

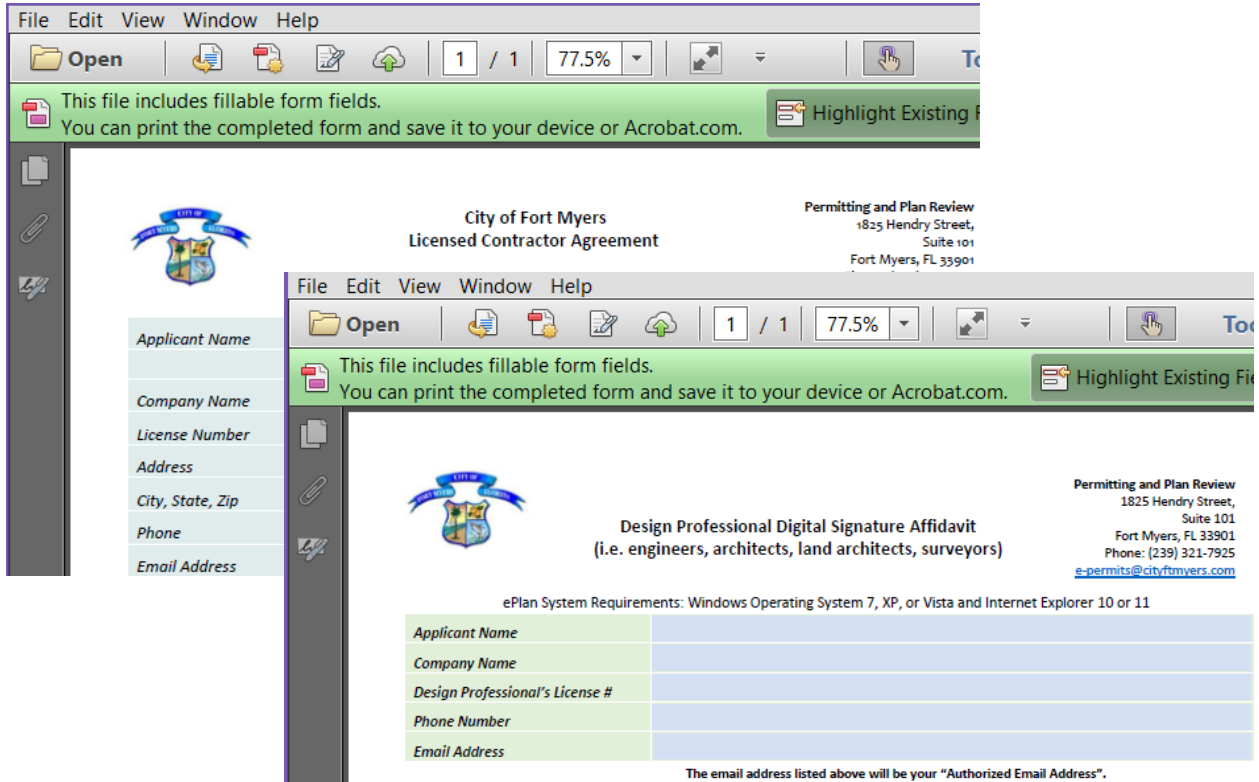


HOW TO APPLY YOUR DIGITAL ID CITY-REQUIRED AGREEMENT FORMS

The below instructions explain how to apply your Digital ID/Signature to the City-required Agreement Forms.

Step 1: Open the Licensed Contractor or Design Professional Agreement, whichever is applicable.

Step 2: Complete all fields in the form, leaving no blanks (i.e. Applicant Name, Company Name, License Number, Address, Phone, and Email Address). **An Email Address is MANDATORY.**



Step 3: You can obtain and complete the Digital Signature Serial Number, by clicking on the Digital Signature field.



Licensed Contractor Agreement Form



Design Professional Agreement Form



HOW TO APPLY YOUR DIGITAL ID CITY-REQUIRED AGREEMENT FORMS

Sign Document

Sign As: John Smith - CGC0000000 (John Smith - CGC0000000) 2021.01

Password:

Certificate Issuer: John Smith - CGC0000000

Info...

Appearance: Digital Signature -

Digitally signed by John Smith - CGC0000000
DN: cn=John Smith - CGC0000000, o=John Smith Construction, ou, email=johnsmith@fakeemail.com, c=US
Date: 2016.01.30 14:30:21 -05'00'

Lock Document After Signing

Click Review to see if details may affect signing

Step 4: Select the Digital Signature you will be applying to the agreement form from the drop down, if necessary.

Step 5: Select Info Button

Step 6: In Certificate Viewer, select Details Tab.

Certificate Viewer

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

John Smith - CGC0000000 <jc

Summary **Details** Revocation Trust Policies Legal Notice

Certificate data:

Name	Value
Version	3
Signature algorit...	SHA1 RSA
Subject	c=US, email=johnsmith@fakeemail.co...
Issuer	c=US, email=johnsmith@fakeemail.co...
Serial number	10 44 96 38 91 F5 DF CD AC D7
Validity starts	2016/01/30 14:16:37 -05'00'
Validity ends	2021/01/30 14:16:37 -05'00'

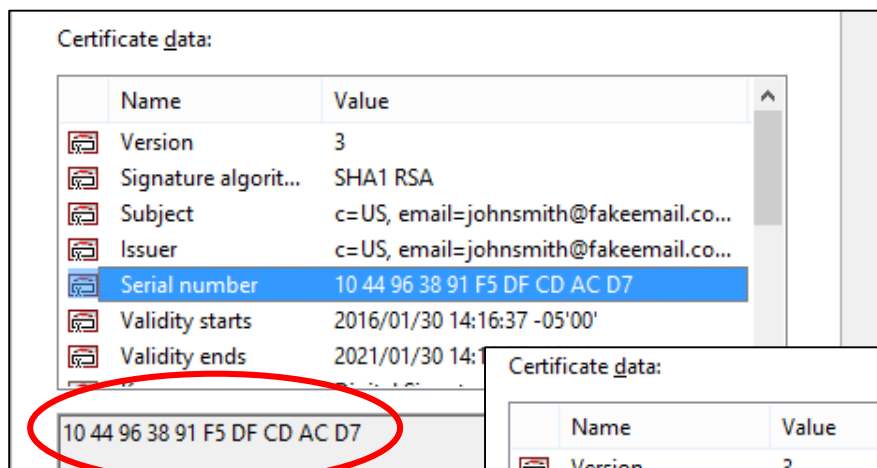
This is a self-signed certificate. The selected certificate path is valid.
The path validation checks were done as of 2016/01/30 14:33:46 -05'00'

OK



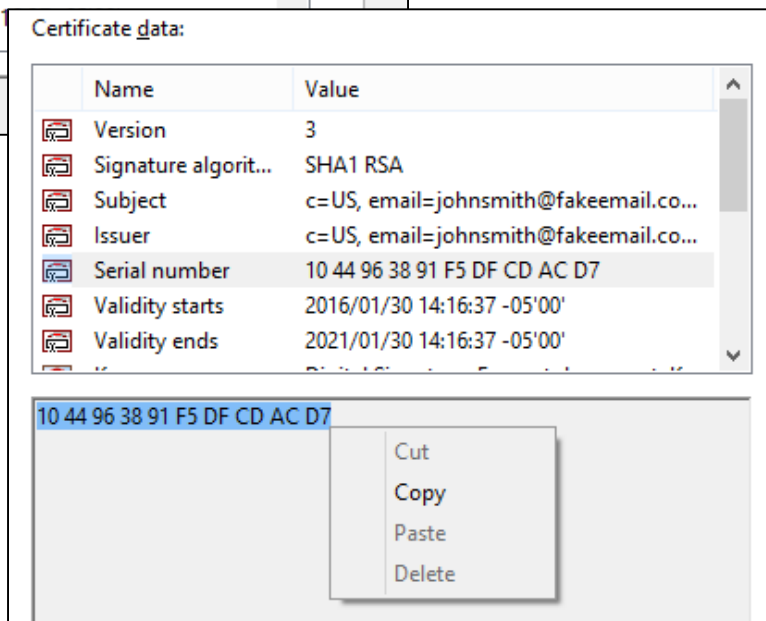
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Step 7: Select Serial Number to display the Serial Number in the box below.



Step 8: Using your cursor, highlight the serial number in the box. Then, right-click with your mouse and select copy.

Step 9: Click OK and Cancel to return to the agreement form.



Step 10: Click in the Digital Signature Serial Number box in the form. Right click with your mouse and select Paste.

By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.

DIGITAL SIGNATURE WITH NAME, CERTIFICATION NUMBER (PE, AA, ETC) and "STATE OF FLORIDA" VISIBLE

DIGITAL SIGNATURE SERIAL NUMBER or NAME OF CERTIFICATION AUTHORITY

VALIDITY END DATE OF DIGITAL SIGNATURE

DIGITAL SIGNATURE SERIAL NUMBER or NAME OF CERTIFICATION AUTHORITY

VALIDITY END DATE OF DIGITAL SIGNATURE

PLACE APPLICANTS RAISED, WET OR ELECTRONIC SEAL IN THIS AREA

re true.

applications, please

DIGITAL WITH NAME, LICENSE NUMBER AND STATE OF FLORIDA



HOW TO APPLY YOUR DIGITAL ID CITY-REQUIRED AGREEMENT FORMS

Step 11: Repeat steps 3 through 10 to obtain and complete the Validity End Date.

10 44 96 38 91 F5 DF CD AC D7

DIGITAL SIGNATURE SERIAL NUMBER or NAME OF CERTIFICATION AUTHORITY

2021/01/30 14:16:37 -05'00'

VALIDITY END DATE OF DIGITAL SIGNATURE

Step 12: The Digital Signature shall be the last field completed on the form before printing and signing the form. Follow steps 3 and 4. Then, input your Password and select Sign. **(NOTE: You may change the appearance of your signature, by selecting Create New Appearance in the Appearance Drop-Down Menu. Name, Date, Email, Location, and Labels are required fields.)**

Sign Document

Sign As: John Smith - CGC0000000 (John Smith - CGC0000000) 2021.01

Password:

Certificate Issuer: John Smith - CGC0000000 Info...

Appearance: Digital Signature -

Digitally signed by John Smith - CGC0000000
 DN: cn=John Smith - CGC0000000, o=John Smith Construction, ou,
 email=johnsmith@fakeemail.com, c=US
 Date: 2016.01.30 15:10:51 -05'00'

Lock Document After Signing

Click Review to see if document content may affect signing Review...

Sign Cancel

Step 13: Print the form, and sign and date where indicated. Design Professionals shall apply their raised, wet or electronic seal where indicated on the Design Professional Digital Signature Affidavit. After completed form shall be scanned and submitted to the Building division for further processing.

NOTE: The electronic version of the Design Professional Digital Signature Affidavit shall be required prior to our accepting electronically submitted plans. The original hand-signed Design Professional Digital Signature Affidavit form shall be required prior to permit issuance. All other Agreement forms (Licensed and Non-Licensed Agreement Forms) may be submitted electronically only as the original is not required.