Certificate Services

Microsoft Windows Macros and Visual Basic Signing User Guide

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Obtaining and using an Entrust Office/VBA Code Signing Certificate

Microsoft Office/VBA code is signed using the Microsoft Office application that produced it. For example, if you create a spreadsheet in Microsoft Excel, the Excel application offers built-in tools that enable you to sign it using your Entrust certificate and private key.

Entrust certificates can be used to sign DOC, DOT, XLS, XLT, XLA, PPT, PPS, and PPA files. The signature is used by the browser to provide some confidence document is from a legitimate source and has not been subjected to tampering.

Obtaining a certificate from Entrust

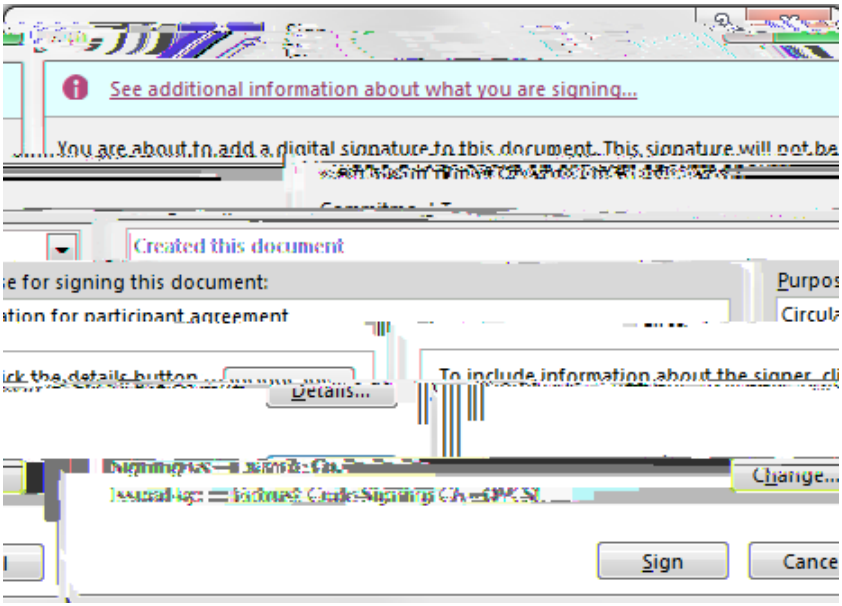
To obtain a Code Signing Certificate from the Entrust, log into the Entrust Web site URL https://buy.entrust.net/buy. Certificates are available to users who have registered for Entrust Certificate Services Enterprise. For information about enrolling in Certificate Services Enterprise, see the *Entrust Certificate Services Enterprise Enrollment Guide*. For information about buying and managing Code Signing Certificates, see the *Entrust Certificate Services Enterprise User Guide*.

Using your Entrust certificate to sign a Microsoft Excel spreadsheet

Several Microsoft applications include built-in tools that allow the user to sign documents that they create. The signing process used by Microsoft Excel is used as an example in this procedure.

This procedure assumes that you have downloaded and installed a Code Signing Certificate.

5 In the **Sign** dialog:.



a Read the **See additional information**... page.

b Select your **Commitment Type** (Created the document, for example).

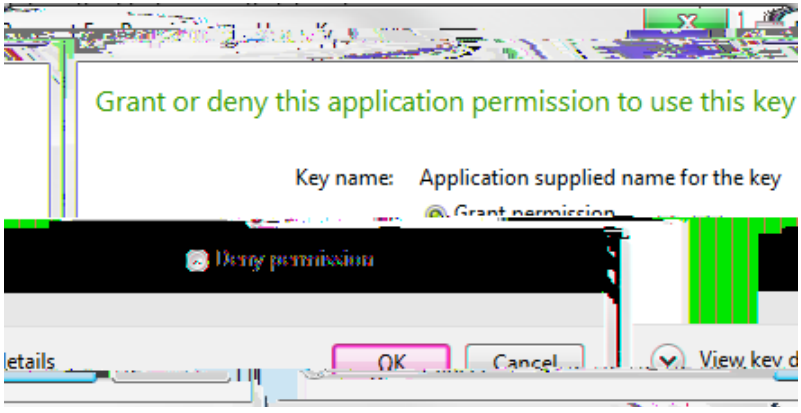
c Indicate why you are signing it.

d Click **Details** and provide details about your name and business address.

e **Signing as**: indicates the digital ID that will be used in your signature. If you have several certificates, you can click **Change** and select a different digital ID.

f Click **Sign**.

6 In the **Request for Permission**... dialog:.



a Select **Grant permission** to allow the application to use your key to sign the document. If you are not sure, you can view the key information from the **View Key Details** pull-down.

b Click **OK** to sign.

You will see a success message.