

Procedure to validate the digital signature on the Relieving letter.

The digital signature is available on the letter by default. Please follow the below procedure to validate the signature:

1. Refer to the digital signature portion appearing on last page of letter.
2. Right click on 'Validity unknown portion' appearing at the bottom and choose 'Validate Signature'.
3. Select 'Signature Properties'.
4. Select tab 'Signer'.
5. Click on 'Show Certificate'.
6. Select on 'trust' tab and click on 'add to trusted identities'.
7. Click 'OK' in 'Acrobat Security'.
8. Click 'OK' in 'Import Contact Settings' screen & 'Certificate Viewer' screen.
9. Click on 'Validate Signature'.
10. Click on 'close'.
11. 'Signature valid' will appear at the bottom of the page. This completes the process.

Regards,

MphasiS HR Offboarding Team