

Revenue



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

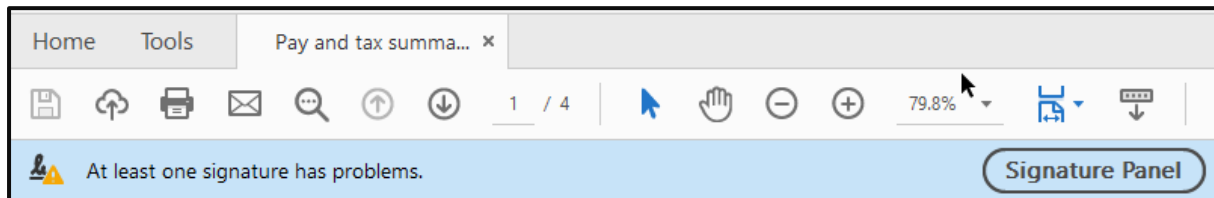
The following instructions outline how to download and install the “Public access certificate” for use with an individual’s pay and tax summary to confirm it has been produced by Revenue.

Step 1

Download the Public access certificate to a computer.

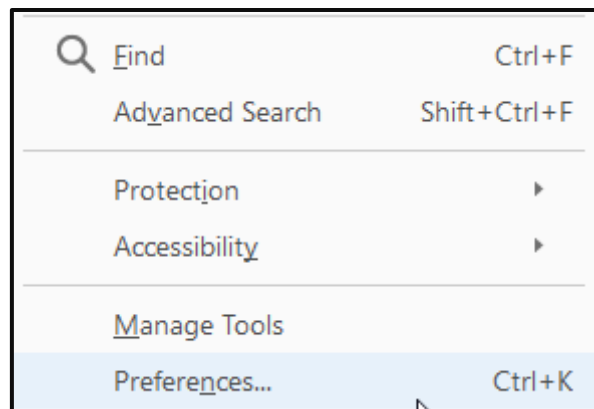
Step 2

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.

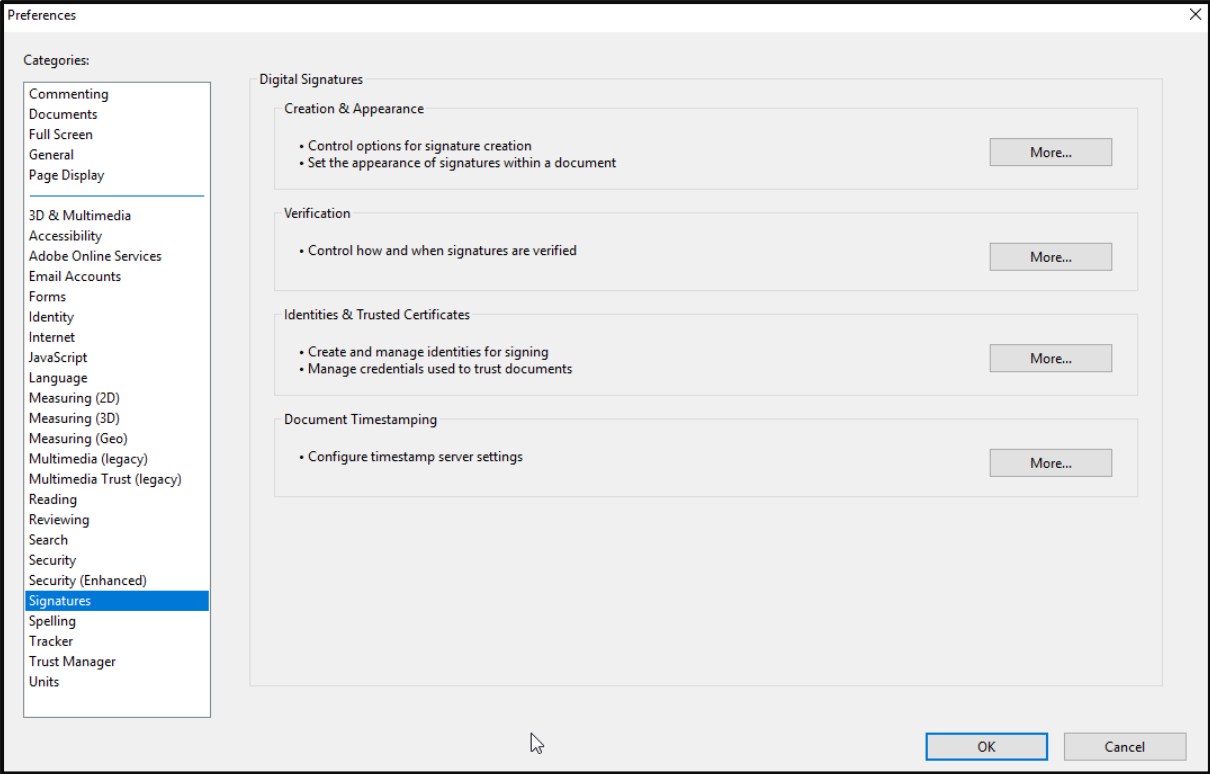


Step 3

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

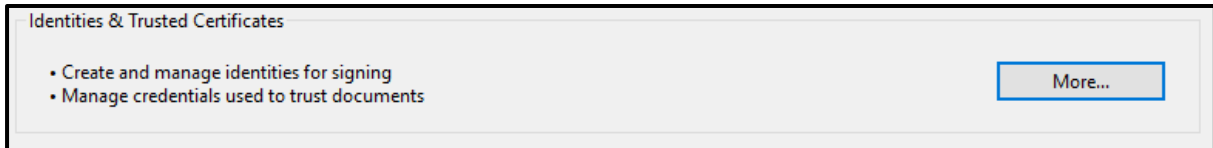


This will open the 'Preferences' dialog window from which you can select the 'Signatures' option.

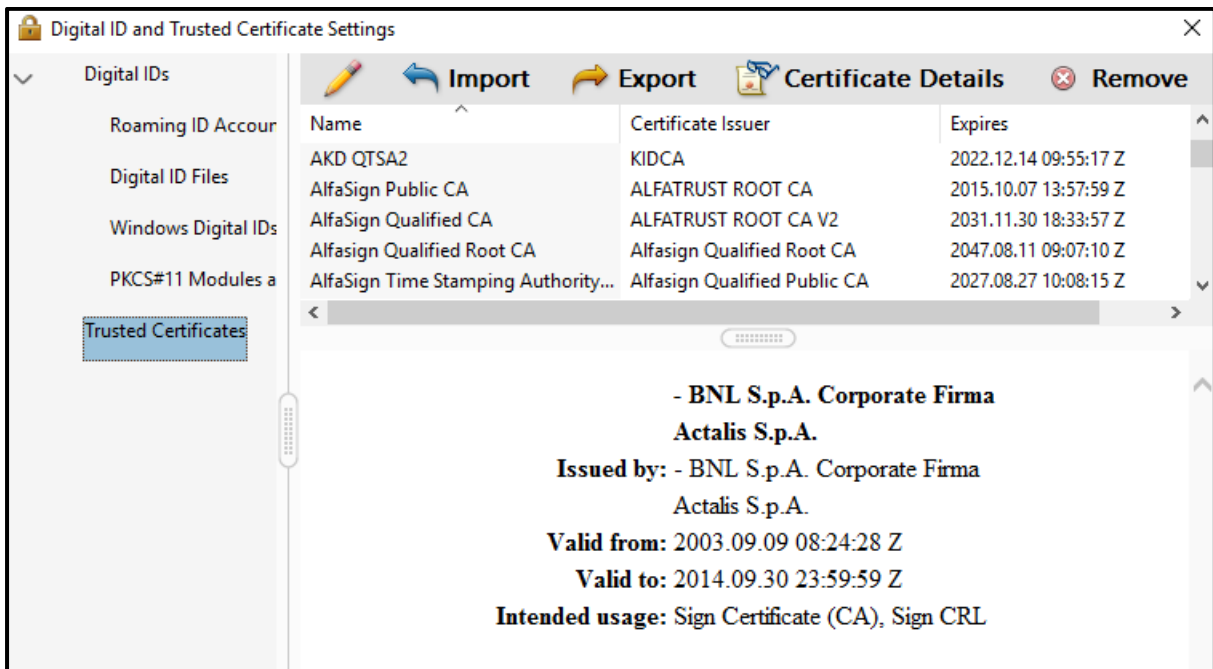


Step 4

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

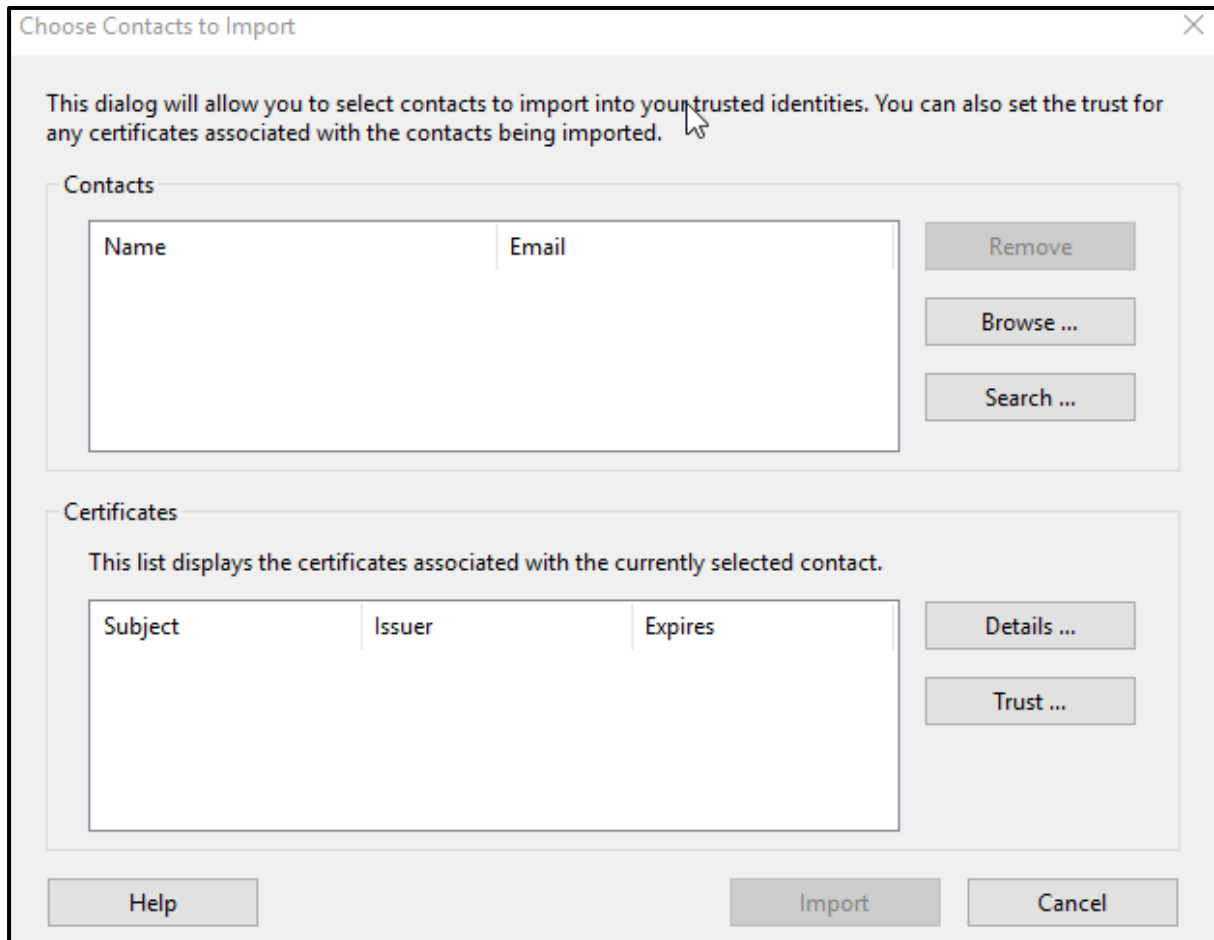


This will open the 'Digital ID and Trusted Certificate Settings' dialog window, from here click the import button.

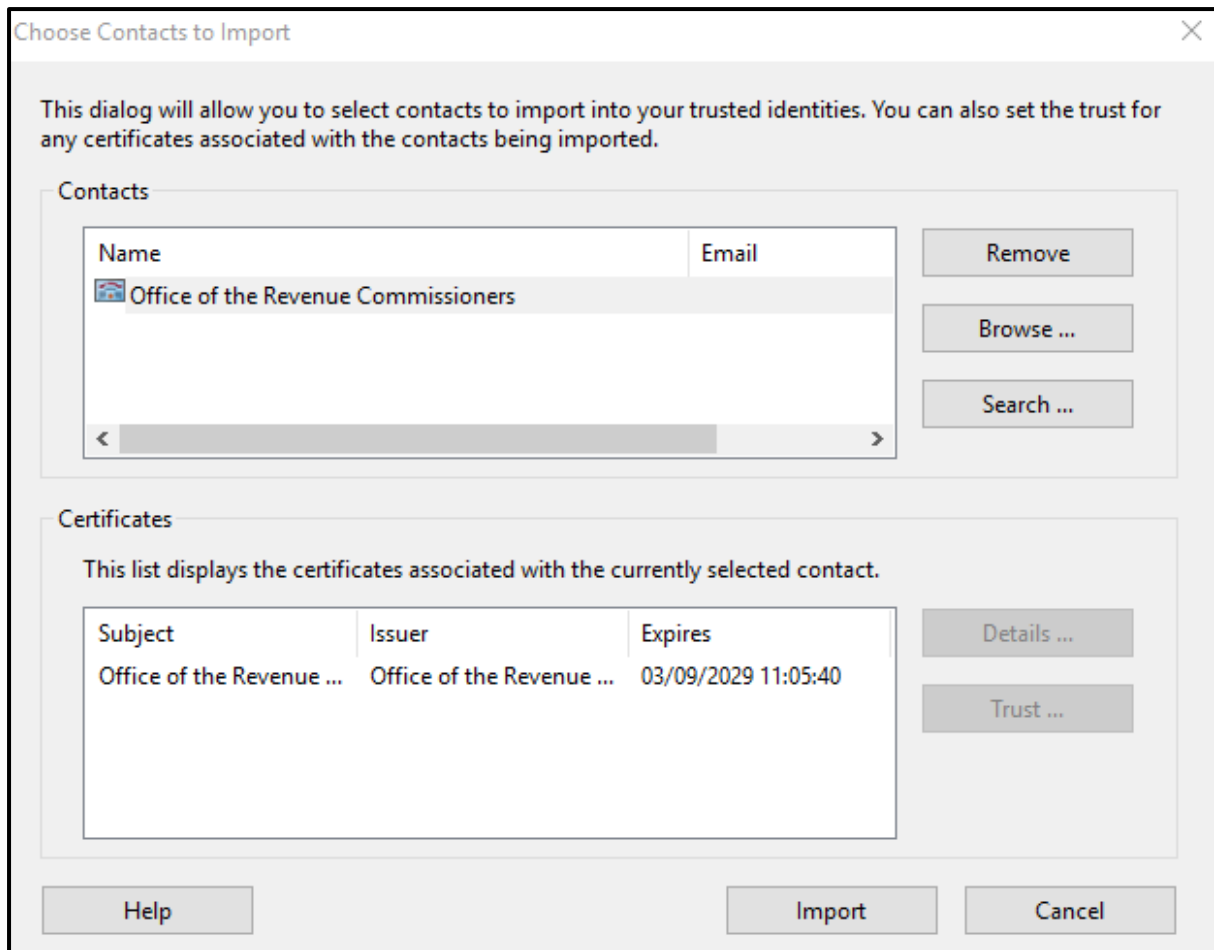


Step 5

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.



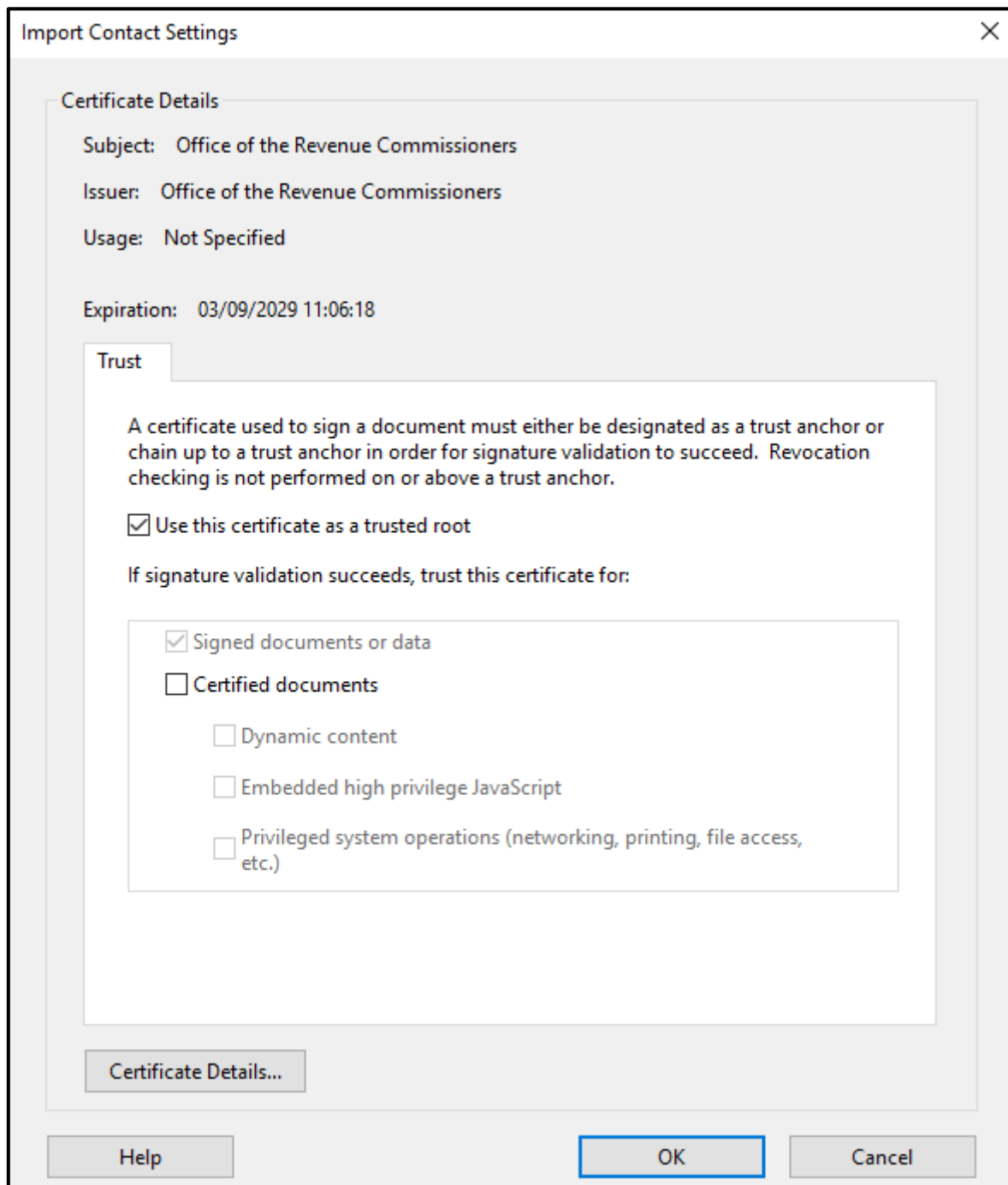
After importing the certificate, the 'Contacts' window pane will update.



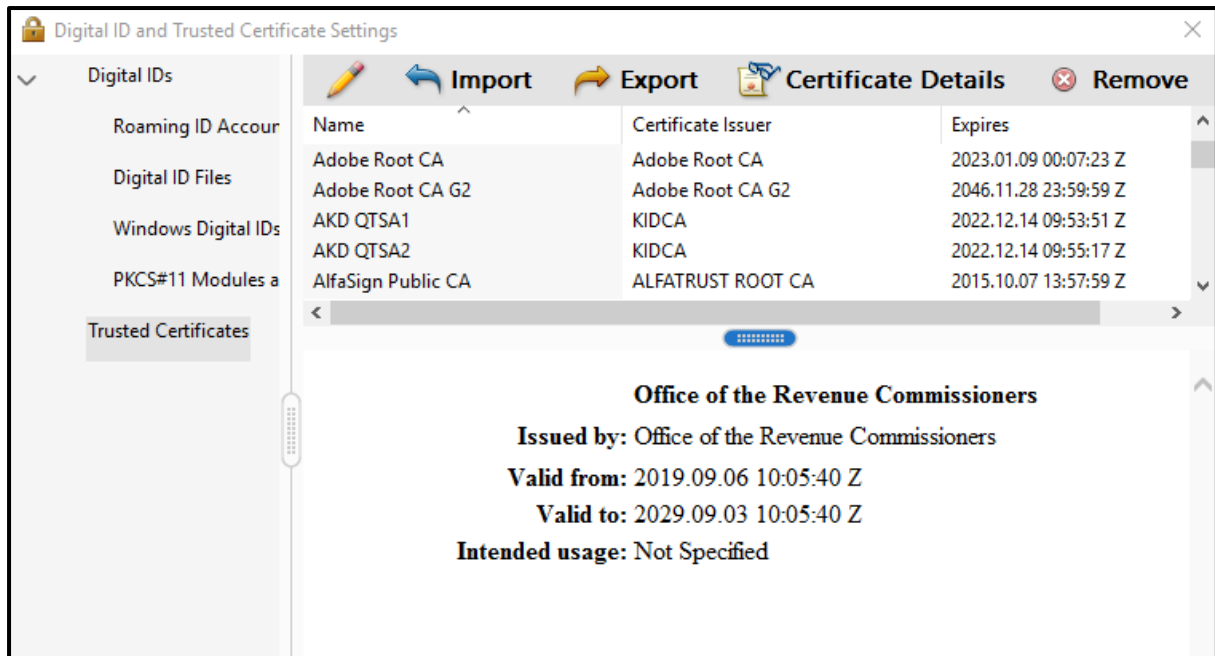
Click the imported certificate, which will have the name 'Office of the Revenue Commissioners'. This will add the certificate to the Certificates list. Select the certificate and click the 'Trust ...' button. This will open the 'Import Contact Settings' dialog window.

Step 6

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



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.



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.

