BANCO DE MÉXICO

How to electronically sign documents

**April 2018**

Procedure for signing documents electronically

You will need the (DocSec 2.0) application installed in your computer to electronically sign documents. You can download it at the following link:

http://www.banxico.org.mx/servicios/informacion-general/contrataciones-publicas/contrataciones-publicas-insti.html

Inside the web page, search for the "Aplicación de firma electrónica" link and choose the download link depending on your Windows operating system (32-bit or 64-bit) (see 1. Determine whether my computer is running a 32-bit version or 64-bit version of Windows operating system). After you click the link, the start will begin.

When installation is complete, you will see a .zip file with a folder named "DocSec 2.0" inside. In the folder, you will find the application installer (DocSec.msi for 64-bit version and DocSec x86.msi for 32-bit version).

Double-click in DocSec.msi (or DocSec x86.msi) to install the application.
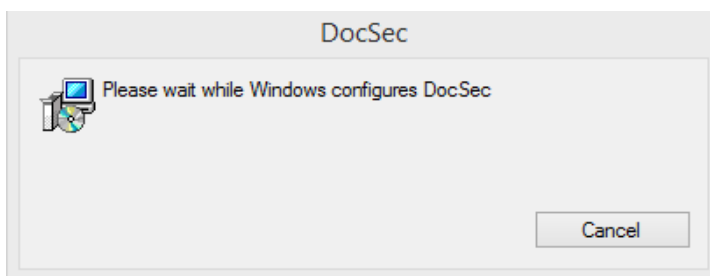
Once installation is done, you will see the shortcut in Windows desktop (depending on version).
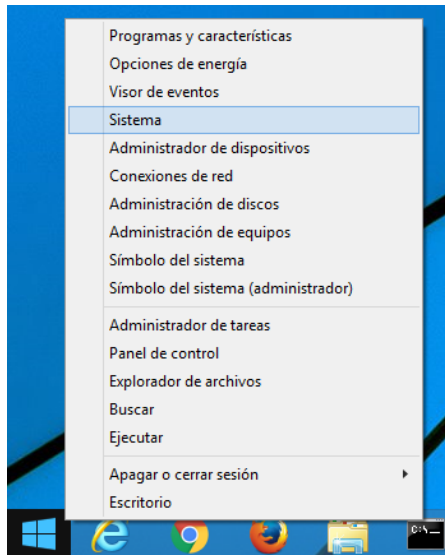

Finally, double-click in "generaaccesos.bat". This will create the "Send to…" menus to sign or verify a file right-clicking on it.

1. Determine whether my computer is running a 32-bit version or 64-bit version of Windows operating system.
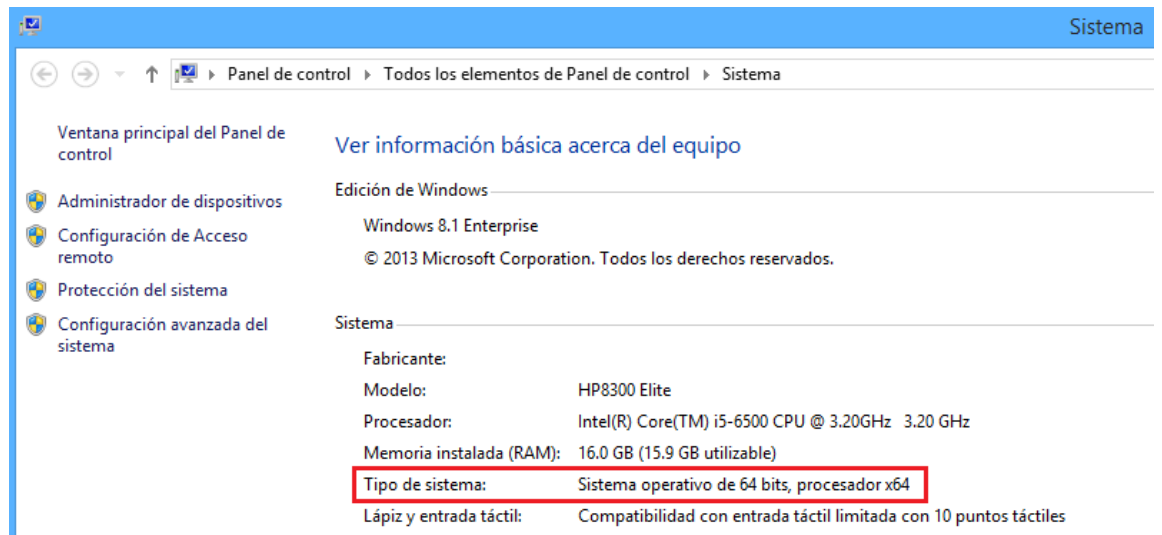
1.   Right-click on Windows Start Menu.

2.   Click on "System".

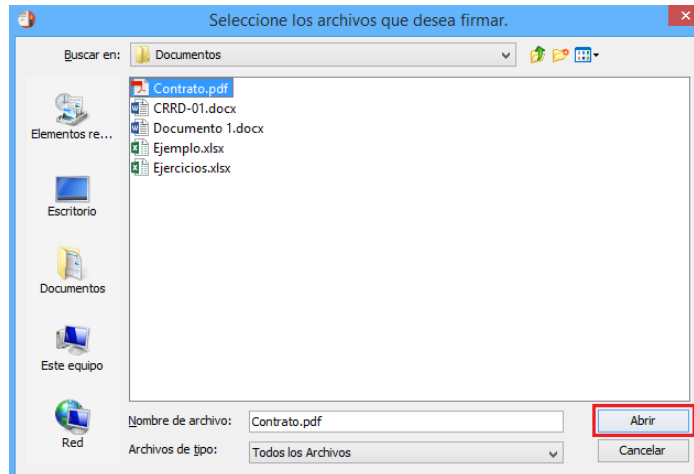3.   A window that specifies the operating system version will be shown.

2. Executing DocSec

To execute DocSec, double-click on the desktop shortcut:

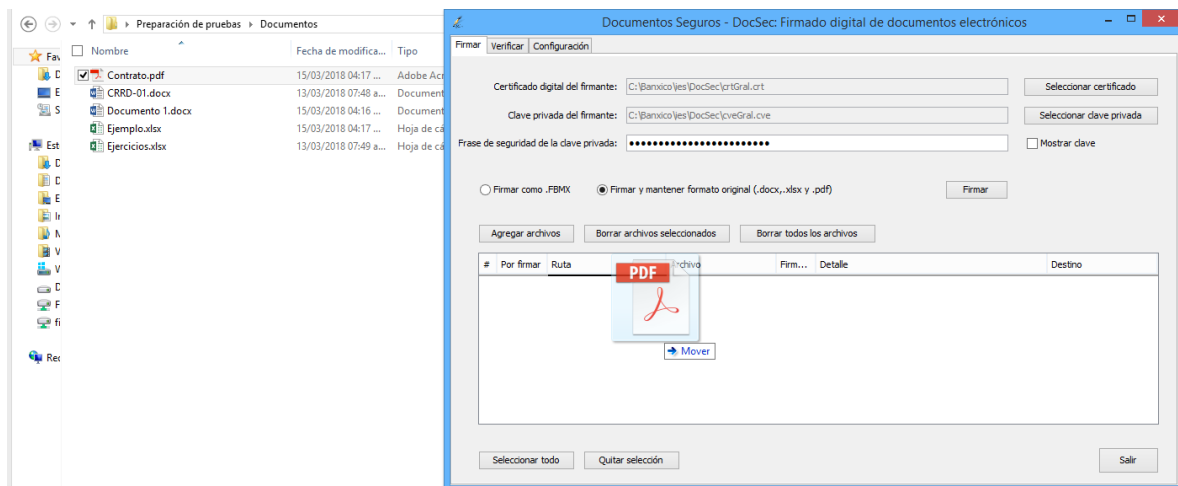## 3. Selecting the documents that you wish to sign

In "Firmar" (sign) section, click on "Agregar archivos" (add files) button. Browse and select the file that you wish to sign; then, click on the "Abrir" (Open) button.

If you want to sign several documents from the same folder, select all the files (select the first file; then, click on the shift+arrow keys to select the remaining documents).
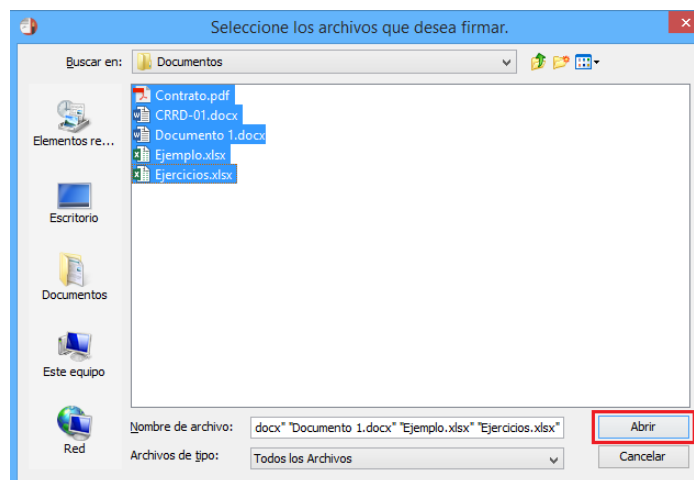

You can also use drag & drop function to add files.

4. Indicating the type of document

Select the type of document that you wish to sign. The system has two options:

- For files in formats .bmp, .dwg, .gif o .jpg, select option "Firmar como .FBMX". Formato (Sign as .FMBX. Format).
- For files in formats .docx, .xlsx and .pdf, select option "Firmar y mantener formato original (.docx, .xlsx y .pdf)" [Sign and maintain original format (.docx, .xlsx, and .pdf)].
- For files in Office format older than 2003, select option "Firmar como .FBMX" (Sign as .FMBX format).
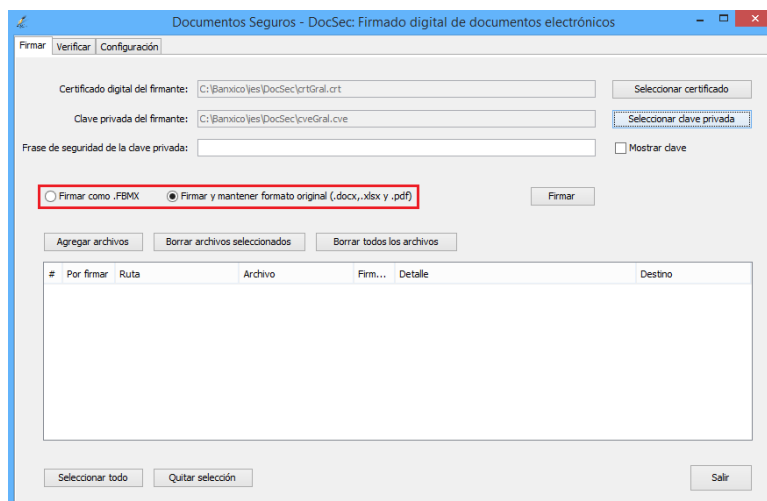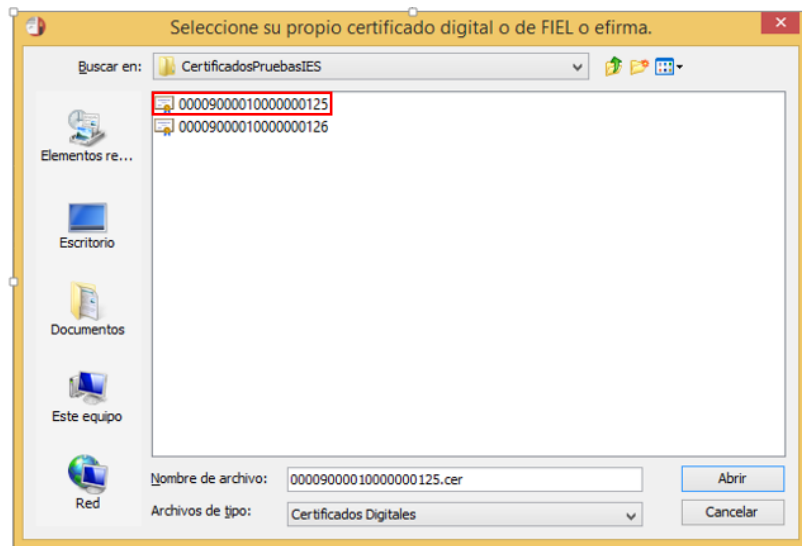
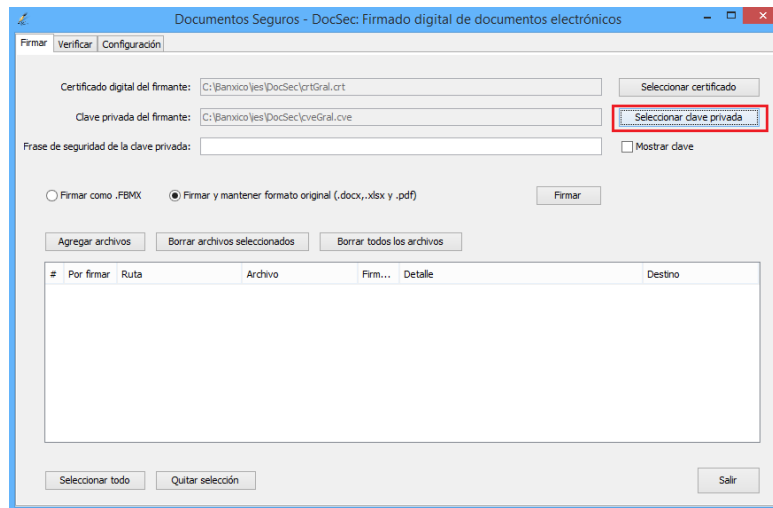## 5. Selecting the digital certificate

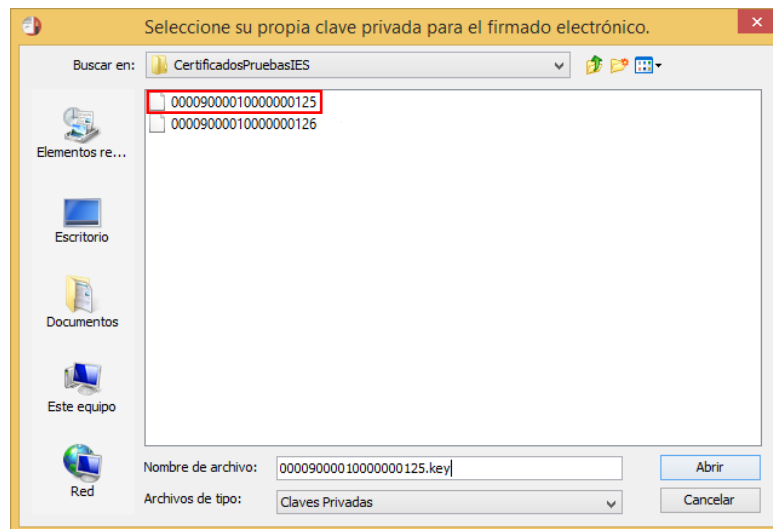Click on "Seleccionar certificado" (Select certificate) button.
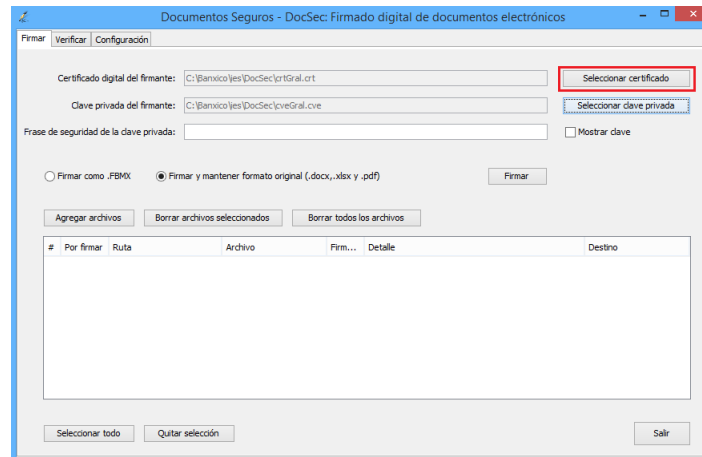
Browse and select the e-signature certificate issued by the SAT, formerly known as Advanced Electronic Signature (known as FIEL in Spanish) (.cer). If you are a foreign supplier, use instead the digital certificate issued by Banco de México, with the same ending (.cer).

Click on "Seleccionar clave privada" (Select private key) button.

Browse and select the Private Key for the e-signature issued by the SAT, formerly known as Advanced Electronic Signature (known as FIEL in Spanish) (.key). If you are a foreign supplier, use instead the digital certificate issued by Banco de México, with the same ending (.key).

Type in the private key safety phrase for the e-signature issued by the SAT, formerly known as Advanced Electronic Signature (known as FIEL in Spanish). You must also type the private key safety phrase for the digital certificate issued by Banco de México and click on the "Firmar" (Sign) button.

6. Confirming that the document has been signed

If the document was successfully signed the system will display an "Exitoso" (Successful) message in the "Firmado" (Signed) column.

The name of the person who signed the document will be displayed in the "Detalle" (Detail) column.

The "Ruta" (Path) column will display the signed document location.

The "Archivo" (File) column will display the signed document name.

Click on "Salir" (Exit) button to close the application.
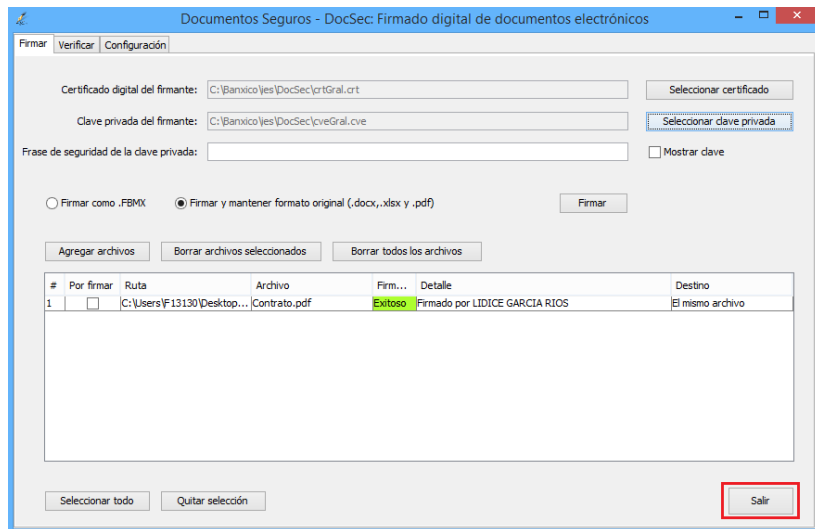
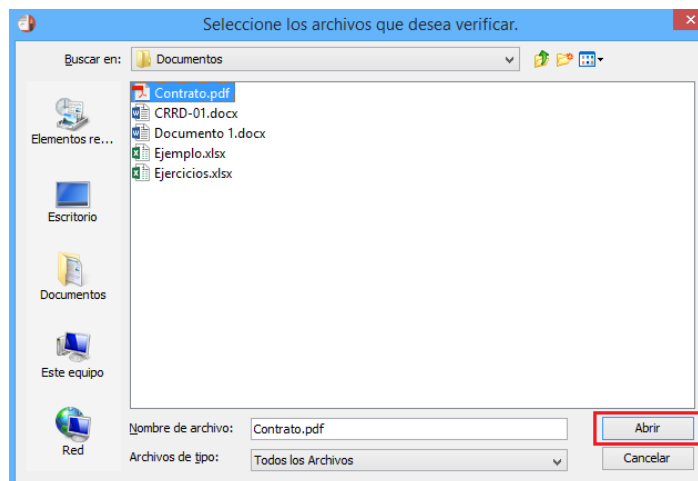# Procedure for verifying electronically signed documents

1. Executing DocSec

To execute DocSec, double-click on the desktop shortcut:



2. Selecting files to verify electronical signatures

In "Verificar" (verify) section, click on "Agregar archivos" (add files) button. Browse and select the file that you wish to sign; then, click on the "Abrir" (Open) button.

If you want to check several documents from the same folder, select all the files (select the first file; then, click on the shift+arrow keys to select the remaining documents).
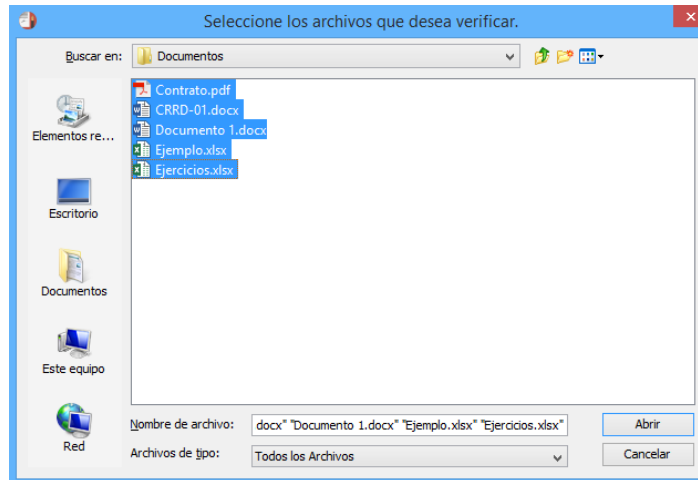
You can also use drag & drop function to add files.
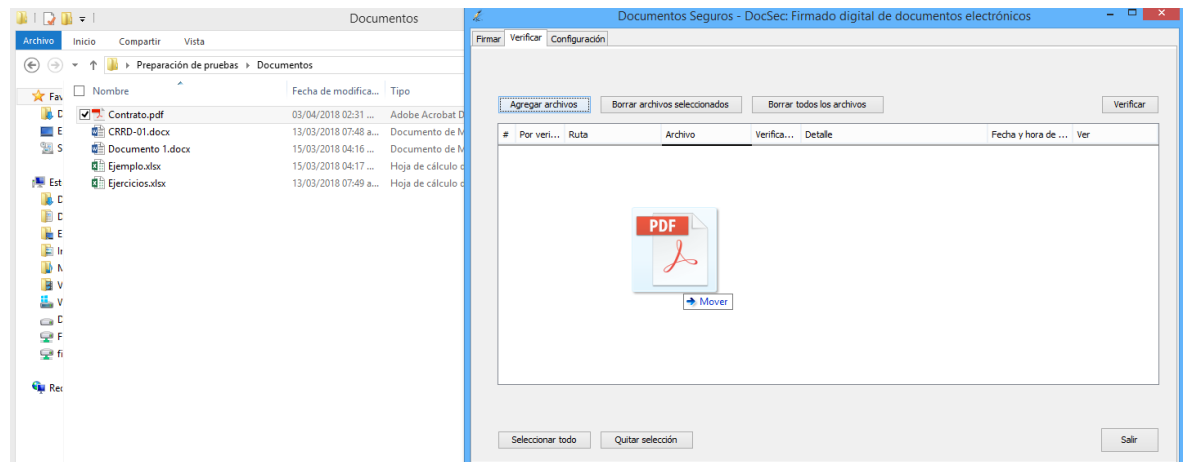

3. Visualizing the valid signature

If the document has a valid electronic signature, an "Exitoso" (Successful) message will be displayed in the "Verificación" (Check) column.

The name of the persons who signed the document will be displayed in the "Detalle" (Detail) column.

The date and time of signing of the document will be displayed in the "Fecha y hora de firma" (Date and time of signing) column.

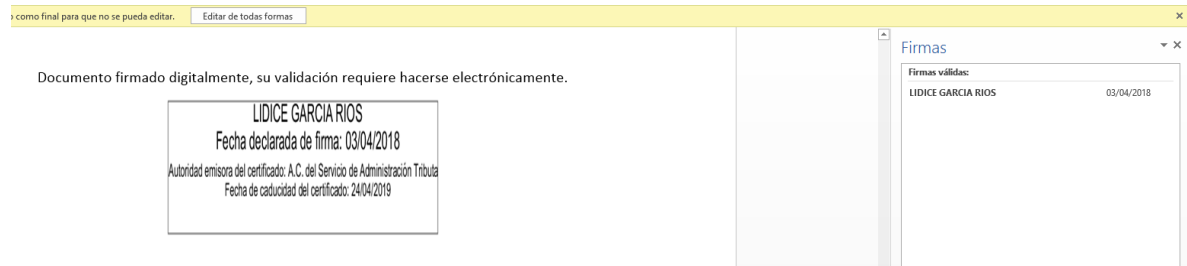You can see the signed document by clicking on the "Ver documento" (See document) button.

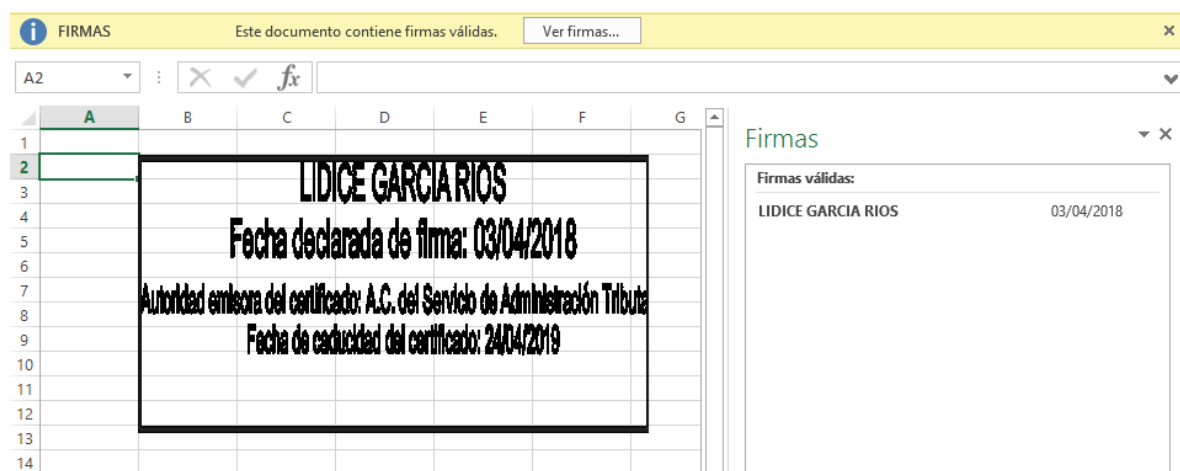Click on the "Salir" (Exit) button to close the application.
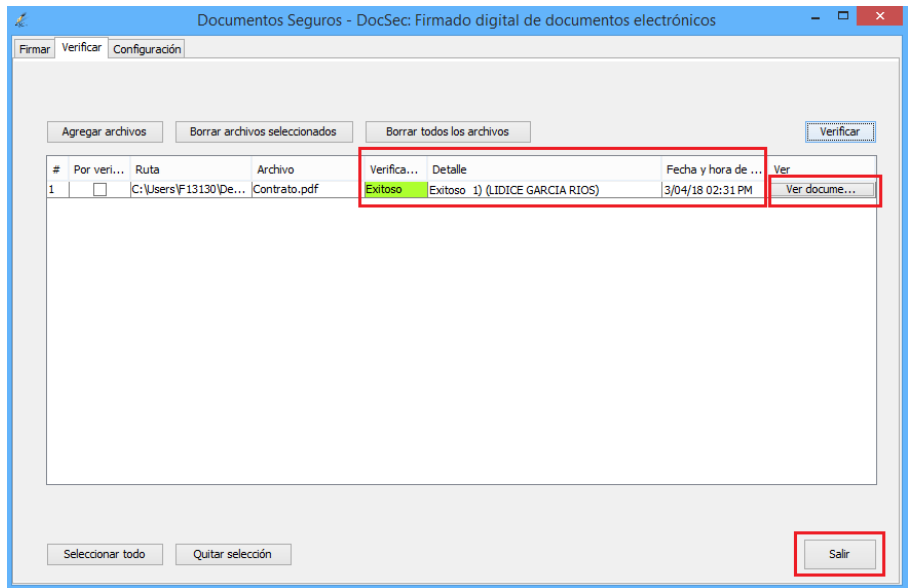
4. Displaying the signed document

You will see a .docx, .xlsx and .pdf document, as shown below. The name of the person who signed the document and the date of signing date will also be displayed:

.docx with visual representation:

.xlsx with visual representation:

.pdf with visual representation: