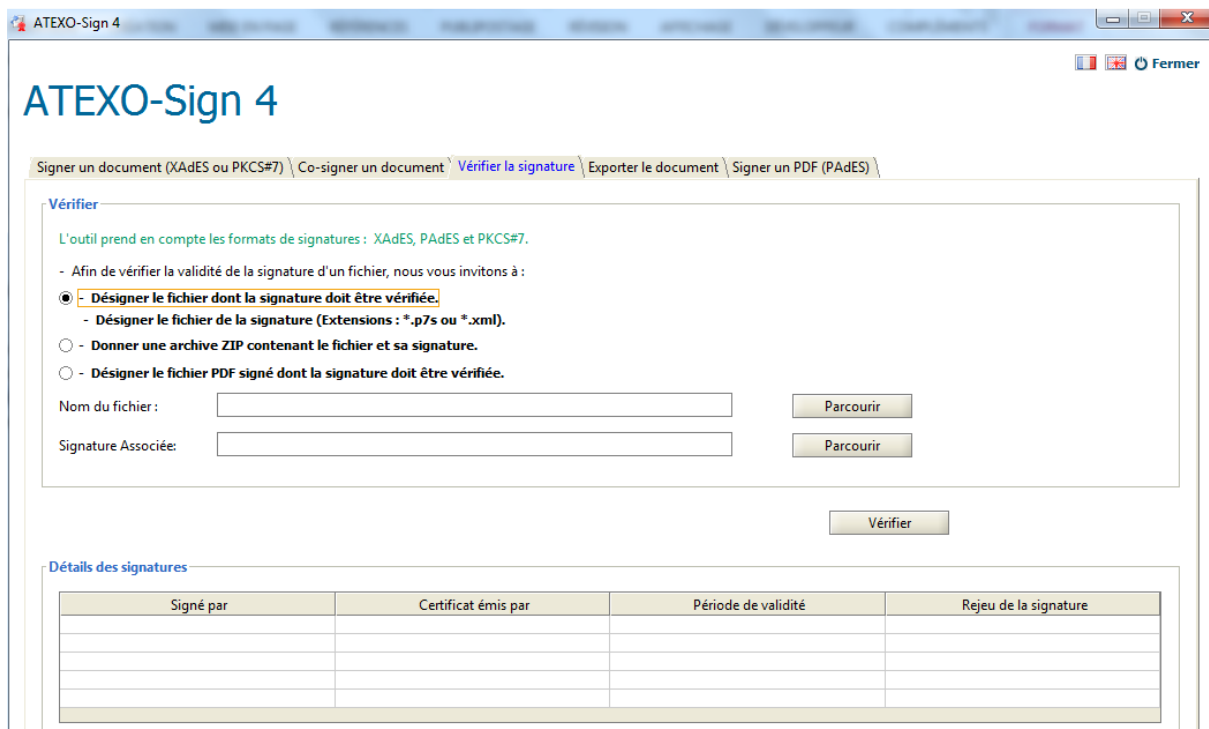
### 2.3 Verification of the signature(s) in a document(s)

#### 2.3.1 Step 1: App launch

Unchanged functioning (cf. 2.1.1)

#### 2.3.2 Step 2: Choice of signed (or co-signed) file to check

When the app is launched, the user accesses the third tab: "**Vérifier la signature**"



The screenshot shows the ATEXO-Sign 4 application window. The title bar reads 'ATEXO-Sign 4'. The interface has a blue header with the title 'ATEXO-Sign 4' and a 'Fermer' button. Below the header is a tab bar with five tabs: 'Signer un document (XAdES ou PKCS#7)', 'Co-signer un document', 'Vérifier la signature' (selected), 'Exporter le document', and 'Signer un PDF (PAdES)'. The main content area is titled 'Vérifier' and contains the following text:

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :

- ☒ Désigner le fichier dont la signature doit être vérifiée.
  - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
- ☐ Donner une archive ZIP contenant le fichier et sa signature.
- ☐ Désigner le fichier PDF signé dont la signature doit être vérifiée.

Below the list are two input fields: 'Nom du fichier :' and 'Signature Associée:'. Each field has a 'Parcourir' button to its right. At the bottom right of the main content area is a 'Vérifier' button.

Below the main content area is a section titled 'Détails des signatures' containing a table with four columns: 'Signé par', 'Certificat émis par', 'Période de validité', and 'Rejeu de la signature'. The table has five empty rows for data entry.

This window allows to:

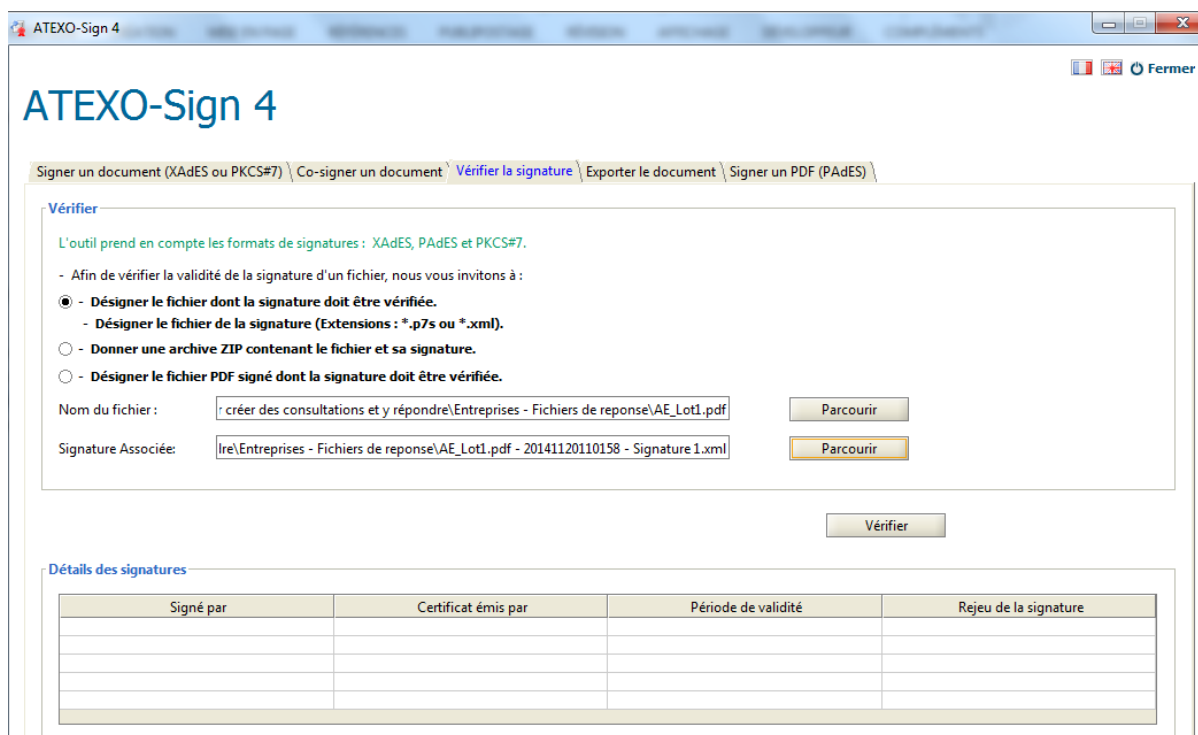
- Designate the file whose signature needs to be verified
- Designate PDF file with signature
- Designate a ZIP archive containing the file and its signature

##### 2.3.2.1 Verification of a signature in a file:

- In the "**Nom du fichier**" field, the user indicates the location of the signed file.

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- In the "**Signature associée**" field, the user indicates the location of the corresponding signature



The screenshot shows the ATEXO-Sign 4 application window. The title bar reads 'ATEXO-Sign 4'. The main window has a blue header with the text 'ATEXO-Sign 4' and a 'Fermer' (Close) button. Below the header is a navigation bar with tabs: 'Signer un document (XAdES ou PKCS#7)', 'Co-signer un document', 'Vérifier la signature' (selected), 'Exporter le document', and 'Signer un PDF (PAdES)'. The 'Vérifier' tab is active, showing instructions for verifying signatures. It lists supported formats (XAdES, PAdES, PKCS#7) and provides three options for verification: selecting a file, selecting a ZIP archive, or selecting a signed PDF file. The first option is selected. Below the instructions are two text input fields: 'Nom du fichier' (containing a file path) and 'Signature Associée' (containing a file path). Each field has a 'Parcourir' (Browse) button next to it. At the bottom of the verification section is a 'Vérifier' button. Below this is a section titled 'Détails des signatures' containing a table with four columns: 'Signé par', 'Certificat émis par', 'Période de validité', and 'Rejeu de la signature'. The table is currently empty.

**Vérifier**

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :
  - ☒ - Désigner le fichier dont la signature doit être vérifiée.
    - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
  - ☐ - Donner une archive ZIP contenant le fichier et sa signature.
  - ☐ - Désigner le fichier PDF signé dont la signature doit être vérifiée.

Nom du fichier :

Signature Associée :

**Détails des signatures**

Signé par	Certificat émis par	Période de validité	Rejeu de la signature

Then the user clicks "**Vérifier**". The "**Vérifier**" button allows you to read the information about the certificate used to sign the PDF and to have access to the details of the signature.

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ATEXO-Sign 4

Signer un document (XAdES ou PKCS#7) \ Co-signer un document \ **Vérifier la signature** \ Exporter le document \ Signer un PDF (PAdES)

**Vérifier**

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :

- ☒ - Désigner le fichier dont la signature doit être vérifiée.
  - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
- ☐ - Donner une archive ZIP contenant le fichier et sa signature.
- ☐ - Désigner le fichier PDF signé dont la signature doit être vérifiée.

Nom du fichier :

Signature Associée :

**Détails des signatures**

Signé par	Certificat émis par	Période de validité	Rejeu de la signature
Charles CIVETE	CN=ATEXO AC DEMO - Entreprises, OU=...	Valide	Valide

The details of the signatures contain:

- The name of the signatory of the piece (CN certificate field)
- The name of the issuer of the signature certificate
- The verification of the validity period of the certificate
- The verification of the insertion of the signature (checking to ensure that the verified signature matches the signed file, and therefore, that the signature has not been altered or changed between the time it was signed and the time the verification is done)




### 2.3.2.2 Verification of a signature in a PDF

In the "**Nom du fichier PDF Signé**" field, the user indicates the location of the signed PDF file.



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ATEXO-Sign 4

### ATEXO-Sign 4

Signer un document (XAdES ou PKCS#7)

Co-signer un document

Vérifier la signature

Exporter le document

Signer un PDF (PAdES)

Vérifier

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :
  - ☐ - Désigner le fichier dont la signature doit être vérifiée.
    - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
  - ☐ - Donner une archive ZIP contenant le fichier et sa signature.
  - ☒ - Désigner le fichier PDF signé dont la signature doit être vérifiée.

Nom du fichier Pdf Si... : créer des consultations et y répondre\Entreprises - Fichiers de reponse\AE\_Lot1.pdf

Parcourir

Vérifier

Détails des signatures

Signé par	Certificat émis par	Période de validité	Rejeu de la signature

Then the user clicks "**Vérifier**". The "**Vérifier**" button allows you to read the information about the certificate used to sign the PDF and to have access to the details of the signature.

## ATEXO – GOE – ATEXO-Sign



**ATEXO-Sign 4**

Signer un document (XAdES ou PKCS#7) | Co-signer un document | **Vérifier la signature** | Exporter le document | Signer un PDF (PAdES)

**Vérifier**

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :
  - ☐ Désigner le fichier dont la signature doit être vérifiée.
  - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
  - ☐ Donner une archive ZIP contenant le fichier et sa signature.
  - ☒ Désigner le fichier PDF signé dont la signature doit être vérifiée.

Nom du fichier Pdf Si...

**Détails des signatures**

Signé par	Certificat émis par	Période de validité	Rejet de la signature
Charles CIVETE	CN=ATEXO AC DEMO - Entreprises, OU...	Valide	Valide

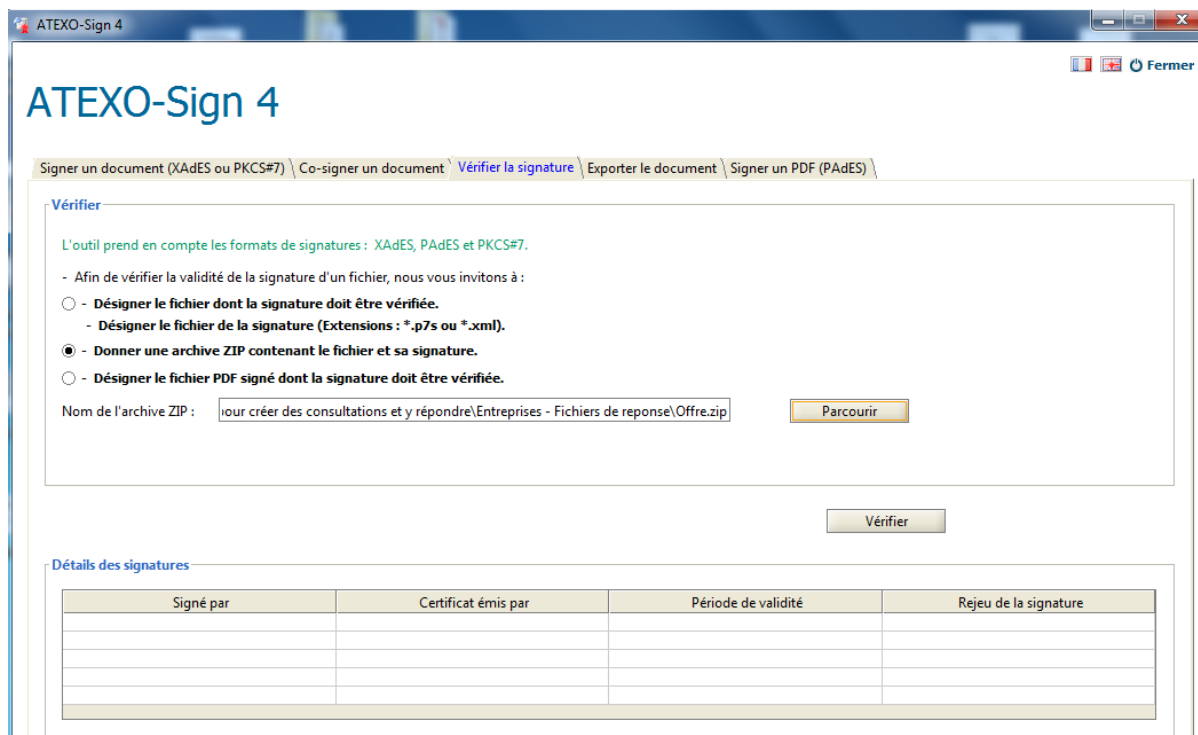
The details of the signatures contain:

- The name of the signatory of the piece (CN certificate field)
- The name of the issuer of the signature certificate
- The verification of the validity period of the certificate
- The verification of the insertion of the signature (checking to ensure that the verified signature matches the signed file, and therefore, that the signature has not been altered or changed between the time it was signed and the time the verification is done)

### 2.3.2.3 Verification of a signature in a ZIP file

In the "**Zip Archive Name**" field, the user shows the location of the ZIP containing the file and its signature.

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**ATEXO-Sign 4**

Signer un document (XAdES ou PKCS#7) \ Co-signer un document \ **Vérifier la signature** \ Exporter le document \ Signer un PDF (PAdES)

**Vérifier**

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :
  - ☐ Désigner le fichier dont la signature doit être vérifiée.
  - ☐ Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
  - ☒ Donner une archive ZIP contenant le fichier et sa signature.
  - ☐ Désigner le fichier PDF signé dont la signature doit être vérifiée.

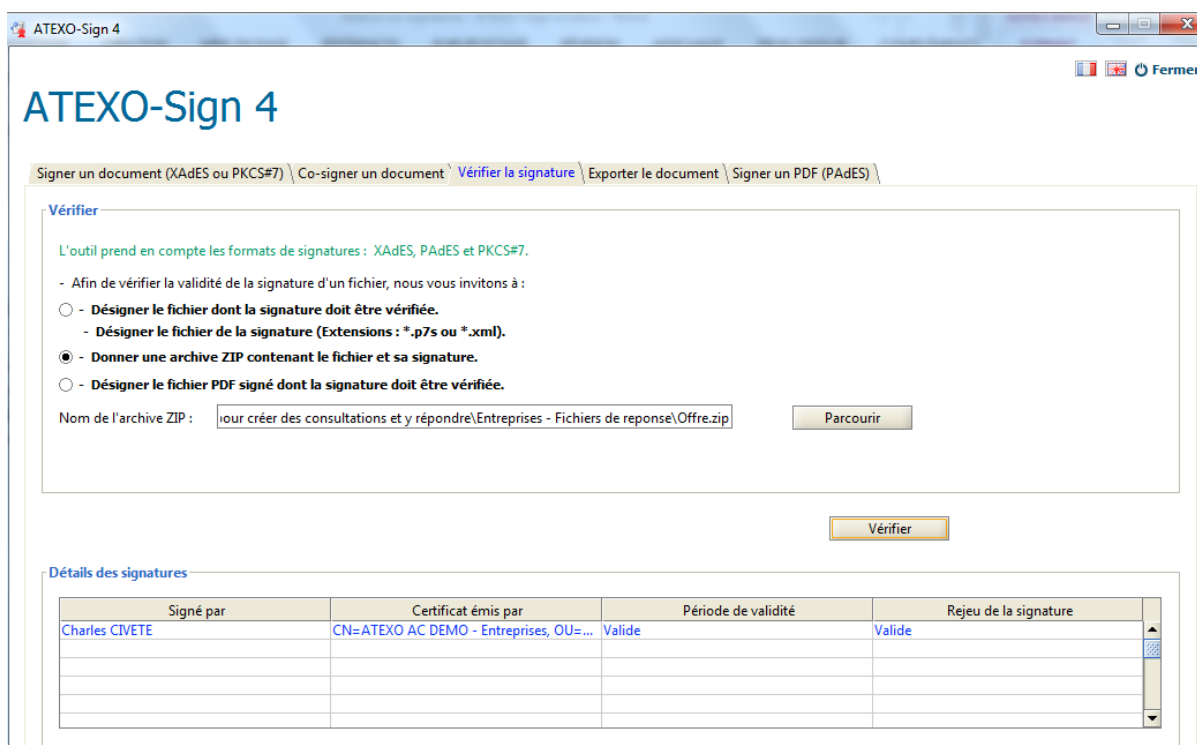
Nom de l'archive ZIP :

**Détails des signatures**

Signé par	Certificat émis par	Période de validité	Rejeu de la signature

Then the user clicks "**Vérifier**". The "**Vérifier**" button allows you to read the information about the certificate used to sign the PDF and to have access to the details of the signature.

## ATEXO – GOE – ATEXO-Sign



**ATEXO-Sign 4**

Signer un document (XAdES ou PKCS#7) \ Co-signer un document \ **Vérifier la signature** \ Exporter le document \ Signer un PDF (PAdES)

**Vérifier**

L'outil prend en compte les formats de signatures : XAdES, PAdES et PKCS#7.

- Afin de vérifier la validité de la signature d'un fichier, nous vous invitons à :
  - ☐ - Désigner le fichier dont la signature doit être vérifiée.
  - Désigner le fichier de la signature (Extensions : \*.p7s ou \*.xml).
  - ☒ - Donner une archive ZIP contenant le fichier et sa signature.
  - ☐ - Désigner le fichier PDF signé dont la signature doit être vérifiée.

Nom de l'archive ZIP :

**Détails des signatures**

Signé par	Certificat émis par	Période de validité	Rejeu de la signature
Charles CIVETE	CN=ATEXO AC DEMO - Entreprises, OU=...	Valide	Valide

The details of the signatures contain:

- The name of the signatory of the piece (CN certificate field)
- The name of the issuer of the signature certificate
- The verification of the validity period of the certificate

The verification of the insertion of the signature (checking to ensure that the verified signature matches the signed file, and therefore, that the signature has not been altered or changed between the time it was signed and the time the verification is done)

## 2.4 Exporting the document

### 2.4.1 Step 1: App launch

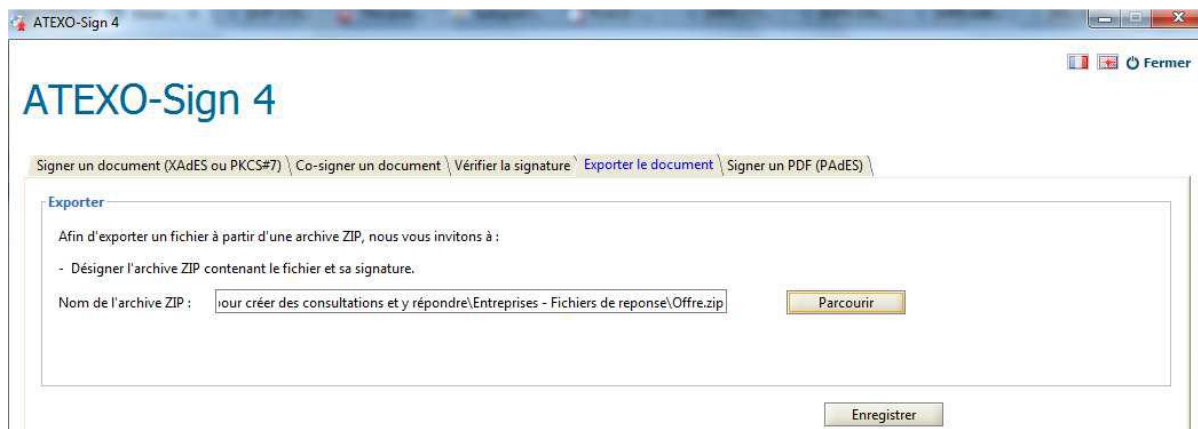
Unchanged functioning (cf. 2.1.1)

### 2.4.2 Step 2: Choice of signed (or co-signed) file to export

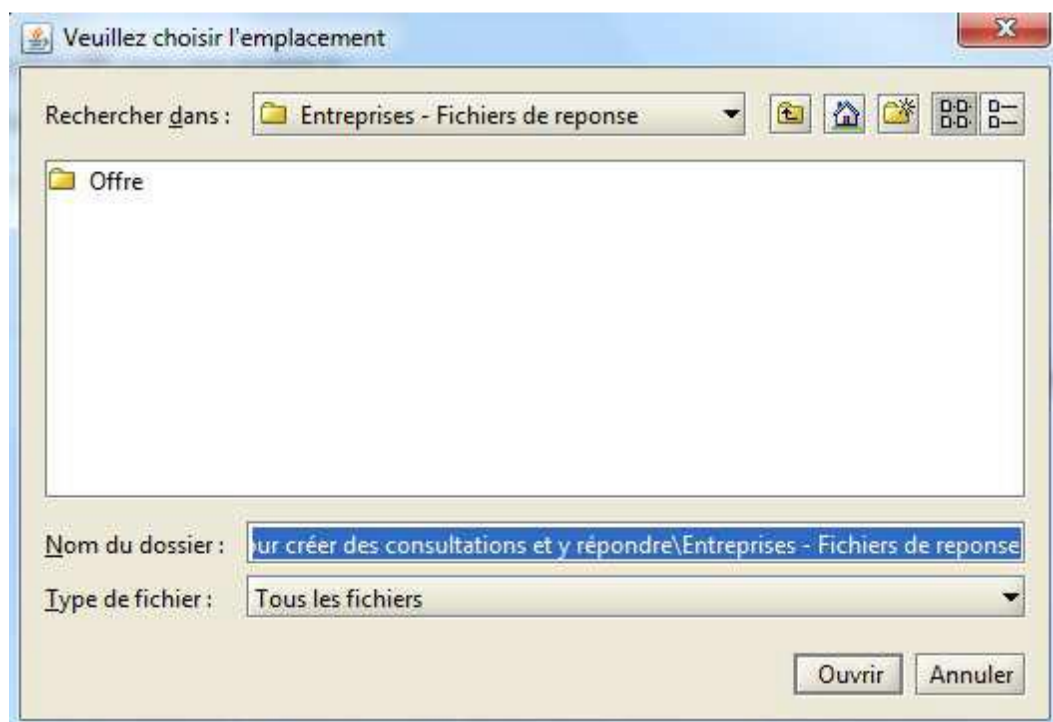
When the app is launched, the user accesses the fourth tab: **"Exporter un document"**:

In order to export a file from a ZIP archive, the user indicates the ZIP containing the file and its signature by clicking the **"Parcourir"** button.

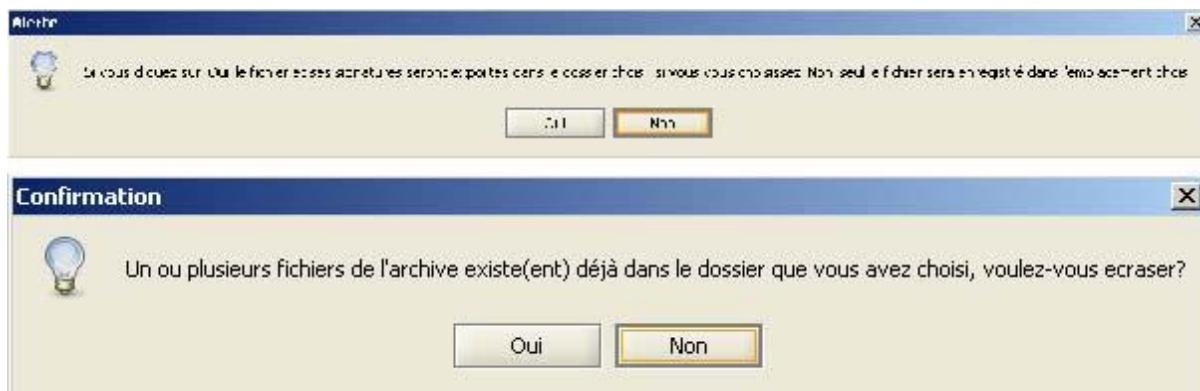
## ATEXO – GOE – ATEXO-Sign



Then the user clicks **"Enregistrer"**, that indicates where they want to save the contents of the file and then clicks **"Ouvrir"**:



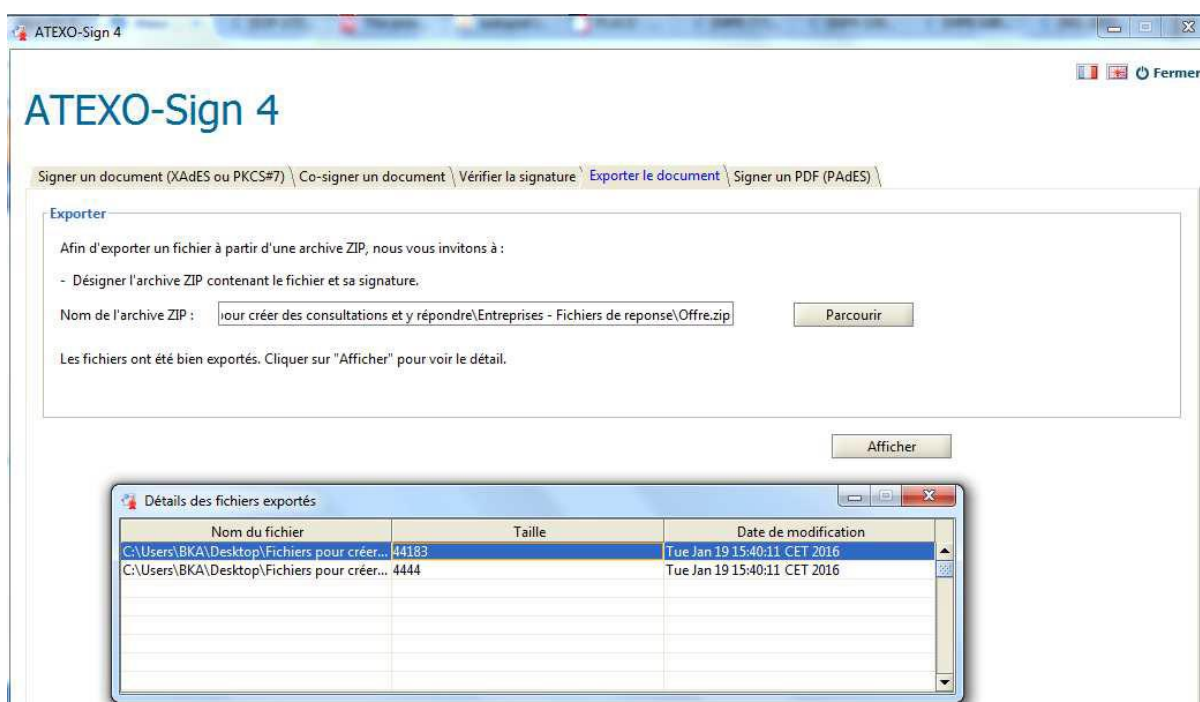
## ATEXO – GOE – ATEXO-Sign



A confirmation window appears with message indicating whether the file has been exported.

### 2.4.3 Step 3: Summary

The new location of the exported file is shown as well as its size and the date of its creation by clicking on "**afficher**" (view the details).



## ATEXO – GOE – ATEXO-Sign

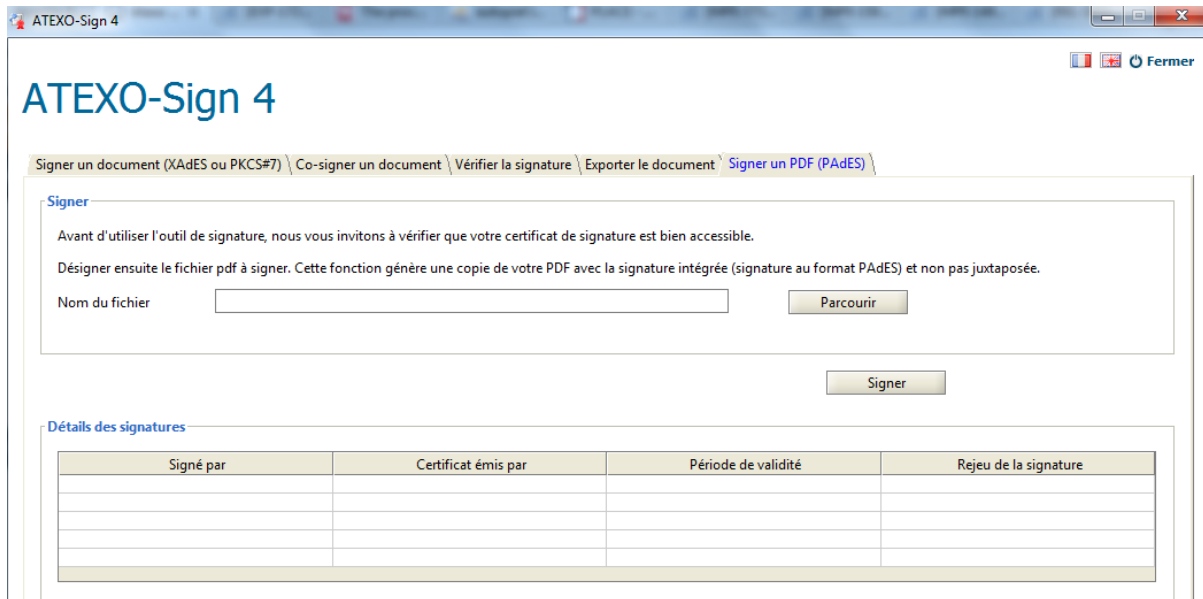
### 2.5 Signing a PDF

#### 2.5.1 Step 1: App launch

Unchanged functioning (cf. 2.1.1)

#### 2.5.2 Step 2: Choice the PDF to sign

When the app is launched, the user accesses the fifth tab: "**Signer un PDF**":

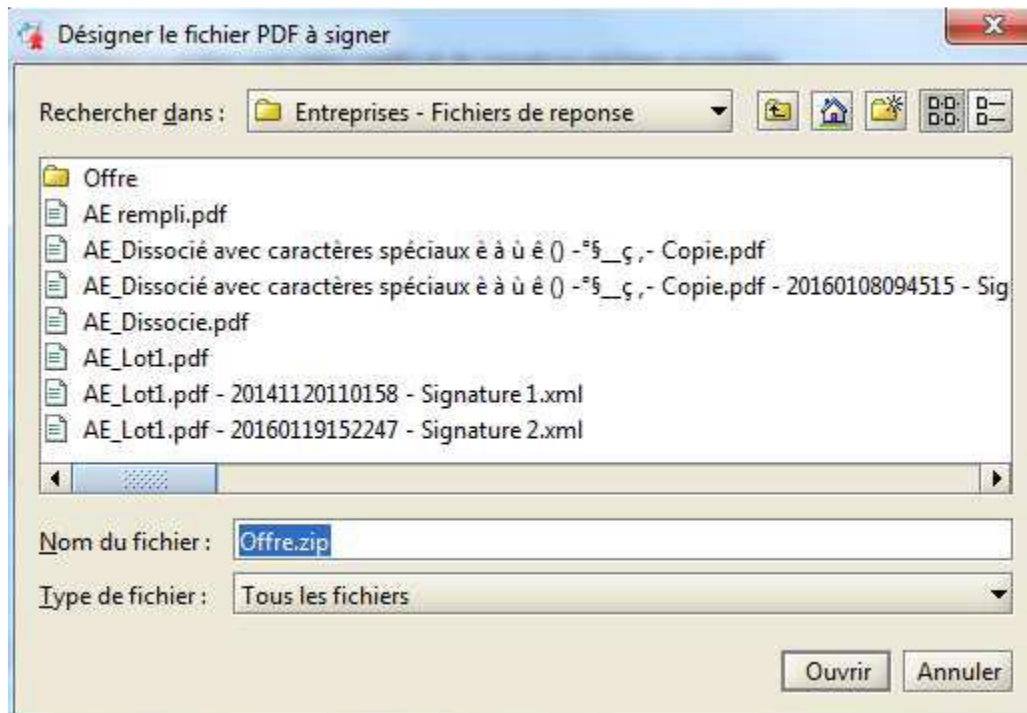


The screenshot shows the ATEXO-Sign 4 application window. The title bar reads 'ATEXO-Sign 4'. The main window has a blue header with the title 'ATEXO-Sign 4' and a 'Fermer' button. Below the header is a tabbed interface with five tabs: 'Signer un document (XAdES ou PKCS#7)', 'Co-signer un document', 'Vérifier la signature', 'Exporter le document', and 'Signer un PDF (PAdES)'. The 'Signer un PDF (PAdES)' tab is selected. The main content area is titled 'Signer' and contains the following text: 'Avant d'utiliser l'outil de signature, nous vous invitons à vérifier que votre certificat de signature est bien accessible. Désigner ensuite le fichier pdf à signer. Cette fonction génère une copie de votre PDF avec la signature intégrée (signature au format PAdES) et non pas juxtaposée.' Below this text is a form with a label 'Nom du fichier' and a text input field, followed by a 'Parcourir' button. At the bottom right of the form is a 'Signer' button. Below the form is a section titled 'Détails des signatures' containing a table with four columns: 'Signé par', 'Certificat émis par', 'Période de validité', and 'Rejeu de la signature'. The table has five empty rows.

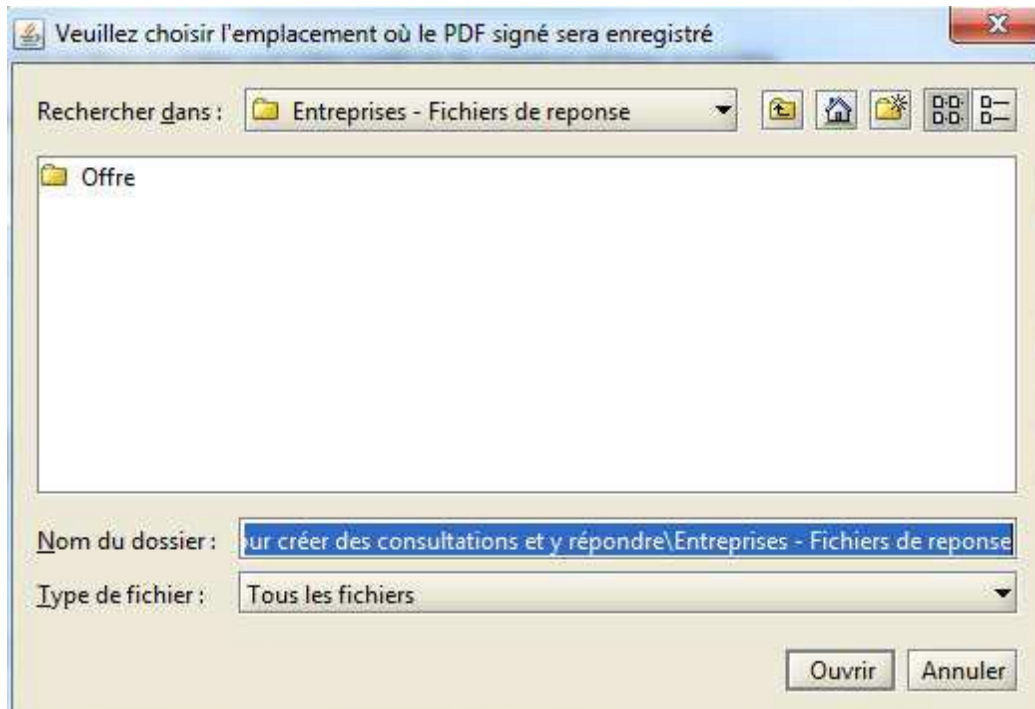
Signé par	Certificat émis par	Période de validité	Rejeu de la signature

The user clicks "Parcourir", selecting the PDF to sign and then clicks "**Ouvrir**":

## ATEXO – GOE – ATEXO-Sign



Once the PDF is selected, the user clicks "**Signer**" and then indicates where they want to save the signed PDF:





## ATEXO – GOE – ATEXO-Sign

Once the user has clicked "**Ouvrir**", the window for selecting a signature certificate appears. The user selects the signature certificate from the list of proposed certificates, if any:



Depending on the setting and support of the certificate (software, smart card, etc.), a simple confirmation or password may be requested for the signature operation.



Fill in the requested password or click "**OK**" on the signature dialog box.

A valid signature confirmation message is presented and indicates the location of the ZIP folder containing the file to be signed and the signature generated.

