

Changing settings in Adobe Reader

This guide is for customers using HM Revenue & Customs' (HMRC's) online End of Year Expenses and Benefits Forms to file their end of year Expenses and Benefits forms P9D, P11D and P11D(b).

Software requirements

You must have Adobe Reader version XI (11) installed on your computer to use the HMRC's online End of Year Expenses and Benefits Forms.

Changing settings in Adobe Reader

You will not be able to enter data into the service, or submit the return until you have changed your Adobe Reader settings. This change only needs to be done once per machine and will make sure the Service operates securely.

There are **ten** steps you need to take to change the settings in Adobe Reader to make the service secure.

Before you start, you need to know what version of Adobe Reader you're using. To check this, please open up Adobe Reader, click the 'Help' menu on your browser (usually at the top of the page) and select 'About Reader'.

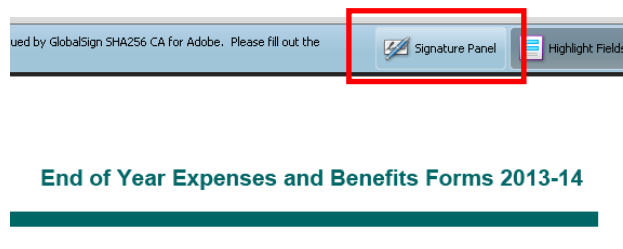
Step 1 - Open the PDF

After you've downloaded and saved the file onto your own computer, open the file by double-clicking on it.

Look at the top of the screen. Above the HMRC logo there is a light blue bar that gives you information about the Adobe Reader PDF software. Initially, the document certification will show as 'Unknown' and there will be a yellow triangle in the top left corner of the screen in this bar. This is a warning that changes to Trust settings are required.

Left click on the 'Signature Panel' button which is located on the right hand side of the light blue banner heading.

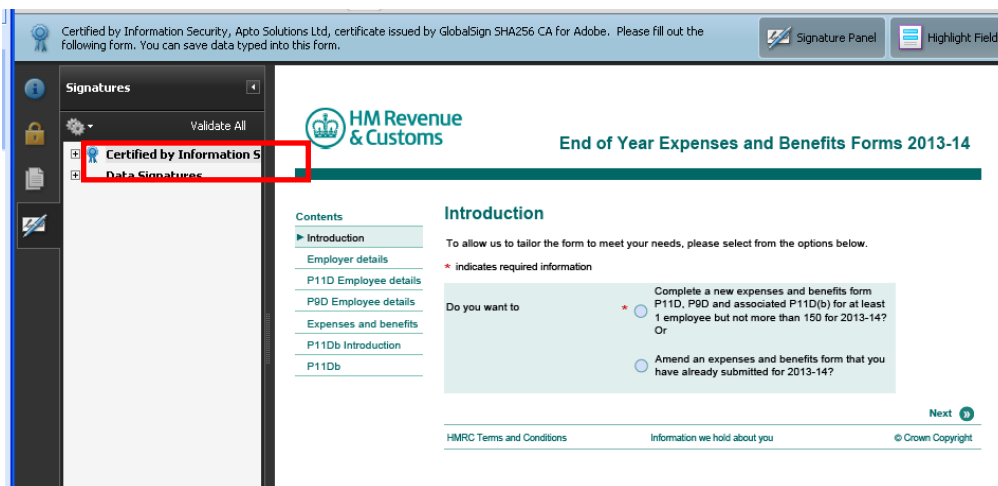
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Step 2 - Access the 'Signature Panel'

After you click the 'Signature Panel' button on the light blue bar, a panel appears on the left hand side of the screen called 'Signatures'. In this panel you will see 'Certified by Information Security' (the person who completed the application security certificate on behalf of HMRC).

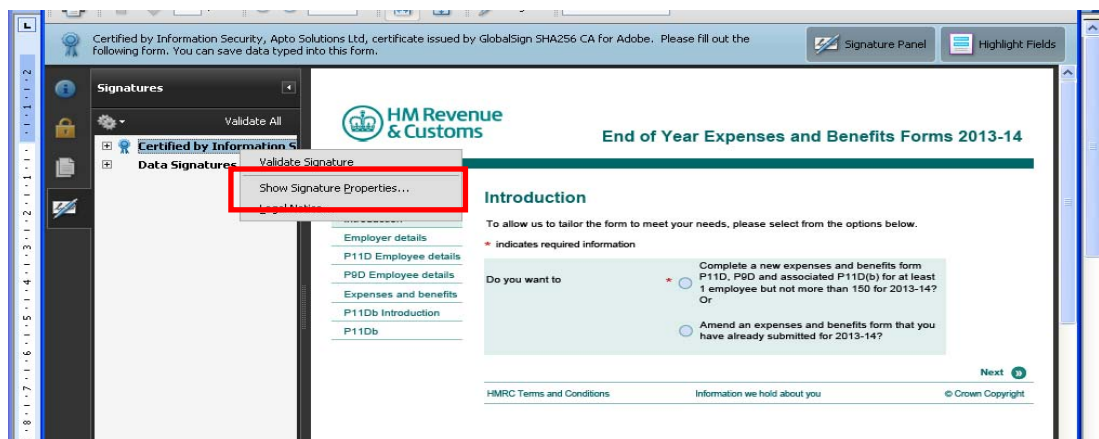
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Step 3 - Select 'Show Signature Properties'

Next right-click on 'Certified by Information Security' in the signature panel. Another menu of three items will appear. Then select the second item in the menu - 'Show Signature Properties...'

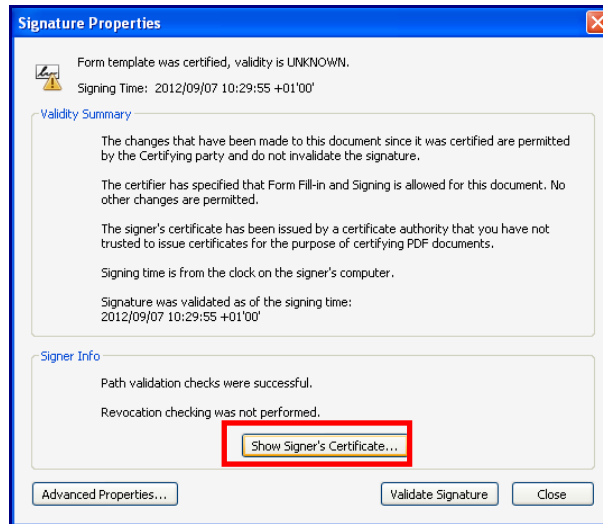
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Step 4 - Click 'Show Certificate' or 'Show Signer's Certificate' button

A new window will open called 'Signature Properties'.
Click the 'Show signer's certificate' button.

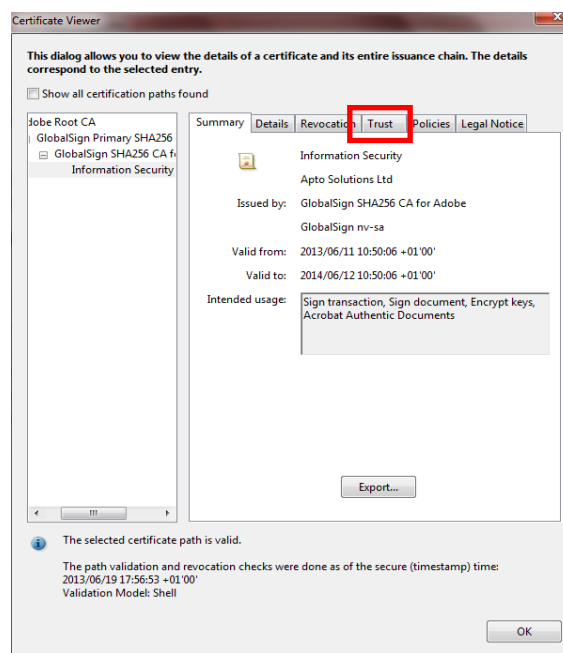
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Step 5 - Select 'Trust'

A new window will open called 'Certificate Viewer'. Select the 'Trust' tab.

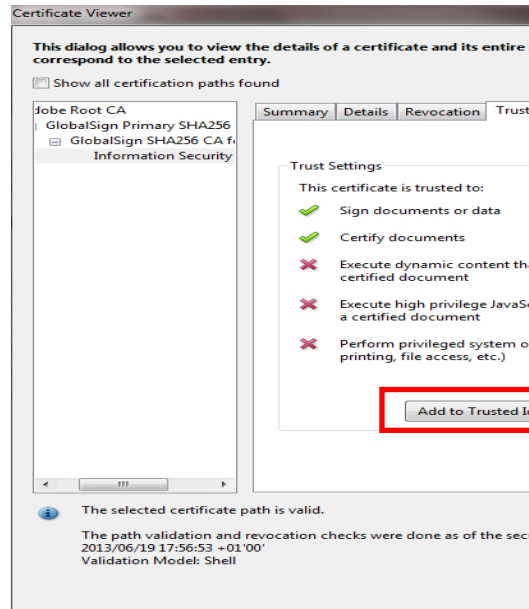
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Step 6 - Add to trusted certificates/identities

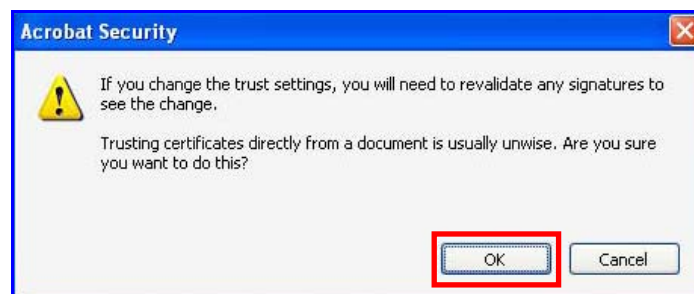
Under the 'Trust' tab there are five 'Trust Settings'. Click the 'Add to Trusted Certificates' button which you'll find at the bottom of the window, underneath the list of trust settings.

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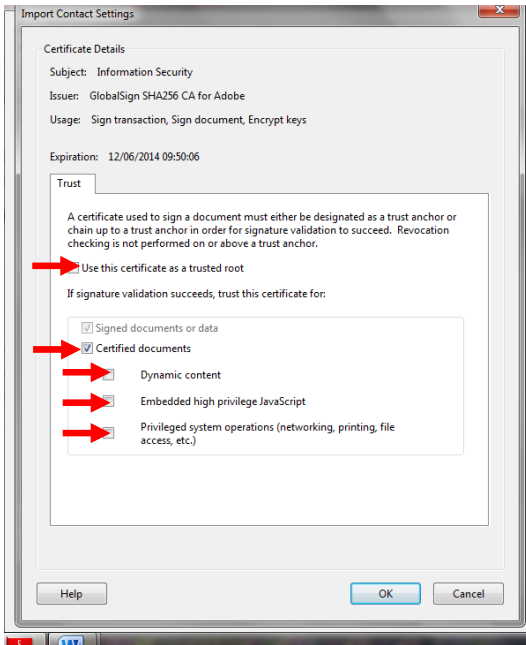
Step 7 - Accept warning on 'Acrobat Security'

You'll be shown the following trust settings warning. Click the 'OK' button and continue.



Step 8 - Set 'trust settings'

A new window will open called 'Import Contact Settings' which will allow you to set the trust settings required. There are six check boxes displayed. Please make sure that the **five** boxes shown below have been selected with 'ticks'.

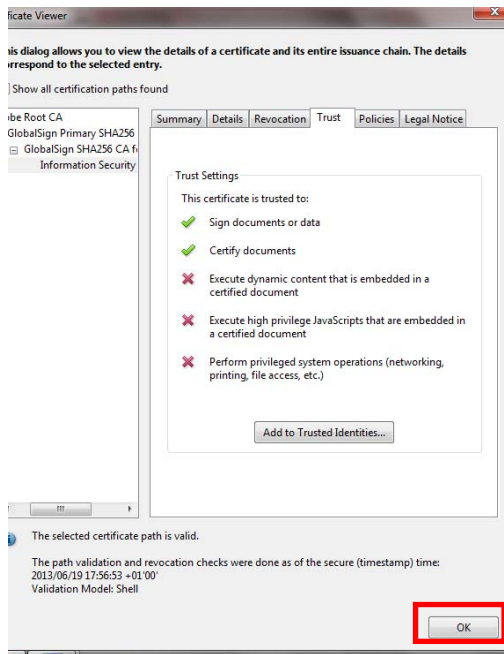


So please make sure that you tick the following check boxes:

1. Use this certificate as a trusted root
2. Signed documents or data (usually selected by default)
3. Certified documents
4. Embedded high privilege JavaScript
5. Privileged system operations

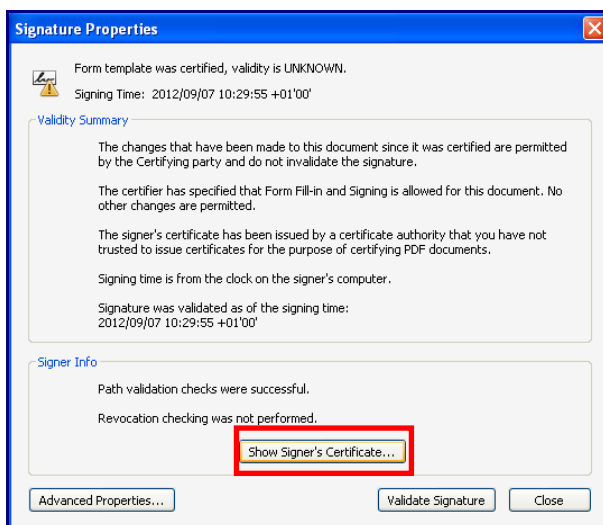
Click the 'OK' button to add the contact settings and close 'Import Contact Settings' window which returns you to the Certificate Viewer.
Then click 'OK' to close the 'Certificate Viewer' window.

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Then, to close the 'Signature Properties' window, click the 'Close' button.

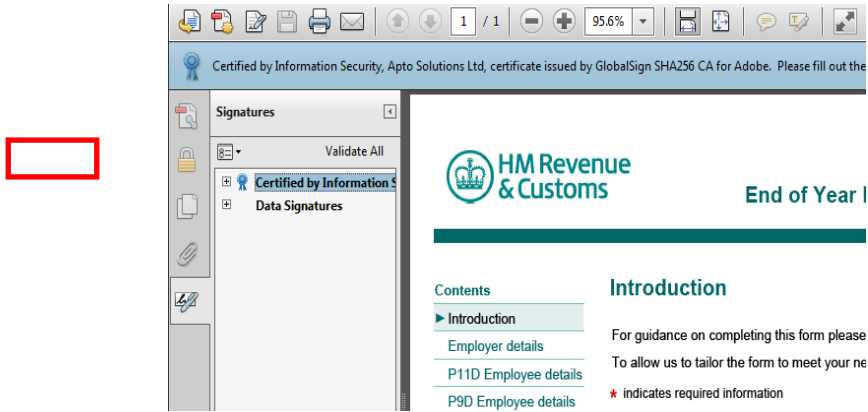
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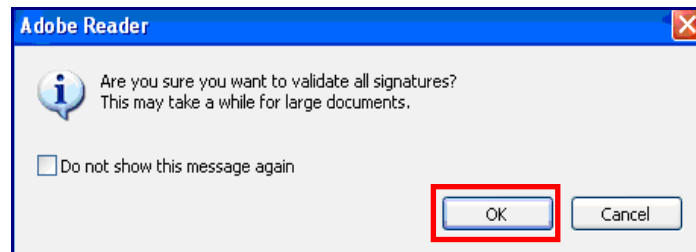
Step 9 - Validate all

Please validate the signature by selecting the 'Validate All' link on the 'Signatures' panel. This link is on the top right hand side of the panel, as shown in the screen below (**please note** you'll have to be connected to the internet again at this point).

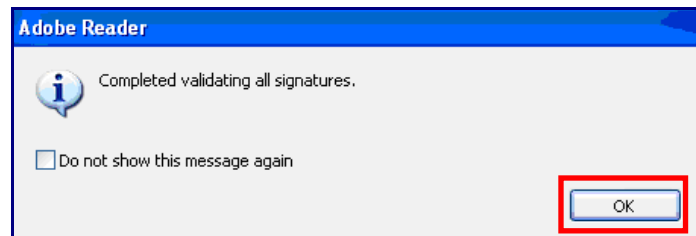
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You'll be shown the following warning. Click the 'OK' button and continue.



You'll be shown the following message. Click the 'OK' button and continue.



Step 10 - Confirmation

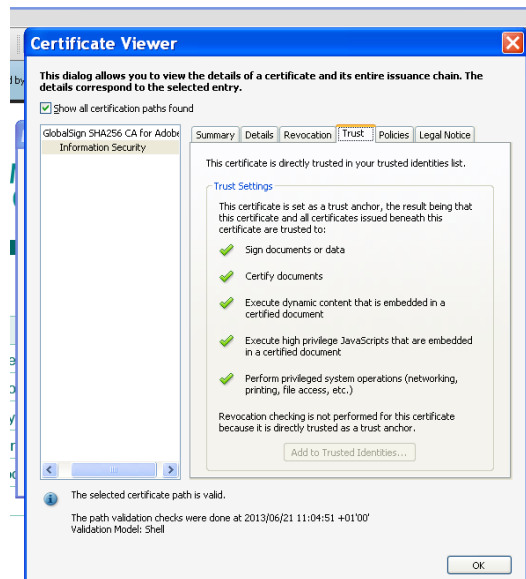
There are a number of signals to confirm that the settings have been set correctly:

The yellow triangle at the top left corner of the screen changes to a blue rosette which will now also show as 'Certified By Information Security...'

The blue rosette is also present next to 'Certified By Information Security' in the 'Signatures' panel check that all the settings are ticked correctly on the 'Certificate Viewer' by repeating steps 3, 4 and 5 as described above

You should see the following pattern of five, as shown in the screenshot below.

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Certification is now complete