



VIDA
Verified Identity for All

VIDA Sign Token Installation Guide for Mac

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Release	Jan-2022
Version	2.0

Running the Installation VIDA Token Manager Software for Mac - *Instalasi Software VIDA Token Manager Untuk Mac*

Please follow the instructions below to download and install the VIDA Token Manager software.

Mohon ikuti petunjuk berikut untuk mengunduh dan instalasi software VIDA Token Manager.

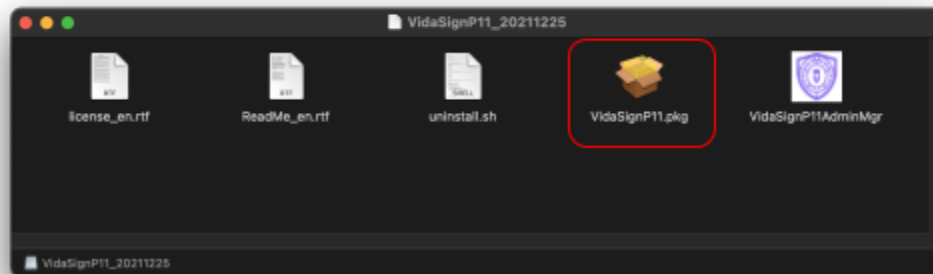
- 1 Download the VIDA Token Manager software in the following link

Unduh VIDA Token Manager software pada tautan berikut

Mac OS-X: https://dl.vida.id/VidaSignP11_20211225.dmg

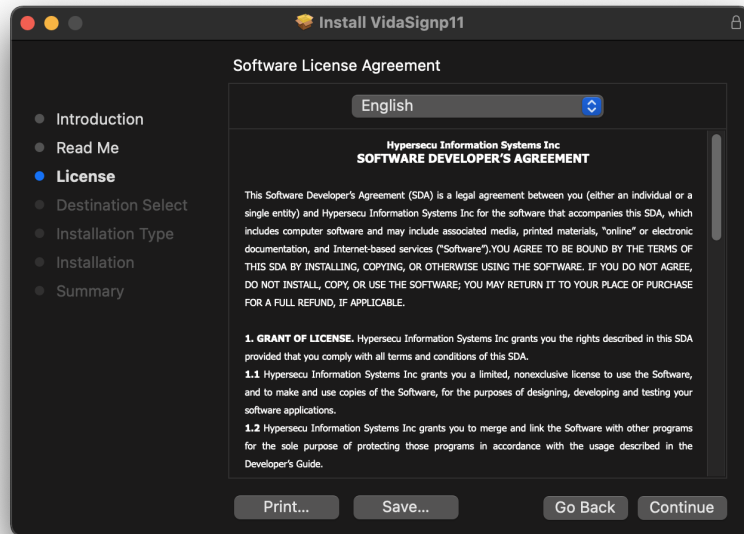
- 2 Double click the **VidaSignP11_20211225.dmg** file that has been downloaded. A new Disk Image file appears in the Finder window, and run the installation file **VidaSignP11.pkg** to start the Installation.

*Klik dua kali file **VidaSignP11_20211225.dmg** yang telah diunduh pada folder Download. File Disk Image baru tampil pada jendela Finder, lalu jalankan file instalasi **VidaSignP11.pkg** untuk memulai instalasi.*



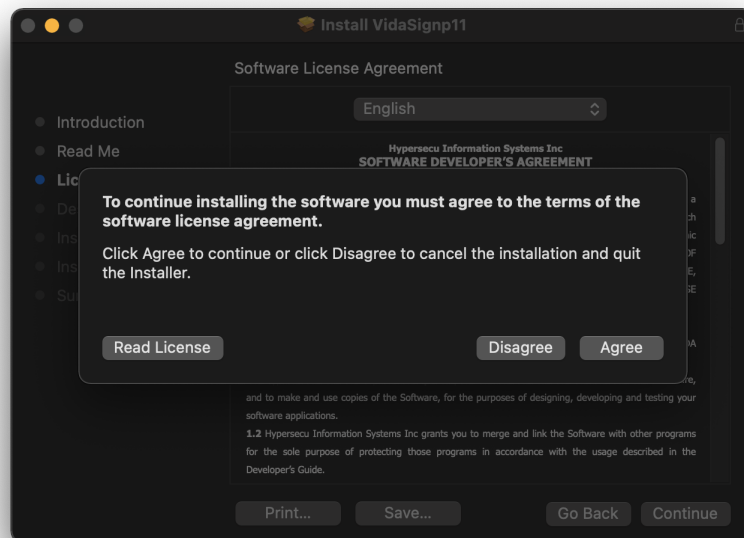
3 Click **Continue** to continue the installation

Klik **Continue** untuk melanjutkan proses instalasi.



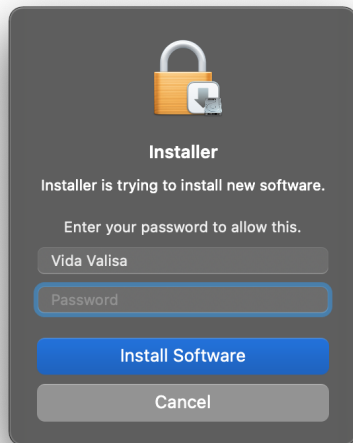
4 Click **Agree** to accept the software license agreement and continue the installation.

Klik **Agree** untuk menyetujui perjanjian lisensi perangkat lunak dan melanjutkan instalasi.



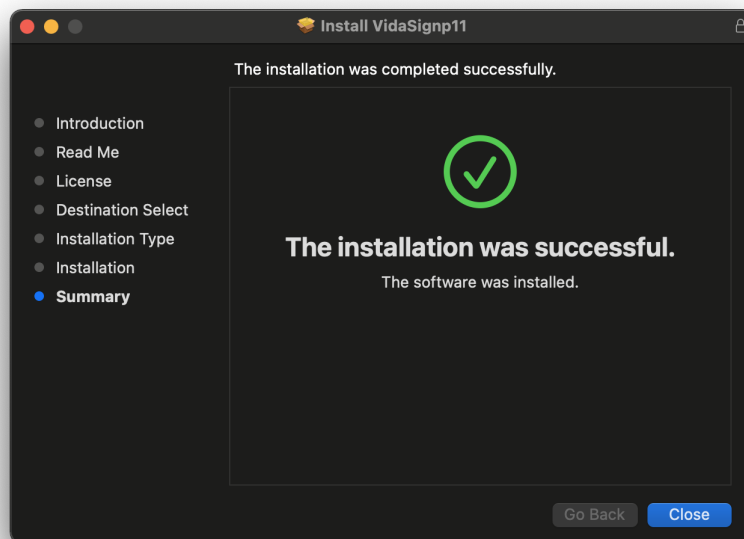
- 5 Enter your User Name and Password with administrator permission, then click **Install Software** to start the software installation.

*Masukkan User Name dan Password pengguna dengan akses administrator, lalu klik **Install Software** untuk melanjutkan proses instalasi.*



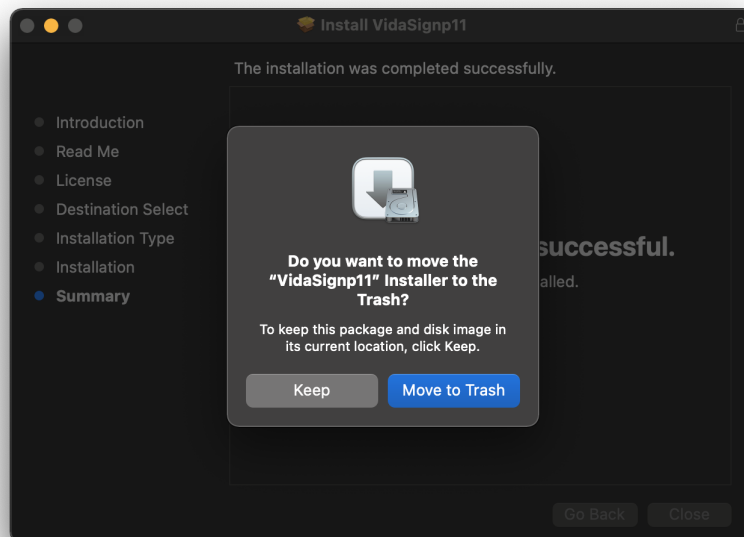
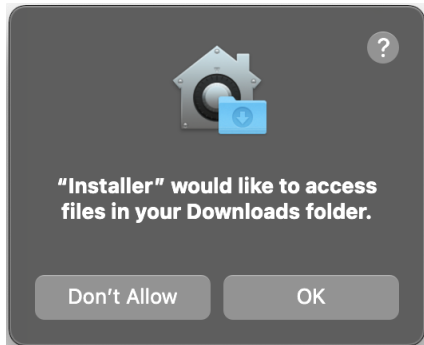
- 6 Software installation was successful. Click **Close** to close the installation window.

*Instalasi software telah berhasil. Klik **Close** untuk menutup jendela instalasi.*



- 7 To move the Installer file to the trash, the Installer needs permission to access the folder where the file is located. Click **OK** to allow access to the folder.

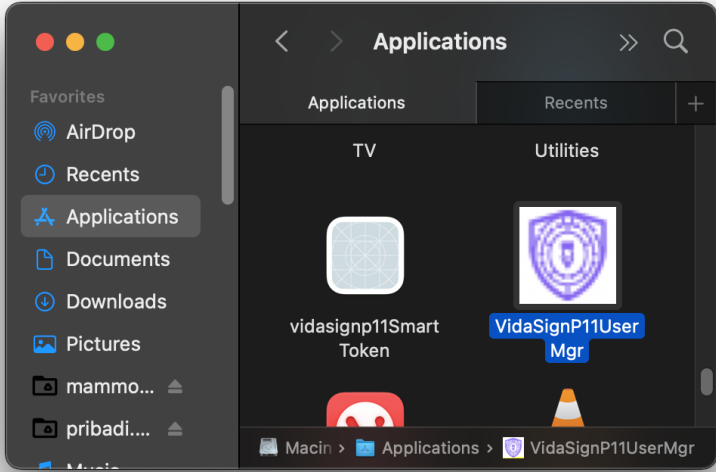
*Untuk memindahkan Installer ke tempat sampah, Installer perlu izin akses ke folder lokasi file tersebut. Klik **OK** untuk mengizinkan akses ke folder tersebut*

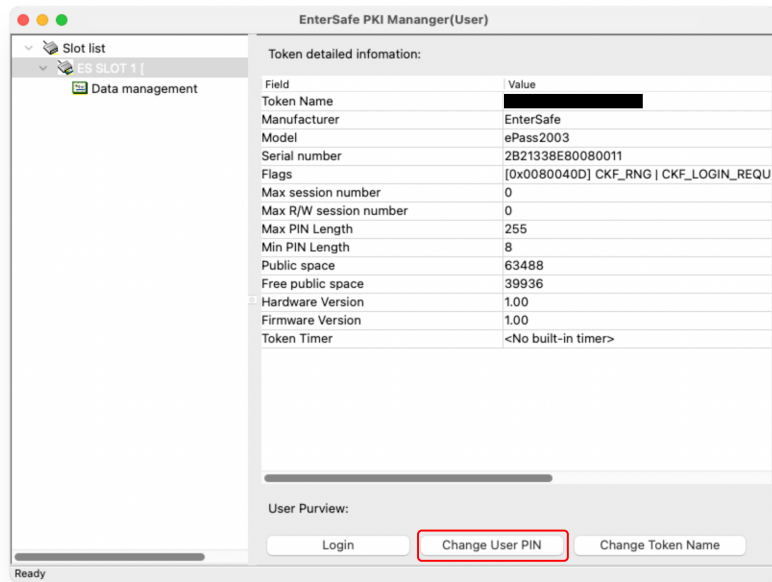


Change the USB Token Password - *Mengubah Kata Sandi USB Token*

Please follow the instructions below to change the USB Token password.

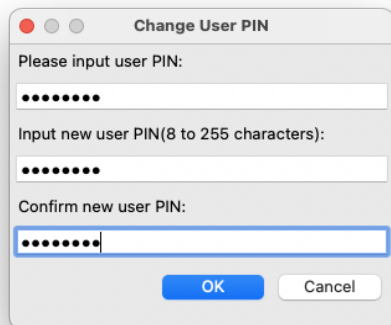
Mohon ikuti petunjuk berikut untuk melakukan perubahan password USB Token.

1	<i>Plug the USB Token into your computer through the USB port (if your computer/laptop does not have a USB Type-A port, you can use a USB converter extension USB which has been included in the package).</i> <i>Pasang USB Token ke komputer Anda melalui port USB (apabila komputer/laptop Anda tidak memiliki port USB type-A, Anda dapat menggunakan konverter USB A to USB C yang telah disertakan dalam paket).</i>
2	To run VIDA Token Manager go to Application folder and run VidaSignP11UserMgr <i>Untuk menjalankan VIDA Token Manager masuk ke folder Application dan jalankan VidaSignP11UserMgr</i>  The screenshot shows a Mac's 'Applications' folder window. On the left is a sidebar with 'Favorites' including AirDrop, Recents, Applications (selected), Documents, Downloads, Pictures, mammo..., and pribadi.... The main area is divided into 'Applications' and 'Recents' tabs. Under 'Applications', there are two columns: 'TV' and 'Utilities'. In the 'TV' column, there is an icon for 'vidasignp11Smart Token'. In the 'Utilities' column, there is an icon for 'VidaSignP11UserMgr'. The bottom of the window shows the breadcrumb path: 'Macin > Applications > VidaSignP11UserMgr'.
3	In the left pane, select the USB Token used (if there are more than 1 USB Tokens). In the right pane, click Change User PIN to change the Token password. <i>Pada panel sebelah kiri, pilih USB Token yang digunakan (apabila ada lebih dari 1 USB Token). Pada panel sebelah kanan, klik Change User PIN untuk mengubah password Token.</i>



- 4 Enter the current password, new password, and confirm password. The new password should comply with the format defined on the token. Click OK once the new password has been entered.

Masukkan password, password baru, dan konfirmasi password baru. Password baru harus sesuai dengan format yang ditentukan pada token, lalu klik OK untuk melakukan perubahan.



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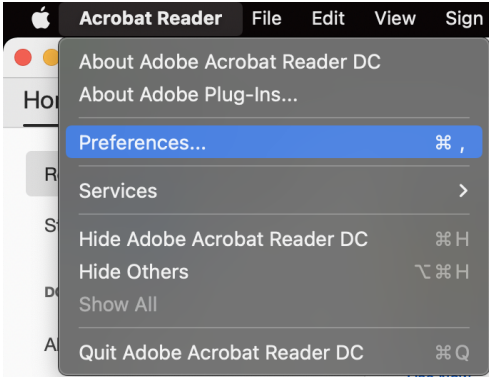
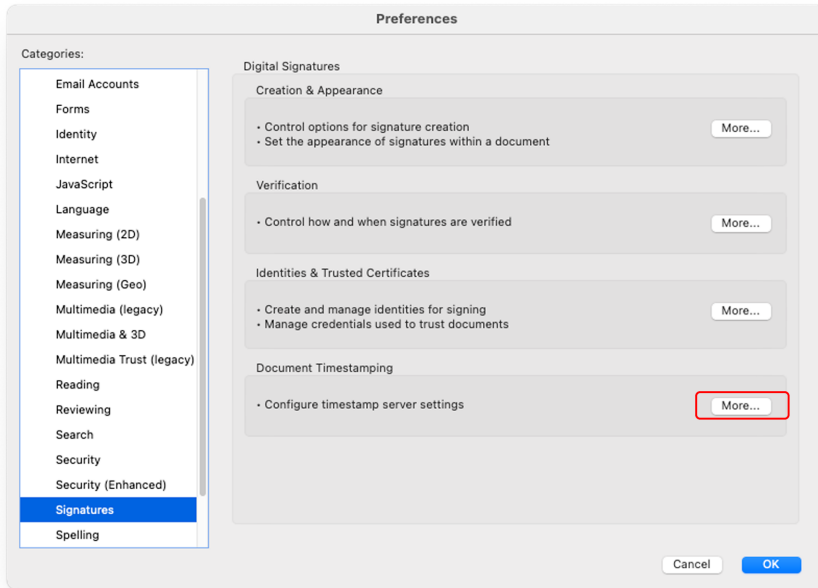
Timestamp Server (TSA) Configuration - *Konfigurasi Timestamp Server (TSA)*

Timestamp Server (TSA) configuration needs to be done in the Adobe Reader application with the following objectives:

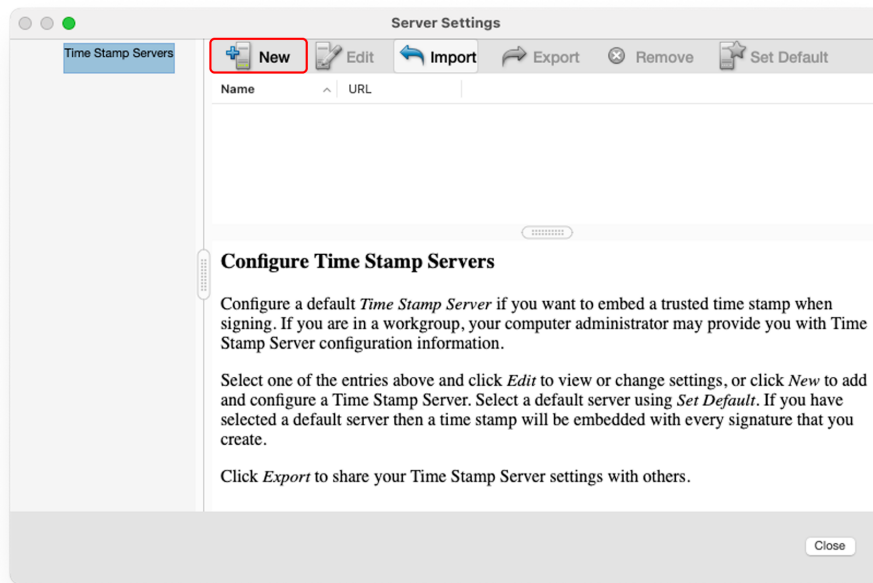
Konfigurasi Timestamp Server (TSA) perlu dilakukan pada aplikasi Adobe Reader dengan tujuan sebagai berikut:

1	<i>Indonesia Ministry of Communication and Information Technology (Kominfo) requires that CAs in the signing process must use the TSA that is provided by the CA itself</i> <i>Kementerian Komunikasi dan Informatika (Kominfo) mengharuskan bahwa VIDA sebagai Penyelenggara Sertifikat Elektronik (PSrE) dalam proses penandatanganan secara elektronik harus menggunakan Time Stamp Server TSA yang disediakan oleh PSrE itu sendiri</i>
2	Although the signing process occurs offline on the Adobe Reader application and outside VIDA's control, VIDA must inform the user to use TSA VIDA <i>Walaupun proses signing yang terjadi secara offline pada aplikasi Adobe Reader dan diluar kontrol VIDA, namun VIDA harus menginformasikan ke user untuk menggunakan TSA VIDA</i>
3	When the TSA VIDA is used at the signing process, the Timestamp that is in the digital signature cannot be modified (higher data integrity) <i>Ketika TSA VIDA digunakan pada proses tanda tangan elektronik, maka Timestamp yang ada di tanda tangan elektronik tidak bisa dimodifikasi (data integrity nya lebih tinggi)</i>

TSA Configuration Steps - Langkah konfigurasi TSA

1	Open the Adobe Reader application <i>Buka aplikasi Adobe Reader</i>
2	Select Acrobat Reader/Acrobat Pro DC – Preferences menu Pilih menu Acrobat Reader/Acrobat Pro DC – Preferences 
3	Select Signatures in the list on the left, then press More... under Document Timestamping Pilih Signatures pada list di sebelah kiri, kemudian tekan More... pada Document Timestamping 

- 4 Press the **New** button
*Tekan tombol **New***



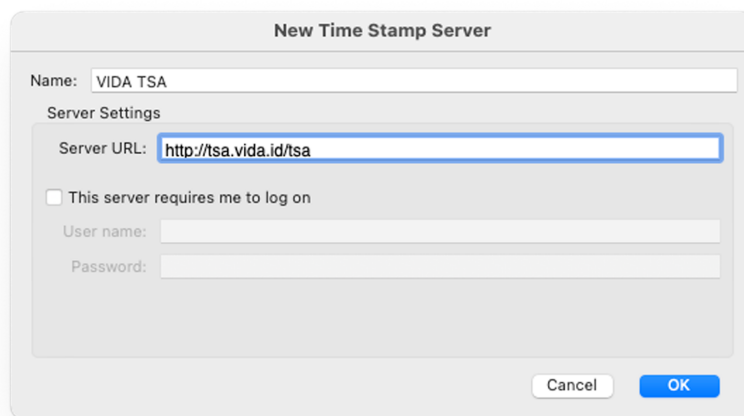
- 5 On the New Timestamp Server page, fill in the following information
Pada halaman New Timestamp Server, isi dengan informasi berikut ini

Name: VIDA TSA

Server URL: <http://tsa.vida.id/tsa>

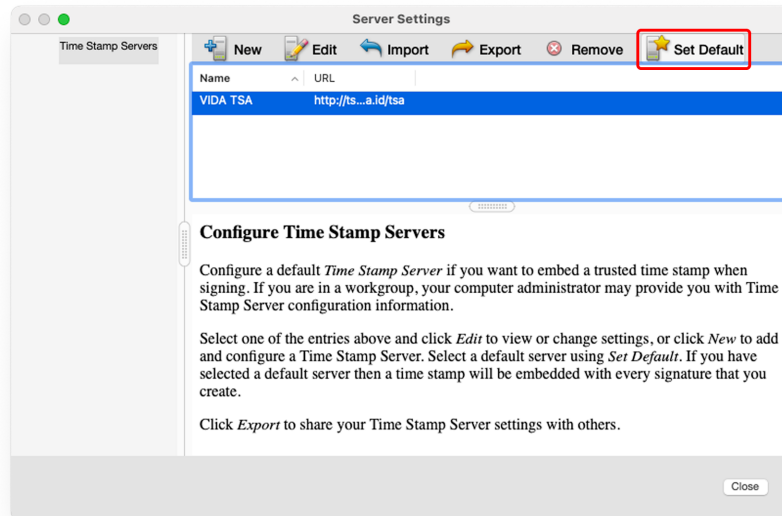
*Then press **OK** button*

*Kemudian tekan tombol **OK***



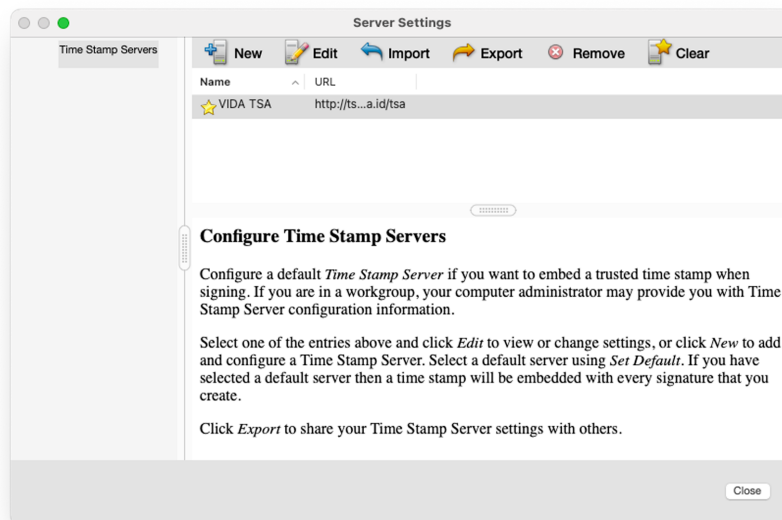
- 6 VIDA TSA will appear on the list. Select VIDA TSA then press the **Set Default** button to set as the default Timestamp Server

*VIDA TSA akan muncul pada list. Pilih VIDA TSA kemudian tekan tombol **Set Default** untuk menggunakannya sebagai default Time Stamp Server*



- 7 The TSA configuration process is complete and now Adobe Reader is using VIDA TSA in the digital signature process

Proses konfigurasi TSA selesai dan sekarang Adobe Reader menggunakan VIDA TSA pada proses tanda tangan elektronik

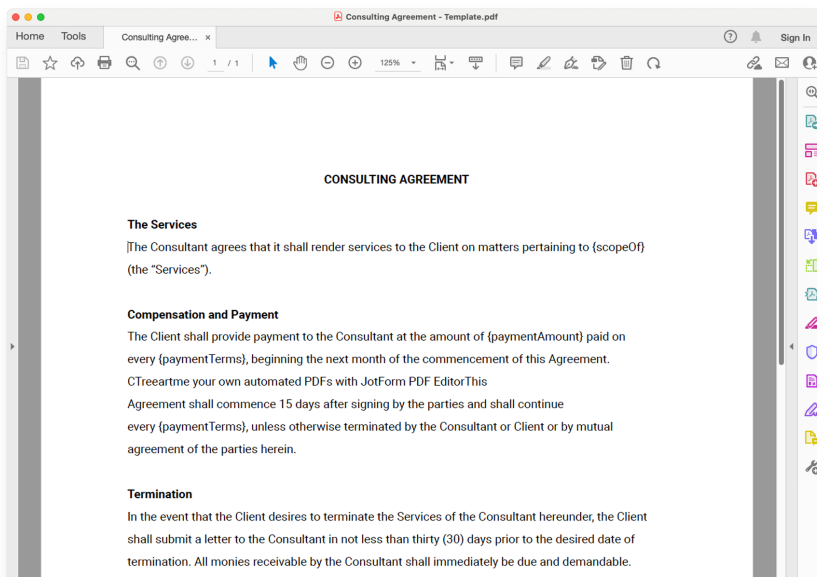


Sign PDF document using Adobe Reader - *Menandatangani dokumen PDF menggunakan Adobe Reader*

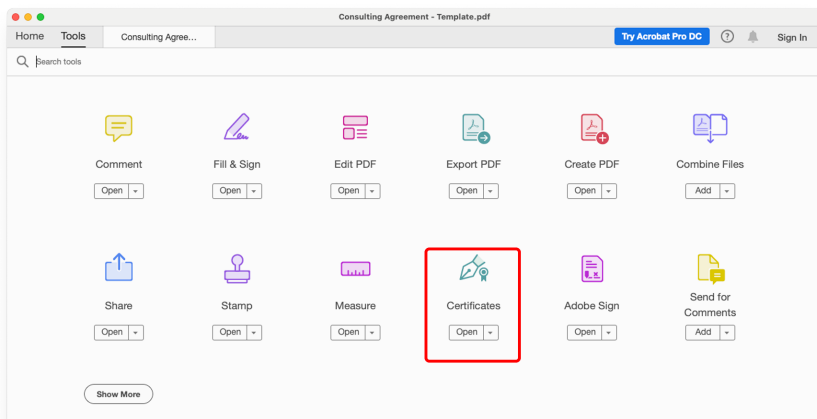
- 1 Plug the USB Token into your computer through the USB port (if your computer/laptop does not have a USB Type-A port, you can use a USB converter extension).

Pasang USB Token ke komputer Anda melalui port USB (apabila komputer/laptop Anda tidak memiliki port USB type-A, Anda dapat menggunakan sambungan konverter USB).

- 2 Buka dokumen PDF menggunakan aplikasi Adobe Reader.
Open PDF document using the Adobe Reader application.

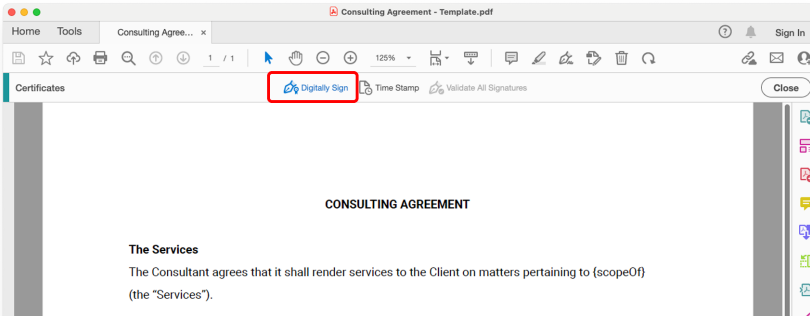


- 3 Open the Tools tab at the top left, then click the **Certificates** menu.
*Buka tab Tools pada kiri atas, kemudian klik menu **Certificates**.*



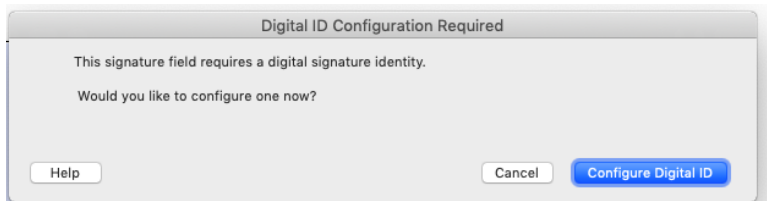
- 4 Show the location of the signature on the document. Click the **Digitally Sign** menu to add an electronic signature.

Tampilkan lokasi tanda tangan pada dokumen. Klik menu **Digitally Sign** untuk menambahkan tanda tangan elektronik.



- 5 Block area to be signed. The first time you use the Token for an electronic signature, you will be asked to configure your Digital ID (the next electronic signature only needs to select the Digital ID). Click **Configure Digital ID**.

Blok area yang akan ditandatangani. Anda akan diminta untuk mengkonfigurasi ID Digital Anda saat pertama kali menggunakan Token tersebut untuk tanda tangan elektronik, (tanda tangan elektronik berikutnya hanya perlu memilih ID Digital). Klik **Configure Digital ID**.



- 6 Choose **Use a Signature Creation Device**, then click **Continue** to continue.

Pilih **Use a Signature Creation Device**, kemudian klik **Continue** untuk melanjutkan.

The dialog box is titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a grey informational box containing text about Digital IDs. On the right, under the heading "Select the type of Digital ID:", there are three radio button options. The first option, "Use a Signature Creation Device", is selected and includes a sub-description: "Configure a smart card or token connected to your computer". The other two options are "Use a Digital ID from a file" and "Create a new Digital ID". At the bottom left is a help icon (?), and at the bottom right are "Cancel" and "Continue" buttons.

Configure a Digital ID for signing X

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- ☒ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☐ **Create a new Digital ID**
Create your self-signed Digital ID

? Cancel Continue

- 7 Click **Manage Digital ID** to configure the Digital ID.

Klik **Manage Digital ID** untuk konfigurasi Digital ID.

The dialog box is titled "Use a Signature Creation Device" with a close button (X) in the top right corner. On the left, there is a grey informational box. On the right, there are three sections with icons and text: "Order a Signature Device from a Partner" (shopping cart icon), "Download & Install Drivers" (download icon), and "Connect the Signature Device" (signature device icon). At the bottom left is a help icon (?), and at the bottom right are "Manage Digital ID", "Back", and "Continue" buttons. The "Manage Digital ID" button is highlighted with a red rectangle.

Use a Signature Creation Device X

Digital ID from hardware Signature Creation Devices like smart card and USB token should be automatically available for use as long as the device is properly connected.

Follow these steps or ask the device manufacturer for assistance in case additional configuration is required.

Order a Signature Device from a Partner
If you do not have a signature device, you can order one from our partners. [Learn More](#)

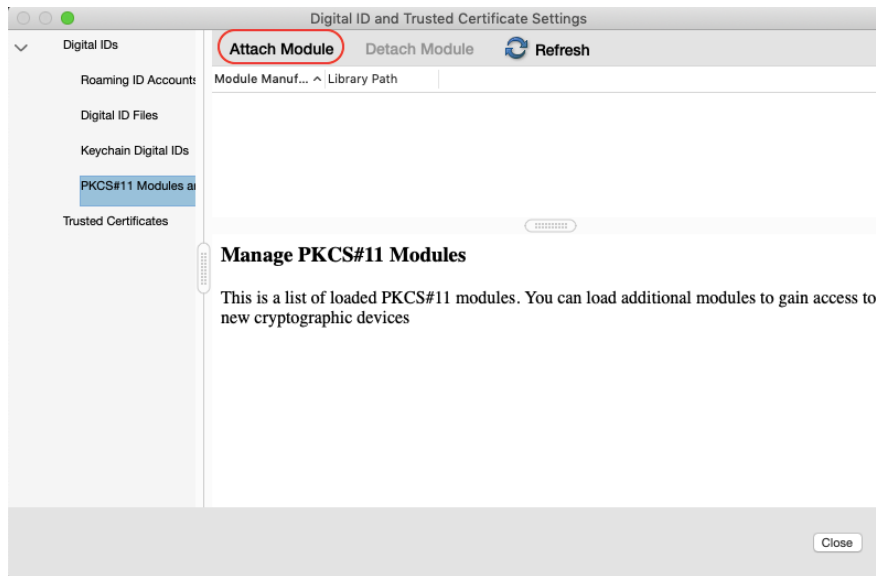
Download & Install Drivers
Make sure that you have downloaded and installed all the necessary drivers. Visit the website of the device manufacturer for help.

Connect the Signature Device
Make sure that signature device is properly connected to your computer. Smart card may require a reader.

? Manage Digital ID Back Continue

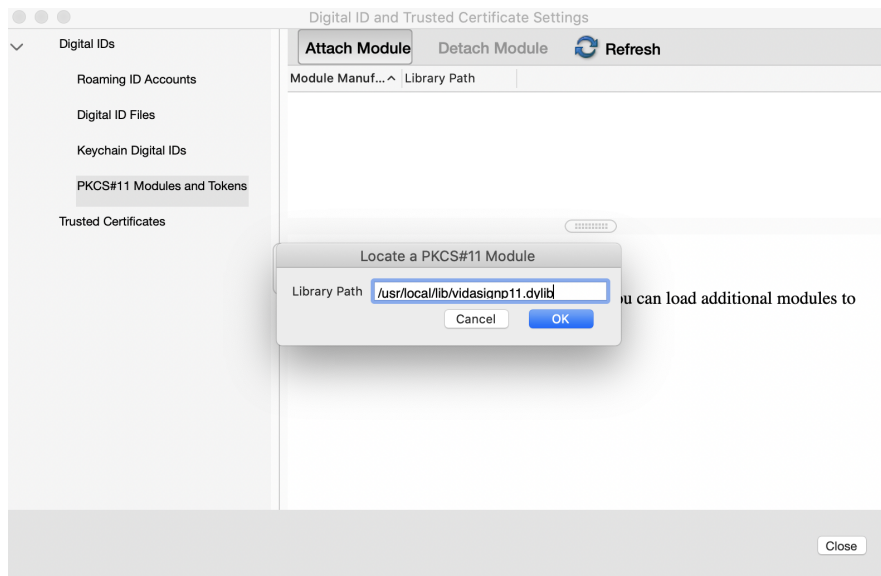
- 8 Click **Attach Module** to add the library module.

*Klik **Attach Module** untuk menambahkan modul library.*



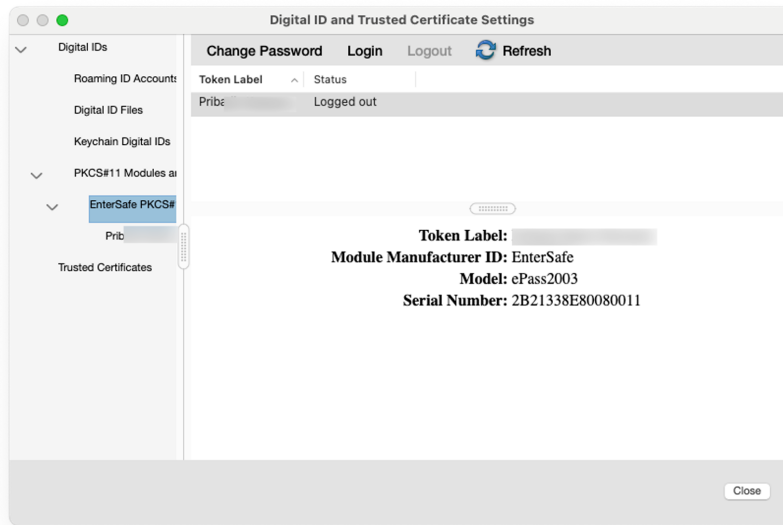
- 9 Insert the following Library Path: **/usr/local/lib/vidasignp11.dylib**, then click **OK**.

*Masukan Library Path berikut ini: **/usr/local/lib/vidasignp11.dylib**, kemudian klik **OK**.*



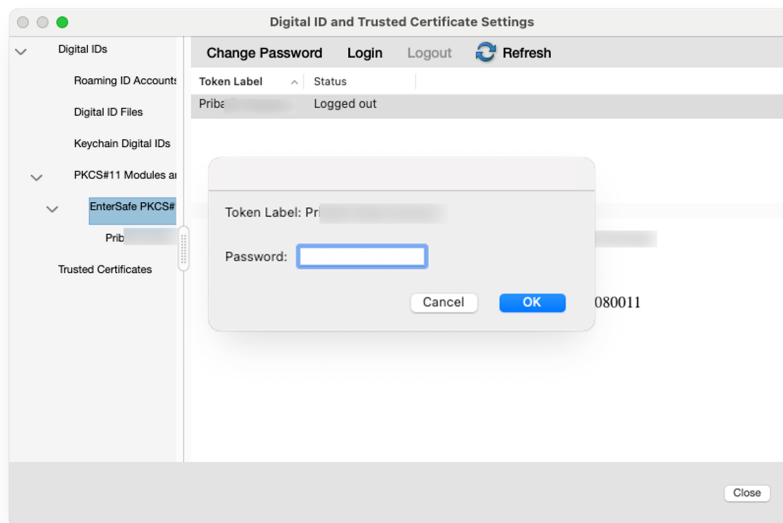
- 10 After entering the Library Path, you will see the SafeNet module stored in the Adobe Reader Digital ID. Click the **EnterSafe PKCS#11** menu in the left side, then click **Login**.

*Setelah Library Path dimasukan, akan terlihat modul SafeNet yang tersimpan di Digital ID Adobe Reader. Klik menu **EnterSafe PKCS#11** di sebelah kiri, kemudian klik **Login**.*



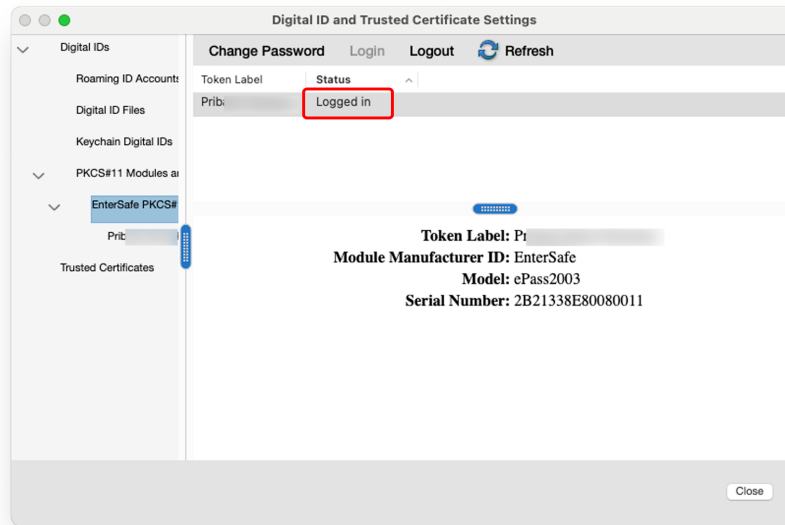
- 11 Insert your USB Token Password and click OK.

Masukan password USB Token Anda dan klik OK.



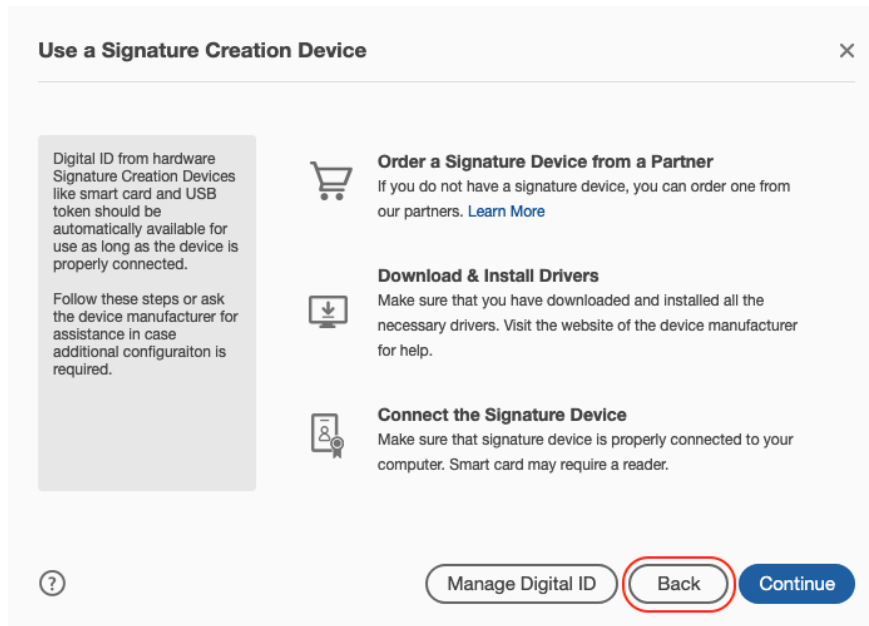
- 12 The Token status changes to Logged in. Click **Close**.

*Status Token berubah menjadi Logged in. Klik **Close**.*



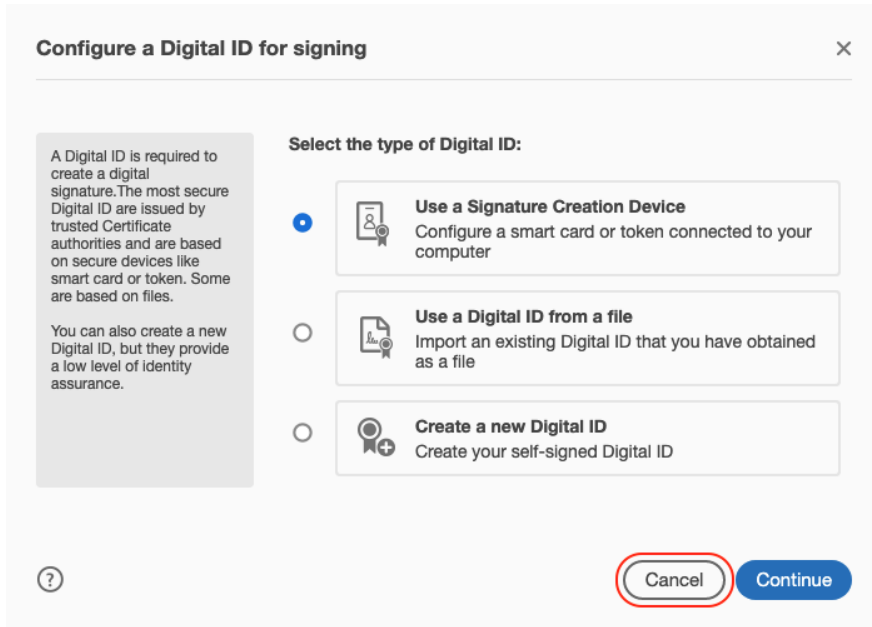
- 13 In Use a Signature Creation Device page, click **Back**.

*Di halaman Use a Signature Creation Device, klik **Back**.*



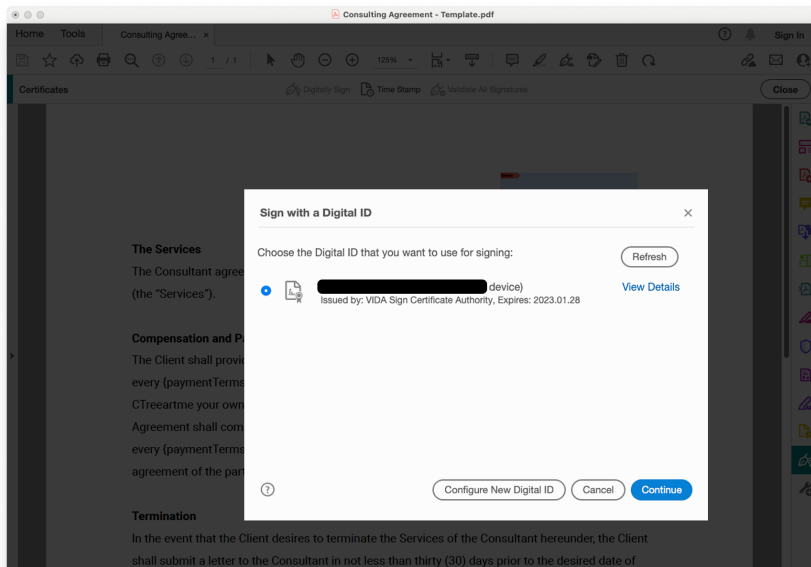
- 14 In Configure a Digital ID for the signing page, click **Cancel**.

*Di halaman Configure a Digital ID for signing, klik **Cancel**.*



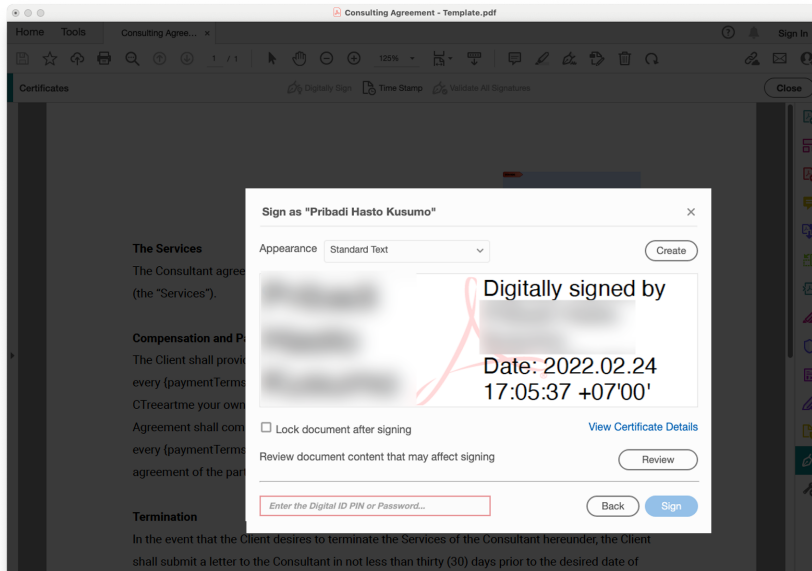
- 15 At the **Sign with a Digital ID** page, select the Digital ID that will be used then click **Continue**. If this page does not appear, you can repeat steps 4 & 5.

Pada halaman **Sign with a Digital ID**, pilih Digital ID yang akan digunakan kemudian klik **Continue**. Jika halaman ini tidak muncul, kembali ulangi langkah 4 & 5.



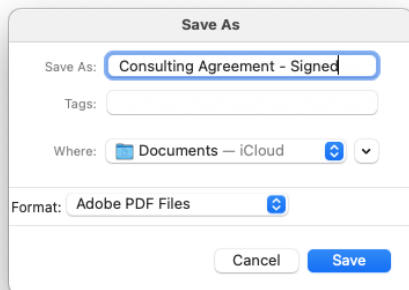
- 16 Enter the Token password in the password field (if asked), then click **Sign** for an electronic signature.

*Masukan password Token pada kolom password (jika diminta), kemudian klik **Sign** untuk tanda tangan elektronik.*

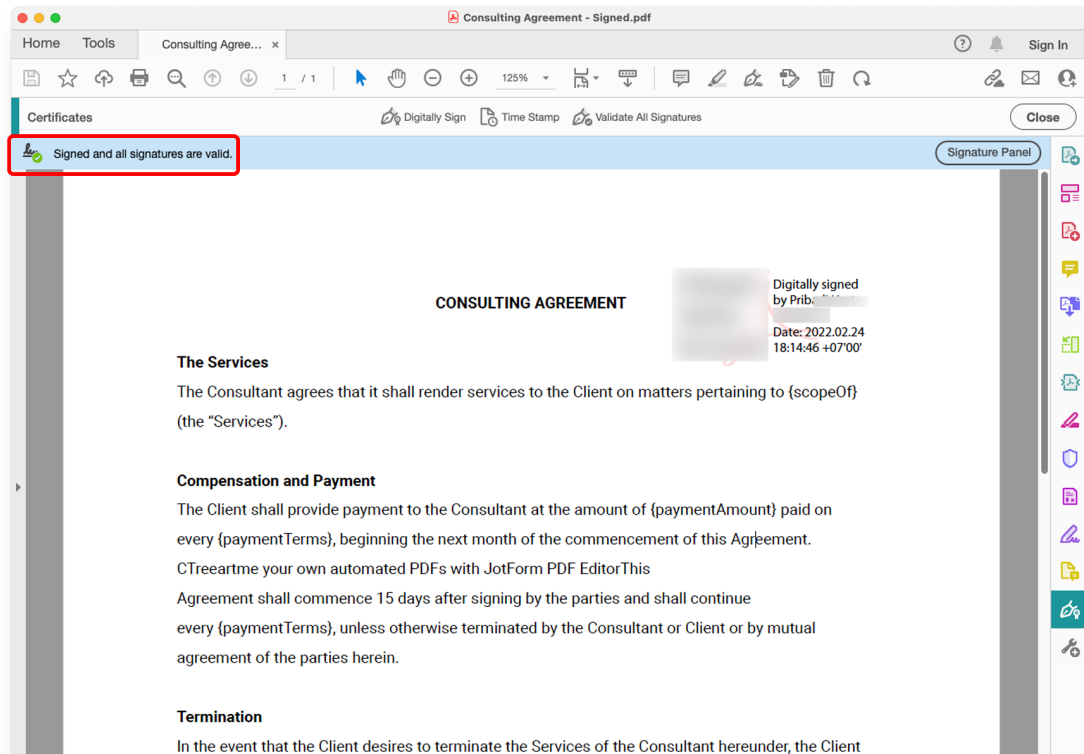


- 17 Enter file name and choose the location to save the Digitally Signed PDF file, then click **Save** to save the file.

*Masukan nama file dan pilih lokasi penyimpanan file PDF yang telah ditandatangani, lalu klik **Save** untuk menyimpan file tersebut.*



- 18 Your document was successfully signed electronically.
Dokumen Anda berhasil ditandatangani elektronik.



Disclaimer - *Penolakan*

VIDA is not responsible for the use of Digital signatures using VIDA Digital Certificates that have been issued and, all the usage responsibility is handed over by VIDA to Users.

VIDA dalam hal ini tidak bertanggung jawab atas penggunaan Sertifikat Elektronik untuk melakukan Tanda Tangan Elektronik yang telah dikeluarkan dan seluruh tanggung jawab penggunaan diserahkan oleh VIDA kepada Pengguna.