

# Revenue Commissioners - Pay and Tax Summary Application – How to download and install the 'Public access certificate'

The following instructions outline how to download and install the "Public access certificate" for use with an individual's pay and tax summary to confirm it has been produced by Revenue.

#### Step 1

Download the Public access certificate:

Right click the Public access certificate link and select "Save link as..."

# **Public Access Certificate**

This certificate will allow you to confirm that an individual's pay and tax summary has been produced by Revenue. There are also step by step instructions on how to install this certificate to your computer.

TXT Download Public access ce	10				
Download Fabric access ee	Open link in new tab				
IPPE How to install the Public a	Open link in new window				
HOW TO HISTALL THE PUBLIC A	Open link in incognito window				
	Save link as				
Published: 19 January 2022	Copy link address				
Drint this nage	Inspect	Ctrl+Shift+I			
Print all pages in 'Security'					

In the save as dialog box, ensure the filename ends in .pem, and change the Save as type: to "All Files":

<u> </u>	DLL
File name:	public-access-certificate.pem
Save as type:	All Files
de Folders	

#### Step 2

Locate the PDF you wish to view. When opened you will see a signature panel at the top of the document. This panel will state there is an issue with signature, this is due to the public certificate not

yet being installed.



#### Step 3

From the edit menu locate the 'Preferences...' option.

Q	<u>F</u> ind	Ctrl+F
	Advanced Search	Shift+Ctrl+F
	Protection	۰.
	Accessibility	*
	<u>M</u> anage Tools	
	Preferences	Ctrl+K

This will open the 'Preferences' dialog window from which you can select the 'Signatures' option.

references		>
Categories:		
	Digital Signatures	
Commenting Documents	Creation & Appearance	
Full Screen General Page Display	Control options for signature creation Set the appearance of signatures within a document	More
3D & Multimedia	Verification	
Accessibility Adobe Online Services Email Accounts	Control how and when signatures are verified	More
Forms Identity	Identities & Trusted Certificates	
Internet JavaScript Language	Create and manage identities for signing Manage credentials used to trust documents	More
Measuring (2D) Measuring (3D)	Document Timestamping	
Measuring (Geo) Multimedia (legacy) Multimedia Trust (legacy)	Configure timestamp server settings	More
Reading Reviewing		
Search Security		
Security (Enhanced) Signatures		
Spelling Tracker		
Trust Manager Units		
	2	OK Cancel

## Step 4

From the 'Preferences' dialog window, click the 'More ...' button in 'Identities & Trusted Certificates'.



This will open the 'Digital ID and Trusted Certificates Settings' dialog window, from here click the import button.

~	Digital IDs	🥖 🔄 Import <i>թ</i>	Export 👔 Certificate	Details 🛛 🔕 Remo	ve				
	Roaming ID Accour	Name	Certificate Issuer	Expires	^				
	Digital ID Files	AKD QTSA2 AlfaSign Public CA	KIDCA ALFATRUST ROOT CA	2022.12.14 09:55:17 Z 2015.10.07 13:57:59 Z					
	Windows Digital IDs	AlfaSign Qualified CA Alfasign Qualified Root CA	ALFATRUST ROOT CA V2 Alfasign Qualified Root CA	2031.11.30 18:33:57 Z 2047.08.11 09:07:10 Z					
	PKCS#11 Modules a	AlfaSign Time Stamping Authority	Alfasign Qualified Public CA	2027.08.27 10:08:15 Z	~				
	Trusted Certificates	< >							
	4	- BNL S.p.A. Corporate Firma							
		Actalis S.p.A.							
	e e e e e e e e e e e e e e e e e e e	Issued by: - BNL S.p.A. Corporate Firma							
			Actalis S.p.A.						
		Valid f	rom: 2003.09.09 08:24:28 Z						
		Vali	id to: 2014.09.30 23:59:59 Z						
		Intended us	age: Sign Certificate (CA), S	ign CRL					

## Step 5

After clicking the import button, the 'Choose Contacts to Import' dialog window will open From here locate the public access certificate you downloaded in Step 1, by clicking the 'Browse ...' button.

Name	Em	ail	Remove
			Browse
			Search
his list displays tł Subject	ne certificates associated w	ith the currently selected cont	Details

After importing the certificate, the 'Contacts' window pane will update.

			P
Name	_ · ·	Email	Kemove
Office of the Revenue	Commissioners		Browse
			Search
٢		>	
his list displays the certif	icates associated with the cu Issuer	Expires	Details

Click the imported certificate, which will have the name 'Office of the Revenue Commissioners'. This will add the certificate to the Certificates list. Select the certificate and click the 'Trust ...' button. This will open the 'Import Contact Settings' dialog window.

#### Step 6

Check the 'Use this certificate as a trusted root' tick box. When checked, click the 'OK' button.

Import Contact Settings	×
Certificate Details	
Subject: Office of the Revenue Commissioners	
Issuer: Office of the Revenue Commissioners	
Usage: Not Specified	
Expiration: 03/09/2029 11:06:18	
Trust	
A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.	
Use this certificate as a trusted root	
If signature validation succeeds, trust this certificate for:	
Signed documents or data	
Certified documents	
Dynamic content	
Embedded high privilege JavaScript	
Privileged system operations (networking, printing, file access, etc.)	
Certificate Details	
Help OK Cance	21

Return to the 'Choose Contacts to Import' dialog window, then click the 'Import' button. You will be presented with the 'Import Complete' dialog window, click the 'OK' button. The certificate will then be imported and the 'Digital ID and Trusted Certificates Settings' dialog window will be updated. Close this window and then click the 'OK' button on 'Preferences' dialog window.

Digital IDs	🥖 🔄 Import	A Export 🛛 🕈 Certifica	ate Details 🛛 🔕 Remo	ve				
Roaming ID Accour	Name	Certificate Issuer	Expires	^				
Digital ID Files	Adobe Root CA Adobe Root CA G2	Adobe Root CA Adobe Root CA G2	2023.01.09 00:07:23 Z 2046.11.28 23:59:59 Z	-				
Windows Digital IDs	AKD QTSA1 AKD QTSA2	KIDCA KIDCA	2022.12.14 09:53:51 Z 2022.12.14 09:55:17 Z					
PKCS#11 Modules a	AlfaSign Public CA	ALFATRUST ROOT CA	2015.10.07 13:57:59 Z	~				
Trusted Certificates	<			>				
c c		Office of the Revenue	Commissioners	^				
	Issued by: Office of the Revenue Commissioners							
	Valid from: 2019.09.06 10:05:40 Z							
	Va	lid to: 2029.09.03 10:05:40 Z						
	Intended u	sage: Not Specified						

## Step 7

Close the 'Digital ID and Trusted Certificates Settings' dialog window and return to the PDF document. From here click the 'Signature Panel' button and select the 'Validate All' drop down.

Hon	ne	Tools	3	Pay and	l tax su	mma	×							?	<.	Sign In
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<u><u><u></u><u></u><u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u></u></u>	At lea	st one s	signatur	e has p	roblem	s.						S	ignatur	e Pane	el	•
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