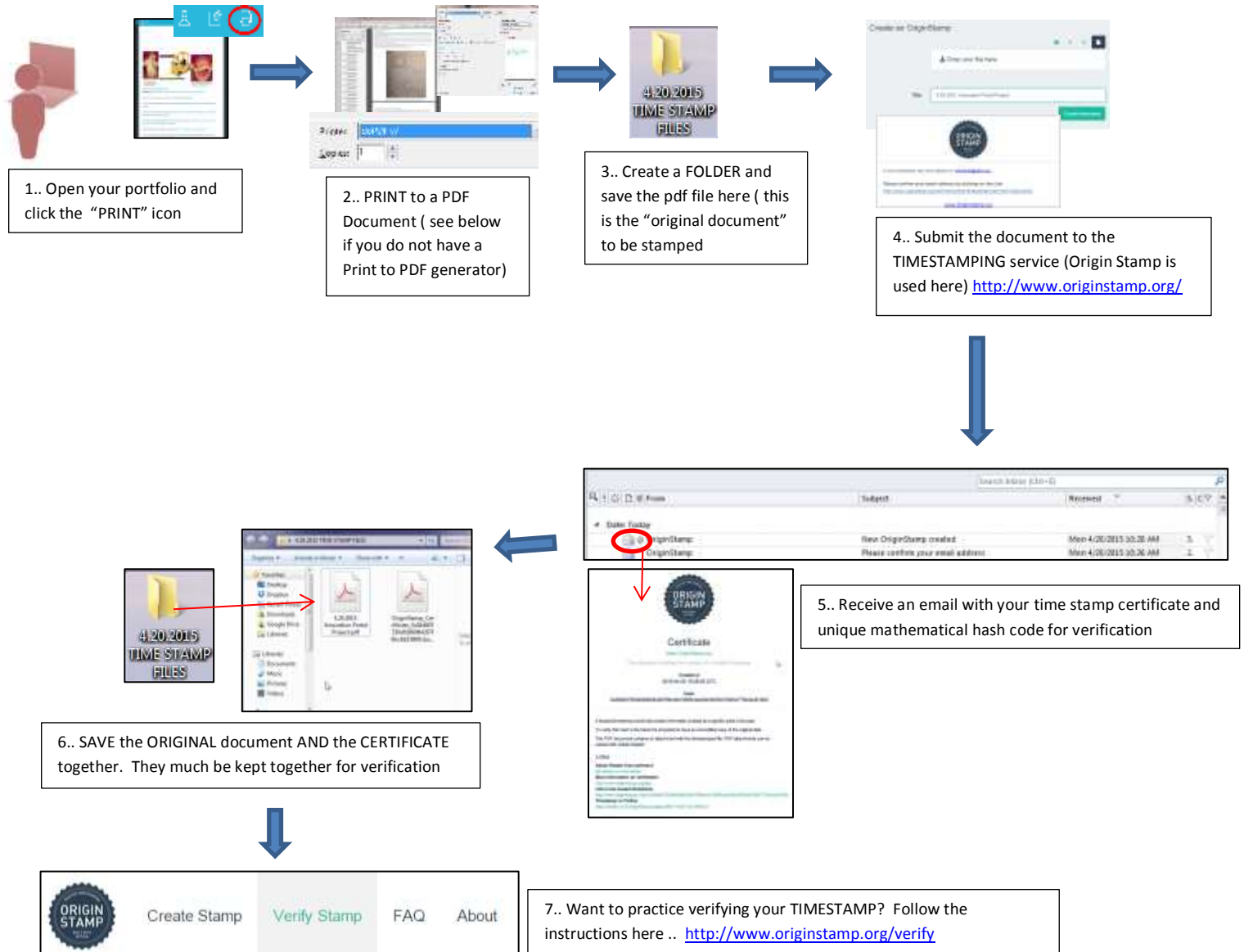## Steps to creating a TRUSTED TIME STAMP of your Innovation Portfolio work at any time

PLEASE note: The process depicted below only timestamps what appears on each of your portfolio pages. Documents and other files that appear as links on your portfolio page will have to be time-stamped individually using this process and those certificates kept with those files.

What you are doing:

With your portfolio turned into a PDF file you will upload it to a TIME STAMP generator. Your file is not actually transferred but is turned into a huge mathematical hash function derived from the individual bits of information that make your file look the way it does. The TIME STAMP system then hosts that formula on their site and sends you back a "Time- Stamp Certificate". Your responsibility is to keep the original PDF file and this time stamp certificate together. IF you need to verify that the document was indeed created at the time of the time stamp you go to a time stamp verification site, enter the certificate and receive a verification that is considered impossible to forge. (Even so …some inventors time-stamp their works with more than one service to increase the validity of their claim. (i.e. to sets of verifications from two separate services is harder to argue with.)

1.. Open your portfolio and click the "PRINT" icon

2.. PRINT to a PDF Document (see below if you do not have a Print to PDF generator)

3.. Create a FOLDER and save the pdf file here (this is the "original document" to be stamped

4.. Submit the document to the TIMESTAMPING service (Origin Stamp is used here) http://www.originstamp.org/

5.. Receive an email with your time stamp certificate and unique mathematical hash code for verification

6.. SAVE the ORIGINAL document AND the CERTIFICATE together. They much be kept together for verification

7.. Want to practice verifying your TIMESTAMP? Follow the instructions here .. http://www.originstamp.org/verify

Resources used in the process depicted in this guide

1) You will need to have a "Print to PDF" converter installed so that when you view your portfolio in "Print" mode you can then… "print it as a PDF file" …and save that file on your computer instead of sending that information to an actual printer. Prints to PDF converters are very common. Many like the one featured here are free, and they exist like a "printer" when you choose to "Print" a document. Simply choose the PDF converter instead of a printer.

Here are a couple of free PDF Converters

"We created doPDF with the purpose of giving users a way to create PDF files fast and easy. This is why doPDF is the most lightweight free PDF creator in the world - no exaggerations, the web installer is a mere 1.5MB, does not require 3rd party software (such as Ghostscript as most of the other free PDF creators require) and barely uses any resources during conversion."   http://www.dopdf.com/   *(used in the depiction in this guide)*

"Create PDF files with the world's most popular free PDF creator. With just one click, turn virtually any kind of file into a 100% industry-standard PDF"   http://www.primopdf.com/

Free Time Stamp Services

OriginStamp is a trusted timestamping service that can be used **free of charge** and anonymously. The service enables you to prove that you were the originator of information (e.g. PDF or audio) at a certain time. http://www.originstamp.org/   *(used in the depiction in this guide)*

TrueTimeStamp **"Timestamping authority** that provides **solid proof** that your invention, copyrightable work, design, or document **existed today.** Keep an Electronic Certificate, which enables long-term verification of timestamp authenticity, even if this website ceases to exist. Sequential validity chain makes it impossible for anyone, even for us, to back-date any time stamp."   http://truetimestamp.org

Information about Trusted Time-Stamping

"According to the RFC 3161 standard, a trusted timestamp is a timestamp issued by a trusted third party (TTP) acting as a **Time Stamping Authority** (**TSA**). It is used to prove the existence of certain data before a certain point (e.g. contracts, research data, medical records,...) without the possibility that the owner can backdate the timestamps. Multiple TSAs can be used to increase reliability and reduce vulnerability."   *READ MORE AT*: http://self.gutenberg.org/articles/trusted_timestamping