

## Digital Signature Certification Workflow

***This document goes through a workflow of how to create a set of plans that contain an Adobe CDS digital signature using Adobe Acrobat X Pro. There are several variances on how this can be done. Engineers should use their discretion on how to apply their seal, signature and date to abide by the Engineering Boards Regulations. Each plan sheet is required to be signed, just as a wet signature.***

### A. Definitions:

- a. A **digital signature** is a mathematical scheme for demonstrating the authenticity of a digital message or document. A valid digital signature gives a recipient reason to believe that the message was created by a known sender, and that it was not altered in transit.
- b. An **electronic signature** is any legally recognized electronic means that indicates that a person adopts the contents of an electronic message, such as a scanned representation of an individual's signature imported into a document, or electronic file.

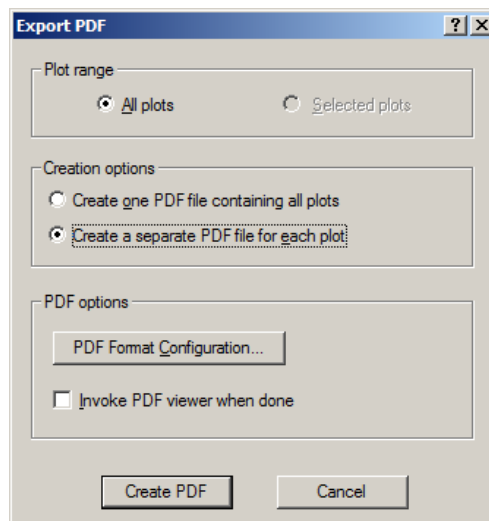
### B. Adobe CDS Certificates:

A list of providers for the CDS certificates can be found at the Adobe website at the link listed below. Any of these companies can be used to provide the certificate.

[www.adobe.com/security/partners\\_cds.html](http://www.adobe.com/security/partners_cds.html)

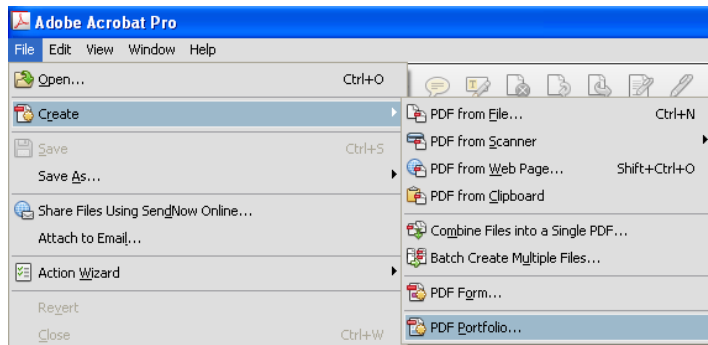
### C. Creating a PDF Portfolio of individual plan sheets

- a. In Interplot Organizer, export your files as a separate PDF file. See the document 'Creating PDF Files from MicroStation DGN Files' for additional information.

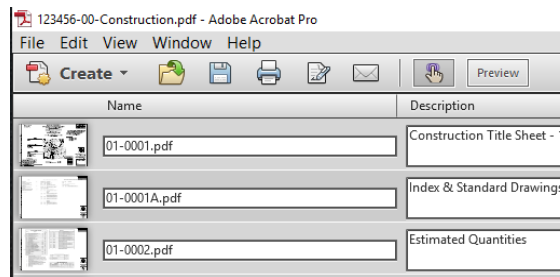


The individual pdfs will be named according to the sheet file name. It is imperative that the sheets are named correctly according to the CADD Document. If sheet files are named according to the CADD document, they will fall in numerical order. File Names can be renamed inside Adobe Portfolio, if necessary.

- b. In Adobe Acrobat, File>Create >PDF Portfolio.



- c. The Create PDF Portfolio dialog window will appear. Choose a layout. Select Add Files in the lower right corner. Navigate to the folder with the individual plan sheets and select Open. All of the Individual sheets should now appear in the Portfolio.
- d. Final Plans Submittal Format
  - i. A two digit prefix should be added to each individual sheet to designate the type of sheet it is. This is to assist the Plans Assembly group in organizing sheets. See Section 4-115.11 of the Design Guidelines for a listing of prefix requirements.
- e. **Optional** - To rename your files inside Adobe Portfolio, make sure you are in the Files view mode and hit edit. In the fields under Display Name, modify the name to what should be displayed.



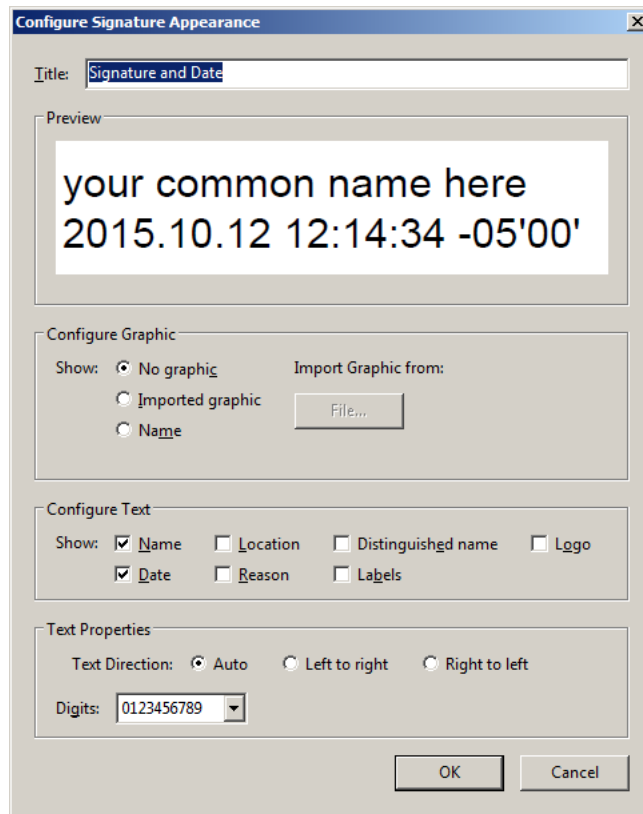
- f. When finished, go to File>Save Portfolio and name the portfolio according to the proper FileNet naming convention.

#### D. Creating Your Digital Certification Appearance.

**NOTE: This workflow can only be performed by the Registered Professional Engineer that is sealing the plans and cannot be designated to any other person to affix the signature and date.**

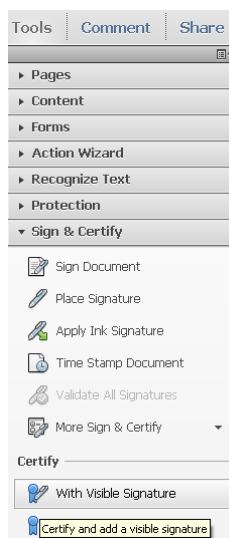
**This is only one method for creating your digital signature appearance. Other processes are available, so use what is most familiar to you.**

- a. In Adobe Acrobat, go to Edit>Preferences>Security.
- b. In the Appearance section, select New.
- c. In the Title field, enter a name for this appearance.
- d. In Configure Graphic, choose No graphic.
- e. In Configure Text, choose Name and Date.
- f. Select OK when finished.

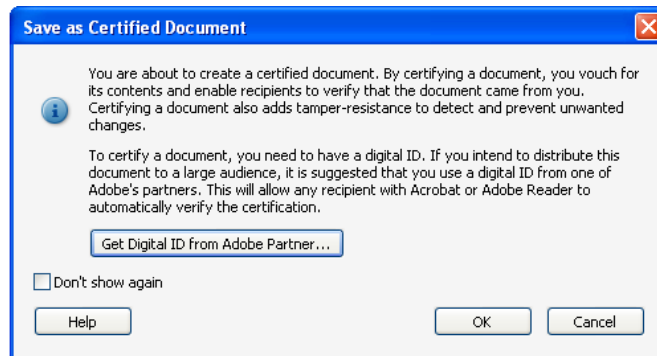


#### E. Adding the Electronic Generated Digital Signature Certification to the Plan Set

- In the Adobe Acrobat Portfolio, open up the project portfolio. Open a sheet.
- Verify that your Digital Signature USB Token is inserted into your computer. Navigate to **Tools>Sign & Certify** and select **Certify with Visible Signature**.



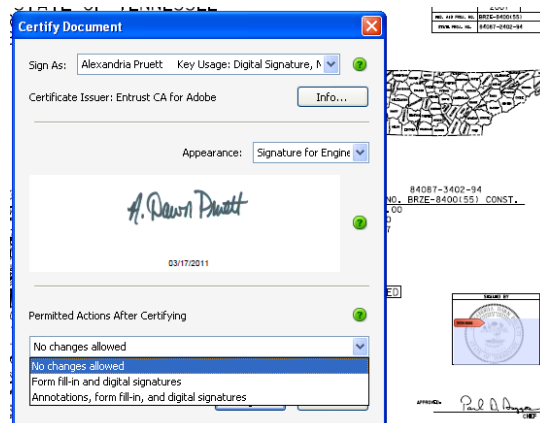
- The following information window may appear. Click on **OK**.



- d. Another information window will appear as well. This window is alerting you that you need to create a signature field for the location of your digital signature. Click **OK**. Using your mouse, click and drag out the area to define this location.



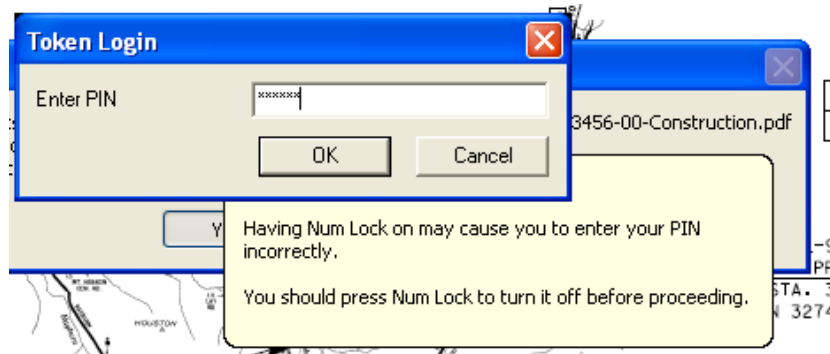
- e. The Certify Document dialog window will appear.
- In the Sign As section, Verify that your name is in the Sign As section.
  - In the Appearance section, use the drop down box to choose your seal.
  - In the Reason section, you can leave it blank or choose a reason if needed.
  - In the Permitted Actions After Certifying section, select No Changes Allowed. If multiple signatures will be on a sheet, then change this to Form Fill-in and digital signatures.



- f. Click Sign when finished.

**Note:** If the sheets are signed prior to adding them to Adobe Portfolio, then a Save As window will appear and you should name your file according to the FileNet naming convention.

- g. A dialog box will appear for you to type in your password to your USB token.



- h. The electronically generated digitally certified signature now appears on the sheet. The blue ribbon at the top of your document that shows that the file is certified.

