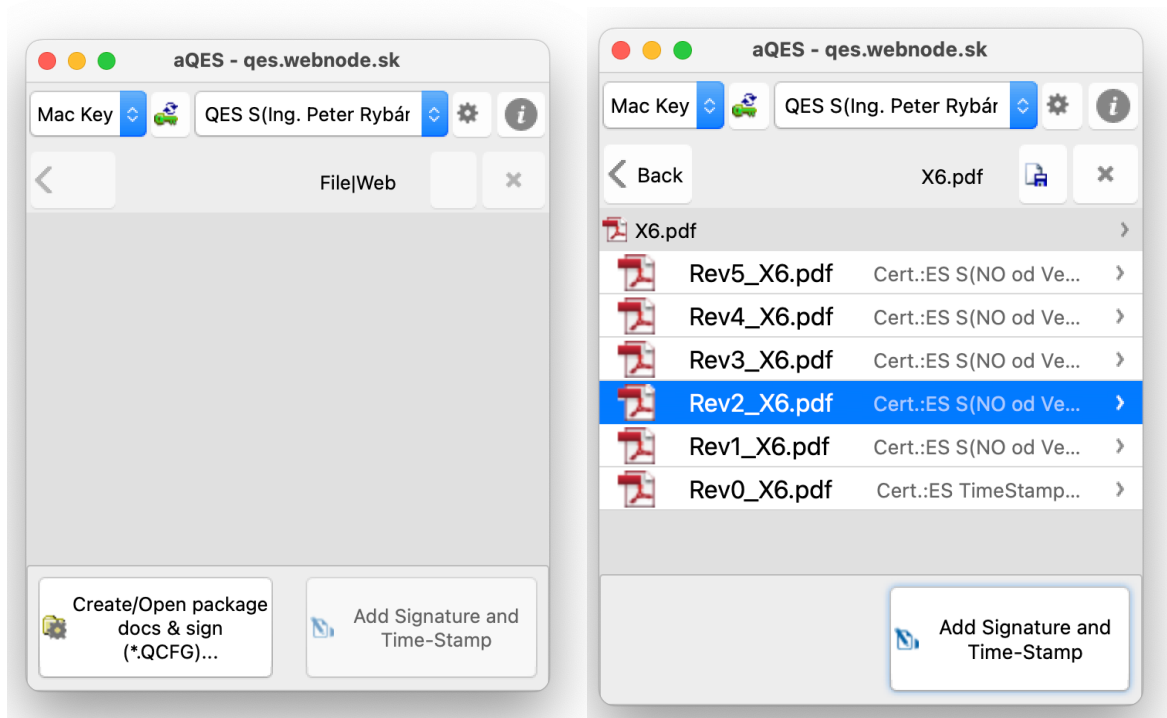


Signing with a qualified electronic signature PDF document or documents in ASiC.

The installation files of the aQES and QES applications are available on the NBU website: [TL and QES applications - NBU \(gov.sk\)](#)

Save the Word document as a PDF. Before saving in "Options", set PDF/A and save the Word document to PDF.

More detailed instructions for the aQES application can be found on the page [Instructions :: QES \(webnode.sk\)](#)



Start the aQES application.

- If you installed it with the Microsoft Store, it is in the list of applications.

- If you unpacked it from a ZIP, run the "aQES.EXE" program. You can extract the ZIP to any directory.

- On a Mac, after unpacking the ZIP, run aQES while pressing Control and clicking with the mouse on "aQES.app" and open it by selecting it from the menu.

Drag the PDF document to the aQES application, or select the PDF document after pressing the button "Create/Open package docs & signatures (*.QCFG)...".

The application will suggest the name of the auxiliary package (*.qcfg) in which the PDF will be saved - press save.

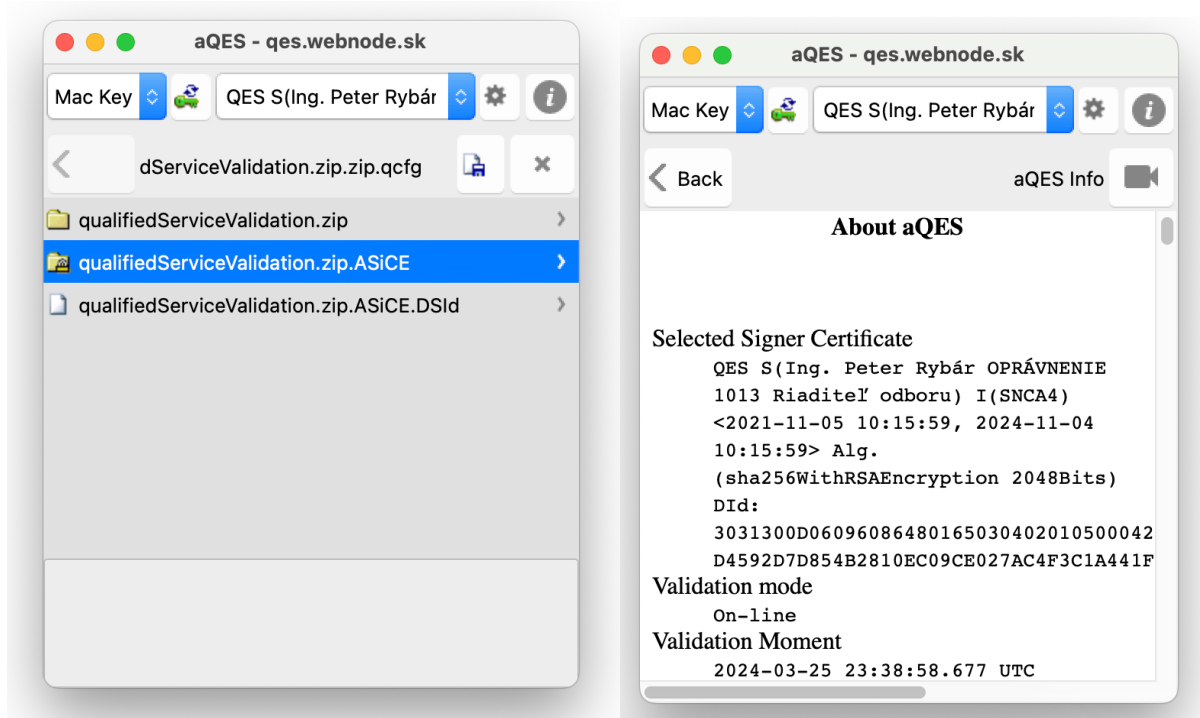
Start the eID client from MV SR, if it is not started, connect the chip card reader to the computer and insert ID card into the reader.

Select "Windows" or "Mac Key", press the Reload button and select your certificate starting with "QES" for making a qualified electronic signature.

You can sign a PDF document by pressing the button "Add signature and Time-Stamp".

If you click on the signed PDF, it will show the revisions and after marking the revision, you will sign it by clicking the button "Add signature and Time-Stamp".

Clicking on the "i" info button will display the validation of the marked signer's certificate and items from the PDF and ASiC signatures.



You can rename the helper package "*.qcfg" to "*.zip" by deleting ".qcfg" and then you are working with ZIP file in which the PDF is signed.

Send this ZIP directly to the person expecting the signed PDF, or unzip the PDF from the ZIP and send only signed PDF.

Another way to get signed PDF from "*.qcfg" package. Open the "*.qcfg" helper package in aQES by dragging "*.qcfg" to the aQES application or by pressing button "Create/Open package docs & signatures (*.QCFG)..." highlight the "*.qcfg" package and click open.

Use the arrows on the keyboard to mark the PDF document and the export button to export the signed PDF document.

Signing multiple files in ASiC with a qualified electronic signature.

You do the same as for PDF, but at least one file must not be a PDF to enable signing with ASiC and not with PAdES.

Multiple signing of PDF or in ASiC

You proceed in the same way as with PDF. You insert the signed PDF again into the aQES application for signature.

To multi-sign files in ASiC, you insert the signed ASiC into aQES and this you sign, which adds your signature to all files from ASiC to the ASiC file.

Signing from the web

You launch the aQES application and the web page, modified to sign with aQES, sends to the launched application aQES "*.qcfg", the contents of which you can view by diving into the documents and after emerging by pressing the Back button, make the signature by pressing the button "Add Signature and Time-Stamp", which is sent from the aQES application back to the website in the "*.qcfg" package.