

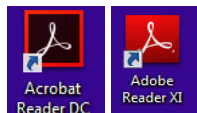


HOW TO CREATE A DIGITAL ID & Incorporate Seal

The below instructions are for creating a Digital ID in **Acrobat Reader DC Version 2015.010.20056** or **Adobe Reader XI Version 11.0.10**; other versions have similar tools to create a digital signature, however, it is recommended that you upgrade to the current version of Adobe Reader XI or Acrobat Reader DC. Click on following link for the available versions of Adobe Reader for Windows:

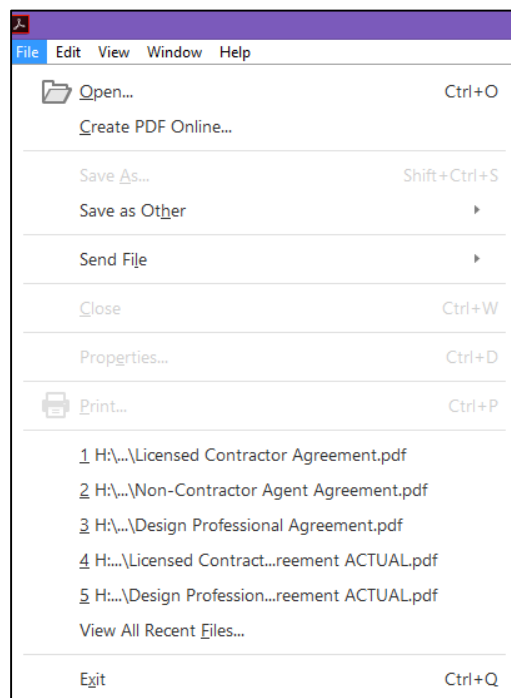
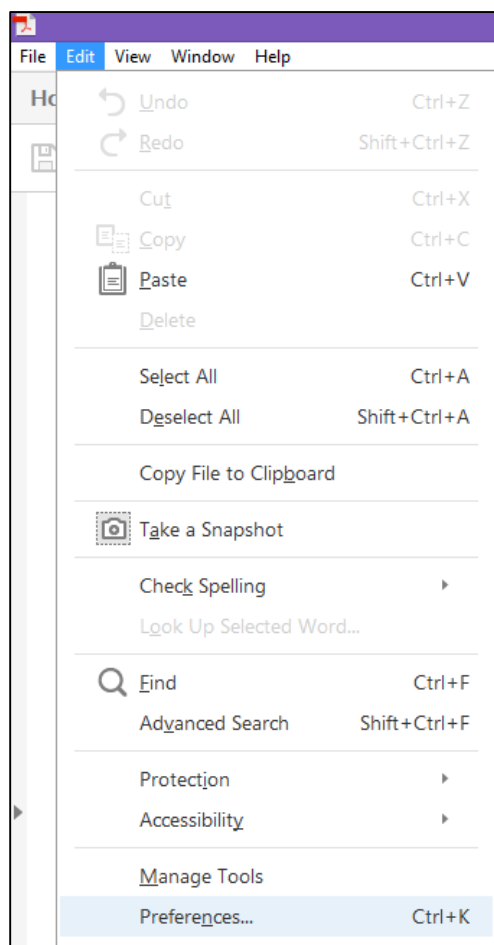
<http://www.adobe.com/support/downloads/product.jsp?platform=windows&product=10>.

Step 1: Open Acrobat Reader DC or Adobe Reader XI



Step 2: Select a PDF File to Open, by selecting File and Open

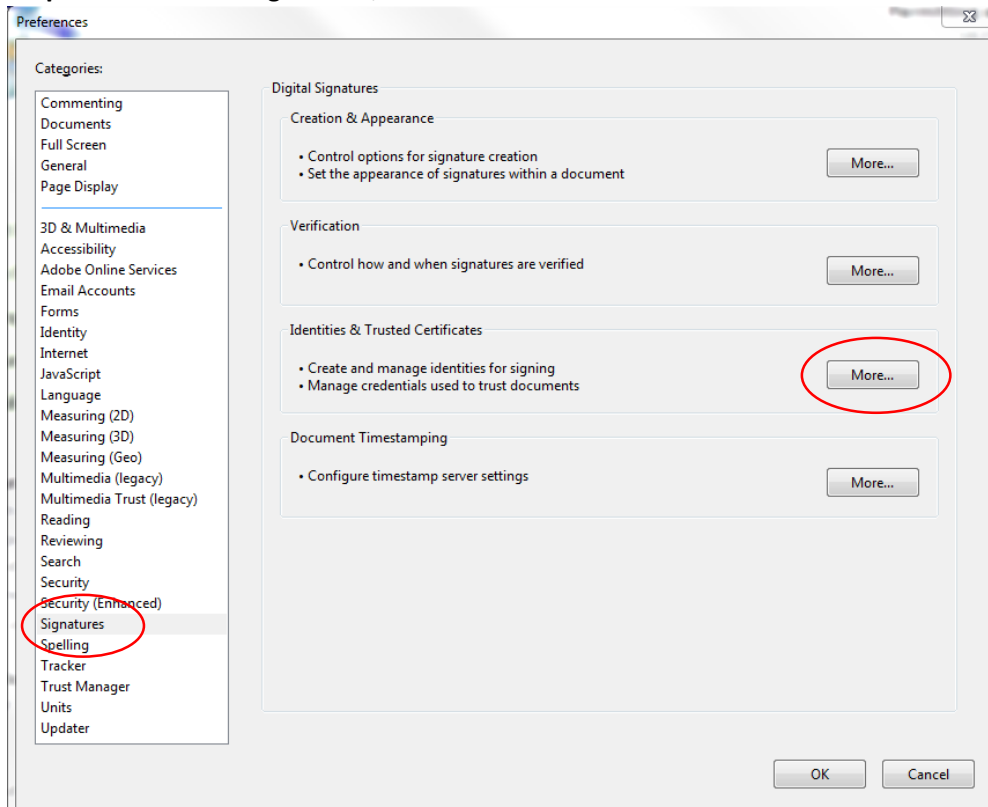
Step 3: Once you have opened a PDF File, select Edit → Preferences



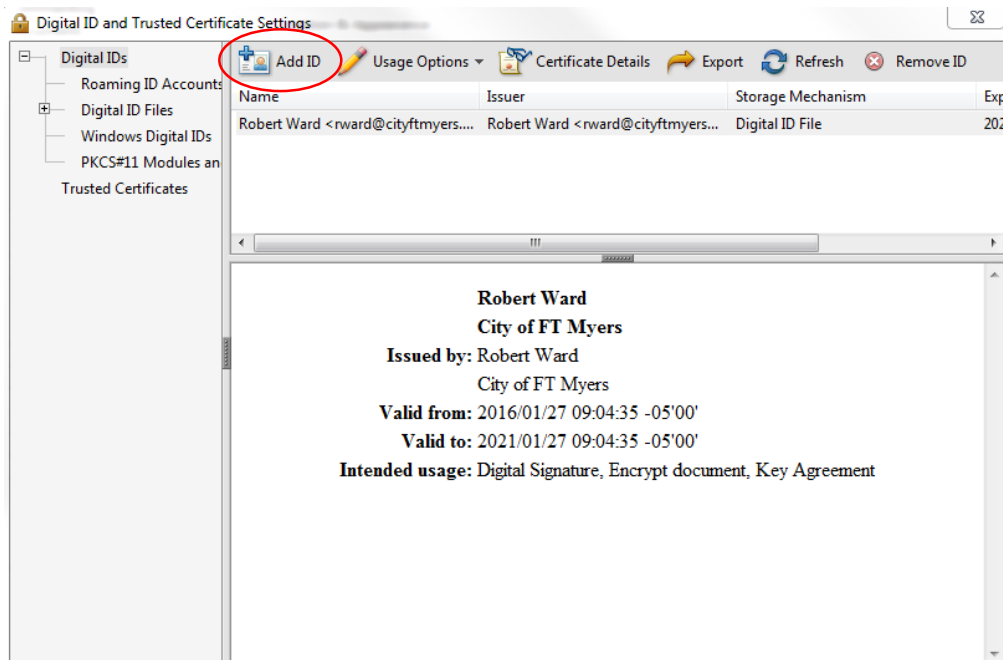


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Step 4: Then select Signatures, and then select More under Identities & Trusted Certificates



Step 5: In Identities & Trusted Certificates, select Add ID





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Step 6: Select A new digital ID I want to create now, and Next

Add Digital ID

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

- My existing digital ID from:**
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
 - A new digital ID I want to create now

Cancel < Back Next >

Step 7: Ensure New PKCS#12 digital ID file is selected, and select Next

Add Digital ID

Where would you like to store your self-signed digital ID?

- New PKCS#12 digital ID file**

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.
- Windows Certificate Store**

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

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Step 8: Enter your First and Last Name, License Number (i.e. Contractor, PE, AA, etc.) and “State of Florida” as part of the Name field. The Organizational Unit and Organization Name fields may be used for the Company Name, or may be used by licensed Engineers to satisfy the requirements of Florida Administrative Code 61G15-23.005(3)(d) which requires the following language to be placed in the same location as the signature and seal:

The item has been electronically/digitally

signed and sealed using a SHA-1 authentication codes and Printed copies of the document are not considered signed and sealed and all SHA-1 authentication codes must be verified on any electronic copies.

DO NOT use special characters in the Organizational Unit or Organization Name fields. Example of special characters: #,\$%^&*(). Then, complete the Email Address which is also a required field.

Step 9: Click Next

Step 10: Choose the location on your computer or flash drive where you would like to store your Digital ID file. **You will need to know where it is in order to use it.** If you need to be able to use it from more than one computer, you might consider saving it to a flash drive.

Step 11: Create a password (**MEMORIZE your password and DO NOT SHARE**) and enter it into the necessary fields.

Step 12: Select Finish

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith P.E. 01564 State of Florida

Organizational Unit: **Optional** The item has been electronically signed and sealed using a SHA-1 authentication code

Organization Name: Printed copies of the document are not considered signed and sealed

Email Address: johnsmith@fakeemail.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

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Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: C:\Users\cbarker\AppData\Roaming\Adobe\Acrobat\10.0\Security\ChristyBar Browse...

Password: [Empty] Not Rated

Confirm Password: [Empty]

Cancel < Back Finish



HOW TO CREATE A DIGITAL ID & Incorporate Seal

The following explains the steps on how to incorporate your seal into your Digital Signature which you may then apply to the Agreement Form and your plans:

For Wet, Rubber or Embossed Seals:

1. Apply your seal to a blank sheet of paper
2. Charcoal the raised/embossed seal, if applicable
3. Scan the seal as a PDF
4. Save the PDF to your desktop or other location on your computer, or thumbnail

Step # 1: Using Adobe Acrobat Pro, under Certificates, select the Digitally Sign feature.

Step # 2: Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out of the desired area, you will be taken to the next step of the signing process.

Step # 3: Using the drop down list in the Appearance field, select "Create New Appearance".



Step # 4: Select "Imported Graphic" and then click "File" to locate the Seal with Signature. Once located, double click on the image and then click "OK".



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Step #5: Insert your “Password” and select “Sign”

Your seal will now be part of your digital signature, allowing you to apply your digitally created signature to your plans. This will prevent you from having to print the plans, sign and seal the plans, scan the plans, and then upload the plans. You can simply create the plans, digitally sign the plans, and then upload the plans.



If you prefer not to include the disclaimer statement as part of your digital signature, you may apply the disclaimer separately. The following are some examples:

1. When a digitally created seal is used:



This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.

Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies.

2. When a digitally created seal is not used:

C. S. Hammatt, State of Florida, Professional Engineer, License No. X

*This item has been electronically signed and sealed by C. S. Hammatt, PE. On [DATE] using a *SHA-1* authentication code.*

*Printed copies of this document are not considered signed and sealed and the *SHA-1* authentication code must be verified on any electronic copies.*